

**CITY OF DUNNELLON
CITY COUNCIL WORKSHOP**

DATE: October 5, 2016

TIME: 5:30 p.m.

PLACE: City Hall

20750 River Dr., Dunnellon, FL 34431

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Whitt called the meeting to order at approximately 5:34 p.m. and led the Council in the Pledge of Allegiance. He asked if any invitee or volunteer was present to open with prayer. Marilyn Welch provided the invocation.

ROLL CALL

The following members answered present at roll call:

Nathan Whitt, Mayor, Seat 1

Larry Winkler, Councilman, Seat 2

Chuck Dillon, Councilman, Seat 3

Walter Green, Vice-Mayor, Seat 4

Richard Hancock, Councilman, Seat 5

STAFF PRESENT

Dawn Bowne, Interim City Manager/City Clerk

Chief Mike McQuaig, Police Dept.

Chief Troy Slattery, Fire Dept.

Jan Smith, Finance Dept.

Richard Grabbe, Utilities Supervisor

Lynn Wyland, Staff Assistant

LEGAL COUNSEL

Andrew Hand

Shepard, Smith & Cassidy

PROOF OF PUBLICATION

Mrs. Bowne announced for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Friday, September 30, 2016. The agenda was amended to move Florida Rural Water Associate's presentation to the October 10th City Council meeting and to add additional backup to Item #s 5, 8 & 10. Item #12 was added.

Council agreed to move to Agenda Item No. 8

AGENDA ITEM NO. 8 – AGREEMENT #AGR2016-47 WITH RAINBOW SPRINGS ART CO-OP FOR USE OF CITY BUILDING LOCATED AT 20804 W. PENNSYLVANIA AVE.

Mrs. Bowne stated a few months ago Council showed support and directed staff to work with the local Rainbow Springs Art Co-Op (RSFAA) group to allow them use of the City's

former library building. She explained a Memorandum of Understanding was drafted through the City's legal counsel and she has been working with Mathew Baillargeon, representative for the group.

Mr. Baillargeon explained the art group would like to utilize the space to display their art and craft pieces and offer art enrichment programs to the citizens of Dunnellon and the surrounding communities, including children and seniors. He stressed this is not a gift shop, but an artist co-operative.

Attorney Hand explained the City has an obligation to have the building insured and RSFAA shall at all times, and at its sole expense, maintain public liability insurance policies on the property with limits of at least \$1,000,000 for personal injury, death and property damage with waiver of subrogation against the City.

Councilman Hancock expressed his concerns regarding the group's restrictions as described on *Page 2, Paragraph 4. a)*

Attorney Hand explained this was not the intent of this section. He said the City is providing space for a very nominal charge and the purpose of said paragraph is to establish some sort of community benefit/public purpose. He stated the only limitation would be if they are not acting as a "co-operative" or using the property for any illegal or improper purposes as described on *Page 2, Section 4. a) through e).*

Council and staff engaged in discussion regarding sharing the building, parking and other responsibilities with the other tenants of the building. Attorney Hand stated *Page 2, Section 4. b)* states RSFAA will not permit any disturbance, noise or annoyance detrimental to the property or the comfort of its neighbors and implies "good faith." Also discussed was the effective and expiration date of the agreement. Council agreed to the date of approval as the effective date, and the expiration date to coincide with Florida Fiber Network's expiration date.

Council and staff engaged in brief discussion regarding the name of the art group to appear on the agreement. The legal name for the agreement will remain: "*Friends of Dunnellon Christmas Parade, Inc. d/b/a/ Rainbow Springs Fine Art Association.*"

AGENDA ITEM NO. 1 – BOARD REPORTS

Hugh Lochrane, Chair of the UAB, reported on his meeting with Paul Adams, Woodard and Curran, and reviewed various issues and versions of the "scope of work." Mr. Lochrane said the main focus is to get the operational study done.

Mrs. Bowne acknowledged Mr. Lochrane has been a wonderful asset to the City and has provided quite a bit of time assisting staff and she wanted to thank him.

AGENDA ITEM NO. 2 – DUNNELLON BUSINESS ASSOCIATION REPORT

Danielle Stevens, Executive Director, reported on the increase of people moving into the area and stopping by the DBA with questions. She said the *Discover Dunnellon* website is averaging approximately 2,200 viewers per month. Ms. Stevens stated the upcoming “Candidate’s Forum” will be held on October 18, 2016 at 5:00 p.m. and the monthly “Dinner Mixer” will be held on October 25, at 5:30 p.m. at the Women’s Club. She stated the proceeds from this event will be going to DHS “Student Support Foundation.”

