

**City of Dunnellon**  
**City Council Workshop**

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Webinar ID: 931 4130 1416

Date: September 09, 2020

Time: 5:30 p.m.

Place: City Hall

20750 River Dr., Dunnellon, FL34431

Dunnellon City Council workshop will be held on September 09, 2020, at 5:30 p.m. 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 September 9th. 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 and Pledge of Allegiance:**

Mayor Burns called the meeting to order at approximately 5:30 p.m. and led the Council in the Pledge of Allegiance. He asked if any invitee or volunteer was present to open with prayer. Pastor Tom Welch provided the invocation.

**Roll Call**

The following members answered present at roll call:

Dale Burns, Mayor, Seat 1

Bill White, Councilman, Seat 2

Anita Williams, Councilwoman, Seat 3

Valerie Hanchar, Vice-Mayor, Seat 4 (arrived approximately 6:04 p.m.)

Jay Dugan, Councilman, Seat 5

**Staff Present**

Dawn Bowne, City Administrator  
Mandy Roberts, City Clerk  
Jan Smith, Finance Department  
Chief Mike McQuaig, Police Department  
Lonnie Smith, Community Development  
Troy Slattery, Public Works Manager  
Loretta Barton, 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, September 02, 2020. Amended on September 3, 2020 to add backup to items #2 and #3. September 8, 2020 Backup added to item #6.

Mayor Burns requested Item #10 be moved after Item #4. Council agreed.

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

Joanne Black, President of the Dunnellon Chamber & Business Association, provided an update on new members and upcoming events.

**Agenda Item Number 2 – Board Reports**

Brenda D'Arville, Chair of the Planning Commission, provided a report on their last meeting.

**Agenda Item Number 3 – Introduction of Marion County Elect Commissioner Craig Curry**

Commissioner Curry provided his background and introduced Keifer Calkins, Marion County Parks and Recreation, who provided a presentation on the Fort King project.

Jim Couillard, Marion County Parks and Recreational Director, addressed Mayor Burns' concern regarding three hundred (300) new tubes being ordered for KP Hole. Mr. Couillard explained the tubes were ordered for replacement of older or damaged tubes. He said their commitment is to allow three hundred twenty-five to three hundred fifty tubes per day on the river. He said as part of their safety program, the new tubes will include a map and rules of the river and emergency information. He noted they are pleased with the reduction of tubes on the river and noticing more kayaks.

Councilman Dugan asked if coolers are checked at KP Hole. Mr. Couillard said it is against the law to have alcohol in all County owned parks and on the Rainbow River. Coolers are subject to search and they do use alcohol detection devices.

Councilman White spoke to the suggestions that were presented by a group of concerned residents last year. Mr. Couillard said the numbering of the docks has been added to their website and he encouraged residents who own property along the Rainbow River to visit the site and fill in the information. He said the safety video is a work in progress and a draft should be available soon.

There was a brief discussion regarding an aero glider at the Rainbow River. Mr. Couillard stated the glider was banned from the airport for violating Marion County Airport policy and FCC safety regulations.

Councilman White discussed the large groups of jet skiers on the Rainbow River along with the tubers. He expressed his concern for potential problems.

**Agenda Item Number 4 – #BID2020-03, Property, Casualty & Workers Compensation Insurance**

Mrs. Bowne said proposals for insurance services were received from the Florida Municipal Insurance Trust (FMIT) and the Preferred Governmental Insurance Trust (PGIT). She provided spreadsheets for Council to review along with the full proposals. Mrs. Bowne explained the results indicate a savings to be realized to the City in the amount of \$25,624. A greater difference will be realized in the 2020/2021 budget in that the departments had budgeted for a larger expense of approximately \$47,023. The reduction of the expense has offset the reduced revenue projections provided by the State. Mrs. Bowne stated proposal provided by the FMIT will provide the largest savings to the City.

Mrs. Bowne introduced Clay Austin, Director, Trust Services and Luckner Francois, Account Executive from the Florida League of Cities who were present to provide a brief overview and answer questions from Council.

Council agreed to accept the proposal submitted by the FMIT and place this item on the consent agenda.

**Moved to:**

**Agenda Item Number 10 – Council General Discussion Pertaining to Establishing an Ordinance for Blue Run Park Rules and Regulations** Mayor Burns provided a PowerPoint presentation regarding the Blue Run Park of Dunnellon. He explained that it's the City's responsibility to manage this passive park. Marion County is the principle partner, per the Management Plan. He discussed the issues and concerns and recommended having staff draft a proposed Ordinance and any applicable code modifications as outlined for future Council consideration.

