

Agenda  
City of Dunnellon  
City Council Meeting  
January 9, 2023, 5:30 P.M.  
Join Zoom

<https://dunnellon.zoom.us/j/83955312510?pwd=TEgxeTFYVnZGVXJDdHJ0Y0lhTWZUT09>

Meeting ID: 839 5531 2510

**Dunnellon City Council meeting will be held on January 9, 2023, 5:30 p.m. at Dunnellon City Hall**

**Public Comment:** Anyone who wishes to provide public comment will be able to do so by participating in the City Council meeting in person, or via the Zoom **"AUDIO ONLY"** platform and/or telephone, by speaking during public comment portions of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk at [modom@dunnellon.org](mailto:modom@dunnellon.org).

Members of the public who would like to participate are encouraged to register in advance by 12:00 noon on Monday, January 9, 2023. Please see instructions below on how to register.

Public input on non-agenda items will be heard at the beginning of the meeting. A three (3) minute time limit will be strictly administered.

**Instructions on How to Listen and/or Participate in the Meeting**

Attachment: [Meeting Instructions \(PDF\)](#)

**Call to Order**

**Pledge of Allegiance**

**Opening Prayer/Moment of Silence** (suggested time limit: 1 minute)

Mayor to request if any invitee is present to open with prayer; if no invitee is present, Mayor will ask if a Dunnellon citizen will volunteer. If no volunteers, a moment of silence will be offered. If a citizen outside of Dunnellon requests to open with prayer, (s)he may do so if no invitees/citizens volunteer.)

**Roll Call**

Proof of Publication - Posted on the City's website and City Hall bulletin board on Thursday, January 5, 2023.

Council's Comments Regarding Agenda

Public Comments on non-agenda items - 3 minute time limit

**CONSENT AGENDA**

**Accept public comment on consent agenda items prior to making a motion.**

(Note: Motion to approve items on the consent agenda is a motion to approve the recommended actions.)

## 1. City Council Minutes

- October 5, 2022 Workshop
- October 10, 2022 Meeting

Documents:

[October 5, 2022 City Council Workshop.pdf](#)  
[October 10, 2022 City Council Meeting.pdf](#)

## 2. Authorize Mayor To Sign Agreement #AGR2023-01 Kimley-Horn IPO 104, BMAP Data Collection Project

Documents:

[Agreement AGR2023-01 Kimley-Horn IPO 104, BMAP Data Collection Project.pdf](#)

## Consent Agenda Approval

PROPOSED MOTION: I move the consent agenda be approved as presented.

## Regular Agenda

3. Discussion - Litter Task Force - Chief McQuaig
4. Presentation - Kimley Horn And Partin Architecture, Preliminary Conceptual Site Plan For Proposed Police Facility
5. Discussion - Rob Balmes, Director, Ocala Marion TPO
6. Department Head Reports
  - Sea to Sea Expedition Race

Documents:

[Sea to Sea Expedition Race Proposal Letter.pdf](#)

## 7. Planning Commission Appointments

Proposed Motion: I move to appoint  
\_\_\_\_\_ As A Full Member To The  
Planning Commission For A Three-Year Term Effective January 9, 2023  
To January 9, 2026.

Proposed Motion: I move to appoint

\_\_\_\_\_ As An Alternative Member To  
The Planning Commission For A Three-Year Term Effective January 9,  
2023 To January 9, 2026.

Documents:

[Agenda Summary Form for Planning Commission Applicant Rex Lehmann.pdf](#)  
[Agenda Summary Form for Planning Commission Applicant Samuel Martian.pdf](#)

## **8. First Reading Ordinance #ORD2022-12, Boat Ramp Launch Fee**

**Accept Public Comment Before Making A Motion**

Proposed Motion: I move Ordinance #ORD2022-12 be read by title only.

Proposed Motion: I move Ordinance #ORD2022-12 be approved.

Documents:

[Ordinance ORD2022-12 Boat Ramp Launch Fees\\_Final Draft.pdf](#)

## **9. Resolution #RES2023-01, Personnel Manual Amendment**

**Accept Public Comment Before Making A Motion**

Proposed Motion: I move Resolution #RES2023-01 be read by title only.

Proposed Motion: I move Resolution #RES2023-01 be approved.

Documents:

[Resolution RES2023-01 Personnel Manual Amendment\\_Classification.pdf](#)

## **10. Resolution #RES2023-03, Council Meeting And Workshop Schedule**

**Accept Public Comment Before Making A Motion**

Proposed Motion: I move Resolution #RES2023-03 be read by title only.

Proposed Motion: I move Resolution #RES2023-03 be approved.

Documents:

[Resolution RES2023-03 Council Meeting and Workshop Schedule.pdf](#)

## **11. Council Liaison Reports And Comments**

## **12. City Attorney Report**

## **13. Adjourn**

**Proposed Motion:** I move the City Council meeting be adjourned.

ANY PERSON REQUIRING A SPECIAL ACCOMMODATION AT THIS HEARING BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT THE CITY CLERK AT (352) 465-8500 AT LEAST 48 HOURS PRIOR TO THE PROCEEDING. IF A PERSON DESIRES TO APPEAL ANY DECISION WITH RESPECT TO ANY MATTER CONSIDERED AT THE ABOVE MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY IS NOT RESPONSIBLE FOR ANY MECHANICAL FAILURE OF RECORDING EQUIPMENT.

**City of Dunnellon  
City Council Workshop**

Zoom

<https://dunnellon.zoom.us/j/83658543521?pwd=TFBsWnh0YlITUjlrdkJlVldyZWd6QT09>

Webinar ID: 836 5854 3521

Date: October 05, 2022

Time: 5:30 p.m.

Place: City Hall

20750 River Dr., Dunnellon, FL34431

**Public Comment**

Anyone who wished to provide public comment was able to do so by participating in the City Council meeting in person, or via the Zoom "AUDIO ONLY" platform and/or telephone, by speaking during public comment portions of the meeting when recognized or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk at [modom@dunnellon.org](mailto:modom@dunnellon.org).

Members of the public who wished to participate were encouraged to register in advance by Noon on Wednesday, October 05, 2022.

**Call to Order and Pledge of Allegiance:**

Mayor White 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. No one stepped forward to offer the invocation and Councilwoman Cubbage offered a story with a lesson indicating every person brings something of value.

Mayor White announced the resignation of Councilwoman Kenny.

**Roll Call**

Bill White, Mayor, Seat 1

Valerie Hanchar, Vice-Mayor, Seat 4

Vacant, Seat 2

Anita Williams, Councilwoman, Seat 3

Jan Cubbage, Councilwoman, Seat 5

**Staff Present**

Mandy Odom, City Clerk

Michelle Leonard, Assistant City Clerk

Jan Smith, Finance Officer

Troy Slattery, Public Works Manager

Georgina Cid, Community Development Manager

Julie Danowski, Records Clerk - Arrived 5:56 p.m.

Chief McQuaig, Police Department

Lt Yox, Police Department

**Legal Counsel**

Andrew Hand,  
Shepard, Smith, Kohlmyer & Hand, P.A.

**Proof of Publication**

Mrs. Odom announced for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Tuesday, September 27, 2022. The agenda was amended on October 4<sup>th</sup> to add backup to items 3, 5, 8 and 14.

Mayor White welcomed everyone and covered public and Council meeting etiquette.

**Agenda Item No. 1 – Public Comments**

Susan Jones, 9129 SW 190<sup>th</sup> Ave. Rd., provided an update for the Rainbow Springs Art Co-op. She shared the cancellation of a few classes and said they are working with the Historic Preservation Board to move forward with the Historical Village sign project. She brought up the facility issues, which include the front door and the need for the building to be painted. Mr. Slattery stated he is working with a contractor, but doesn't have a target date yet.

Tammy Steadman, 20077 SW 110<sup>th</sup> St., Director of the Boys and Girls Club, discussed the mission of the Boys and Girls Club and her desire to see the local youth participate more with City events. She shared the details of projects they are currently involved in. She also asked for suggestions on how to bring life to the park next to their property.

Sally Wilson, 7525 S. US HWY 41, stated the Rainbow Springs Country Club Estates Group is planning a variety show and asked if Council knew anyone interested in participating. She explained the funds will go to the Dunnellon Boys and Girls Club and needy children in Haiti. She said the event will be held on January 28<sup>th</sup> at 5:30 p.m.

**Agenda Item No. 2 – Board Reports**

There were none.

**Agenda Item No. 3 – Dunnellon Chamber & Business Association Report**

Judy Terwilliger, Executive Director, read the monthly report into the record:

*"New Members : Cannon Farms, DeMari Farms, Pet Oasis, Tiki-River-Cruises*

*Upcoming Events*

*Oct. 5<sup>th</sup> - Ribbon Cutting for One Rake at a Time @ 7:00 p.m. at Holy Faith Episcopal in Blue Cove*

*Oct. 8<sup>th</sup>* - Dunnellon Community Days from 11:00 a.m. – 3:00 p.m. @ Holy Faith Episcopal in Blue Cove and Political Forum @ 5:00 p.m. @ American Legion Hall

*Oct. 15<sup>th</sup>* - Two Rivers Music Festival & Food Truck Rally from 5:00 p.m. – 10:00 p.m. on E. Pennsylvania & Bostick Street. We have partnered with Bike Florida for them to have a booth on E. Pennsylvania, in exchange they will be providing the City with a bicycle repair station along the trail at Blue Run Park.

