

MARIANNA CITY COMMISSION  
REGULAR MEETING  
MAY 7, 2019  
6:00 PM

The Marianna City Commission met for a regular meeting on the above date and time. Mayor Roberts called the meeting to order. City Clerk, Kimberly J. Applewhite, called the roll. Members present were: Mayor John Roberts, Travis Ephriam, Kenneth Hamilton, Allen Ward, II and Rico Williams.

Commissioner Ephriam gave the invocation. Mayor Roberts led the Pledge of Allegiance.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Hamilton, the Commission approved the agenda after Item 7D was removed.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Ward, the Commission voted unanimously to approve the minutes for April 2019, after the following correction: Commissioner Travis Ephriam was absent from the regular meeting.

At this time Mayor Roberts opened the public forum. Members of the audience were given the opportunity to address the Commission on any subject not on the agenda.

Elmore Bryant appeared before the Commission with a list of concerns as follows –

1. The train trestle on Borden Street has had repairs to the erosion issue caused by Hurricane Michael. Mr. Bryant would like someone for DOT to appear at the next regular meeting.
2. Would like the play at the McLane Community Center to be supervised.
3. Would like the City to revisit the creation of a CRA on the west end of Marianna.
4. The West end committee would like to have the gym and football field at Marianna Middle School.
5. City Limits have been extended and would like to see single member districting lines redrawn for representation by the City council. This will be done after the 2020 census.
6. Would like the City to consider issuing a bond for housing and businesses since housing is a concern since the hurricane.
7. The City has a need for more sidewalks and the sidewalks need to be maintained.

Willie Mack of 4095 Circle Drive asked for an update on FEMA and their duties. DOT will be picking up debris thru the end of the month.

Linda Long of 4442-4 Crutchfield Drive wants a list of City activities for children.

Joyce Horne of 2969 Sunset Drive feels Sunset Drive should have more security. Commission advised Ms. Horne to speak with Police Chief Hayes Baggett.

Luann Bedley appeared before the Commission on behalf of Melinda Gay, Administrator of the Marianna Health and Rehabilitation Center. The Center has received a 5 star rating from State and Federal officials. The census for March 2019 was a solid 92.7%.

At this time Mayor Roberts recognized Lt. Tyler Scarborough, of the Marianna Police Department as employee of the quarter. Jewelene Thomas was the employee of the quarter for Marianna Health and Rehabilitation Center.

At this time Mayor Roberts recognized Kathy Hartzog for her years of service to the City.

Chris Roe of Bryant Miller Olive appeared before the Commission and gave a power point presentation on the steps to create a new CRA. Mayor Roberts would like the City to move forward with creating the CRA for the west end of Marianna. He would like Bryant Miller Olive to represent the City in this matter.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Williams, the Commission voted unanimously to move forward with the creation of a new CRA for the West end of Marianna.

At this time Mayor Roberts opened a Public Hearing.

City Manager, Jim Dean, read proposed Ordinance #1076 by title:

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF MARIANNA, FLORIDA TO UPDATE THE CAPITAL IMPROVEMENTS ELEMENT; PROVIDING FOR AN EFFECTIVE DATE.

This was the second reading. There were no comments from the audience.

Upon a motion by Commissioner Hamilton, with a second Commissioner Ephriam, the Commission voted unanimously to adopt proposed Ordinance #1076 – Comprehensive Plan Capital Improvements Element.

City Manager, Jim Dean, read proposed Ordinance #1079 by title:

AN ORDINANCE OF THE CITY OF MARIANNA, FLORIDA ENACTED PURSUANT TO THE PROVISIONS OF FLORIDA STATUTES, SECTION 171.044 PROVIDING FOR THE ANNEXATION INTO THE CORPORATE LIMITS OF THE CITY OF MARIANNA CERTAIN REAL PROPERTY OWNED BY MARIANNA TRUSS, INCORPORATED, A FLORIDA CORPORATION, INTO THE CITY OF MARIANNA, WHICH CONSISTS OF PROPERTY CONTIGUOUS TO THE EXISTING CORPORATE LIMITS OF THE CITY OF MARIANNA; PROVIDING FOR PUBLICATION OF THE ORDINANCE IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE CITY; PROVIDING FOR THE FILING OF A CERTIFIED COPY OF THE ORDINANCE AS ADOPTED WITH THE CLERK OF THE CIRCUIT COURT AND

WITH THE DEPARTMENT OF STATE OF THE STATE OF FLORIDA; AND PROVIDING FOR AN EFFECTIVE DATE.

