

**City of Dunnellon  
City Council Workshop**

<https://dunnellon.zoom.us/j/97913806918pwd=RTQrUWtqNFZVdUxxNVp3c3ZBSlpiUT09>

Date: January 06, 2021  
Time: 5:30 p.m.  
Place: City Hall  
20750 River Dr., Dunnellon, FL34431

Dunnellon City Council workshop will be held on January 6, 2021 at Dunnellon City Hall with Social Distancing Modifications.

Anyone attending the workshops will be required to wear a mask/face covering. All attendees will be subject to screening to include a temperature check.

**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 [mroberts@dunnellon.org](mailto:mroberts@dunnellon.org)

Members of the public who would like to participate are encouraged to register in advance by Noon on Wednesday January 6<sup>th</sup>.

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

Mayor White called the meeting to order at approximately 5:31 p.m. and led the Council in the Pledge of Allegiance. He asked if any invitee or volunteer was present to open with prayer. Ramona Greene provided the invocation.

**Roll Call**

The following members answered present at roll call:

Bill White, Mayor, Seat 1  
Louise Kenny, Councilman, Seat 2  
Valerie Hanchar, Vice-Mayor, Seat 4  
Jan Cubbage, Councilwoman, Seat 5

**Council Absent**

Anita Williams, Councilwoman, Seat 3

**Staff Present**

Mandy Roberts, City Clerk  
Jan Smith, Finance Department (attending by Zoom Platform)  
Chief Mike McQuaig, Police Department  
Troy Slattery, Public Works Department  
Lynn Wyland, Clerk's Department

### **Legal Counsel**

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

### **Proof of Publication**

Ms. Roberts announced for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Wednesday, December 30, 2020. The agenda was modified on December 31, 2020 to add amended summary form to Item #6. Modified on January 4, 2021 to amend summary form to item #6 and move Item #3 from council meeting to workshop.

### **Agenda Item Number 1 – Dunnellon Chamber & Business Association Report**

Julie Mancini provided her report on updated. The next meeting will be held on January 12<sup>th</sup> to swear in new members. She provided a handout outlining their accomplishments for 2020.

### **Agenda Item Number 2 – Board Reports**

Brenda D'Arville, Chair of the Planning Commission provided her report. The next meeting will be working on the aesthetics of the comprehensive plan.

Council and staff engaged in brief discussion of the importance of hiring a Community Development Director.

### **Agenda Item Number 3 – Update - FGUA Wastewater Decommission Project - John Worrell (Item moved from Regular 1/11/2021 meeting to 1/6/2021 workshop)**

Mr. Worrell was unable to attend the workshop tonight. He will attend the workshop in February. He will provide a detail report on the decommissioning of wastewater plant and the letter regarding backflow value businesses received.

Troy Slattery said he has been researching the backflow value. He will work with staff to add a link to the website providing helpful information.

Mayor White provided photos of a backflow value. He expressed his concerns and questions:

1. The initial expensed to the property owner/business owner.
2. The yearly expense of have the valve inspected.
3. The expense of permits.
4. The expense of being responsible for repair if damage occurs.

Also the optics and safety of their placement. There is no question that they look ghastly and the thought of them being scattered throughout the City makes me shudder. They are potential safety hazards because they are located next to the meters which are usually near sidewalks, driveways, parking areas and streets.

Mr. Slattery reiterated that many of Mayor White's concerns/questions are available on the FGUA link he spoke to.

Councilwoman Kenny asked if there will be permitting charges to the businesses.

Teresa Malmberg spoke to the permitting and inspection process.

**Agenda Item Number 4 – Ernie Mills Park and Short Tower Way Parking Lot Project Bid #BID2020-04 Results and Award Recommendation**

Mr. Slattery said Alan Garri, from Kimley-Horn is attending by Zoom Platform. The bids have been reviewed. Four (4) bids were received. Based upon Kimley-Horns' review of the documents submitted, Pave-Rite, Inc. appears to be the lowest responsive bidder with a bid in the amount of \$510,528.75.