*Oct. 25<sup>th</sup>* - Dinner Mixer at Franco's at River Run at 5:30 p.m. Tickets are available by advanced purchase only on our website. Ticket Prices are \$15 for members and \$20 for non-members. This will be held at the Front Porch Restaurant due to staffing issues.

*Nov. 2<sup>nd</sup>* - Breakfast Networking Event from 7:30 a.m. - 9:00 a.m. at the First United Methodist Church 21501 County Rd 40, Dunnellon, FL 34431

*Nov. 12<sup>th</sup>* - Dunnellon Duck Race 9:00 a.m. at Swampy's Bar & Grill Visit [Dunnellonchamber.com](http://Dunnellonchamber.com) for more information visit: [dunnellonchamber.com](http://dunnellonchamber.com)

*Dec. 3<sup>rd</sup>* - Christmas Parade @ 6:00 p.m. Visit [dunnellonchamber.com](http://dunnellonchamber.com) for more info."

Vice-Mayor Hanchar asked about the Duck Race and whether donations would be going to non-profits. Mayor White inquired about whether the Christmas Parade would be incorporating the Santa in the Park event at Ernie Mills Park and Vice-Mayor Hanchar asked if they were looking for volunteers to assist with the events.

Mrs. Odom explained the Chamber would be looking for approval for an alcohol waiver for the Two Rivers Music Festival and Council agreed to place this item on the Consent Agenda.

**Agenda Item No. 4 – Florida Municipal Pension Trust Fund (FMPTF), Proposed Amendment to Special Risk Pension Plan – Jay Easom, Chairman Police Pension Board of Trustees**

Mr. Easom, 20875 SW 102<sup>nd</sup> St. Rd., asked Council for approval to increase the multiplier from 2.5% to 3%. He explained raising the multiplier will make their plan more attractive to employment candidates and is the most common percentage for other agencies. He shared the board has thoroughly reviewed the plan and the Florida League of Cities is in support. He explained to Council how the plan is funded.

Vice-Mayor Hanchar stated she attended the last Pension Board meeting and confirmed the board put a lot of thought into this. She shared her experience while sitting with cadets manning the telephones during Hurricane Ian. She explained many of them have already been sponsored by the Sheriff's Department. She said she asked the cadets why they didn't consider Dunnellon and they commented about the pay scale. Vice-Mayor Hanchar asserted this should help us attract applicants.

Mayor White summarized the request and reasoning for it. He expressed concern about this becoming a line item on the City's budget. Mr. Easom assured Council the plan is self-funded and sustainable.

Further discussion revolved around life expectancy, how long the money has been available, enhancements to the plan, comparisons, explanation of the multiplier, number of participants, ability to receive a second pension if retiring early, risk of holding the position and due diligence.

Mrs. Odom stated when the actuary reviewed the impact of the increase, he commented the plan has excess assets right now and the reserves can only be used to benefit the plan. She said, in other words, the plan is overfunded.

Councilwoman Cabbage stated investments are based on political motives and agencies are not encouraged to invest in anything "green".

#### **Agenda Item No. 5 – Kimley-Horn IPO for Powell Road Site Development**

Chief McQuaig stated he appreciated everyone's hard work on this project. He explained prior to today parts of the plan were not ready to come before Council, but are now. He said Kimley-Horn will now present what he feels fits all of his building needs.

Allan Garri of Kimley-Horn stated he added task two to the IPO. He explained the architect will sit down with Chief McQuaig and other staff to develop a program for the Police building. He said she will meet with the City three times for discussion, will develop two conceptual plans to choose from and will create a series of renderings with preliminary cost information based on the concepts. He stated this should provide a clear picture and everything needed to move forward with grant applications.

Mayor White asked how much modification can be done to the building concept once it is agreed upon. Mr. Garri said it could be modified and explained the procedure. He added he believes there is flexibility after the conceptual plan is identified, but not a lot.

Mrs. Odom asked Mr. Garri to send her the details regarding the flexibility and she would provide the same to Council.

Vice-Mayor Hanchar asked about the turnaround time for the architectural services. Mr. Garri stated approximately 8 weeks.

Mayor White asked Mrs. Odom to add this to Monday's agenda.

#### **Agenda Item No. 6 – Department Head Reports**

Mr. Slattery stated the Ohio and Cedar Streets project is complete with the final inspection scheduled for early next week.



**Walk On:**

Mr. Slattery stated an unforeseen expense for bucket truck repairs will be required. He explained there is a hydraulic leak, hoses decaying and the bucket has dangerous stress cracks. He shared the cost involved and said the value of the truck justifies the expense for repair. He requested Council allow Ring Power to perform repairs.

**Walk On:**

Mr. Slattery spoke about the Christmas lighting along Pennsylvania Ave. and Williams St. He said the estimate is approximately \$5,800 for this year. He stated he is looking into alternative options to allow better use of the funds.

Mayor White commented the decorations are starting to look old and he noticed a few that weren't lit last year. He asked Mrs. Odom to add both topics to the regular agenda.

Mrs. Odom spoke about the shade shelters planned for City Beach. She explained two quotes were received from a licensed and reputable company. She stated both quotes require a 10% deposit and are only good for seven days. She requested a motion be made on Monday to move forward.

Vice-Mayor Hanchar asked if the current shade shelter is being utilized. Mr. Slattery stated every weekend. Council agreed to add this topic to the consent agenda.

Mrs. Smith reminded Council they asked her to compile and present the last 20 years of millage rates. She presented the data and provided adoption reasons for the millage rates during those periods.

Vice-Mayor Hanchar commented about the Greenlight law suit during the years where the millage was 7.5 mills.

Councilwoman Cabbage commented on neighboring city's mills which are higher than Dunnellon. She spoke about the average inflation rate as well. She said she believes we've done a great job.

Ms. Cid stated they have advertised for the open Code Enforcement Officer position and would be happy to receive applications.

Chief McQuaig provided a report on the status of Hurricane Ian. He stated he appreciated all the help received from staff, Council, volunteers, citizens, Dunnellon First Baptist Church and the HAM radio operator who saved a life at 3:00 a.m. in the morning. He explained officers from Ocala and Dunnellon were deployed the next day to help out in Hardee County. He said they brought a fleet of cars and a complete command center. Chief McQuaig reported they

had recovered three bodies already. He provided photos of the destruction and shared a story of a Sheriff's Deputy who clung to a tree during the hurricane when his vehicle was caught in the flood waters.

Vice-Mayor Hanchar asked if there is anything we can send to the officers to help them while they are there.

Mayor White thanked Chief McQuaig and Mr. Slattery for all the work they had accomplished during the crisis. He remarked we gave out 7,000 sand bags in approximately 16 hours.

Ms. Leonard spoke about the Blue Run Park bike repair station being donated from Bike Florida. She explained they wanted to coordinate an opening ceremony prior to the music festival but the bike station is on back order. She stated they are trying to plan a ribbon cutting ceremony, instead, once it is installed.

**Agenda Item No. 7 – Community Development Updates, Georgina Cid – Community Development Manager**

- West Pennsylvania Solar Lighting Fixtures

Ms. Cid stated she is still compiling the information Council requested. She said the electrical contractor will be providing a quote soon and a sample light has been installed in the front of City Hall. She explained they have different fixtures available if Council would prefer something else. She said she is still waiting for a few more residents to respond to her request authorizing the City to remove the existing lights.

- Historic District Wayfinding Signage

Ms. Cid stated she is still waiting for the vendors report in order to confirm the company they plan to use for the signage is reliable, considering they are outside of the United States.

Mayor White stated he would be interested in two lamps because the sample looks small. He spoke about wayfinding signs, stating he is concerned about going with a company that is subcontracting the poles and he is also concerned with the possibility matching ones won't be available in the future when they decide to expand.

Further discussion followed regarding what Kustom Glass actually makes, what they outsource and the concern about the volatility of companies staying in business.

Ms. Cid repeated her statement from a prior meeting and said even though they are more expensive, she would still prefer Graphplex for the wayfinding signage. She spoke about her positive experience with them and what the price included.

Mr. Slattery stated staff could handle installing the signs. Mayor White stated Council will need to know what it would take for Mr. Slattery's team to install them. Mayor White asked Mrs. Odom to add the wayfinding signs topic to the regular agenda.

**Agenda Item No. 8 – Amendment 1 to Agreement #AGR2020-07, M.T. Causley, LLC Agreement for Professional Services**

Ms. Cid stated M.T. Causley is a Safebuilt Co. and they currently provide building inspections for the City. She said the company also provides GIS mapping and grant writing. She explained we are currently using East Central Florida Regional Planning Council (ECFRPC), but the quality is not what we hoped. She said their contract is coming up for automatic renewal and it is staff's recommendation to terminate the current contract and expand the M.T. Causley contract to include GIS mapping and grant writing. She added it is in the budget, it's just a matter of changing from one company to another. Council agreed to add this topic to the consent agenda.

**Agenda Item No. 9 – Ordinance #ORD2022-07, Non-Conforming Signs**

Attorney Hand stated Ordinance #ORD2022-07 and Ordinance #ORD2022-10 go hand in hand and during the Monday meeting the Comp Plan Amendment will have to come first. He said the changes need to be reviewed by DEO and, if approved, it will be immediately sent to them. He explained Ordinance #ORD2022-07 will be put on hold until the DEO response comes back. He added, assuming Ordinance #ORD2022-10 passes then Ordinance #ORD2022-07 will come to a second reading. Council agreed to add this topic to the regular agenda.