This was the second reading. There were no comments from the audience.

Upon a motion by Commissioner Hamilton, with a second by Commissioner Ephriam, the Commission voted unanimously to adopt proposed Ordinance #1079 - Annexation of Marianna Truss, Incorporated.

City Manager, Jim Dean, read proposed Ordinance #1080 by title:

AN ORDINANCE OF THE CITY OF MARIANNA, FLORIDA ENACTED PURSUANT TO THE PROVISIONS OF FLORIDA STATUTES, SECTION 171.044 PROVIDING FOR THE ANNEXATION INTO THE CORPORATE LIMITS OF THE CITY OF MARIANNA CERTAIN REAL PROPERTY OWNED BY MARIANNA METAL ROOFING, INCORPORATED, A FLORIDA CORPORATION, INTO THE CITY OF MARIANNA, WHICH CONSISTS OF PROPERTY CONTIGUOUS TO THE EXISTING CORPORATE LIMITS OF THE CITY OF MARIANNA; PROVIDING FOR PUBLICATION OF THE ORDINANCE IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE CITY; PROVIDING FOR THE FILING OF A CERTIFIED COPY OF THE ORDINANCE AS ADOPTED WITH THE CLERK OF THE CIRCUIT COURT AND WITH THE DEPARTMENT OF STATE OF THE STATE OF FLORIDA; AND PROVIDING FOR AN EFFECTIVE DATE.

This was the second reading. There were no comments from the audience.

Upon a motion by Commissioner Hamilton, with a second by Commissioner Ephriam, the Commission voted unanimously to adopt proposed Ordinance #1080 - Annexation of Marianna Metal Roofing, Incorporated.

City Manager, Jim Dean, read proposed Ordinance #1081 by title:

AN ORDINANCE OF THE CITY OF MARIANNA, FLORIDA ENACTED PURSUANT TO THE PROVISIONS OF FLORIDA STATUTES, SECTION 171.044 PROVIDING FOR THE ANNEXATION INTO THE CORPORATE LIMITS OF THE CITY OF MARIANNA CERTAIN REAL PROPERTY OWNED BY THE CITY OF MARIANNA MARIANNA, INTO THE CITY OF MARIANNA, WHICH CONSISTS OF PROPERTY CONTIGUOUS TO THE EXISTING CORPORATE LIMITS OF THE CITY OF MARIANNA; PROVIDING FOR PUBLICATION OF THE ORDINANCE IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE CITY; PROVIDING FOR THE FILING OF A CERTIFIED COPY OF THE ORDINANCE AS ADOPTED WITH THE CLERK OF THE CIRCUIT COURT AND WITH THE DEPARTMENT OF STATE OF THE STATE OF FLORIDA; AND PROVIDING FOR AN EFFECTIVE DATE.

This was the second reading. There were no comments from the audience.

Upon a motion by Commissioner Hamilton, with a second by Commissioner Ephriam,

the Commission voted unanimously to adopt proposed Ordinance #1081 - Annexation of City of Marianna property.

City Manager, Jim Dean, read proposed Ordinance #1082 by title:

AN ORDINANCE OF THE CITY OF MARIANNA, FLORIDA ENACTED PURSUANT TO THE PROVISIONS OF FLORIDA STATUTES, SECTION 171.044 PROVIDING FOR THE ANNEXATION INTO THE CORPORATE LIMITS OF THE CITY OF MARIANNA CERTAIN REAL PROPERTY OWNED BY THE CORPORATION OF THE PRESIDEING BISHOP OF THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS, A UTAH CORPORATION SOLE INTO THE CITY OF MARIANNA, WHICH CONSISTS OF PROPERTY CONTIGUOUS TO THE EXISTING CORPORTATE LIMITS OF THE CITY OF MARIANNA; PROVIDING FOR PUBLICATION OF THE ORDINANCE IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE CITY; PROVIDING FOR THE FILING OF A CERTIFIED COPY OF THE ORDINANCE AS ADOPTED WITH THE CLERK OF THE CIRCUIT COURT AND WITH THE DEPARTMENT OF STATE OF THE STATE OF FLORIDA; AND PROVIDING FOR AN EFFECTIVE DATE.

