

**Amended Agenda  
City of Dunnellon  
City Council Workshop  
20750 River Drive, Dunnellon, FL 34431  
January 6, 2021  
5:30 p.m.  
Join Zoom**

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

Webinar ID: 979 1380 6918

**Dunnellon City Council meeting will be held on January 6, 2021, at 5:30 p.m. at Dunnellon City Hall with Social Distancing Modifications.**

**Anyone attending the meeting 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 [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, 2021. Please see instructions below on how to register.

### **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 so if no invitees/citizens volunteer.)

### **Roll Call**

**Proof of Publication** Posted on City's website and City Hall bulletin board on Wednesday, December 30, 2020. Agenda Modified on December 31, 2020 to add amended summary form to item #4.

1. **Dunnellon Chamber & Business Association Report**
2. **Board Reports**

**3. Ernie Mills Park and Short Tower Way Parking Lot Project Bid #BID2020-04 Results and Award Recommendation**

Documents:

[Bid Results Letter.pdf](#)

**4. Planning and Historic Board Appointments - Community Development (amended summary form to add additional reappointment)**

Documents:

[20210111\\_Amended Planning\\_Comm\\_Hist\\_Pres\\_Summary ADA.pdf](#)

**5. City Administrator Advertising Process**

Documents:

[City Administrator Attributes Questionnaire.pdf](#)

**6. Public Comment Placement on the Agenda - Mayor White**

**7. Council Comments**

**8. City Attorney Comments**

**9. Public Comments**

Tentative Agenda for Council Meeting Monday, January 11, 2021 at 5:30 p.m.

Consent Agenda

- Approval of Minutes
- Planning and Historic Board Appointments

Regular Agenda

- Appointment of Vice-Mayor
- Update FGUA Wastewater Decommission Project
- Public Hearing and First Reading Ordinance 2020-10 Solar Farms Land Development Regulations (LDR) (Advertised in the Ocala Star Banner and in the Riverland News on 12/31/2020)
- Public Hearing and Final Reading Ordinance #ORD2020-11, Comp Plan Amendment CPA2020-04 Solar Farms (Advertised in the Ocala Star Banner and in the Riverland News on 12/31/2020)
- Award Bid #BID2020-04 and Authorize Mayor to Sign Notice of Award
- Approve City Administrator Advertising Process

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.



December 27, 2020

Troy Slattery  
City of Dunnellon  
20750 River Drive  
Dunnellon, FL 34431

**RE: *Ernie Mills Park and Short Tower Way Parking Lot Project / Bid Results  
#BID2020-04***

Dear Mr. Slattery:

We have reviewed the construction bids received for the above referenced project. As of the deadline on December 14, 2020 at 2:00 PM four (4) bids were received and were opened at 2:10 PM. Based on our review all bids submitted were responsive bids. Attached is the bid tabulation summary showing the submitted bids totals. Ranger Construction had a minor totaling error, but it did not affect the outcome of the bid.

Based upon our 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. Kimley-Horn does not object to the City of Dunnellon issuing a Notice of Intent to Award to Pave-Rite, Inc. for this project.

Sincerely,

Alan J. Garri, PE  
Associate

Attachment: Bid Tabulation Summary

Cc: File

K:\OCA\_Uilities\Dunnellon\Projects\042382065- Ernie Mills Park Parking Design\Documents\Bid Admin\Bid Tabulations\Bid Results Letter.docx

