

MARIANNA CITY COMMISSION  
REGULAR MEETING  
AUGUST 6, 2019  
6:00 PM

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

Commissioner Travis Ephriam gave the invocation. Mayor Williams led the Pledge of Allegiance.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Roberts, the Commission voted unanimously to approve the addition of Item 10-J Utility Upgrades 2018 – Change Order No. 3.

Upon a motion by Commissioner Roberts, with a second by Commissioner Ephriam, the Commission voted unanimously to approve the minutes for July 2019.

Luann Bedley appeared before the Commission to give an update on Marianna Health and Rehabilitation Center. June was a solid month financially for the Center. The census for June 2019 was up to 94.76%.

At this time Mayor Williams recognized the following employees for their years of service to the City –

Dexter Adams	5 Years	City of Marianna
Robin O’Bryan	15 Years	City of Marianna
Carl Hussey	20 Years	City of Marianna

Kevin Yoder, Chairman of the newly formed non-profit group North Florida Inland Long Term Recovery Group (NFILTRG). Mr. Yoder communicated their efforts to the Commission and what they hope to accomplish. They would like to coordinate recovery efforts from Hurricane Michael.

J T Maddox was present for Wheeler Emergency Management Consulting. He presented a spreadsheet to update the Commission on the progress they are making.

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. There were no comments.

At this time a Public Hearing was opened.

The Planning and Zoning Board met in regular session on July 29, 2019, reviewed the proposed demolition and recommended approval based on the condition of the structure.

The property owner has been trying to establish a facility to serve neglected and abused children for over 4 years. Securing funding has been prohibitive due to the high cost of rehabilitation. Deterioration over time and damage from Hurricane Michael have made it financially unfeasible to renovate the structure. Since the home located at 4269 Lafayette Street is within the Historic Special Treatment Area and listed in the Jackson County Survey of Historically Significant Sites, conditional approval is required. Building and planning staff have determined the structure repair to exceed 50 percent of the fair market value. In addition, preventing the demolition will leave the City with an existing code enforcement issue. Demolition is consistent with the intent of the City's Comprehensive Plan and will allow for redevelopment of the site.

Upon a motion by Commissioner Roberts, with a second by Commissioner Ephriam, the Commission voted unanimously to approve the conditional demolition order with the conditions in the staff report dated July 29, 2019.

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

At this time the Public Hearing was closed.

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 Roberts, with a second by Commissioner Ephriam, the Commission voted unanimously to approve payment of an invoice from Wheeler Emergency Management Consulting, for services from June 1, 2019 to June 30, 2019 in the amount of \$71,237.50.

The City Commission at the June 2019 meeting voted to advertise in order to solicit, evaluate and rank submittals for infrastructure contractor services administer various utility construction projects; inspection services; and other types of related services. The successful respondent shall be required to provide pre-construction and complete construction services on "an As Needed" basis. The Agreement will remain in effect for two twelve (12) month periods, and may be extended for two (12) twelve month periods, up to a total of thirty-six (36) months, if agreed upon by both parties. The City received proposals from the following firms:

1. Baxter's Asphalt & Concrete, Inc. (Marianna)
2. Anderson Columbia Co., Inc. (Marianna)
3. Gulf Coast Utility Contractors (Panama City, FL)
4. Blankenship Contracting, Inc. (Dothan, AL)

Based on staff's review, it is recommended that the City Manager notify and attempt to engage all four (4) firms.

Upon a motion by Commissioner Ephriam, with a second by Commissioner Roberts, the Commission voted unanimously to allow the City Manager to notify and attempt to enter into an agreement for infrastructure construction services with all four (4) firms.

The City is without a Marianna Main Street Director, Ms. Brunner has retired. The City is in need of an organization to continue the functions and maintain a presence within downtown Marianna. For a short period of time the Chamber has performed these functions and has done a good job.

There are a number of activities and responsibilities that need to be maintained under the Main Street Directors purview; Downtown Improvement Grant Program, July 4<sup>th</sup> Fireworks, Reporting Requirements for Main Street, Planning, Coordinating, etc. It is recommended the City continue to utilize the Chamber for these functions in accordance with the proposed agreement.

Upon a motion by Commissioner Roberts, with a second by Commissioner Ephriam, the Commission voted unanimously to approve the Interlocal Agreement between the City of Marianna and the Jackson County Chamber of Commerce, for Main Street Activities and other responsibilities.

The City Commission authorizes moving forward with expansion of the City's WWTP to increase ability to take additional tankage waste. The Commission approved negotiating with Mott MacDonald to do design work for the project. The City has been listed as a fundable project by FDEP SRF for design work. The City needs to authorize applying for funds from SRF to pay for design, by approving Resolution No. 2019-23.

