
ROCKLEDGE CITY COUNCIL REGULAR MEETING MINUTES

WEDNESDAY, OCTOBER 7, 2020 ♦ 6:00 P.M.

1. CALL TO ORDER / ROLL CALL

The Rockledge City Council met in regular session on Wednesday, October 7, 2020, at 6:00 p.m. in the Council Chamber at Rockledge City Hall, 1600 Huntington Lane, Rockledge, Florida.

PRESENT:	Thomas J. Price	Mayor
	Michael A. Cadore	Councilmember, Seat #1
	Dr. R. Shaun Ferguson	Councilmember, Seat #2
	Sammie Brown Martin	Councilmember, Seat #3
	Frank T. Forester	Councilmember, Seat #4
	Duane A. Daski	Councilmember, Seat #5
	Ted J. Hartselle	Councilmember, Seat #6
	Joseph E. Miniclier	City Attorney
	Dr. Brenda Fettrow	City Manager
	Jennifer M. LeVasseur	City Clerk & Public Relations Officer
STAFF PRESENT:	Matthew Trine	Assistant City Manager & Finance Director
	Joseph P. LaSata	Public Safety Director/Chief of Police
	C. Kenneth Poole	Public Works Director
	James Elmore	Wastewater Treatment & Water Reclamation Director
	Donna Seyferth	Deputy Chief of Police
	Trina Gilliam	Senior City Planner

With a quorum present, the meeting was called to order by Chairman Thomas J. Price.

2. INVOCATION

- At the invitation of Councilman Cadore, the invocation was given by Xavier Edwards, Rockledge High School graduate and current Eastern Florida State College student.

3. SALUTE TO THE FLAG AND PLEDGE OF ALLEGIANCE

- A salute to the flag was given and the Pledge of Allegiance was repeated in unison.

4. APPROVAL OF MINUTES

- Regular Meeting on September 23, 2020

Councilwoman Martin moved to approve the minutes of the regular meeting on September 23, 2020; seconded by Councilman Hartselle. The motion carried unanimously (7).

5. PRESENTATIONS

A. Matthew Susin, Board Member, Brevard Public Schools

1. Half-Cent Sales Surtax Extension for Critical School Facility, Security and Technology Upgrades

Matthew Susin was unable to attend the meeting, so Misty Belford, Board Chairwoman, Brevard Public Schools, provided a presentation regarding the half-cent sales surtax extension that will be on the ballot in November and summarized the types of projects that are funded through the surtax that is collected. Ms. Belford also explained the various ways in which the Brevard County School Board has worked to spread information to the public regarding the surtax.

NOT AN AGENDA ITEM

Mayor Price presented Councilman Hartselle with a trophy for the most video views from the recent Mayor/City Manager video updates.

6. FINANCIAL / BUDGET REPORT

- None

7. PUBLIC HEARINGS / ORDINANCES / RESOLUTIONS

- A. Ordinance: Second Reading and Public Hearing, Ordinance No. 1792-2020, Amending the Rockledge Land Development Regulations, Part VII, Section 70.41, to Establish Entrance Requirements for Subdivisions and Emergency Vehicles Access

Councilman Daski offered Ordinance No. 1792-2020 entitled "AN ORDINANCE OF THE CITY OF ROCKLEDGE, BREVARD COUNTY, FLORIDA, AMENDING SECTION 70.41 OF THE ROCKLEDGE LAND DEVELOPMENT REGULATIONS BY ADDING SUBSECTIONS (10), (11) AND (12) TO ESTABLISH ENTRANCE REQUIREMENTS FOR SUBDIVISIONS AND EMERGENCY VEHICLES ACCESS; DECLARING THAT INVALIDITY OF ANY PORTION HEREOF SHALL NOT AFFECT THE REMAINING PORTIONS OF THIS ORDINANCE; PROVIDING

FOR THE EFFECTIVE DATE HEREOF AND FOR OTHER PURPOSES,"
and moved for the second reading of the Ordinance by title only and to open the matter for public hearing; seconded by Councilwoman Martin. The motion carried by unanimous vote (7).

City Attorney Miniclier read aloud the title of the Ordinance for the second reading. Chairman Price declared the matter open to the public for discussion.

There being no public comment, Chairman Price declared the public hearing to be closed.

Councilman Daski moved for the adoption of the Ordinance; seconded by Councilman Cadore. Voting for the motion: Mayor Price and Councilmembers Cadore, Ferguson, Martin, Forester, Daski and Hartselle. The motion carried by unanimous vote (7).

8. REPORTS FROM BOARDS AND COMMITTEES

Councilman Ferguson moved to be in receipt of the minutes of the following meetings:

- Council Finance and Budget Committee, Minutes of Meeting on September 28, 2020
- Community Redevelopment Agency Board of Commissioners, Minutes of Meeting on September 30, 2020

and to consider independently any recommendations contained therein; seconded by Councilwoman Martin and passed unanimously (7).

A. Council Finance and Budget Committee, Minutes of Meeting on September 28, 2020

1. Recommendation: Separation and Redrafting of Finance Policies and Procedures Manual

...recommend to City Council a separation and redraft of the current Finance Policies and Procedures Manual...