AGENDA ITEM NO. 3 – DUNNELLON CHAMBER OF COMMERCE REPORT

Penny Lofton, Executive Director, reported on the Traveling Vietnam Memorial Wall event and said it was highly successful with approximately 10,000 visitors. She thanked everyone for their support. She reported on the upcoming Jazz-up Dunnellon event to be held on October 22nd from 3:00 p.m. to 10:00 p.m. She said the Trail of Treaters will be held on October 29th from 6:00 p.m. to 8:00 p.m.

Mrs. Lofton announced the Chamber of Commerce is partnering with an organization called “The Cool Kids” which consists of children ages seven (7) to fifteen (15). She explained this is a group of young kids who are getting involved in the community and lending a helping hand.

Mrs. Lofton stated the Chamber of Commerce membership has grown within the last two months by 25%.

Council and staff commented and congratulated the Chamber of Commerce for bringing the Vietnam Memorial Wall to Dunnellon. Mrs. Bowne suggested organizing a beautification award for the Chamber.

AGENDA ITEM NO. 4 – E. PENNSYLVANIA AVE. BIKE TRAIL CONCEPTUAL PLAN – COUNCILMAN HANCOCK AND KEN ODOM, TPO TRANSPORTATION PLANNER/PROJECT MANAGER

Councilman Hancock stated the City was presented with some options last summer for the bike trail on East Pennsylvania Avenue, and at that time, decided to go with “Alternative Plan C” because it was affordable and had the best chance of getting done. He explained he feels Alternate Plan D is a more functional plan and a better presentation for the City. He stated the difference in the cost of the two plans is approximately \$600,000 to \$700,000. He said during the budget process, Council agreed to set aside \$50,000 a year for the next seven (7) years from the CRA for the bike trail. He stated because of the commitment by the City to designate the \$350,000, there is a very good possibility that the City could get assistance from FDOT to opt for Alternate Plan D. He stated the City would be required to direct a motion to ask Marion County’s TPO to apply to FDOT for Alternate Plan D with the City committing \$50,000 per year for seven years. He stated Ken Odom has offered to come to Dunnellon to refresh Council’s memory of what the Alternate Plan C and D were, and answer any questions Council may have.

Ken Odom, TPO Transportation Planner, provided a brief review of the previous meeting held in May, 2016 held to discuss this topic and an overview of the alternatives that were presented.

There was brief discussion among Council, staff and Mr. Odom regarding the differences in Alternative Plans C and D. Mr. Odom stated Alternative D would reduce the lane size from 13 feet to 11 feet, which would decrease vehicle speed, removes all on-street parking and adds a two-way left turn lane/landscaped median. He stated the bridge over the Rainbow River would be treated as a separate project and accommodations could be made to the existing bridge with minor engineering to accommodate either of the alternatives.

Mr. Odom stated Alternative C would cost approximately \$675,000 while Alternative D would cost \$1,400,000. He stated these are planning level estimates and not engineering estimates. Council and staff engaged in lengthy discussion regarding funding the project.

Councilman Hancock recommended to officially direct Marion County's TPO to proceed with the application process.

Vice-Mayor Green expressed his concerns regarding the flow of traffic and said he does not want the businesses along East Pennsylvania Avenue to be inhibited. He fully supported Mr. Odom and Councilman Hancock's efforts.

Mrs. Bowne said she would work with TPO regarding the design plans. However, she wanted to be sure Council was on the same page and she had direction to properly notify TPO. She explained she invited Mr. Odom to attend this meeting to answer any questions or concerns Council may have in deciding which plan best fits the City.

Council agreed to place this item on the consent agenda.

AGENDA ITEM NO. 5 – PROPOSED SCOPE OF WORK FOR A COMPREHENSIVE UTILITY ANALYSIS – PAUL ADAMS OF WOODARD & CURRAN

Mrs. Bowne explained the purpose of the comprehensive utility analysis is to help Council understand the present status and future opportunities for operating, maintaining and funding the water and sewer utilities. She stated she worked with UAB Chairman, Hugh Lochrane, and UAB Liaison, Rick Hancock, and incorporated recommendations from UAB member Bill Maguire. She forwarded the scope to Richard Grabbe, Utility Supervisor for any feedback he may have. She introduced Paul Adams.