**Agenda Item No. 10 – Ordinance #ORD2022-10, Comp Plan Amendment – Non-Conforming Signs**

This agenda item was discussed in conjunction with agenda item #9.

**Agenda Item No. 11 – Ordinance #ORD2022-11, Litter Control**

Attorney Hand stated the Marion County Board of County Commissioners adopted this Ordinance and asked all cities to adopt it as well. He said this Ordinance's substance basically matches what the County has done with some minor variations to adapt to the City. Council agreed to add this topic to the regular agenda.

**Agenda Item No. 12 – Draft Ordinance #ORD2022-12, Boat Launch Program**

Attorney Hand stated creating the Ordinance is generally an easy thing to do, but because Council hasn't chosen a vendor yet, it makes it difficult. He said the biggest question is how Council would like to operate and what should be tagged. He explained there is a potential issue with the due process of violations and each company reviewed handles violation collections a little differently. Attorney Hand stated staff needs to know what Council wants before they can move forward.

Mayor White spoke about how he conceptualized the program. He recommended Council start simply and focus on boats and trailers using the ramp and disregard kayaks for now. He stated he would like a basic plan that can be changed later if needed. He believes the City should receive \$10 for each launch after the company receives their fees. Attorney Hand stated if it is tagged to parking rather than launching, it would simplify the matter. Mayor White stated tying the fee to parking wouldn't allow for collections from those using the ramp but not parking in the lot. Mr. Slattery suggested classifying it as a user fee. Attorney Hand replied it is a user fee regardless of what it is tied to.

Further discussion revolved around enforcement, payment options, how other cities manage it, reviewing potential vendors, due process, who conducts enforcement, the service staff recommends, evidence of non-payment, procurement policies and fees.

Mayor White stated he is fine with staff's recommendation of SafeParc and the rest of Council agreed. Attorney Hand stated we are at a stage where we could evaluate a potential contract. Mrs. Smith said she will work on obtaining one.

**Agenda Item No. 13 – Resolution #RES2022-09, Amended Permit Fees**

Ms. Cid explained this Resolution is to add the 911 management fees for which the County charges for assigning addresses within the city limits. Council agreed to add this to the regular agenda.

**Agenda Item No. 14 – Resolution #RES2022-18, Personnel Manual Amendment – Education Fund Policy**

Mrs. Odom stated Council directed her to prepare a draft Resolution for travel reimbursement amending the Personnel Manual related to education. She presented the Resolution and stated it strikes the word travel and adds the new language.

Mrs. Odom read the following into the record:

“Reimbursement will be made for tuition and required course expenses only. (This does not include books, items for personal use, application or graduation fees, parking stickers, travel, typing, or other such related costs.) Mileage reimbursement for required in-person class attendance shall be paid at the IRS established rate, not to exceed \$1,000 per fiscal year. Employees will not be allowed to use a City vehicle for the purpose of attending required in-person classes under this policy.”

Vice-Mayor Hanchar asked if Mrs. Odom knew if other municipalities are doing this. Mrs. Odom stated she sent an email blast asking other cities and only received two responses. She said one did not offer education reimbursement at all and the other didn't offer travel reimbursement.

Council agreed to add this to the regular agenda.

**Agenda Item No. 15 – Granicus Website Hosting and Agenda / Meeting Management – Mandy Odom, City Clerk**

Mrs. Odom stated this topic will need to come back in November as she isn't quite ready to present a proposal.

**Agenda Item No. 16 – Discussion – Written Public Comments – Mandy Odom, City Clerk**

Mrs. Odom stated she has been receiving complaints about the time it takes to read all the written comments during meetings. She explained other municipalities accept written public comments and acknowledge them during the meeting, but they do not read them into the record. She stated this wasn't standard practice prior to the pandemic, but Council has never reverted back. She suggested changing the language of the policy. Attorney Hand added it was first included to allow due process for people who couldn't attend due to Covid-19 but it is no longer an issue.

Council agreed to allow Mrs. Odom to amend the meeting instructions and provide it to all boards. Vice-Mayor Hanchar said she would like it added to the website. Mrs. Odom suggested on the main agenda page. Mayor White suggested acknowledging the people who wrote in during the meeting and Council agreed.

**Agenda Item No. 17 – Council Comments**

Vice-Mayor Hanchar referred to the sign the Rainbow Springs Co-op spoke about and asked who it belongs to. Ms. Cid stated it was the Historic Village Shops group, which is now dissolved. She said the business owners stated the sign doesn't belong to anyone though it sits on private property. Vice-Mayor Hanchar commented she just wanted to be sure we have authorization to change it.

Mayor White stated Council needs to address the open seat. He explained Council has the option of keeping it open until after the elections, or they can appoint someone to the seat until the election. He said the candidate running for the seat is unopposed and suggested appointing Juliane Mendonca now rather than waiting two months. Council agreed and asked Mrs. Odom to add this to the regular agenda.

Mayor White stated he was surprised by how quickly Art Jones had received grant funds for his Rainbow River cleanup project. He reminded Council Mr. Jones had approached the City for a contribution to the cause.

Councilwoman Cabbage stated she is happy he received the funds to start the study, but the funds have no connection to permits. She explained how the study is conducted and said they have a long way to go before they can actually start the project. She recommends waiting to make a donation until they are ready to begin the project.

Vice-Mayor Hanchar suggested every year we add into the budget a donation for the Rainbow River which can be discussed next summer. Mayor White stated he would like to hear from Burt Eno and Jeff Sowards regarding Councilwoman Cubbage's comments.

**Agenda Item No. 18 – City Attorney Comments**

Attorney Hand stated he has nothing more at this time.

**Agenda Item No. 19 – Public Comments**

Dave Porter, 11835 E. Blue Cove Dr., spoke about reading written public comments and asked if it applied to all meetings. Mrs. Odom responded yes, it applies to all meetings. Mr. Porter explained how some meetings change their format frequently and if they are reviewing a written public comment line by line the rest of the public will have difficulty following if it isn't read. He asked if the written public comments would be made available to public after the meeting. Mrs. Odom stated they would immediately become a public record and they could be added as backup to the agenda when it is posted.

Juliane Mendonca, 11894 E. Blue Cove Dr., stated now that the public comment issue has been considered, she believes a discrepancy has been created. She referred to the amount of time allowed during short term rentals and suggested it shouldn't be changed just yet to allow others the same opportunity on the topic. Mrs. Mendonca stated Pension Board meetings are held early in the morning and not recorded which makes it difficult for her and others to keep up. Mrs. Odom stated the Pension Board meetings are recorded but not live streamed. Mrs. Odom stated it is clear on our website that all meetings are recorded. Mrs. Mendonca suggested the City be proactive with the cleanup of the Christmas parade litter.

Mayor White asked if Councilwoman Kenny's letter of resignation needs to be formally accepted and if she is now outside of the Sunshine Law. Attorney Hand stated it doesn't have to be and yes, Mayor White could call her but recommends he wait until Ms. Mendonca is sworn into the seat.

The meeting was adjourned at approximately 8:41 p.m.

Attest:

\_\_\_\_\_  
Penned signature of:  
Amanda Odom, CMC  
City Clerk

\_\_\_\_\_  
Penned signature of:  
William P. White, Mayor

**City of Dunnellon  
City Council Meeting  
Zoom Meeting**

<https://dunnellon.zoom.us/j/84948735550?pwd=MUdGelp5M2FtZFE1YkZlXNlFczVGZz09>

Meeting ID:849 4873 5550

Date: October 10, 2022

Time: 5:30 p.m.

Place: City Hall, 20750 River Dr., Dunnellon, FL 34431

**Dunnellon City Council meeting attendance information.**

Anyone who wished to provide public comment was able to do so by participating in the City Council meeting in person, via the Zoom "AUDIO ONLY" platform and/or telephone, by speaking during public comment portions of the meeting when recognized or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk at [modom@dunnellon.org](mailto:modom@dunnellon.org).

Members of the public who were interested in participating were encouraged to register in advance by Noon on Monday, October 10, 2022. Public input on non-agenda items were heard at the beginning of the meeting with a three (3) minute time limit.

**Call to Order and Pledge of Allegiance**

Mayor White called the meeting to order at approximately 5:35 p.m. and led the Council in the Pledge of Allegiance. He invited any citizen wishing to volunteer to open with prayer. Anita Williams provided the invocation. Mayor White then called upon the City Clerk to call roll.

**Roll Call**

Bill White, Mayor, Seat 1

Valerie Hanchar, Vice-Mayor, Seat 4

Juliane Mendonca, Seat 2 – Took her seat after the vote and oath was taken.

Anita Williams, Councilwoman, Seat 3

Jan Cubbage, Councilwoman, Seat 5

**Staff Present**

Mandy Odom, City Clerk

Troy Slattery, Public Works Manager

Jan Smith, Finance Officer

Georgina Cid, Community Development Manager

Julie Danowski, Records Clerk

Chief McQuaig, Police Department

Lt. Yox, Police Department

**Legal Counsel**

Andrew Hand, Shepard, Smith, Kohlmyer & Hand, P.A.

**Proof of Publication**

Mrs. Odom announced for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Thursday, October 06, 2022.

One or more members of the City of Dunnellon advisory boards may have attended this meeting and may have spoken to Council.