Upon a motion by Commissioner Roberts, with a second by Commissioner Ephriam, the Commission voted unanimously to approve Resolution No. 2019-23 authorizing application for funding thru FDEP SRF.

Upon a motion by Commissioner Roberts, with a second by Commissioner Ephriam, the Commission voted unanimously to update and approve the Marianna Police Department's IT policies.

The asphalt driveways that lead up to the M.E.R.E. main complex suffered some severe damage during Hurricane Michael and also during debris cleanup phase after the storm. Recreation staff has asked for quotes for the repair and resurfacing of these driveways from three (3) local contractors. The quotes are as follows:

North Florida Paving	\$14,550.00
Baxter's Asphalt	\$15,730.00
Anderson Columbia	No Bid

These prices are for 1 ½” of asphalt to be overlaid. Staff anticipates having money from FEMA claim to cover the cost of repairs but is prepared to spend money from this year’s budget if not covered by FEMA dollars. Staff recommends approval of the low bid from North Florida Paving in the amount of \$14,550.00.

Upon a motion by Commissioner Roberts, with a second by Commissioner Ephriam, the Commission voted unanimously to approve the low bid from North Florida Paving in the amount of \$14,550.00 to repair and resurface the driveways leading up to the Main Complex at M.E.R.E.

The main building of the M.E.R.E. complex is equipped with a speaker system that allows for communication to all fields. This system is very important and is required when we host tournaments here at the Complex. The system was damaged during Hurricane Michael. All speakers on the outside poles were either blown off or severely damaged by wind. The inside portion was mounted in the interior wall that had to be replaced because of water damage from the roof. The City’s insurance company was notified of the issue and we expect damages to be covered by insurance. Staff contacted three (3) vendors and asked for bids. The bids are as follows:

Studio D Music & Sound, LLC	\$14,999.00
Master Mix Recording & Sound	\$24,500.00
TCB Electronics	No Bid

Upon a motion by Commissioner Ephriam, with a second by Commissioner Hamilton, the Commission voted unanimously to approve the low bid in the amount of \$14,999.00 from Studio D Music & Sound, LLC.

Staff has been reviewing job descriptions to ensure that the information reflects as accurately as possible the knowledge, skills and abilities, example of duties, and training and experience for the City positions. Most recently the Commission approved changes to the City’s Drug Free Workplace Policy therefore certain language will be added to all job descriptions informing employees of all testing done by the City. Job descriptions will include an essential functions of position (physical demands), work environment and hours of work section.

Upon a motion by Commissioner Roberts, with a second by Commissioner Ephriam, the Commission voted unanimously to approve the changes of the job descriptions for the following positions - Street Trade Maintenance Worker I/II/III and Operator I/II/III Water & Wastewater.

Marianna Health & Rehab staff have been reviewing job descriptions to ensure that the information reflects as accurately as possible the knowledge, skills and abilities, example of duties, and training and experience for the City positions. Most recently the Commission approved changes to the City’s Drug Free Workplace Policy therefore certain language will be added to all job descriptions informing employees of all testing done by the City. Job descriptions will include an essential functions of position (physical demands), work

environment and hours of work section.

Upon a motion by Commissioner Roberts, with a second by Commissioner Ephriam, the Commission voted unanimously to approve the changes of the job descriptions for the following positions - Ward Clerk, In-service Coordinator, Staff Development RN, Director of Nursing, Assistant Director of Nursing in the Nursing Department; Administrator, Receptionist, Admission Coordinator, Admissions Administrative Assistant in the Administration Department.

Well Site #1 stairs are being added to the project due to the elevation changes. Total amount of the stairs \$2,872. to come out of the \$15,000 contingency amount. Total remaining \$12,128 will be deducted from the contract amount.

Upon a motion by Commissioner Roberts, with a second by Commissioner Ephriam, the Commission voted unanimously to approve Change Order No. 3 of the City of Marianna Utility Upgrades 2018 Total amount of the stairs \$2,872. to come out of the \$15,000 contingency amount. Total remaining \$12,128 will be deducted from the contract amount.

Commissioner Ward would like the City's lobbyist to be present at the next City Commission meeting to give an update.

Upon a motion by Commissioner Roberts, with a second by Commissioner Ephriam, the Commission voted unanimously to Proclaim September 17<sup>th</sup> through September 23<sup>rd</sup> Constitution Week.

A discussion was held regarding an auction of City owned property – abated nuisance properties. Staff is to notify adjacent property owners first.

City Manager, Jim Dean, spoke about the debris haulers, informing the Commission that he would be looking at the debris haulers, soon.

The Commission was reminded that a joint meeting with Jackson Hospital was scheduled for August 15<sup>th</sup> at 4:30 pm at RCC.

There being no further business, the meeting was adjourned.

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Mayor-Commissioner

Attest:

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City Clerk