ERNIE MILLS PARK AND SHORT TOWER WAY PARKING LOT PROJECT  
 BID2020-04 BID COMPARISON

BIDDER	ERNIE MILLS PROJECT TOTAL	VERIFIED ERNIE MILLS	SHORT TOWER WAY PROJECT TOTAL	VERIFIED SHORT TOWER WAY	COMBINED TOTAL	VERIFIED COMBINED TOTAL	BID FORM COMPLETE	PUBLIC ENTITY	DRUG FREE	INSURANCE CERTIFICATE	BID BOND	Addendums
CW Roberts	\$ 508,673.00	\$ 508,673.00	\$ 189,029.90	\$ 189,029.90	\$ 697,702.90	\$ 697,702.90	Y	Y	Y	Y	Y	Y
Hartman Civil Construction	\$ 487,833.00	\$ 487,833.00	\$ 163,738.75	\$ 163,738.75	\$ 651,571.75	\$ 651,571.75	Y	Y	Y	Y	Y	Y
Pave-Rite, Inc.	\$ 375,670.84	\$ 375,670.84	\$ 134,857.91	\$ 134,857.91	\$510,528.75	\$ 510,528.75	Y	Y	Y	Y	Y	Y
Ranger Construction	\$ 501,865.80	\$ 501,685.80	\$ 215,691.55	\$ 210,291.55	\$ 717,377.35	\$ 711,977.35	Y	Y	Y	Y	Y	Y

MATH WAS CORRECT THROUGHOUT THE SPREADSHEET BUT THE TOTAL WAS OFF BY \$5,400.00

**CITY OF DUNNELLON  
COUNCIL  
AGENDA SUMMARY FORM**

**Meeting Date:** 01/06/2021 Workshop  
01/11/2021 Regular Meeting

**Review by City Attorney:**

**Submitting Dept.:** Community Development

**Council Action:**

**Department Head Approval:** *tam/12/30/2020*

**Date of Action:**

**Subject:** Board Member Appointments – Planning Comm and Historic Preservation Boards

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

A vacancy for 2<sup>nd</sup> alternate on the Planning Commission became available upon the move of David Short from 2<sup>nd</sup> Alternate to 1<sup>st</sup> Alternate position. At the Planning Commission meeting on August 25, 2020, members discussed the vacancy and, by consensus, agreed the first and second alternates would typically be moved up by Council appointment leaving the second alternate position vacant. Jay Dugan, former Planning Commission member and former Councilman, has applied for the vacant 2<sup>nd</sup> Alternate seat.

Three current board members have requested consideration for reappointment as their terms are expiring in January of 2021.

David Short is requesting reappointment as 1<sup>st</sup> alternate to the Planning Commission for the term 1-11-2021 to 1-11-2024

Scott Kiefer is requesting reappointment as full member to the Historic Preservation Board for the term 1-11-2021 to 1-11-2024

James Burchett is requesting reappointment as full member to the Historic Preservation Board for the term 1-11-2021 to 1-11-2024

Current vacancies: Planning Commission - 2<sup>nd</sup> Alternate.

**Fiscal Information:**  
**Procurement Method:**  
**Purchase Requisition#:**

**Recommended Action:** To appoint Mr. Jay Dugan to 2<sup>nd</sup> Alternate position to fill the Planning Commission vacancy; and reappoint Mr. David Short as 1<sup>st</sup> Alternate. Reappoint Mr. Scott Kiefer and Mr. James Burchett as full members to the Historic Preservation Board.

Sec. 94-32. - Qualifications of members.

As provided in section 94-31, 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.

(Code 1985, § 2-92; [Ord. No. 2011-13, § 2, 1-23-2012](#).)

**Initiated by:** LS/tam

## City of Dunnellon Administrator Attributes Questionnaire

Please fill out this form and return to City Clerk.

The last part of the form is an open-ended section where you are asked to provide additional comments and observations.

It is very important that all members of the City Council complete this form to ensure the advertisement for the Administrator accurately reflects the Council's priorities. The City Council will be asked to review and approve the draft position profile, job advertisement and salary range at a public meeting. It is expected the form will take about 20-30 minutes to complete.

Note: This form, along with review of other source documents will provide important information for a City Administrator Position Profile that can be used in the recruitment process.