This was the second reading. There were no comments from the audience.

Upon a motion by Commissioner Hamilton, with a second by Commissioner Williams, the Commission voted unanimously to adopt proposed Ordinance #1082 - Annexation of the Church of Jesus Christ of Latter Day Saints.

City Manager, Jim Dean, read proposed Ordinance #1083 by title:

AN ORDINANCE OF THE CITY OF MARIANNA, FLORIDA AMENDING THE LAND DEVELOPMENT CODE AND ZONING MAP OF THE CITY OF MARIANNA CODE, PROVIDING FOR A MEDICAL SERVICES OVERLAY DISTRICT; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

This was the second reading. There were no comments from the audience.

Upon a motion by Commissioner Hamilton, with a second by Commissioner Ephriam, the Commission voted unanimously to adopt proposed Ordinance #1083 – Medical Services Overlay District.

City Manager, Jim Dean, read proposed Ordinance #1084 by title:

AN ORDINANCE OF THE CITY OF MARIANNA, FLORIDA ENACTED PURSUANT TO THE PROVISIONS OF FLORIDA STATUTES, SECTION 171.044 PROVIDING FOR THE ANNEXATION INTO THE CORPORATE LIMITS OF THE CITY OF MARIANNA CERTAIN REAL PROPERTY OWNED BY S & S RENTAL PROPERTIES, INCORPORATED, A FLORIDA

INTO THE CITY OF MARIANNA, WHICH CONSISTS OF PROPERTY CONTIGUOUS TO THE EXISTING CORPORTATE LIMITS OF THE CITY OF MARIANNA; PROVIDING FOR PUBLICATION OF THE ORDINANCE IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE CITY; PROVIDING FOR THE FILING OF A CERTIFIED COPY OF THE ORDINANCE AS ADOPTED WITH THE CLERK OF THE CIRCUIT COURT AND WITH THE DEPARTMENT OF STATE OF THE STATE OF FLORIDA; AND PROVIDING FOR AN EFFECTIVE DATE.

This was the first reading. There were no comments from the audience.

Upon a motion by Commissioner Hamilton, with a second by Commissioner Ephriam, the Commission voted unanimously to instruct staff to read the proposed ordinance by title and advertise the proposed ordinance for the second hearing.

Marianna Municipal Development presented the Commission with a development order and permit status report.

The data center servers that host all of the server needs for the City are past the date of replacement. There are currently two of them in production. They were replaced in 2012. Five years is the industry standard replacement timeline.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Ward, the Commission voted unanimously to approve the purchase of a Vmware vSphere server from vTech IO under the State contract price of \$41,670.69.

The Marianna Recreation Department has a budget of \$12,000 set aside in the 2019-20 fiscal year for the purchase of a new commercial zero turn mower. Staff recommends staying with the Kubota brand in order to help with maintenance parts and supplies. Staff has acquired 2 quotes from vendors for the purchase of a new Kubota ZD1211-60 mower. The quotes are as follows:

Panhandle Tractor	\$12,671.00
Romans Outdoor	\$14,100.00
Tractor House	\$14,500.00

The low bid is over budget by \$671.00. Recreation staff will spend money out of recreation supplies to make up the difference.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Ward, the Commission voted unanimously to approve the purchase of a Kubota ZD1211-60 zero turn mower for the Marianna Recreation Department.

The City has been awarded a grant from FDOT to construct a new fuel farm. After Hurricane Michael FDOT was able to obtain additional funding to install a backup generator specifically for the generator. In order to bring \$190,000 in funds into the project the City

Commission has to approve the Public Transportation Grant Agreement. City staff and the City Attorney have reviewed the proposed grant agreement from FDOT and recommends approving the agreement and authorize execution of Resolution 2019-17.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Williams, the Commission voted unanimously to approve the grant agreement with FDOT – Financial Project #423820-6-94-01 and authorize execution of Resolution 2019-17.

