

City of Springfield
Springfield City Hall Commission Room
408 School Ave.
Springfield, FL 32401

Commission Meeting
April 6th, 2021 @ 5:30 p.m.

I. CALL TO ORDER

Mayor Hammond called this Commission Meeting to order on this the 6th day of April 2021 at Springfield City Hall. This meeting was held in person and via teleconference to allow for social distancing due to the COVID 19 Pandemic. Notice was provided to the News Media via email and on the City's website which included teleconference information.

A. Invocation Commissioner Dykes gave the invocation.

B. Pledge of Allegiance Commissioner Dykes lead the Pledge of Allegiance.

C. Roll Call as follows:

- Commissioner Jack Kennington – Physically Present
- Commissioner Topeka Humphries – Physically Present
- Commissioner Dennis Haddock – Physically Present
- Commissioner Phillip Dykes – Physically Present
- Mayor Ralph Hammond – Physically Present
- Staff physically present as follows: City Clerk Teresa Cox, Police Chief Barry Roberts, Fire Chief Brian Eddins, Public Works Director Miles Grice, Human Resources Director Diane Hagler, Assistant Police Chief Russell Voyles, Water Tech 1 Jerry McNeill, Code Enforcement Officer Donny Rees, City Attorney Kevin Obos.
- Visitors physically present: Jeanie Hammond, Tommy Pitts, Jerry Parnell, Nevin Zimmerman and a few others.

II. ADDITIONS OR DELETIONS TO AGENDA

Mayor Hammond read the agenda item listed and stated he would be adding Items No. 13 (thirteen), No. 14 (fourteen) and No. 15 (fifteen) to the Regular Agenda. He then asked if there were any other additions or deletions to the agenda. There were no other additions or deletions.

III. PUBLIC HEARING

1. Variance & Development Order for Rogers Ridge – Sequoia Ave.

Mayor Hammond read the agenda item listed above and opened the public hearing. He reported Rogers Ridge Development was for a 7 (seven) lot subdivision on Sequoia Ave. He explained Mr. Rogers had requested a variance to the side setbacks for each lot to be reduced to 8' (eight feet). He further explained this would accommodate for the 15' (fifteen feet) easement being provided to the City for an existing sewer line.

Mayor Hammond asked for comments from the public. There were none. He then asked for comments from the City Commission. There were none.

Motion by Commissioner Humphries to approve the Development Order and Variance for Rogers Ridge – Sequoia Ave. Motion seconded by Commissioner Kennington. Roll Call: All ayes; motion carried (5-0).

IV. PUBLIC PARTICIPATION (Limited to items on this agenda; remarks limited to three (3) minutes.)

Mayor Hammond asked if anyone from the public had any comments. There were none.

V. CONSENT AGENDA

A. Approval of March 1, 2021 Commission Meeting Minutes & March 15th, 2021 Workshop Minutes

Mayor Hammond read the agenda listed above.

Motion by Commissioner Dykes to approve the Consent Agenda as presented. Motion seconded by Commissioner Humphries. Roll Call: All ayes; motion carried (5-0).

VI. REGULAR AGENDA

1. 5 Year Service Award for Jerry McNeill

Mayor Hammond presented an award and bonus to Water Tech 1 Jerry McNeill for five (5) years of service. He then thanked him for his hard work and dedication to the City of Springfield.

2. Lot Split – 753 Sheffield Ave.

Mayor Hammond read the agenda item listed above. He reported the property is to be divided into 2 (two) lots, one (1) facing School Ave. and one (1) facing Sheffield Ave. He reminded the City Commission this item had been discussed at the previous workshop.

Motion by Commissioner Humphries to approve the lot split submitted for 753 Sheffield Ave. Motion seconded by Commissioner Haddock. Roll Call: All ayes; motion carried (5-0).

3. Lot Split – 3111 E. 2nd Plaza

Mayor Hammond read the agenda item listed above and reported the property is to be divided into 3 (three) lots for single family homes. He noted this agenda item had been discussed at the previous workshop.

Motion by Commissioner Humphries to approve the lot split submitted for 3111 E. 2nd Plaza. Motion seconded by Commissioner Dykes. Roll Call: All ayes; motion carried (5-0).

4. Sign Permits – 3218 E. Hwy 98 Burger King

Mayor Hammond read the agenda item listed. He explained Burger King had applied for 3 (three) sign permits, 2 (two) signs on the building and 1 (one) pole sign.

The City Commission discussed the plans for all 3 (three) sign permits.

Code Enforcement Officer Donny Rees stated he had reviewed and approve the plans submitted for all three (3) signs.

Motion by Commissioner Kennington to approve all 3 (three) sign permits for 3218 E. Hwy 98 Burger King as submitted. Motion seconded by Commissioner Humphries. Roll Call: All ayes; motion carried (5-0).