Paul Adams, Woodard & Curran, provided a brief background of the company and reviewed the following scope of service his company would provide:

DRAFT: September 30, 2016
DUNNELLOM COMPREHENSIVE UTILITY ANALYSIS

The City of Dunnellon wishes to better understand the present status and future opportunities for operating, maintaining, managing and funding its water and wastewater utilities and to assist City Council in their decision whether or not Dunnellon should retain ownership or outsource the entire Water/Sewer system. To accomplish this, the City wishes to hire Woodard & Curran to perform a Comprehensive Utility Analysis. This analysis will include an assessment of the current and projected revenue streams, review of current operations, maintenance and management (O&MM) needs and options, near and long-term 10-year capital improvement program (CIP) defining emergency, near and long term requirements. The audit will also review opportunities for alternative O&M models as well as alternative funding (grant) opportunities to fund future CIP.

Proposed Scope of Services:

To accomplish these goals, the consultant will perform the following services:

Task 1. Financial Review:

- o Estimate current City, Rainbow Springs, Rio Vista and Juliette Falls utilities conditions and values using asset, depreciation, and cash flow methods.
- o Estimate increased above utility values based on current 5-year CIP plans.
- o Prepare memorandum documenting these reviews.

Task 2. Operational Review:

Conduct interviews with all operations and maintenance staff reviewing general work practices, skills, staffing and needs.

- o Inspect all capital infrastructure above and underground (water treatment facility, wastewater treatment facility, representative pump stations, hydrants, main valves, manholes & tanks).
- o Develop a list of operational efficiency improvement opportunities for the City to consider. These opportunities may range from operational changes to capital projects geared at enhancing utility systems and supporting the effective management, operations and maintenance of the City's utility assets.
- o Identify any safety issues that require immediate action; prioritize and provide cost estimate to repair.
- o Develop a list of operational models, based on best industry practices, that the City should consider weighing the pros and cons of each and adopt should the decision be to retain the water and sewer system.
- o Review water loss data and identify reasons why the City is showing a 46% water loss; actual or accounting.
- o Prepare a memorandum documenting the operational review.

Task 3. Capital Improvement Planning (CIP):

- o Utilize interviews with operations and maintenance staff and site visits (as mentioned in the Operational Review tasks) to identify known capital needs.
- o Develop an Asset Management/Condition Assessment Plan including all above and underground equipment that will enable Dunnellon to put in place a credible Capital Asset management plan that would help in the following:
 - a. Projecting "In service failures",
 - b. Forecasting equipment replacement requirements due to end of useful service life,

- c. develop a credible short (1 to 5 years) and long term (5 to 10 years) capital budget.
- o Identify the condition of the asset, predict the asset's life cycle and likelihood of failure, the consequences of failure, and cost to repair/replace the asset.
- o Quantify the Capital Improvement costs which will be incurred by the utilities over the coming ten-year period
- o Prepare a memorandum documenting the CIP.
- o Facilitate workshops with City staff and stakeholders to review recommendations.
- o Prepare a memorandum documenting the CIP.

SUMMARY REPORT, Tasks 1, 2, 3.

- o Assemble the three memoranda in a final Summary Report
- o Meet in workshop and individually, as needed with UAB and council members to review content.
- o Make needed revisions.
- o Provide final recommendations.
- o Be available for final presentation to Council as requested.

Total cost for Tasks 1, 2, 3 is \$29,600.00.

Task 4. Financial Initiative Plan (FIP) Optional. Cost \$12,000.00

- o Investigate financial resources related to federal and state programs to provide alternative opportunities to fund improvements. Consultant will scrutinize each opportunity with agency officials to ensure the program is viable and active.
- o Create a funding scenario spreadsheet that evaluates viable options for both grant and low-interest financing with an estimation of required local contribution and impact.
- o Present funding agency requirements, notice of funding availability expectations, administrative requirements (red flags) and process requirements.
- o Develop an action plan based upon findings and help select alternatives for project financing.
- o Prepare a memorandum documenting the FIP efforts
- o Facilitate workshops with City staff and stakeholders to review recommendations
- Summary Report
- o Assemble the four memoranda in a Summary Report
- o Provide final recommendations based upon feedback from workshops
- o Be available for final presentation to Council as requested

There was much discussion and Mr. Adams answered Council and staffs questions. Mr. Grabbe stated he reviewed the overview and feels this study will provide Council and staff with better understanding of the utility system.