**Agenda Item Number 5 – #RFP2020-01, Review and Selection of Building Inspection Services Vendor**

Mr. Smith said the City recently initiated an RFP for Building Inspection Services. He explained the current agreement with M.T. Causley, LLC has expired and needs to be renegotiated. RFP2020-01 was created and advertised for prospective vendors to provide Building Inspection Services for the City. Two proposals were received by the closing date of the request, Charles Abbott Associates, Inc. and M.T. Causley, LLC. The proposals were reviewed and scored according to the provisions of the RFP. The responses were evaluated on experience, references, staffing capacity, services, fee structure, etc. Additional items were taken into consideration such as whether the building official, building inspector, and plan reviewers have familiarity with riverfront, waterway building and development issues and whether the firm can offer code enforcement services.

Mr. Smith discussed an option of hiring a part-time Code Enforcement Officer who could provide the services at \$16.00 per hour, which would be a significant savings.

Council and staff engaged in brief discussion regarding the options provided. Mr. Smith answered questions from Council.

Mr. Smith recommended approving M.T. Causley, LLC as our preferred vendor and authorize the creation of an Agreement for Services with them.

Council agreed to place this item on the consent agenda.

**Agenda Item Number 6 – Planning Commission Vacancy - Community Development Manager, Lonnie Smith**

Mr. Smith explained a vacancy for a full member on the Planning Commission became available upon the resignation of former Commissioner, Vice Chairwoman Louise Kenny. 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.

He recommended moving David Lancaster into the full member position to fill the unexpired term of Louise Kenny, 9/14/2020 – 1/14/2022; and David Short as 1st Alternate to fill the unexpired term of David Lancaster, 9/14/2020 – 1/12/2021.

Council agreed to place this item on the consent agenda.

Ms. Roberts addressed the pension board vacancy. An application was received this date from Stephen Lucini. She provided a brief background and recommended appointing Mr. Lucini to fill the vacancy.

Council agreed to place these items on the consent agenda.

**Agenda Item Number 7 – Agreement #AGR2020-26 IPO 89 Grant Application Assistance for Road Improvement on Oakwood - Troy Slattery, Public Works Manager**

Mr. Slattery explained the overall objective of the project is to provide support to the City in finding available grants and then making application for the applicable grants associated with the project.

Council agreed to place this item on the consent agenda.

**Agenda Item Number 8 – FY 2020-2021 Proposed Budget Update**

Mrs. Smith reviewed the following changes since the previous budget presentation of July 8, 2020. She said the changes will be included in the First Budget Hearing on Monday, September 14, 2020:

- Overall Revenues have increased \$314,724.
- Cody & Association Salary Study Plan Adjustment moved from Council contingency and allocated to each applicable department \$22,653.
- Reduction in general liability, automobile and worker's compensation insurances in preparation of an award to the lowest bidder. This was a \$47,023 budget reduction with a net realized cost savings to the City of \$25,624.
- Changes to budgeted life and health insurance amounts to properly identify those employees with coverage and premium adjustments which net an overall reduction of \$3,984.
- Reallocation of contracted code enforcement to a part-time code enforcement officer. The net effect \$0.00.
- The COPS Grant was not awarded. The City 25% match is reallocated to a part-time police officer at \$23,776.

Ms. Roberts discussed the cemetery fees and explained the structuring of the fees. She compared the rates to neighboring municipalities and said the City is on the low end. She said a portion of the revenue from the sale of a lot goes into a reserve for future infrastructure improvements. The current reserve balance is \$53,385.

Ms. Roberts said she worked with Jack Roland of Robert's Funeral Home to identify some irregularities in the City's issuance of internment rights. Currently, when someone purchases a lot, the City issues a document referred to as a "deed." However, because the City still owns the property, we are not actually deeding the property to someone else, as if they were purchasing a piece of land. Ms. Roberts explained it is considered an internment right. She said the change will be structured into a resolution and in moving forward instead of processing a deed, an internment right would be issued. She said based on our sales in 2020, if we were to increase the fees as identified, we would realize an increase of \$6,900 in revenue. It would be a resolution for Council to approve as part of the budget on September 29<sup>th</sup>.

Councilman White asked questions regarding the debt the City incurred with the Greenlight venture and is currently paying. Mrs. Smith provided answers to his questions.