Troy Slattery presented the following questions/answers which were prepared by Mr. Garri in response to this item:

1. Have we ever used Pave-Rite construction previously? Have any other municipalities used them?

Response: I'm not sure if Dunnellon has used Pave-Rite previously, but they are currently constructing projects I have designed for Inverness and Crystal River. Additionally I have worked with them in the past on Marion County and Citrus County projects and have found them to be conscientious and reliable.

Mr. Slattery added the City has used Pave-Rite in 2010 in a Blue Cove, Phase II Storm drain underground pipe project.

2. What is Kimley-Horn's fee to manage this project?

Response: Our fee is \$7,500 to assist in the construction of the project and provide construction observation and certification to ensure the project is constructed in compliance with the intent of the design.

3. What support or involvement would member of staff/employees to complete this project?

Response: Troy will be managing the construction project for the City. Not sure who else from the City will be involved.

Mr. Slattery added the finance director will be monitoring the payouts and the fund line items for the project.

4. Are the fees required such as application and permitting fees that may be required from the state/county included in the vendor quote? If no, what would be the additional costs?

Response: Any construction related permit and fees are included in the submitted bid. There are not any anticipated additional fees for permits or applications.

5. What other miscellaneous additional costs may be added to the total?

Response: FGUA is going to replace a one hundred fifty (150) foot section of water main that is just outside the project limits to accommodate the sidewalk installation associated with the project. The costs for the one hundred fifty (150) feet of roadway will be added to this project for an estimated cost of \$2,850. There may be additional costs that arise during construction from unforeseen conditions but the contingency is in place to cover this additional cost.

6. What is the timeline to complete the project from the awarding of the contract?

Response: The contract document state that substantial completion (one hundred fifty (150) days total.)

Mr. Slattery stated the awarding of the bid will be presented at a near future preconstruction meeting. He noted the total budgeted for both parking projects \$604,500 leaving a total of \$93,971 contingency funds to complete these projects.

#### **Agenda Item Number 5 – City Administrator Advertising Process**

Chief McQuaig introduced George Forbes, Senior Advisor for the Florida League of Cities of 321 W. Kings Way, Winter Park, Florida. Mr. Forbes provided his background and experience. He said the organization is designed to help and provide advice. He described the steps and process on proceeding. He stressed the requirement of completing the questionnaire and sending it back to him. He said he would be the City's advisor.

Council and staff engaged in discussion and asked questions of Mr. Forbes.

Mr. Forbes stressed the urgency of discussing salary. The current salary range is \$62,400 to \$78,600. A salary study was performed by Cody & Associates which recommended \$73,345 to a cap of \$95,251.

Vice-Mayor Hanchar requested Mrs. Smith provide an analysis with benefits.

Item to be place on the agenda for discussion.

Ms. Roberts updated all regarding Council's direction for advertising for Community Development Manager from the December 21<sup>st</sup> meeting. Chief McQuaig and she have been working on a job description for the position.

#### **Agenda Item Number 6 – Planning and Historic Board Appointments - Community Development**

Ms. Roberts said there was a vacancy for 2<sup>nd</sup> alternate on the Planning Commission. David short went from 2<sup>nd</sup> Alternate to 1<sup>st</sup> Alternate position. The Planning Commission, by consensus agreed the first and second alternates would typically be moved up by Council appointment leaving the second alternate position vacant. There are two applicants for the 2<sup>nd</sup> Alternate position. Jay Dugan, former Planning Commission member and former Councilman and Kathy Dunn have applied for the vacant 2<sup>nd</sup> Alternate seat.

Contested Planning Board positions will be placed on the agenda for a vote.

Scott Kiefer is requesting reappointment as full member to the Historic Preservation Board for the term January 11, 2021 to January 11, 2024.

James Burchett is requesting reappointment as full member to the Historic Preservation Board for the term January 11, 2021 to January 11, 2024.

The reappointments to be placed on the consent agenda

**Agenda Item Number 7 – Public Comment Placement on the Agenda - Mayor White**

Mayor White recommended having “Public Comments” at the beginning and end of a workshop. Having two opportunities to speak.

Vice-Mayor said she would be fine with it.

Councilwoman Cabbage said she agrees and it should not be a problem if kept within the three (3) minute limit.

Councilwoman Kenny agreed and said it encourages communication with the public.