City Manager Fettrow explained that, as the Finance Division continues to improve processes and procedures in order to maintain industry best practices, Staff is recommending that the City's Finance Policies and Procedures Manual be redrafted into two separate documents. The primary document would be Finance Policies with an accompanying Procedures Manual, both of which would include guidance published by the Government Finance Officers Association (GFOA) and the Committee of Sponsoring Organizations of the Treadway Commission (COSO) to ensure compliance with accounting standards and applicable law.

Councilman Daski moved to accept the Committee's recommendation for a separation and redraft of the current Finance Policies and Procedures Manual; seconded by Councilman Cadore. The motion passed without objection (7).

2. Recommendation: Adoption of Capital Asset Policy Provisions and Drafting of City Capital Asset Policy

...authorize Staff to adopt any provisions that become effective October 1, 2020 as law and draft the recommended policy and to forward the recommendation to City Council...

City Manager Fettrow explained that the Florida Administrative Code as it relates to tangible personal property owned by local governments has been updated as of October 1, 2020. Section 69I-73 designates property for which a system of identifying, tracking and disposition must be developed or modified. Staff is recommending that a policy be developed in order to comply with Florida Administrative Code.

Councilman Ferguson moved to adopt any provisions that became effective on October 1, 2020 and draft the recommended Capital Asset Policy; seconded by Councilwoman Martin. The motion carried unanimously (7).

3. Recommendation: Drafting of Grants Administration Policies and Procedures

...authorize Staff to draft the recommended policy and procedure documents and to forward the recommendation to City Council...

City Manager Fettrow noted that the City is expected to receive significant grant revenues during the current Fiscal Year, and in order to comply with best practices, Staff is recommending that one or more Finance Policies be crafted to more effectively adhere to GFOA and COSO guidance regarding grant administration. A Grants Policy is proposed, along with a separate Grants Administration Procedure.

Councilman Daski moved to authorize Staff to draft the recommended grants administration policy and procedure documents; seconded by Councilman Hartselle. The motion passed without objection (7).

- B. Community Redevelopment Agency Board of Commissioners, Minutes of Meeting on September 30, 2020
 1. Recommendation: Approval of Phase II Implementation Plan, BusinessFlare

...approve the BusinessFlare proposal for plan implementation and to forward the recommendation to City Council...

City Manager Fettrow explained that the Community Redevelopment Agency Board of Commissioners reviewed the BusinessFlare Phase II Implementation Plan at their meeting on September 30, 2020. The plan, which included the fee structure, timeline, key deliverables and travel costs associated with seven key initiatives derived from the Market Study, was reviewed, and the Board is recommending the plan to City Council.

Councilman Ferguson made a motion to approve the BusinessFlare Phase II Implementation proposal; seconded by Councilwoman Martin. The motion passed unanimously (7).

2. Recommendation: Approval to Create a Process for Selection of Artist(s) and Artwork for Traffic Control Box Art Wraps

...create an approval process for the selection of artist(s) and artwork for traffic control box art wraps and to forward the recommendation to City Council...

City Manager Fettrow shared that the Community Redevelopment Agency Board of Commissioners recently discussed the potential for the installation of traffic control box art wraps, as other neighboring cities have done. The Board recommended that an approval process be developed in order to fairly select artist(s) and artwork.

Councilman Daski moved to accept the recommendation; seconded by Councilwoman Martin. The motion carried unanimously (7).

3. Recommendation: Approval of Purchase Contract for 1.38-Acre Vacant Property, Cogswell Street

...motion to purchase the 1.38-acre property on Cogswell Street for \$225,000.00 and recommend approval to City Council...

City Manager Fettrow reminded Council of a recent discussion at the City Council meeting on September 23, 2020, regarding the possible purchase of a 1.38-acre piece of vacant property on Cogswell Street. The Community Redevelopment Agency Board of Commissioners believed that the City would benefit from owning this parcel for future redevelopment plans and recommended that the vacant land be purchased for \$225,000.00. City Manager Fettrow ensured Council that the appropriate due diligence will be performed prior to executing the purchase contract for this property.

Councilman Ferguson moved to authorize the City Attorney and City Manager to execute the purchase contract for a 1.38-acre piece of property on Cogswell Street at a cost of \$225,000.00; seconded by Councilman Cadore. The motion passed without objection (7).

C. Reappointments and Appointments

1. Reappointments

- o None

2. Appointments

a. Representative to Brevard Public Schools Capital Outlay Committee

City Manager Fettrow explained that, historically, the Planning Director has served as the City's representative on the Brevard Public Schools Capital Outlay Committee. Due to the recent departure of former Planning Director Bernard, a new appointment is necessary. Staff is recommending the incoming Planning Director, John Cooper, for appointment.

Councilwoman Martin moved to appoint incoming Planning Director John Cooper as the City's representative to the Brevard Public Schools Capital Outlay Committee; seconded by Councilman Cadore. The motion passed without objection (7).