The City has just completed the repairs to the Historic First Bank Building as a result of Hurricane Michael. Wells Fargo Bank is still under construction with repairs. The bank is in need of providing space for 2 employees to perform functions of the bank and serve the public. Presently the bank is serving customers from a tent and very small mobile unit. City staff and the City Attorney have reviewed the proposed lease and find it conceptually acceptable, it is recommended the Commission approve the lease subject to there being no substantive changes.

Upon a motion by Commissioner Ward, with a second by Commissioner Ephriam, the Commission voted unanimously to approve the Wells Fargo lease subject to there being no substantive changes.

Requests for sealed bids were advertised on April 4 and April 11, 2019, in a general circulation newspaper for uniform lease services for the Public Works Department. Two bids were received, opened and read aloud in the Commission Room on April 23, 2019. This is a reoccurring budgeted item as \$19,450 has been set aside in the 2019/20 budget for Public Works Department uniforms. Two (2) quotes were received as follows:

Cintas Corporation	\$4.39 – per week
Unifirst Corporation	\$5.18 – per week

Bid award based on combined unit pricing for a full complement of uniforms. As Cintas Corporation is the low responsive bidder, and it is recommended awarding the lease/service agreement to Cintas for a period not to exceed thirty-six (36) months.

Upon a motion by Commissioner Williams, with a second by Commissioner Ward, the Commission voted unanimously to accept the low bid and award lease/service agreement to Cintas Corporation for a period not to exceed thirty-six (36) months.

The last time the City approved a charge-off of uncollectable accounts was February 2009. After that charge-off, the City implemented the following measures to help off-set the amount of uncollectable accounts;

- (1) The City increased the deposits for customers who rent from \$200 to \$250.
- (2) Customers' accounts that are turned off for non-pay are now closed and finalized within a month of the shut-off.

- (3) All accounts that are not paid are turned over to a collection agency in a timely manner.
- (4) The City requires a copy of a typed lease listing all adults that will be living in the home. If a former customer with an outstanding balance owed to the City is included on the lease, the outstanding balance must be paid before services are cut on.

These measures have significantly reduced the amount of bad debt for the City. The proposed amount of write-offs is \$108,489.54 and that is for a period of 9 years and considering the utility fund revenue that is generated each year, the bad debt is a very small percentage. The account balances will still be kept in the City's software system so collection can still be made if possible.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Hamilton, the Commission voted unanimously to approve the charge-off of uncollectable utility accounts in the amount of \$108,489.54.

The City is without a Marianna Main Street Director for an undetermined amount of time and staff would like to enter into an Inter-local agreement with Jackson County Chamber of Commerce. The City is in need of an organization to continue the functions and maintain a presence within downtown Marianna. There are a number of activities and responsibilities that need to be maintained under the Main Street Directors preview; Downtown Improvement Grant Program, July 4<sup>th</sup> Fireworks, Reporting Requirements for Main Street, Planning, Coordinating, etc. City staff and the City attorney have reviewed the proposed agreement and recommends approving the agreement.

Upon a motion by Commissioner Williams, with a second by Commissioner Ephriam, the Commission voted 4 to 1 to approve the Inter-local Agreement with Jackson County Chamber of Commerce. Commissioner Hamilton was opposed to the motion.

The City was awarded a grant from DEO, under the Governor's Job Growth Grant Fund to extend Runway 18/36. The project is a design build project. As part of the construction process the Contractor and Design Engineer has determined an Airport GIS Survey is required. This survey establishes the change in the location of the end of the runway for FAA purposes. City staff has reviewed the proposed Change Order and submitted the Change Order to DEO for review, it is recommended the Change Order be approved subject to DEO approval.

Upon a motion by Commissioner Ward, with a second by Commissioner Ephriam, the Commission voted unanimously to approve Change Order #1 of the Airport Runway Extension – Design Build Project. The change will add the AGIS survey required by FAA to the scope of work for this contract changing the project cost from \$1,705,450 to \$1,796,820.