Mayor White explained the public speaking portion and sign-up sheet. He said this is a recorded meeting with video, audio and closed captioning. This meeting proceeded under Roberts Rules of Order and Chair conducted the meeting. Council was advised to wait to be acknowledged before speaking.

**Appointment to City Council Seat #2 Per City's Charter**

Mayor White reminded everyone of Councilwoman Kenny's resignation and said it is Council's desire to appoint someone tonight. Attorney Hand outlined the steps needed to be taken.

**Public Comment:**

There were no public comments.

Vice-Mayor Hanchar moved Juliane Mendonca be appointed to City Council Seat #2 until the seat is filled pending the results of the 2022 City Council Election. Councilwoman Williams seconded the motion. There was no further discussion. A vote was taken and the motion passed 4-0.

**Oath Of Office**

The following Oath of Office was administered to Juliane Mendonca for Council Seat #2 by Mrs. Odom:

"I, Juliane Mendonca, a citizen of the State of Florida and of the United States of America, being employed by and officer of the City of Dunnellon and a recipient of public funds as such employee and officer, do hereby solemnly swear or affirm that I will support the constitution of the United States and of the State of Florida. "

**Mayor White called for Council comments regarding the agenda.**

There were none.

**Mayor White called for public comments on non-agenda items:**

Wally Dunn, 11386 SW Hendrix, said he walked house to house and met everyone in town while campaigning. He said what the residents want do not reflect Council discussions. He spoke about residents not liking the Police and he provided various reasons for this. He stated the citizens feel the building inspectors are horrible and they do not like the way Council spends money. He suggested Council walk around and speak with the citizens.

David Porter, 11835 E. Blue Cove Dr., spoke about several pages on the City's website that could use updating. He stated he was surprised by the Council's decision to defer the discussion



regarding donating to One Rake at a Time's Rainbow River cleanup project. He shared a story about a person who got stuck in the muck of the river and drowned.

Art Jones, 12163 Palmetto Way, stated he has new brochures to hand out to the Council and said Mr. Porter's comments were correct. He spoke about those that stepped up one by one to help with Kings Bay in Crystal River and about the muck under the false bottom of the Rainbow River. He shared information about the volunteers, the grant received for the survey and the creation of a pilot project to make sure the methods they plan to implement are correct.

Mayor White refreshed Council's memory regarding Mr. Jones' initial request and what Council requested in return. He stated we provided a letter of support and asked Mr. Jones what else he needed. Mr. Jones stated a financial contribution would be helpful and would show Dunnellon as a leader in helping to save the river. Mr. Jones stated the contribution would go toward brochures, education, documentary videos and outreach.

Vice-Mayor Hanchar invited Mr. Jones to come to the November workshop for a deeper discussion. Council agreed to add this topic to the November workshop.

Kathy Dunn, 11386 SW Hendrix Dr., stated she remains puzzled regarding the campaign signs issue when there are similar signs throughout the City. She suggested the Planning Commission and volunteer beautification group become involved in the Code Enforcement code review. She asked to be updated regarding the Buckhorn Bar and the Masonic Lodge buildings, which are deteriorating.

Mayor White called for public comments on Consent Agenda items – 3 minute time limit. There were no public comments.

## **Consent Agenda**

### **Agenda Item No. 01 – City Council Minutes**

June 13, 2022 City Council Meeting

June 22, 2022 Special City Council Budget Meeting

July 06, 2022 City Council Workshop

July 11, 2022 City Council Meeting

July 20, 2022 Special City Council Budget Workshop

**Agenda Item No. 02 – Waive Sec. 6-4 Of The City Code, Possession Or Consumption On Public Property Or On Private Property Without Permission, During The Hours Of 5:00 P.M. To 10:00 P.M. On October 15, 2022 For Application PZ20220353 2022 Two Rivers Music Festival And Restricted To The Areas Shown On The Attached Map. Please Note: The Event Will Take Place On East Pennsylvania Avenue Only And Including Ernie Mills Park On Bostick Street Where Indicated**

**Agenda Item No. 03 – Amendment 1 To Agreement #AGR2020-27, M.T. Causley, LLC For Professional Services**

Vice-Mayor Hanchar moved the Consent Agenda be approved with the removal of Item No. 03. Councilwoman Williams seconded the motion. A vote was taken and the motion passed 5-0.

## **Regular Agenda**

### **Agenda Item No. 03 – Amendment 1 To Agreement #AGR2020-27, M.T. Causley, LLC For Professional Services – moved to Regular agenda.**

Ms. Cid stated this is an existing agreement for just building officials and inspection. She would like to add planning and grant writing services and at the same time terminate the Agreement with ECFRPC.

#### **Public Comment:**

Kathy Dunn, 11386 Hendrix Dr., asked if there is an explanation for why we are making this change. Ms. Cid repeated the reasons discussed during the Workshop.

Vice-Mayor Hanchar motioned to authorize Mayor White to sign Amendment 1 to Agreement #AGR2020-27 and the termination letter for the existing Agreement with ECFRPC. Councilwoman Cubbage seconded the motion. A vote was taken and the motion passed 5-0.

### **Agenda Item No. 04 – Department Head Reports**

Mrs. Odom stated Marion County contacted staff regarding the Blue Run Park restroom project requesting a meeting with Mayor White and Chairman Zalak before Thanksgiving. She said they have November 10<sup>th</sup> or 16<sup>th</sup> available. Mayor White stated this is progress.

Ms. Cid stated her department processed 28 Code Violations for September, issued 15 new permits and registered 2 new businesses. She offered a reminder regarding the placement of political signs and stated code enforcement will be removing signs located in the wrong place. She said her department is in the process of reviewing and revising the codes along with trying to hire a Code Enforcement Officer. She shared there is a second meeting planned with the Main Street stakeholders.

Council discussion followed regarding the need for a Code Enforcement Officer, the difficulties in finding one and suggestions to rectify the situation.

Councilperson Mendonca asked several questions related to Code Enforcement such as common violations and strategy for revising the codes. Ms. Cid stated the most common issue is high grass and derelict vehicles. She added there are 25 areas in the code that have been identified with issues.

Mayor White asked Mrs. Odom to add this topic to the November workshop.

#### **Public Hearing Statement**

Mrs. Odom read the following into the record:

“All persons wishing to address the City Council will be asked to limit their comments to the specific subject being addressed. Public opinions and input are valued by the Council. However, it is requested that comments are directed at specific issues rather than personal comments directed toward the council members or staff in order to foster mutual respect between Council members and the public.

Members of the public in attendance at public forums should listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

Members of the public addressing City Council and boards/commissions on a specific project or proposal are requested to disclose any personal interest or relationship; and any business, professional, or financial interests with any individual, group, project or proposal regarding the subject matter under review. Members of the public should always err on the side of more public disclosure, not less, in order to provide integrity to the public process.”

**Agenda Item No. 05 – Public Hearing - Ordinance #ORD2022-10, Comp Plan Amendment #CPA2022-01 - Non-Conforming Signs (Posted On The City's Website On September 26, 2022 And Advertised In The Riverland News On September 30, 2022)**

Mayor White gaveled down and said, “It is now 6:40 p.m. and I close the regular meeting and open the public hearing to discuss: Ordinance #ORD2022-10, Comp Plan Amendment #CPA2022-01, Non-Conforming Signs (Posted on the City's website September 26, 2022 and advertised in the Riverland News on September 30, 2022).”

Attorney Hand recapped the details leading to the creation of this Ordinance. He stated it takes the billboards out of the general topic and creates a specific place for non-conforming signs within the Comp Plan. He shared the process details should Council approve this Ordinance tonight. He stated it may take 6 to 8 weeks for the final adoption.

**Public Comment:**

There were no public comments.

Mayor White gaveled down and said, “It is now 6:45 p.m. and I close the public hearing held to discuss Ordinance #ORD2022-10 and reopen the October 10th City Council meeting.”

**Agenda Item No. 06 – First Reading - Ordinance #ORD2022-10, Comp Plan Amendment #CPA2022-01 - Non-Conforming Signs**

**Public Comment:**

There were no public comments.

Vice-Mayor Hanchar moved Ordinance #ORD2022-10 be read by title only. Councilperson Mendonca seconded the motion. A vote was taken and the motion passed 5-0.

Mrs. Odom read the following into the record:

**“ORDINANCE #ORD2022-10**

AN ORDINANCE OF THE CITY OF DUNNELLON, FLORIDA, AMENDING THE TEXT OF POLICY 4.1 OF THE FUTURE LAND USE ELEMENT OF THE CITY’S COMPREHENSIVE PLAN REGARDING RECONSTRUCTION AND REPAIR OF NONCONFORMING SIGNAGE; PROVIDING FOR TRANSMISSION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE”

Vice-Mayor Hanchar moved Ordinance #ORD2022-10 be approved. Councilwoman Williams seconded the motion. A vote was taken and the motion passed 5-0.

**Agenda Item No. 07 – First Reading - Ordinance #ORD2022-07, Non-Conforming Signs**

Mrs. Odom stated this is the companion Ordinance to Ordinance #ORD2022-10.

**Public comment:**

There were no public comment.

Vice-Mayor Hanchar moved Ordinance #ORD2022-07 be read by title only. Councilwoman Cabbage seconded the motion. A vote was taken and the motion passed 5-0.