9. UNFINISHED BUSINESS

- o None

10. CONSENT BUSINESS

Councilman Daski moved for approval of these consent business items:

- A. Approval: Agreement for Professional Services, Engineering Services, Jones Edmunds & Associates, Inc. (Wastewater Treatment and Public Works Departments)
- B. Approval: Agreement for Professional Services, Engineering Services, Tetra Tech, Inc., (Wastewater Treatment and Public Works Departments)
- C. Approval: Agreement for Professional Services, Engineering Services, Jacobs Engineering Group, Inc. (Wastewater Treatment and Public Works Departments)
- D. Approval: Professional Engineering, Bidding and Construction Services, Pluckebaum Force Main Project, Jacobs Engineering, Inc. (Wastewater Treatment Department)

- E. Approval: Engineering Services, Northeast Force Main Re-Route, Jacobs Engineering (Wastewater Treatment Department)
- F. Approval: Proposal to Continue Receiving Bulk Sodium Hypochlorite, Odyssey Manufacturing Company (Wastewater Treatment Department)
- G. Approval: Award of Bid for Plant Main Breaker and Generator Breaker Replacement (Wastewater Treatment Department)
- H. Approval: Generator Fuel System Replacement, Tank Wizards, Inc. (Wastewater Treatment Department)
- I. Approval: Class B Biosolids Treatment System Final Design and Bidding Phase, Tetra Tech (Wastewater Treatment Department)

The motion was seconded by Councilman Ferguson and passed by unanimous vote (7).

11. NEW BUSINESS

- A. Action Item: Travel Authorization, Florida League of Cities Legislative Conference, November 12 and 13, 2020 (City Manager)

City Manager Fettrow explained that the Florida League of Cities Legislative Conference will take place on November 12 and 13, 2020, in Lake Buena Vista. Travel authorization is requested for Councilman Ferguson and City Manager Fettrow, along with any other Councilmembers that may be interested in attending the conference.

Councilwoman Martin and Councilman Hartselle expressed their interest in attending.

Councilman Ferguson moved to approve the travel authorization for Councilman Ferguson, City Manager Fettrow and any other interested Councilmembers to attend the Florida League of Cities Legislative Conference on November 12 and 13, 2020 in Lake Buena Vista; seconded by Councilwoman Martin. The motion carried unanimously (7).

12. PETITIONS, REMONSTRANCES AND COMMUNICATIONS

Kimo Ford, 707 Aurora St., Cocoa, expressed gratitude to Council for the proclamation that will be presented in honor of bus drivers at the October 21, 2020 City Council meeting.

13. REPORTS

- A. City Manager Report
 - o City Manager Fettrow reminded Council that the Florida League of Cities is hosting a virtual ethics class on October 14, 2020.

- City Manager Fettrow shared that the Florida League of Cities recently featured the City of Rockledge in the land use and economic development news section in regards to the development of Barton Boulevard.
 - City Manager Fettrow announced that she will be out of state beginning Saturday, October 10th through Wednesday, October 14th.
 - City Manager Fettrow thanked the Council for their continued support and noted that she is blessed to be the City Manager for the City of Rockledge.
- B. City Attorney Litigation Report
- None
- C. Reports from the Dias
- Councilmembers expressed their excitement regarding the recent *Florida Today* article, which featured the growth of Barton Boulevard, and noted that public feedback has been overwhelmingly positive.
 - Councilman Ferguson announced that there will be a food distribution at Faith Temple Christian Center, 836 Ferndale Avenue, on October 17, 2020, which will serve over 500 people in the community. Volunteers are needed for the event.
 - Councilman Hartselle reminded Council of the Kiwanis Children's Charities Golf Tournament, scheduled for October 17th at Turtle Creek Golf Club.
 - Councilman Cadore:
 - Recognized Xavier Edwards in the audience and thanked him for giving the invocation.
 - Noted that he volunteered at the recent food distribution on Friday, October 2nd.
 - Councilwoman Martin:
 - Shared that she recently attended a celebration of life at Faith Temple Christian Center for Annie Ruth Frame, a longtime resident, and requested that the City recognize individuals who have passed and have made longtime contributions to the Rockledge community.
 - Announced that the ribbon cutting for the new Joe Lee Smith Center in Cocoa will be held on October 17th at 10:00 a.m.
 - Expressed her support of the Facebook business spotlights, as the feature gives local businesses visibility and shows City support.

- Noted that the Department of Public Safety's "Lock It or Lose It" campaign is a great idea and leaves an impression on citizens.
- Explained that since Council is in support of the half-cent surtax for Brevard Public Schools, a supporting Resolution and declaration of support would be appropriate.

Councilwoman Martin made a motion to authorize Staff to draft a supporting Resolution and publicize Council's support of the half-cent sales surtax extension for Brevard Public Schools; seconded by Councilman Cadore. The motion passed without objection (7).

- Mayor Price:
 - Noted that the Mayor/City Manager video updates will continue, as they keep citizens informed.
 - Announced that he will be out of state for 18 days, beginning on October 8th.
 - Remarked that the Council dress code has transitioned to winter attire as of October 1st.

14.ADJOURN

There being no further business to come before the Council, Chairman Price declared the meeting to be adjourned at 7:05 p.m.

Council Chairman

ATTEST: _____
City Clerk