5. Sign Permits – 3425 E. 15th St. Dollar General

Mayor Hammond read the agenda item listed above and reported this item had been discussed at the previous workshop. He asked if there were any questions. There were none.

Motion by Commissioner Kennington to approve the sign permit for 3425 E. 15th St. Dollar General as submitted. Motion seconded by Commissioner Humphries. Roll Call: All ayes; motion carried (5-0).

6. Whispering Palms Apartment Easement Encroachment Agreement

Mayor Hammond read the agenda item listed. He explained Whispering Palms Apartment Complex at 4141 N. Tyndall Parkway had been built on or encroached upon a portion of the utility easement belonging to the City of Springfield. He reported the encroachment did not pose any immediate problems with the utilities in the area and the City would have the right to access utilities when needed. Mayor Hammond explained this agreement would allow the apartment owner to sell the property if he desired.

City Attorney Obos stated he had reviewed and approved the agreement.

Motion by Commissioner Haddock to approve the Whispering Palms Apartment Easement Encroachment Agreement and authorize Mayor Hammond to sign. Motion seconded by Commissioner Humphries. Roll Call: All ayes; motion carried (5-0).

7. RFQ 21-01 & RFQ 21-02 Agreements for Professional Engineering Services

Mayor Hammond read the agenda item listed above. He asked the City Commission to consider each agreement separate. He explained the agreements were prepared by City Attorney Obos for the RFQ's awarded at the last meeting to Mott MacDonald and STOA Architects.

Motion by Commissioner Kennington to approve the agreement for professional services with Mott MacDonald for RFQ 21-01, Municipal Civic Center. Motion seconded by Commissioner Haddock. Roll Call: All ayes; motion carried (5-0).

Mayor Hammond stated the agreement for RFQ 21-02, Parks Design with STOA Architects will need approval as well.

Motion by Commissioner Kennington to approve the agreement for professional services with STOA Architects for RFQ 21-02, Municipal Parks Design. Motion seconded by Commissioner Humphries. Roll Call: All ayes; motion carried (5-0).

8. 3118 E. Business Hwy 98 Bay County Farm Outdoor Supply Demo

Mayor Hammond read the agenda item listed above. He reported Code Enforcement Officer Donny Rees had obtained 3 (three) quotes for the demolition of 3118 East Business Highway 98, Bay County Farm Outdoor Supply. He noted the lowest bid was \$18,500.00 (eighteen thousand five hundred dollars) and this would be a clean and assess meaning the City would place an assessment on the tax rolls for the costs incurred.

The City Commission discussed approving the expenditure of \$18,500.00 (eighteen thousand five hundred dollars) for the demolition and the next step, placing an assessment on the tax rolls for the costs incurred.

City Attorney Obos stated the City Commission needed to approve the expenditure for the demolition because it is over \$15,000.00 (fifteen thousand dollars) and he would come back with a resolution for the board to approve for the tax assessment.

Motion by Commissioner Kennington to approve the demolition costs of \$18,500.00 (eighteen thousand five hundred dollars) for 3118 E. Business Hwy 98, Bay County Farm Outdoor Supply. Motion seconded by Commissioner Humphries. Roll Call: All ayes; motion carried (5-0).

9. Development Order for Transmitter Rd – JP RV Storage Inc.

Mayor Hammond read the agenda item listed. He reported plans had been reviewed for a nice storage facility to be built behind the Raceway on Transmitter Road. He noted Code Enforcement Officer Donny Rees, Fire Chief Brian Eddins and Public Works Director Miles Grice had all reviewed and approved the plans.

The City Commission discussed the request for approval to build storage buildings on Transmitter Road.

Motion by Commissioner Kennington to approve the to the Development Order for 1529 Transmitter Road JP RV Storage Inc. Motion seconded by Commissioner Humphries. Roll Call: All ayes; motion carried (5-0).

10. Public Works Dept. Surplus – 2013 ford E-350 Van

Mayor Hammond read the agenda item listed above. He reported Public Works had 2013 Ford E-350 van that was no longer viable to repair. He told the City Commission Public Works Director Miles Grice was requesting to surplus the vehicle and send it to the auction for sale.

Motion by Commissioner Haddock to surplus the 2013 Ford E-350 Van (Vin #1FBSS3BL5DDA43604) from the Public Works Department and send it to auction for sale. Motion seconded by Commissioner Kennington. Roll Call: All ayes; motion carried (5-0).

11. Employee Handbook Updates

Mayor Hammond read the agenda item listed above and inquired if the City Commission had any questions concerning the proposed updated handbook submitted at the workshop.

Commissioner Kennington inquired as to the length of the probationary period of 12 (twelve) months for new employees.