The City has worked with Jackson County Board of County Commission (JCBC) to make improvements to the Dozier/Endeavor Property. The Jackson County Sheriff's Office will soon locate the Sheriff's Office on the property and it requires installation and upgrades to water and sewer infrastructure. There will be a new water line dedicated to the Sheriff's Office and there

will be a need to improve the wastewater collection system. With the utilities being located with the City limits it is best suited for the City to maintain and own the portion of infrastructure that will be upgraded and improved, and enter into an Inter-local Agreement with JCBC. City staff and the City attorney have reviewed the proposed agreement and recommends approving the agreement subject to there being no substantive changes.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Ward, the Commission voted unanimously to approve the Inter-local Agreement between the City and Jackson County subject to there being no substantive changes. The City will own the water and sewer infrastructure at the Dozier/Endeavor property.

The City has been awarded a grant from FDOT to develop plans, specifications and proposed contracts to rehab Runway 18/36. The project has been put on hold until the Master Plan for the airport is completed. The Master Plan has been completed and FDOT is requiring the City complete the rehab design or deobligate the funds, so they can be used elsewhere. The design is funded 100% with grant funds received from FDOT with AVCON providing services. It should be noted FDOT has indicated they would like to have the money back if Marianna is not prepared to move forward at this time.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Ward, the Commission voted unanimously to approve Task Order #3 with AVCON to provide consulting services to develop plans, specifications and proposed contracts to rehab Runway 8/26. Change Order #3 increases the cost of the project by \$70,465.

The City is a member of FGU, who manages the City's dedicated natural gas on the Florida Gas Transmission Pipeline. Several months ago FGU presented an opportunity to the City to prepay for a portion of its gas. Based on the presentation the Commission authorized the City to enter into two (2) agreements/directives. The City has already executed one of the directives, and due to timing and pricing the second directive was not executed. However pricing and terms are now within the range described during the presentation and FGU has asked for the directive to be executed. City staff and the City attorney have reviewed the directive and find it acceptable, it is recommended the Commission authorize execution of the directive.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Ward, the Commission voted unanimously to approve and execute the proposed directive presented by FGU.

The Public Works Department is proposing the purchase of a 2019 Ford F250 extended cab 4x2 pickup truck. The truck will be equipped with a service body and will be utilized in the Natural Gas Division. This is a budgeted item as \$35,000 has been set aside in the 2019/20 budget for a service truck (401.4141.532.6428). A 1998 Dodge pickup with over 164,000 miles will be placed in line for surplus. Quotes are as follows:

Chipola Ford (Marianna)	\$33,357.50
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Bondy's Ford (Dothan, Ala)	\$33,141.00
Coggin Ford (Jacksonville)	\$36,122.80

Bondy's Ford is the low bidder, however Chipola Ford is within three percent of the low bid as per our Local Preference Purchasing Policy (Resolution 2009-01).

Upon a motion by Commissioner Hamilton, with a second by Commissioner Ephriam, the Commission voted unanimously to authorize the purchase of a new service truck for the Natural Gas Division from Chipola Ford for the quoted price of \$33,357.50.

The City engaged the services of Wheeler EMC to provide consulting services associated with training, collecting, processing and submitting FEMA data for the City to ensure accurate and timely submittals in order to receive reimbursement from FEMA.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Ward, the Commission voted unanimously to approve the invoice from Wheeler EMC in the amount of \$36,251.25.

The City has been awarded a grant from DEO to develop a Master Plan / Medical Overlay District for the Hospital and Golson School sites. The City has a continuing contract with David H. Melvin, Inc. (DHM) to perform consulting services. The project tasks consist of completing an assessment and inventory of the Golson Elementary School property; assessment of the current and future needs for Jackson Hospital Expansion and Master Plan; completion of a medical services district zoning overlay and report.

Upon a motion by Commissioner Hamilton, with a second by Commissioner Ephriam, the Commission voted unanimously to approve Task Order #1 – Dept. of Economic Opportunity (DEO) Technical Assistance (TA) Grant Master Plan for Jackson Hospital and Golson School in the amount of \$32,000.

Commissioner Williams inquired about student workers for the coming summer.

Ms. Horne addressed the Commission regarding the dilapidated structure located at 2971 Sunset Drive.

Commissioner Ward asked about insurance claims filed on damages to City property.

Commissioner Ephriam inquired about Jennings Field and when it might get back in use. City manager Jim Dean talked about the master plan for Jennings Field.

There being no further business, the meeting was adjourned.

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Mayor-Commissioner

Attest:

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City Clerk