



MINUTES
REGULAR CITY COUNCIL MEETING
MONDAY, JULY 7, 2025, 6:00 P.M.
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266

Pursuant to proper notice, a Regular City Council Meeting of the City Council of the City of Neptune Beach was held on Monday, July 7, 2025, at 6:00 p.m. at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266

IN ATTENDANCE:

Mayor Cori Bylund
 Vice Mayor Nia Livingston
 Councilor Tim Horvath
 Councilor Josh Messinger (*absent*)
 Councilor Brent Rogers

STAFF:

City Manager Richard Pike
 City Attorney Paul Waters
 Chief Financial Officer Jaime Hernandez
 Chief of Police Michael Key
 Public Works Director Deryle Calhoun
 Parks and Sustainability Director Colin Moore
 HR Coordinator Jillian McCann
 City Clerk Catherine Ponsen

Call to Order/Roll
 Call/Pledge

Mayor Bylund called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

COJ Mosquito
 Division

Dr. Benjamin T. Allen, PhD, Entomologist with the City of Jacksonville Mosquito Control Division, presented and explained the process of mosquito spraying including integrated vector management, action thresholds and diseases of concern. Dr. Allen stated that citizens can call 630-CITY (2489) to request ground truck spraying.

FY23 Audit
 Presentation

Ron Whitesides, Partner with Purvis Gray, presented the Financial Statement and Independent Auditor's Report for the period ending September 30, 2023.

APPROVAL OF MINUTES

Minutes

Made by Livingston, seconded by Horvath.

MOTION: TO APPROVE THE FOLLOWING, AS AMENDED:

June 2, 2025, Budget Workshop Meeting
June 2, 2025, Regular City Council Meeting
June 16, 2025, Budget Workshop Meeting
June 16, 2025, Special City Council Meeting
June 16, 2025, Workshop City Council Meeting
June 16, 2025, Town Hall Council Meeting

Roll Call Vote:

Ayes: 4 – Horvath, Rogers, Livingston and Bylund
 Noes: 0

MOTION CARRIED**FINANCE & AUDITOR SELECTION COMMITTEE REPORT**

Finance & Auditor Selection Committee Report Councilor Rogers reported that the Finance & Auditor Selection Committee Report met on Friday, June 27, 2025, at 8:00 a.m. Items discussed were the update of the fee schedule, an investment policy, and the FY26 budget. He also stated he had requested an analysis of what were the budgets and headcounts in 2019 compared to what they are at the present time.

ORDINANCES

Ord. No. 2025-05, Historical Review Board Ordinance No. 2025-05, First Read and Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Amending Chapter 2, Administration, Article VII, Boards and Commissions, By Creating Division 5, Historical Review Board, Providing Codification, Conflicts, Severability, and Providing an Effective Date

Public Hearing Mayor Bylund opened the public hearing. There being no comments from the public, Mayor Bylund closed the public hearing.

Discussion City Attorney Paul Waters reported that this ordinance began with the Community Development Board. This has been reviewed at those meetings and Council meetings. The five main changes include broadening the requirements for board member qualifications, adding a one-year residency requirement for board members, findings of facts were created to determine if a certificate of appropriateness is recommended, Council was granted reviewing authority of determination of historic significance ("look-back" period), and an 18-month "sunset" provision was added to allow Council to perform a cost-benefit analysis of allowing the board to continue operating.

Made by Rogers, seconded by Livingston.

MOTION: TO APPROVE ORDINANCE NO. 2025-05 AT FIRST READING

Roll Call Vote:

Ayes: 4 -- Rogers, Horvath, Livingston, and Bylund

Nays: 0

MOTION CARRIED

Ord. No. 2025-09, Amending FY25 Budget Ordinance No. 2025-09, First Read and Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Amending the Operating Budget for the City of Neptune Beach, Florida for Fiscal Year 2025, Beginning October 1, 2024, and Ending September 30, 2025 (Senior Center fund transfer)

Public Hearing Mayor Bylund opened the public hearing. There being no comments from the public, Mayor Bylund closed the public hearing.

Made by Horvath, seconded by Rogers.