Mrs. Odom read the following into the record:

**“ORDINANCE NO. 2022-07**

AN ORDINANCE OF THE CITY OF DUNNELLON, FLORIDA, RELATING TO SIGNS; AMENDING AND CLARIFYING DEFINITIONS AS SPECIFIED HEREIN, PROVIDING FOR AMORTIZATION OF EXISTING BILLBOARDS; PROVIDING REGULATIONS SPECIFIC TO THIS ARTICLE FOR NONCONFORMING SIGNS; PROVIDING MAINTENANCE REQUIREMENTS FOR SIGNAGE; PROVIDING REMEDIES FOR GENERAL VIOLATIONS OF SIGNAGE REGULATIONS; PROVIDING FOR REMOVAL OF UNSAFE SIGNS; PROVIDING FOR REMOVAL OF ABANDONED SIGNS; PROVIDING FOR REMOVAL OF SIGNS ERECTED WITHOUT A PERMIT; PROVIDING FOR SEVERABILITY IN GENERAL; PROVIDING FOR SEVERABILITY WHERE LESS SPEECH RESULTS; PROVIDING FOR SEVERABILITY OF PROVISIONS PERTAINING TO PROHIBITED SIGNS; PROVIDING FOR SEVERABILITY OF PROHIBITION ON BILLBOARDS; PROVIDING FOR CONFLICTS, CODIFICATION, SEVERABILITY, AND EFFECTIVE DATE.”

Vice-Mayor Hanchar moved Ordinance #ORD2022-07 be approved. Councilperson Mendonca seconded the motion. A vote was taken and the motion passed 5-0.

**Agenda Item No. 08 – First Reading - Ordinance #ORD2022-11, Litter Control**

Attorney Hand provided an overview of this Ordinance and stated it was requested by Marion County. He stated it meets the County’s request and provides uniformity.

Mayor White commented this Ordinance strengthens the litter penalties.

**Public comment:**

There were no public comments.

Vice-Mayor Hanchar moved Ordinance #ORD2022-11 be read by title only. Councilwoman Williams seconded the motion.

Councilperson Mendonca asked if there were any public education initiatives set forth. Councilwoman Cubbage stated the public school liaison started with the elementary kids as they will be the drivers 15 years from now. Mayor White asked Mrs. Odom to reach out to the County and ask if they have something formal they will be getting out to the public. Councilperson Mendonca asked how it is being enforced locally. Lt. Yox stated they would handle it the same way as any other citation. He said if an officer observes it, they will cite it. Further discussion followed regarding the cost of the offences.

A vote was taken and the motion passed 5-0.

Mrs. Odom read the following into the record:

“ORDINANCE #ORD2022-11

AN ORDINANCE OF THE CITY OF DUNNELLON, AMENDING CHAPTER 50, ARTICLE IV, LITTERING; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.”

Vice-Mayor Hanchar moved Ordinance #ORD2022-11 be approved. Councilperson Mendonca seconded the motion. A vote was taken and the motion passed 5-0.

**Agenda Item No. 09 – Resolution #RES2022-09, Amended Permit Fees**

Ms. Cid stated this Resolution is regarding the 911 address fees. She stated it is a pass through fee and needs to be added to our fee schedule. Mrs. Odom explained we are charging the citizens simply to send it to the County.

**Public Comment:**

There were no public comments.

Vice-Mayor Hanchar moved Resolution #RES2022-09 be read by title only. Councilwoman Williams seconded the motion. A vote was taken and the motion passed 5-0.

Mrs. Odom read the following into the record:

“RESOLUTION #RES2022-09

A RESOLUTION OF THE CITY OF DUNNELLON, FLORIDA AMENDING THE CITY’S FEE SCHEDULE BY ESTABLISHING 911 MANAGEMENT FEES FOR ADDRESSING AND DEVELOPMENT REVIEW SERVICES; REPLACING REFERENCES TO ‘CITY ADMINISTRATOR’ WITH ‘CITY CLERK’; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.”

Vice-Mayor Hanchar moved Resolution #RES2022-09 be approved. Councilperson Mendonca seconded the motion. A vote was taken and the motion passed 5-0.

**Agenda Item No. 10 – Resolution #RES2022-18, Personnel Manual Amendment - Education Fund Policy**

Mrs. Odom stated, at the request of Councilwoman Cabbage, this Resolution was brought to Council to consider revising the policy to provide for mileage reimbursement for an employee who is required to travel to in-person classes.

Mrs. Odom read the following into the record:

*“Article III Section 2 Pay and Classification Plan  
Section 2, Item #3*

- 3. Reimbursement will be made for tuition and required course expenses only. (This does not include books, items for personal use, application or graduation fees, parking stickers, ~~travel~~, typing, or other such related costs.) Mileage reimbursement for required in-person class attendance shall be paid at the IRS established rate, not to exceed \$1,000 per fiscal year. Employees will not be allowed to use a city vehicle for the purpose of attending required in-person classes under this policy.”*

Mrs. Odom explained this does not affect the City’s standard travel policy. She stated if Council approves an employee to go to class and they have classes requiring them to physically appear, then they would be reimbursed for mileage.

**Public Comment:**

Tim Inskeep, 12140 Maple St., asked if there are any risks to the City in the event of an accident. He stated he is uncomfortable with providing reimbursements without employee retention agreements. He said when a person receives education reimbursement a contract should be signed to retain that person for a designated amount of time.

Vice-Mayor Hanchar moved Resolution #RES2022-18 be read by title only. Councilwoman Williams seconded the motion.

Mayor White asked Attorney Hand about the liability if a person is in an accident. Attorney Hand stated he can’t give an absolute answer, but as a general rule he doesn’t see a red flag. He added they would be on their own personal time and in their own vehicle.

Councilperson Mendonca stated it makes sense and asked if there was any reason we only chose to look at travel in the policy. Councilwoman Cabbage stated it is something we can offer to prospective employees for highly needed positions.

Councilperson Mendonca spoke about item #6 in the policy and stated it might need language added regarding the mileage reimbursement when the City terminates an employee. Mrs. Odom stated the current verbiage covers it, but it can be more specific if needed. Attorney Hand stated

there is no advertisement required so it can be adjusted tonight or it can wait until the next workshop.

Councilperson Mendonca spoke about item #8 and said she wanted to confirm employees are not taking classes during City time. Ms. Cid stated she doesn't set the schedule of classes, they are on Tuesday's and Thursdays, in Orlando, and they start at 6:00 p.m. She added she utilizes comp time for this. Mrs. Odom explained comp time and said Ms. Cid is not being paid by the City to go to class.

Councilperson Mendonca spoke about item #14 in acknowledgment of Mr. Inskeep's concerns regarding retention. She explained this item states if an employee resigns from the City within one year of receiving tuition reimbursement, the employee is required to reimburse the City for education funds received.

A vote was taken and the motion passed 5-0.

Mrs. Odom read the following into the record:

**"RESOLUTION #RES2022-18**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF DUNNELLON ADOPTING AMENDMENTS AND CHANGES TO ARTICLE III, SECTION 2 – 'EDUCATION FUND POLICY' OF THE CITY'S PERSONNEL MANUAL; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE."**

Vice-Mayor Hanchar moved Resolution #RES2022-18 be approved with the amendment to include a revision to #6 to add mileage. Councilwoman Williams seconded the motion.

A vote was taken and the motion passed 4-1, with Councilperson Mendonca opposed.

**Agenda Item No. 11 – Public Works Bucket Truck Repairs**

Mr. Slattery recapped the Workshop discussion regarding repairs of the bucket truck. He said he has reviewed the estimate and met with the sales rep and mechanic.

**Public Comment:**

There were no public comments.

Vice Mayor Hanchar moved to authorize repairs to the Public Works bucket truck, per the quote from Ring Power, in the amount of \$15,362.88. Councilwoman Williams seconded the motion.

Mayor White asked why it is coming in front of Council and Mr. Slattery responded because it was an unforeseen expense which may require a budget amendment. Mrs. Odom added any expense over \$5,000 has to come to Council.

A vote was taken and the motion passed 4-0. (Councilwoman Cabbage stepped away)

**Agenda Item No. 12 – Agreement #AGR2022-31 Affordable Buildings - Construction Of Two Shade Pavilions At City Beach**

Mrs. Odom stated she received two quotes from Affordable Buildings. She stated they have amended their Agreement slightly and it will require further revisions because they took out a statutory clause which needs to be added back. She explained this is a prefab building with a metal roof and is not consistent with what is out there today. She said an offer was received from a person on Friday who is willing to volunteer his time to build the shelters. She said he would only charge for the cost of materials and the buildings would match what we currently have.

Mr. Slattery added this person will cover the engineered plans and it would be about the same cost as the prefab quote. He recommends we explore the offer further and come back to Council with more information next month and Council agreed.

**Agenda Item No. 13 – Agreement #AGR2022-28 Kimley-Horn IPO No. 103 For Powell Road Site Development**

Mrs. Odom recapped Alan Garri's presentation from the Workshop.

Mrs. Odom read the following agenda summary into the record:

*"During the September 7, 2022 Council workshop, Kimley-Horn presented a proposal for Council's consideration to develop a conceptual site plan for a police facility on the recently acquired Powell Road property. Ultimately, Chief McQuaig requested this be placed on hold until we have a solid rendering of a building that Council approves of. Size and placement are key in determining set-backs, buffers, drainage retention, etc. Subsequently, staff met with Kimley-Horn to discuss what they could do for us to become "shovel ready" for grants and/or legislative appropriations. The recommendation was to have an architectural rendering which would enhance and improve the conceptual site plan. This demonstrates the City's commitment to this project and will increase our chances of obtaining grants that could potentially fully fund the engineering and construction of a new police facility."*

She stated the cost of the IPO will come from a reserve established by Resolution and has a current balance of \$606,788.