### PART 1: KNOWLEDGE, SKILLS AND ABILITIES (KSA'S) AND OTHER ATTRIBUTES OF DESIRABLE CITY ADMINISTRATOR - CITY OF DUNNELLON, FLORIDA

1 = LOW, through 5=HIGH

Attribute	<i>Importance</i>	<i>Comments</i>	
<b>Education, Background and Professional Affiliation</b>			
<ul style="list-style-type: none"> <li>• 1. Relevant education such as a degree in public or business administration.</li> </ul>		Comments: Master's Degree Required? Yes___No___	
<ul style="list-style-type: none"> <li>• 2. Relevant experience as a city/county mgr. or administrator or assistant CAO.</li> </ul>		Comments: FL Experience Required? Yes__No___	
<ul style="list-style-type: none"> <li>• 3. Membership in ICMA and/or FCCMA. <sup>1</sup></li> </ul>		Comments:	

<b>Knowledge, Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>4. Ability to foster effective Council/Administrator relations.</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>5. Possess administrative ability and understanding of local government.</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>6. Written and oral communication skills</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>7. Governmental budget/finance skills</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>8. Human resources skills and ability to manage professional staff</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>9. Labor relations / collective bargaining experience</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>10. Positive community relations and has open door policy</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>11. Able to foster Intergovernmental Relations</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>12. Economic Development/ Revitalization/Business Retention Skills/Relates to needs of City's business community.</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>13. Innovation and Major Achievements</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>14. Understands Infrastructure development and facilities management.</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>15. Understands and uses information technology</li> </ul>		Comments:
<ul style="list-style-type: none"> <li>16. Understands and supports FL broad-based open meeting and public records requirements.</li> </ul>		Comments:



**PART 2: Character Traits and Competencies**

These are leadership, delegation and management skills.

SCALE 1-5 WITH 1 BEING LOW, 3 BEING MEDIUM AND 5 BEING HIGH

City Council Assessment of the Relative Importance to the position of City Administrator.

<b>Demonstrable Character Traits/ Competencies</b>	<i>Importance to the City Council Member- Score 1 TO 5</i>	<i>Comments by Members of City Council (Optional) – attach additional sheets as needed.</i>	
1. Able to build consensus among divergent groups		Comments:	
2. Decisive/exercises good judgment and effective decision-making skills.		Comments:	
3. Honest/Ethical/Has Integrity		Comments:	
4. Works whatever hours are required.		Comments:	
5. Has leadership skills and ability to motivate staff		Comments:	
6. Keeps composure and an even disposition		Comments:	
7. Sensitive to others' needs and position		Comments:	
8. Keeps current on City projects and keeps the Council updated		Comments:	
9. Willing to be innovative		Comments:	
10. Timely execution of Council policy and directives		Comments:	
11. Treats others with respect and dignity		Comments:	
12. Has a sense of humor and does not take offense easily		Comments:	
13. Recruits and retains competent, professional and responsive staff		Comments:	
14. Is a decentralized leader but holds staff accountable		Comments:	

15. Understands Strategic Planning		Comments:	
16. Comfortable working in a smaller rural community with a strong agricultural base. Being a good ambassador of the city.		Comments:	
17. Is outgoing, confident, proactive		Comments:	
18. Is positive and approachable		Comments:	
19. Has good listening skills		Comments:	
20. Values and embraces cultural diversity		Comments:	

See Part 3 on next page.

**PART 3: ADDITIONAL COMMENTS AND CONCERNS BY MEMBERS OF THE CITY COUNCIL: (USE THIS SECTION TO ADD ANY COMMENTS OR CONCERNS YOU HAVE ABOUT THE EXPECTATIONS FOR THE CITY ADMINISTRATOR AND ANY COMMUNITY ISSUES YOU FEEL THAT REQUIRE SPECIFIC ATTENTION BY THE CITY ADMINISTRATOR, ESPECIALLY IN THE FIRST YEAR OF EMPLOYMENT.)**

1. ADDITIONAL EXPECTATIONS, SKILLS OR ATTRIBUTES YOU FEEL ARE IMPORTANT FOR THE POSITION:

2. COMMUNITY ISSUES OR CONCERNS THAT YOU FEEL WILL REQUIRE THE SPECIFIC ATTENTION OF THE CITY ADMINISTRATOR IN THE FIRST YEAR OF EMPLOYMENT WITH THE CITY:

3. OTHER CONCERNS OR RECOMMENDATIONS THAT YOU HAVE:

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
<sup>1</sup> ICMA is the International City/County Management Association; FCCMA is the Florida City and County Management Association.