Councilman White asked questions regarding the proposed property for the police department and the closing.

Council and staff engaged in brief discussion regarding the Cody & Associates Salary Study. Mrs. Bowne explained the allocations to the applicable departments.

**Agenda Item Number 9 – Police Department update - Chief McQuaig**

Chief McQuaig explained the property has been sold where the police department was parking the boat the department owns. He said somebody has offered their property for parking the boat and the department will still have access to the river. He reported that MCSO Sergeant White has trained three officers who are now qualified to patrol the river with the boat.

Chief McQuaig provided a COVID update. He stated there are 8,925 cases in Marion County and 230 deaths related to COVID.

**Agenda Item Number 11 – City Attorney Comments**

City Attorney Hand provided an update on the current status regarding former and current Planning Commission members. He said one member has resigned and is no longer a member of the Planning Commission and in addition, both members have severed their contractual relationship with the organization in question. He explained there is no action to take with the member who resigned. As to the other member, the contractual relationship has been severed so there is no possibility of violation moving forward. Any past conduct for either of the individuals is within the jurisdiction of the Commission on Ethics. He discussed a few options regarding the remaining individual who is currently serving on the Planning Commission. One of the options would require additional process to consider a proclamation which would address the behavior going forward and would have certain findings and directions regarding compliance with policy procedures. Attorney Hand provided an example of a resolution from DeBary, Florida.

Councilmembers provided their comments. No further action was taken on the matter.

**Agenda Item Number 12 – Council Comments**

Councilman White provided comments regarding the speaker system in the Chamber, City Beach revenues and lack of board meeting audio available on website. He also commented on Planning Commission upcoming items/projects. He stated he would not have known about the proposed solar farm project if he hadn't attended a Planning Commission meeting.

Councilman White discussed his concerns regarding the signs and conduct of candidates during this election. Attorney Hand addressed his concerns.

Mayor Burns asked Mrs. Smith to provide the operating expense for the City Beach this year and last year.

Mrs. Smith stated operating expenses for 2019 totaled \$9,104. Operating expenses in our current fiscal year as of August 31<sup>st</sup> is \$10,007.

Mayor Burns asked how many City residents used the beach and versus non-residents.

Mrs. Smith stated as of August 31<sup>st</sup> 219 City residents and non-residents 3,770. Last year in City residents 584 and 1,561 non-residents.

### **Agenda Item Number 13 – City Administrator Comments**

Mrs. Bowne expressed that staff has a clear understanding of Council's expectations when it comes to reporting information. She stated staff has done an extraordinary job in trying to improve transparency and has put a great effort into communicating with Council. She referred to the Administrator Report of March 9, 2020 indicated under Community Development stating: "John Taylor with Renewable Management Services will be presenting at the PC meeting for a proposed solar farm south of the City." She also noted on August 10<sup>th</sup> the solar farm topic was also mentioned in her Administrator Report. She explained staff makes sure that all Council members are part of the mailing list for all Planning Commission agendas.

Mrs. Bowne addressed the sale of the utilities. She noted in 2014 the debt of the water fund experienced an operating loss of \$376,502 and the sewer fund loss was \$481,386. She said the closing report from the auditor shows the net revenue of water fund operating loss of \$41,509 and sewer fund at \$96,260 loss. A net loss on the disposal of utility assets totaling over \$10,610,000. She also noted the failing infrastructure that would have been required to be brought up to meet the standards for the 2020 nitrate level.

Council and staff engaged in brief discussion regarding the sale of the utilities.

### **Agenda Item Number 14 – Public Comments**

Public comments were received by the following:

Paul Marraffino, 19544 SW 82<sup>nd</sup> Place Road, declined to speak.

Bill Vibbert, 9552 SW 192<sup>nd</sup> Court Road

Wally Dunn, 11386 SW Hendrix Drive

Kathy Dunn, 11386 SW Hendrix Drive

David Koger, 11983 Palmetto Way

Paula Koger, 11983 Palmetto Way

Chris Anderson, 11483 N. Williams Street

Amber Serena, 11426 SW Hendrix Drive

Suzanne Eno, 9220 SW 193<sup>rd</sup> Circle

Dave Porter, 11835 E. Blue Cove Drive

Dominic Battista, 19860 93<sup>rd</sup> Lane, Zoom Attendee

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The meeting was adjourned at approximately 9:44 p.m.

Attest:

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Amanda Roberts, CMC  
City Clerk

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Valerie Hanchar, Vice-Mayor

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