Councilman Hancock recommended the motion include allowing Mrs. Bowne the flexibility to spend up to \$35,000.

Council and staff engaged in brief discussion. It was Council's consensus to authorize Mrs. Bowne to spend up to \$35,000 if additional needs are identified during the analysis.

Council agreed to place this item on the consent agenda.

AGENDA ITEM NO. 6 – AGREEMENT #AGR2016-35, LOCAL GOVERNMENT COMPREHENSIVE PLANNING SERVICES BETWEEN THE CITY AND THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL – SCOTT R. KOONS, EXECUTIVE DIRECTOR

Mrs. Bowne stated the City previously contracted with the WRPC to provide planning services because we did not have the resources in-house. She said approximately one and a half years ago the WRPC was disbanded and its territories were absorbed by other Regional Planning Councils. She stated NCFRPC comes highly recommended by Belleview's city planner and Marion County is in their jurisdiction. Mrs. Bowne stated \$7,000 was allocated in the budget to provide for this service to continue meeting goals and amending the Comp Plan.

Scott Koons, Executive Director, presented Resolution 2016-07, recognizing the City of Dunnellon's 125th anniversary. He provided a PowerPoint presentation and reviewed the agreement and scope of services the firm would provide.

Council and staff engaged in discussion regarding services and Mr. Koons provided answers to their questions.

Council agreed to place this item on the consent agenda.

AGENDA ITEM NO. 7 – PROPOSED RENTAL AGREEMENT WITH RIO VISTA HOMEOWNER'S ASSOCIATION FOR VACANT CITY OWNED UTILITY PROPERTY LOCATED WITHIN RIO VISTA

Mrs. Bowne explained the City of Dunnellon has a utility facility located in Rio Vista, which was purchased in 2011. She said according to the purchase agreement, within ninety (90) days of closing, the City was to enter into a land lease arrangement with the HOA to provide for over-flow parking and storage related to the use and enjoyment of the HOA Park by those entitled to use the HOA Park for rent in the amount of \$1.00 per year. Mrs. Bowne stated the rental agreement never took place.

Mrs. Bowne said she spoke to Mr. Grabbe, Utility Supervisor, and he has no problem with the agreement as long as there is nothing constructed on the property that can prevent them staff from access to the infrastructure.

Councilman Hancock recommended the agreement contain sufficient barrier requirements to protect the utility system and the liability.

Council and staff engaged in brief discussion and agreed to authorize staff to have City Attorney to prepare a lease agreement.

Council agreed to place this item on the consent agenda.

On other matters

Mrs. Bowne acknowledged the televisions provided by Marion County EOC, free of charge to the City.

AGENDA ITEM NO. 9 – PROPOSED CITYWIDE GOLF CART ORDINANCE – CHIEF MCQUAIG

Chief McQuaig stated Richard Grabbe, Utility Supervisor, expressed interest in utilizing golf carts within the City when reading meters. He stated this would reduce cost and improve efficiency. Chief McQuaig discussed concerns with crossings at Blue Gator on Hwy. 40, Palmetto Way and Camp Drive. He proposed the City adopt an ordinance to allow golf cart use on roads throughout the City with the exception of SR41, CR40W and Powell Road.

Mrs. Bowne pointed out a citywide ordinance should be considered with the existing golf cart ordinance specific to Blue Cove.

Council and staff reviewed the map provided in backup, highlighting the area proposed by the utility department. Chief McQuaig asked if an exception could be made at the crossing of Hwy. 484 for utility golf carts only. Attorney Hand stated he would research.

Council agreed to authorize staff to move forward with a draft of the ordinance.

AGENDA ITEM NO. 10 – USDA PUBLIC SAFETY EQUIPMENT GRANT APPLICATION #AGR2016-46

Chief McQuaig stated the grant application is time sensitive due to a limited number of funds made available. He said if Council agrees to move forward with submitting the application, it would be contingent upon the residents wanting to keep the Police Department. He stated the City would have the option of declining the award if law enforcement is turned over to the County.