**Public Comment:**

There were no public comments.

Vice-Mayor Hanchar motioned to authorize the Mayor to sign Agreement #AGR2022-28 Kimley-Horn IPO No. 103 for Powell Road Site Development, not to exceed \$32,167.00. Councilwoman Williams seconded the motion.

Councilperson Mendonca asked who will be at the table for the first phase meetings. Mrs. Odom stated Chief McQuaig would be there and it is up to Council if they want to include a Council member. Vice-Mayor Hanchar and Mayor White both offered to be in on the meeting.



Councilwoman Cabbage motioned to authorize Mayor White to be a part of the Police facility conceptual plan meetings. Vice-Mayor Hanchar seconded the motion.

**Public comment:**

Tim Inskeep, 12140 Maple St., asked if this topic should be a Workshop. Vice-Mayor Hanchar stated this topic has been in multiple Workshops and asked Chief McQuaig if these discussions are confidential. Chief McQuaig stated the details of what is built inside the building is confidential by statute. He said Mayor White is welcome during the initial discussions.

Further discussion revolved around having an objective voice at the table, when the information will come back to Council and a recap of things needed to be done to move forward. Mayor White explained we are not only deciding on current Police needs, but also what they will need 20 years from now.

A vote was taken and the motion passed 5-0.

**Agenda Item No. 14 – Lease Agreement #LEA2022-01, Holiday Outdoor Decor**

Mr. Slattery stated he has not been able to meet with their project manager for other options and suggested we go forward with our traditional Christmas street lighting.

**Public Comment:**

There were no public comments.

Vice-Mayor Hanchar motioned to authorize the Mayor to sign Lease Agreement #LEA2022-01 with Holiday Outdoor Décor in the amount of \$5,882.00. Councilperson Mendonca seconded the motion.

**Council Discussion:**

There was no further discussion.

A vote was taken and the motion passed 5-0.

**Agenda Item No. 15 – Discussion - Historic District Wayfinding Signs**

Ms. Cid stated staff is collecting information, as assigned, and they have identified the exact locations for two of the wayfinding signs. She described the appearance of the signs and said there will be eight empty spaces for future business use. She asked Council to approve the use of Graphplex and shared her reasons. She explained the total cost of the project will be provided during the November meeting.

Mr. Slattery confirmed Ms. Cid's statements and said he has the mounting procedures. He said he obtained the DOT specs and they will cross reference the Florida Municipal Codes.

Vice-Mayor Hanchar commented she had a discussion with a business who was excited about the signs. She reminded everyone these signs are being funded by TIFD funds and cannot be used anywhere else.

Councilwoman Williams stated citizens have said we need downtown Dunnellon to look different.

Mayor White asked about quality versus price. Ms. Cid re-stated she recommends Graphplex because she has worked with this company before and has confidence in their product.

Mrs. Odom stated she supports Ms. Cid's recommendation. She said she believes Kustom Glass is a great business and we plan to work with them for other signage, but this is not their area of expertise. Mrs. Odom asked if there will be a contract in November. Ms. Cid responded they don't require a contract, but rather only the quote. Attorney Hand stated terms can be worked into the purchase order.

#### **Agenda Item No. 16 – Council Liaison Reports And Comments**

Councilwoman Cabbage asked for permission to meet with Ms. Cid and Judy Terwilliger, DCBA Executive Director, regarding the T-Mobile Hometown Grant. She said she believes there is no need to hire someone to complete that grant. Ms. Cid stated she is preparing a plan for presentation and she has contacted vendors. She said it would be great to meet.

Vice-Mayor Hanchar spoke about One Rake at a Time and asked Council to consider adding a donation to the new budget. She stated citizens have been asking about volunteering and she referred them to One Rake at a Time. She added this is a citizen driven project. Councilwoman Cabbage pointed out there is a grant available through SWFWMD and Mr. Jones may not be aware of it.

Councilwoman Williams stated she spoke to Paul Hamilton during Dunnellon Dayz and he asked what Council is doing about his request for a donation to the Dunnellon Community Services. Discussion followed regarding why there has been no movement. Mrs. Odom asked for this to be added to the next Workshop agenda and Council agreed.

Mayor White stated this Saturday was the Twin Rivers Music Festival. He complimented Paula Koger regarding her idea of the talent show and said it was a smashing success. He added she would like to expand it to a yearly event utilizing Ernie Mills Park.

Mayor White stated the current City Beach shade shelter is used constantly. He said this park is our park and we should continue to earmark certain dollars for it to continue its improvement. He suggested Council members go there and see for themselves. He asserted the signage in there is deplorable and new signage should be considered in a future budget. He added since the park is heavily used by children, Council should also consider playground equipment.

Mayor White spoke about the need to add money toward river restoration in coming budgets. He explained where the muck came from and why there is need to remove it.

**Agenda Item No. 17 – City Attorney Report**

Attorney Hand spoke about form requirements and how meetings are conducted in the wake of emergencies and disasters. He explained there are orders coming from the Florida Division of Emergency Management and they are confusing to local government attorneys. He said the storms are trending to intensify and both changes could potentially affect Council during emergency situations.

**Agenda Item No. 18 – Adjourn**

At approximately 8:30 p.m. Vice-Mayor Hanchar moved the City Council meeting be adjourned and Councilperson Mendonca seconded the motion. A vote was taken and the motion passed 5-0.

Attest:

\_\_\_\_\_  
Pended Signature of  
Amanda Odom, CMC  
City Clerk

\_\_\_\_\_  
Pended Signature of  
William P. White, Mayor

**INDIVIDUAL PROJECT ORDER NUMBER 104**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the "Engineer" or "Kimley-Horn"), and the City of Dunnellon (the "City") in accordance with the terms of the Master Agreement for Continuing Professional Services dated November 9, 2009, which is incorporated herein by reference.

**Identification of Project:**

Project: Dunnellon BMAP Project Collection Portal  
Client: City of Dunnellon

**Project Understanding:**

The City of Dunnellon has requested that Kimley-Horn assist in the management of the State of Florida's Basin Management Action Plan (BMAP) online interface for all City BMAP projects. Kimley-Horn will provide the following services to aid the City in becoming compliant with the BMAP Project Collection Portal compliance.

**SCOPE OF SERVICES**

Task 1 – BMAP Project Collection Portal

- A. Kimley-Horn will coordinate with the City and Florida Department of Environmental Protection (FDEP) to create a username and login in the State's BMAP Project Collection Portal.
- B. Kimley-Horn will review the previous year's STAR reports and coordinate with the City to update the listed projects and add new projects.
- C. Kimley-Horn will upload the City's BMAP projects identified in the STAR report and added to by City staff to the State's BMAP Project Collection Portal.

**ADDITIONAL SERVICES**

Services requested that are not specifically included will be provided under a new and separate IPO agreement or can be performed on an hourly basis upon written authorization.

**SCHEDULE**

Kimley-Horn will begin services upon receipt of an executed IPO. This authorization can be in the form of an email from the City Administrator or Public Works Director. The above services will be provided as expeditiously as practicable to meet a mutually agreed upon schedule.

**FEE AND EXPENSE**

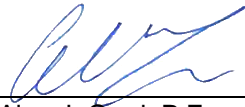
Kimley-Horn will complete the above scope of services on an hourly basis at our current hourly rates for a amount not to exceed \$4,800.00, inclusive of office overhead expenses. Services provided under this IPO will be invoiced on a monthly basis. All invoices will include a description of services provided. Approval from the City shall be required for all invoiced travel expenses and meetings.

ACCEPTED:

THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY:  \_\_\_\_\_  
Alan J. Garri, P.E.

TITLE: \_\_\_\_\_

TITLE: Project Manager

DATE: \_\_\_\_\_

DATE: December 16, 2022

Hello Mayor White, Vice-Mayor Dunn, Councilwoman Mendonca, Councilman Inskeep, Councilwoman Cabbage, City Clerk Ms. Odom and The Florida Communities Trust.

AR Premier Events, LLC and I would like to be able to access and use the Blue Run boat ramp for our event The Florida Sea to Sea for Thursday, February 23, 2023. We would respectfully request a one-time exception to the City's Ordinance 2021-02 by utilizing Section 46-79 (a) and having yourselves and the FCT grant us permission.

A brief history of the organization and the event:

AR Premier Events (ARgeorgia.com) have been hosting the 72-hour Florida Sea to Sea for 6 of its 23 years being held. We also hold other endurance events throughout the southeast and in Colorado. This event takes racers from one coast of Florida to the other in 72 hours exploring as much natural beauty and features that are possible. The event consists of three major disciplines which are trekking, paddling, biking and navigating only using a map and compass. We work with many agencies at the Federal, State, County and City level. We carry full insurance every race. Each team must carry a provided GPS unit that is constantly monitored online by staff. Throughout the race teams must check in at mapped transition areas along the course to also keep track of their welfare.