Mayor Hammond replied the City had always had a lengthy probationary period to insure new employees were a good fit.

Commissioner Dykes asked where employee records are being kept.

Mayor Hammond reported all employee records are kept in the Human Resource Director Diane Hagler's office under lock and key.

City Attorney Kevin Obos reported he had reviewed the handbook and found no compliance issues. He did tell the City Commission the handbook could be revised if any changes are needed.

Motion by Commissioner Humphries to approve and adopt the new employee handbook as presented. Motion seconded by Commissioner Kennington. Roll Call: All ayes; motion carried (5-0).

12. Employee Pay Scale

Mayor Hammond read the agenda item listed above. He explained the importance of implementing a pay scale or guide to assist the City with meeting the required minimum wage increases mandated by 2026 while respecting the existing employees by keeping their wages in line with those increases.

Commissioner Kennington verified every position will have its own job description and employees will have annual evaluations.

Motion by Commissioner Kennington to approve the 2021 Employee Pay Scale effective October 1, 2021 as presented. Motion seconded by Commissioner Haddock. Roll Call: All ayes; motion carried (5-0).

13. Update on SRF Sewer Pump Station Project – Tommy Pitts, Mott MacDonald

Mayor Hammond read the agenda item listed and asked Mott MacDonald Engineer Tommy Pitts to give an update on the SRF Sewer Pump Station Project.

Mr. Tommy Pitts of Mott MacDonald updated the City Commission on the City's SRF Sewer Pump Station Project. He reported the project is nearing substantial completion by the end of next week despite many identified delays such as Covid, Gulf Power, excessive rain, etc. Mr. Pitts explained the urgency in completing and closing out the project in time to apply for the next project. He noted the next project would be both water and sewer rehabilitation to be done at the same time. He further noted by doing both water and sewer at the same time, the City would only need to pave

once which would save the City money. Mr. Pitts stated the Florida Department of Environmental Protection (FDEP) would be meeting in August to select upcoming projects to be funded. He noted the funding is very competitive and he wanted to get the plans for the City's next phase in line to continue the improvements.

The City Commission thanked Mr. Pitts for the progress being made.

14. DEP Permit for Sewer Line Extension – Wakulla Ave.

Mayor Hammond read the agenda item listed above. He reminded the City Commission the residents on Wakulla Ave. recently annexed into the City still need access to sewer. He reported the Public Works Department needs to apply for a FDEP sewer permit to extend the sewer line to reach these residents. He explained FDEP requires City Commission approval for the sewer line extension and the permit application fee of \$300.00 (three hundred dollars).

Motion by Commissioner Kennington to approve the permit application to extend the sewer line on Wakulla Ave. and pay the application fee as submitted. Motion seconded by Commissioner Haddock. Roll Call: Commissioner Kennington – aye, Commissioner Haddock – aye, Commissioner Dykes – absent from the room, Commissioner Humphries – aye, Mayor Hammond – aye. Motion carried (4-0).

15. Hurricane Michael Local Match Waiver

Mayor Hammond announced Governor Ron DeSantis has approved to waive all local match funding requirements for all cities in Bay County. He explained this meant the City will receive 100% (one hundred percent) coverage for all FEMA projects resulting from Hurricane Michael damages and expenses.

VII. MAYOR'S REPORT AND COMMISSIONERS' COMMENTS

Mayor Hammond announced the water will be shut off from 11th St. to Cherry St. between Everitt Ave. and Transmitter Road temporarily Wednesday, April 7th, 2021 at 9pm CST for repairs. He noted the repairs were being made at night to avoid disruption of school and other regular home activities. He further noted the repairs were to be completed by 6am Thursday morning.

Fire Chief Brian Eddins announced the Springfield Fire Department had received a grant from Firehouse Subs for emergency response tools. He noted the grant paid 100% (one hundred percent) of the cost of the new tools. Chief Eddins reported the Springfield Fire Department's new emergency response tools are the only such tools in Bay County that can be operated under water. Chief Eddins told the City Commission he planned to do a demonstration in the future.

Mayor Hammond asked the City Commissioners if they had any reports to give. There were none.

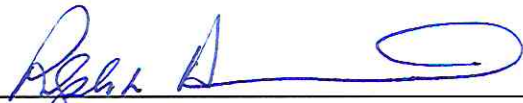
VIII. PUBLIC PARTICIPATION

Mayor Hammond asked if there were any comments from the public. There were none.

VIII. ADJOURNMENT

Motion was made by Commissioner Kennington to adjourn this meeting. All in favor. This meeting was adjourned by Mayor Hammond at 6:10 p.m.

Attest:



Ralph Hammond, Mayor



Teresa Cox, City Clerk