Chief McQuaig explained the City has the opportunity to apply for a grant with USDA for two (2) police vehicles and a computer server and switch. He said the request is for \$69,040 with a 25% match of \$23,014. He said the funds for the match will come from the Police Forfeiture Reserve, which complies with F.S. 932, Section 932.7055. He proceeded to review a vehicle financing proposal he provided in the Council's backup material.

Council and staff engaged in brief discussion regarding the leasing versus purchasing vehicles, and the number of vehicles Chief McQuaig requires for his department. Mrs. Bowne clarified Chief McQuaig is only asking for permission to submit the USDA grant application for two (2) vehicles, which are in his capital plan, while the additional cars are outside of the capital plan.

Council agreed to place this item on the consent agenda.

AGENDA ITEM NO. 11 – RESOLUTION #RES2016-26, SURPLUS PROPERTY, 12008 DELAWARE ST.

Mrs. Bowne stated, at the request of Council, this resolution is to declare the city property on Delaware Street as surplus. She explained the statutory requirements of disposing of

surplus property. She said this property was purchased with equal funds from both the CRA and Gas Tax.

Attorney Hand discussed Council's options for disposing of the property. He said once the resolution is approved, the City can advertise the property to see if there is any interest. If the City receives an offer, the statute requires a thirty (30) day advertising/notice before the City can accept any offers. However, the City has no obligation to accept those offers.

Mrs. Bowne stated the City paid \$70,711.03 for the property and recommended the City not accepting anything less.

Council and staff engaged in brief discussion regarding the process for the sale of the property.

Council agreed to place the Resolution #RES2016-26 on the regular agenda for consideration.

AGENDA ITEM NO. 12 – PROPOSED AGREEMENT #AGR2016-48, GRUBBS EMERGENCY SERVICES, LLC

Mrs. Bowne stated the City contracted with Grubbs previously by piggybacking on a contract with Marion County. Since Marion County no longer contracts with Grubbs for this service, Grubbs provided the option to piggyback on Osceola County's agreement for one (1) year. Mrs. Bowne said FEMA would likely cover the cost of utilizing this service. She explained the piggyback option eliminates the need to prepare a RFP and the City had a positive working relationship with Grubbs in the past. She stated the proposed contract is to provide storm debris service immediately in the event of a major storm.

Mrs. Bowne explained she will be preparing a RFP for sanitation services and discussed options to include both regular trash pickup and storm debris removal.

Council agreed to place this item on the consent agenda.

AGENDA ITEM NO. 13 – ACQUISITION OF LOT NEXT TO CHAMBER AND 125TH ANNIVERSARY PARK – MAYOR WHITT

Mayor Whitt provided Council details of his conversation with the lot owner. He said the asking price with control of the billboard is \$150,000 and without the billboard, the price would be \$120,000. He stated the owner is willing to work with the City regarding payments. Mayor Whitt said the revenue from the billboard is approximately \$2,000 yearly. Councilman Dillon asked what size is the lot. Mayor Whitt stated approximately 100 feet by 100 feet.

Council and staff engaged in brief discussion. Councilman Dillon stated he estimated the property is only worth approximately \$50,000.

Councilman Hancock said if the City decides to pursue, he suggests Councilman Dillon be the assigned liaison.

AGENDA ITEM NO. 14 – RATIFY THE FIREFIGHTER & POLICE OFFICERS PENSION BOARD TWO-YEAR APPOINTMENT OF JAY EASOM EFFECTIVE 11/19/2015, TERM TO EXPIRE 11/19/2017

Mrs. Bowne explained Mr. Easom was appointed by the Board during the above mentioned dates and staff failed to have Council ratify the appointment. She stated he is a great benefit to that Board.

Council agreed to place this item on the consent agenda.

AGENDA ITEM NO. 15 – PUBLIC COMMENTS

Paul Marraffino, 19544 SW 82nd Place Road commented on the golf carts and having a “walkable community.”

Mary Ann Hilton, 12078 Palmetto Court, commented on the use of the old library building. In addition, she thanked Council and Mrs. Bowne for being very helpful.

AGENDA ITEM NO. 16 – COUNCIL COMMENTS

There were none.

AGENDA ITEM NO. 17 – CITY MANAGER COMMENTS

There were none.

The meeting was adjourned at approximately 9:30 p.m.

Attest:

Dawn Bowne, Interim City Manager/
MMC City Clerk

Nathan Whitt, Mayor