The proposed plan for Blue Run and other City owned property:

An estimated 175 racers will be bussed over to the start from the host hotel in St. Augustine. Bird Creek Beach in Levy County will be this year's 10:00 AM start. Teams of 4, 3, 2 or solo will begin in canoes and kayaks if solo. They will need to collect/stamp multiple checkpoints (1' X 1' orienteering flag) on their way east to Blue Run. The checkpoints are spread out at various difficulties and lengths. Teams spread out very quick in this format. Top teams will go to ever one while other will drop them and paddle directly to Blue Run. We do not expect more then 4-5 boats at one time in about 10-minute waves. Once at the boat ramp staff will take the boats and gear and stow them on our trailer. Teams will leave on foot to the over-flow parking area where water, food and their bikes will be for the next leg to Greenway's Pruitt Trail Head. Racers should start to get to the boat ramp by 18:00 – 21:00 and wind down around 02:00 at the latest. Staff will make sure there is no back-up at the ramp and have all boats stowed once they arrive. We will keep in mind of and have paths clear for any day/evening users. Racer's gear will be at Pruitt TH to also motivate them to quickly keep moving forward. I have included aerial maps with routes and locations. Before we leave the area, we will clean up and pack out any garbage.

I hope you will consider this proposal and allow our racers to see a unique area. If any more information is needed, please do not hesitate to contact me. My email is [erik@offthegridracing.com](mailto:erik@offthegridracing.com) and my cell phone is 386-315-1861

Respectfully,

Erik Wise

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** December 9<sup>th</sup>, 2023

1. Responsible Department: Community Development
2. Presenter: Georgina Cid
3. Recommended Action: Consider Planning Commission Application

**Subject:** Planning Commission Applicant Rex Lehmann

**Request for Approval Summary Explanation & Background:**

As per City Code Sec. 94-32 regarding qualifications of members, the city planning commission consists of five members plus two alternate members, appointed by the city council. A minimum of three members and one alternate shall be residents of the city. A maximum of two members and one alternate may be non-resident property owners and/or non-resident business owners. Non-resident property owners and/or non-resident business owners must have owned property and/or owned a business within the city for three years prior to being eligible for said appointment. No member of the planning commission shall be a paid employee or elected official of the city.

Per City Code, Sec. 94.37, Powers and duties of the Planning Commission are as follows:

1. Hear and make recommendations to City Council on applications for special exceptions and variances to the City's Zoning Code
2. Conduct quasi-judicial hearings
3. Acquire information necessary to determine the type of development to be expected in the area
4. Review and revise the comprehensive plan for the purpose of making recommendations to City Council with regard to consistency concerning any land use or zoning change
5. Establish principles and policies, conduct public hearings, make or cause to be made special studies as necessary
6. Review administrative orders and make recommendation to City Council on appeals when it is alleged that there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of any zoning ordinance or regulation adopted pursuant to law.

We have received an application for a Planning Commission seat from Mr. Rex Lehmann. Staff's review shows:

1. He has been a resident of Dunnellon for 1 year;
2. He retired from Miami Fire Rescue after 32 years of service;
3. He was on the Palmetto Bay Village Advisory Board and District Governor for Toastmasters in the State of Florida;
4. He has 40 years of construction related experience and is familiar with building codes and jobs blueprints;
5. He has an interest in contributing his expertise; and
6. He is willing to take courses on ethics and Sunshine Law.

**Procurement Method:** N/A

**Fiscal Information:** N/A

**Attorney Review:** N/A

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** December 9<sup>th</sup>, 2023

1. Responsible Department: Community Development
2. Presenter: Georgina Cid
3. Recommended Action: Consider Planning Commission Application

**Subject:** Planning Commission Applicant Samuel Martian

**Request for Approval Summary Explanation & Background:**

As per City Code Sec. 94-32 regarding qualifications of members, the city planning commission consists of five members plus two alternate members, appointed by the city council. A minimum of three members and one alternate shall be residents of the city. A maximum of two members and one alternate may be non-resident property owners and/or non-resident business owners. Non-resident property owners and/or non-resident business owners must have owned property and/or owned a business within the city for three years prior to being eligible for said appointment. No member of the planning commission shall be a paid employee or elected official of the city.

Per City Code, Sec. 94.37, Powers and duties of the Planning Commission are as follows:

1. Hear and make recommendations to City Council on applications for special exceptions and variances to the City's Zoning Code
2. Conduct quasi-judicial hearings
3. Acquire information necessary to determine the type of development to be expected in the area
4. Review and revise the comprehensive plan for the purpose of making recommendations to City Council with regard to consistency concerning any land use or zoning change
5. Establish principles and policies, conduct public hearings, make or cause to be made special studies as necessary
6. Review administrative orders and make recommendation to City Council on appeals when it is alleged that there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of any zoning ordinance or regulation adopted pursuant to law.

We have received an application for a Planning Commission seat from Mr. Samuel Martian. Staff's review shows:

1. He has been a resident of Dunnellon for 1 year;
2. He retired from Marion County Fire Rescue;
3. He has an understanding of blue prints for new construction and feels comfortable reading them;
4. He has an interest in contributing his expertise and assisting on the City's growth; and
5. He is willing to take courses on ethics and Sunshine Law.

**Procurement Method:** N/A

**Fiscal Information:** N/A

**Attorney Review:** N/A





43 Sec. 46-102. Imposition of Launch Fees.

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- a) Any person launching a watercraft at the Centennial Park Boat Ramp shall pay a launch fee, the amount of which shall be set by resolution of the City Council.
- b) Annual permits may be purchased from the City of Dunnellon. Annual permits shall be displayed on the permit holder's vehicle or as may be otherwise directed by the City.
- c) The amount of the launch fee may be changed by resolution of the City Council.
- d) Launch fees may be waived for special events by resolution of the City Council.

Sec. 46-103. – Penalties - Fine schedule for violations.

- a) Violations of the provisions of this Article, or failure to comply with any of the requirements as stated, shall constitute a civil municipal code violation.
- b) Any person who violates this chapter or fails to comply with any of its provisions shall be issued a civil municipal code violation ticket by the City of Dunnellon Police Department or by a City Code Enforcement Officer. The citation may be served by personal delivery, by first class mail or by affixing the citation to the vehicle, watercraft, or trailer.
- c) Contents of civil municipal code violation ticket. The ticket shall specifically describe the following:
  - (1) Specify the nature of the violation and cite to the applicable section of this Article;
  - (2) Indicate the amount of the fine;
  - (3) Give notice to the violator that he or she must pay the fine within 30 days or appeal the ticket; and
  - (4) Describe the procedures to be followed in either paying such fine or electing not to pay such fine and requesting a hearing before a county court official concerning the violation, and the penalty for failure to comply with the directions on the ticket. A sequential numbering system shall be used.
- d) Computation of time. If the last day of any time period described in this section falls on a Saturday, Sunday or legal holiday, the time period shall run until the end of the next day which is neither a Saturday, a Sunday nor a legal holiday.
- e) All civil municipal code fines under this Article, will be \$50.00 per violation.

89 Sec. 46-104. - Payment of fine; appeals.  
90

91 a) Violations of this division shall be referred to the county court for the county of the  
92 Fifth Judicial Circuit.

93  
94 b) An individual receiving a ticket pursuant to this section shall have 30 days from the  
95 date of issuance to pay the fine per the instructions on the ticket or request an appeal  
96 per subsection (c) below.

97  
98 c) Appeal of civil municipal code fine ticket.  
99

100 (1) Any individual who receives a civil ticket issued pursuant to the requirements of  
101 this chapter may voluntarily elect to appeal the ticket and request a hearing within  
102 30 days from issuance of the ticket, by requesting an appeal with the county court  
103 for the county of the Fifth Judicial Circuit per the instructions on the ticket.  
104

105 (2) Any person who elects to appear before a designated official to present evidence  
106 waives his or her right to pay the fine cited on the ticket. The official, after a hearing,  
107 shall make a determination as to whether a violation has been committed and may  
108 impose a civil penalty or the fine amount designated on the ticket, plus court costs.  
109

110 d) Failure to pay fine. If the fine is not paid within 30 days from issuance, and no appeal  
111 is filed, then the appearance before the county court of persons who fail to comply with  
112 the provisions of this division will be compelled by the issuance of a summons by the  
113 deputy clerk of the court for the county of the Fifth Judicial Circuit. A warrant shall be  
114 issued by the court for the arrest of any person who fails to appear in response to such  
115 summons.

116 Sec. 46-104. - Revenue Generated from Launch Fees

117 a) All revenue generated from launch fees will be placed in a restricted fund to be used  
118 for City park projects or improvements related to boating and/or parks having boat or  
119 watercraft launches.  
120

121 **SECTION 3. CONFLICTS.** In any case where a provision of this Ordinance is found to be in  
122 conflict with a provision of any other ordinance of this City, the provision which establishes the  
123 higher standards for the promotion and protection of the health and safety of the people shall  
124 prevail.  
125

126 **SECTION 4. SEVERABILITY.** If any section, sentence, phrase, word, or portion of this  
127 Ordinance is determined to be invalid, unlawful, or unconstitutional, said determination shall not  
128 be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase,  
129 word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or  
130 unconstitutional.  
131

132 **SECTION 5. CODIFICATION.** The provisions of this Ordinance shall be codified as and  
133 become and be made a part of the City of Dunnellon Code of Ordinances. The sections of this

134 Ordinance may be renumbered or re-lettered to accomplish such intention and the word  
135 “Ordinance,” or similar words, may be changed to “Section,” “Article,” or other appropriate word.  
136 The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

137  
138 **SECTION 6. EFFECTIVE DATE.** This Ordinance shall become effective on April 1, 2023.