Council agreed to place this item on the consent agenda.

Attorney Hand recommended to make clear the intent of an individual can speak two times, three minutes each. Once at the beginning and again at the end.

**Agenda Item Number 8 – Council Comments**

Councilwomen Cabbage and Kenny stated they will be turning their questionnaire into Ms. Roberts tonight.

Councilwoman Cabbage said she will research salaries in other municipalities and report back to Council on Monday.

Mayor White commented on the faded parking stripes on the road by Grumbles on Hwy40 West. He requested it be considered for repainting.

Mayor White noted the Rainbow River Conservation group project of the numbering of duck boxes. He said Marion County has assigned dock numbers to resident's docks. This will help in an emergency.

Council and staff engaged in discussion regarding COVID-19 vaccination program. Chief McQuaig stated that Marion County Health Department is in charge of the distribution to the public.

Mayor White commented on the Dunnellon Tigers football team. He said they were one game from going to the championship. He suggested Council present a form of recognition.

Mayor White stated he was approached by residents in the area who would like to put together a beautification committee, independent from the City, for beautifying areas. He explained it could be picking up litter, painting a building, washing signs, etc., possibly having a work day once a month.

Council and staff engaged in brief discussion with Attorney Hand regarding a proposed committee.

Mayor White addressed golf cart usage and asked if there was a way to expand the use throughout the City. Chief McQuaig stated residents cannot cross CR484 or state highway 40 or 41.

Mayor White discussed repositioning the seats on the dais. He recommended having the Mayor's seat in the middle and a council member on each side.

Chief McQuaig stated he is already working on it and it should be in place by February.

Chief McQuaig said he just now received a notification that eleven (11) Publix stores, including our local store, will be providing the vaccination to residents over the age of sixty-five (65). This will occur Thursday through Saturday.

Sergeant Shane Yox explained this is a pilot program for sixty-five (65) and older. He said they will only be providing one hundred twenty vaccines a day.

Mayor White asked if the new police building can be put into use.

Chief McQuaig stated the building is already being used. He explained there have been several meetings and classes held there. He said the parameters will need to be set.

Ms. Robert explained there is a process for an application to use public property. A resolution is in place.

Mayor White engaged in brief discussion with Troy Slattery regarding the six (6) parks located in Dunnellon.

**Agenda Item Number 9 – City Attorney Comments**

Attorney Hand spoke to two (2) executive orders related to COVID-19, issued after the last meeting from the Office of the Governor. Executive Order Number 20-315 and 20-316.

**Agenda Item Number 10 – Public Comments**

Wally Dunn, 11386 SW Hendrix Drive, commented on a voice message he left on City Hall's phone, campaign signs during the election and updating the rules, and members of the council working together.

Lisa Sheffield, 12001 Palmetto Way, said she was pleased to hear Mr. Forbes say that our City is doing well. She commented on working with Brenda D'Arville, Chair of the Planning Commission and said she is awesome. She is please there are citizens who want to get involved. Ms. Sheffield expressed her concerns about the backflow value. She also said she is very pleased about the proposed extra parking at Ernie Mills Park and Short Tower Way.

Bill Vibbert, 9552 SW 192<sup>nd</sup> Avenue, addressed two themed exhibits currently being worked on for educational purposes for the trails at Blue Run Park. The project is being funded with grants. The exhibits will tell the story/history of Boomtown and Railroad Junction.

Ms. Roberts called for public comments from any Zoom participates.

John. Patterson, with East Central Florida Regional Planning Council (ECFRPC), noted that he will be present via the Zoom Platform, for Monday's council meeting to discuss the Solar Farm,

Wendy Sams, 11580 Camp Drive, asked how does a citizen bring a concern before Council.

Ms. Roberts said if it's a topic an individual would like to place on a council agenda, they can bring anything to council's attention through public comment at a workshop or council meeting. addressed the options. She said an individual can email Council through the website and make a formal request for an item to be placed on the agenda.

Ms. Sams also suggested updating the website regarding the vaccine and what's happening in our community.

The meeting was adjourned at approximately 7:48 p.m.

Attest:

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Amanda Roberts, CMC  
City Clerk

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William P. White, Mayor