139  
140 **Upon motion duly made and carried,** the foregoing Ordinance was approved upon the first  
141 reading on the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

142  
143 **Upon motion duly made and carried,** the foregoing Ordinance was approved and passed upon  
144 the second and final reading and public hearing on the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

145  
146 Ordinance Posted on the City’s website on January 5, 2023. Public hearing advertised on the City’s  
147 website on \_\_\_\_\_, 2023 and advertised in the Riverland News on \_\_\_\_\_, 2023.

148  
149 ATTEST: **CITY OF DUNNELLON**  
150  
151 \_\_\_\_\_  
152 Amanda L. Odom, CMC \_\_\_\_\_  
153 City Clerk William P. White, Mayor

154  
155 Approved as to Form:  
156  
157 \_\_\_\_\_  
158 Andrew J. Hand, City Attorney

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162 **CERTIFICATE OF POSTING**

163  
164 **I HEREBY CERTIFY** that copies of the foregoing Ordinance were posted at City Hall, the  
165 Chamber of Commerce, and Dunnellon Library, in the City of Dunnellon, Florida, and on the  
166 City’s Official Website this 5<sup>th</sup> day of January 2023.

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169 \_\_\_\_\_  
170 Amanda L. Odom, CMC  
171 City Clerk

172

## RESOLUTION #RES2023-01

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF DUNNELLON ADOPTING PERSONNEL MANUAL AMENDMENTS AND CHANGES TO ARTICLE X, SECTION 6.1 PAY AND CLASSIFICATION PLAN AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, on November 3, 2020, Florida voters approved Florida Amendment 2, a Constitutional Amendment, to gradually increase the State's minimum wage to \$15.00 per hour by the year 2026.

WHEREAS, the City Council recognizes that the City must comply with this mandate and intends to address wage adjustments annually as the minimum wage increases; and

WHEREAS, as a result of increasing the lowest salary classification to comply with the mandate, the City Council has determined that it is in the best interests of the City to adjust all staff salary classifications in a fair and equitable manner in order to avoid compression; and

WHEREAS, the City Council approved adjustments to salary ranges effective March 21, 2022 to account for the first minimum wage increase; then again in the FY2023 budget effective October 1, 2022 to account for the second minimum wage increase; and

WHEREAS, the attached amendments and changes titled "Exhibit A" to the personnel manual have been studied and reviewed by the City Council; and

WHEREAS, the City Council believes that the adoption of these amendments and changes is in the best interest of the City of Dunnellon.

NOTE: Underlined words of Schedule "A" of this Resolution constitute new text of the Personnel Manual. Words ~~stricken~~ are deletions.

NOW, THEREFORE, be it resolved by the City Council of the City of Dunnellon, Florida this 9<sup>th</sup> day of January 2023 that:

1. City of Dunnellon Personnel Manual, Article X, Section 6.1 is attached as "Exhibit A" and incorporated herein by reference, shall be amended as indicated.
2. If any portion of this Resolution is declared unconstitutional or if the applicability of this Resolution or any portion thereof to any person or circumstances shall be held invalid, the validity of the remainder of this Resolution and the applicability of this Resolution, or any portion thereof to other persons or circumstances, shall not be affected thereby.
3. All resolutions and parts of resolutions in conflict with this Resolution are hereby repealed.
4. The effective date of this resolution shall be the 1<sup>st</sup> day of October 2022.

**ATTEST:**

**CITY OF DUNNELLON, FLORIDA**

---

Amanda L. Odom, CMC  
City Clerk

---

William P. White, Mayor

Approved as to form and legality:

---

Andrew J. Hand, City Attorney

EXHIBIT A  
RESOLUTION #RES2023-01  
PERSONNEL MANUAL AMENDMENTS  
**Article X Pay and Classification Plan**  
SECTION 6 - SALARY PLAN/PAY  
CLASSIFICATIONS

6.1 - PAY CLASSIFICATION BY GRADE

<b>CLASSIFICATION/TITLE</b>	<b>PAY GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Beach/Park Attendant	101	<del>24,960</del> <del>22,880</del>	<del>33,862</del> <del>31,782</del>
Janitor	101	<del>24,960</del> <del>22,880</del>	<del>33,862</del> <del>31,782</del>
Service Worker I	106	<del>26,572</del> <del>25,532</del>	<del>37,934</del> <del>36,894</del>
Accounting Clerk (part-time)	108	<del>28,901</del> <del>27,861</del>	<del>41,428</del> <del>40,388</del>
Service Worker II	108	<del>28,901</del> <del>27,861</del>	<del>41,428</del> <del>40,388</del>
CSR/Administrative Assistant	109	<del>30,154</del> <del>29,114</del>	<del>43,307</del> <del>42,267</del>
Staff Assistant/Police	109	<del>30,154</del> <del>29,114</del>	<del>43,307</del> <del>42,267</del>
Staff Assistant/Records Clerk	109	<del>30,154</del> <del>29,114</del>	<del>43,307</del> <del>42,267</del>
Accounting Clerk (full-time)	109	<del>30,154</del> <del>29,114</del>	<del>43,307</del> <del>42,267</del>
Working Coordinator/PW	109	<del>30,154</del> <del>29,114</del>	<del>43,307</del> <del>42,267</del>
Code Enforcement Officer	110	<del>30,772</del> <del>29,682</del>	<del>44,158</del> <del>43,118</del>
Administrative Assistant/Police	112	<del>34,300</del> <del>33,260</del>	<del>49,526</del> <del>48,486</del>
Community Development Planning Assistant	112	<del>34,300</del> <del>33,260</del>	<del>49,526</del> <del>48,486</del>
Police Officer	116	<del>40,863</del> <del>39,823</del>	<del>59,370</del> <del>58,330</del>
Assistant City Clerk	118	<del>44,657</del> <del>43,617</del>	<del>65,061</del> <del>64,021</del>
Corporal	118	<del>44,657</del> <del>43,617</del>	<del>65,061</del> <del>64,021</del>
Sergeant	120	<del>48,840</del> <del>47,800</del>	<del>71,336</del> <del>70,296</del>
Finance Officer	121	<del>51,089</del> <del>50,045</del>	<del>74,710</del> <del>73,670</del>
Public Works Manager	121	<del>51,089</del> <del>50,045</del>	<del>74,710</del> <del>73,670</del>

Police Lieutenant	121	<del>51,089 50,045</del>	<del>74,710 73,670</del>
City Clerk/HR Manager	122	<del>53,452 52,412</del>	<del>78,253 77,213</del>
Community Development/CRA Manager	122	<del>53,452 52,412</del>	<del>78,253 77,213</del>
Police Chief/Emergency Management Coordinator	122	<del>53,452 52,412</del>	<del>78,253 77,213</del>
City Administrator	130	<del>77,193 76,153</del>	<del>99,099 98,059</del>

## **RESOLUTION #RES2023-03**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
DUNNELLON, SETTING FORTH THE TIME AND PLACE OF ITS  
MEETINGS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council wishes to reschedule the dates and times of its regular meetings and regular workshops as to the City Council; and

WHEREAS, the City Council feels that it would be in the public interest to restructure its meetings and the times thereof in order to more efficiently utilize city staff and resources.

NOW, THEREFORE, BE IT RESOLVED THIS 9<sup>TH</sup> DAY OF JANUARY 2023, BY THE CITY COUNCIL OF THE CITY OF DUNNELLON, AS FOLLOWS:

SECTION 1: The City Council workshop meetings shall be held the first Monday of each month, beginning at 5:30 p.m. unless otherwise rescheduled or cancelled.

SECTION 1a: Persons wishing to place an item on the workshop agenda must make a written request for same to the City Clerk on or before 12:00 p.m. the Wednesday before the workshop meeting, together with any backup material the speaker wishes the Council to consider. Requests shall be considered in the order they are received. The City Clerk shall have the discretion to defer a request to a future meeting depending on the volume of business already scheduled on the agenda by staff and City Council.

SECTION 2: The regular meetings of the City Council shall be held the week following the workshop meeting on Wednesday beginning at 5:30 p.m. unless otherwise rescheduled or cancelled.

SECTION 2a: Persons wishing to place an item on the regular meeting agenda must make a written request for same to the City Clerk on or before 12:00 p.m. on the day of the workshop meeting, together with any backup material the speaker wishes the Council to consider. The City Clerk shall present all requests to the City Council during the workshop meeting. Requests shall be considered generally in the order they are received, subject to adjustments in priority and time sensitivity. The City Council shall have the discretion to defer a request to a future meeting depending on the volume of business already scheduled on the agenda by staff and City Council.

SECTION 3: CRA workshop meetings and CRA regular meetings will be scheduled prior to council workshop meetings and regular council meetings on a quarterly schedule as per statutory requirement.

SECTION 4: This Resolution shall become effective March 1, 2023.

Upon motion duly made and carried, the foregoing Resolution was adopted by the City Council of the City of Dunnellon on this 9th day of January 2023.



**ATTEST:**

**CITY OF DUNNELLON, FLORIDA**

\_\_\_\_\_  
Amanda L. Odom, CMC  
City Clerk

\_\_\_\_\_  
William P. White, Mayor

Approved as to form and legality:

\_\_\_\_\_  
Andrew J. Hand, City Attorney