MOTION: TO APPROVE ORDINANCE NO 2025-09 AT FIRST READING

Roll Call Vote:

Ayes: 4- Horvath, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

Ord. No. 2025-10, Fee Provisions Ordinance No. 2025-10, First Read and Public Hearing, An Ordinance of the City of Neptune Beach, Florida, Regarding Revisions to the Code of Ordinances by Eliminating Outdated Fee Provisions; Providing for Codification, Conflicts, Severability, and Providing an Effective Date.

Public Hearing Mayor Bylund opened the public hearing. There being no comments from the public, Mayor Bylund closed the public hearing.

Discussion Mr. Waters explained it is best to have fees in a resolution rather than an ordinance. An ordinance requires two readings to change. A resolution only requires one reading. This ordinance is housekeeping in nature as it removes the fees listed throughout the Code. At the second reading of the ordinance, the resolution that includes the fee table will be included for a vote.

Made by Livingston, seconded by Horvath.

MOTION: **TO APPROVE ORDINANCE NO. 2025-10 AT FIRST READING**

Roll Call Vote:

Ayes: 4-Rogers, Horvath, Livingston and Bylund

Noes: 0

MOTION CARRIED

CEI Services/3rd Street Sewer Project Construction, Engineering and Inspection (CEI) Services for 3rd Street Gravity Sanitary Sewer Improvements. Public Works Director Deryle Calhoun stated that this was deferred at the June 16, 2025, Special City Council meeting. He met with the consultant and the proposal was reduced from three months of daytime inspections plus one month of nighttime. They have preliminarily proposed an eight-week schedule. Mr. Calhoun is asking for the full three months of inspections. He reminded Council that services will only be billed as utilized.

Made by Livingston, seconded by Horvath.

MOTION: **TO AWARD TO VIA CONSULTING SERVICES, INC. IN THE AMOUNT OF \$97,045.55**

Roll Call Vote:

Ayes: 4- Horvath, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

Sea and Sky Agreement Sea and Sky Air Show Interlocal Agreement. Mayor Bylund explained this is the interlocal agreement for the Sea and Sky Show to be held on October 25-26, 2025. It is the same language as the previous years' agreements.

Made by Rogers, seconded by Horvath.

MOTION: **TO AUTHORIZE THE CITY MANAGER TO SIGN THE SEA AND SKY SHOW INTERLOCAL AGREEMENT**

Roll Call Vote:

Ayes: 4-Rogers, Horvath, Livingston and Bylund

Noes: 0

MOTION CARRIED

Special Magistrate
RFP

Request for Proposals for Special Magistrate. Mayor Bylund stated she had requested the language be changed from asking for the firm's experience to the applicant's experience.

Made by Rogers, seconded by Livingston.

**MOTION: TO APPROVE THE REQUEST FOR PROPOSALS FOR SPECIAL
MAGISTRATE**

Roll Call Vote:

Ayes: 4- Horvath, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

Grubbs
Emergency
Services

Grubbs Emergency Services, LLC Piggyback Agreement. Mayor Bylund reported that this is for disaster debris removal.

Councilor Horvath questioned if the City could have more than one contract for this service as a backup.

Mayor Bylund suggested making sure we have a decision in place before next year's hurricane season begins.

Made by Horvath, second by Livingston.

**MOTION: TO APPROVE THE PIGGYBACK AGREEMENT WITH GRUBBS
EMERGENCY SERVICES, LLC FOR DISASTER DEBRIS REMOVAL**

Roll Call Vote:

Ayes: 4-Rogers, Horvath, Livingston and Bylund

Noes: 0

MOTION CARRIED

Electrical Repairs

Electrical Repairs at Water Reclamation Facility. Mr. Calhoun stated that in May 2024, it was discovered that insulation to wires on the CONB-side of the water reclamation plant's transformer were significantly damaged over multiple termination points. Limbaugh Electrical Contracting, Inc. made repairs at the transformer. Limbaugh evaluated all electrical equipment and terminations using thermal imaging technology to identify any "hot spots". Numerous immediate repairs were made, and less urgent items were cataloged. Limbaugh has provided a quote of \$34,800.00 for this remaining work.

Made by Rogers, seconded by Livingston.

**MOTION: TO AWARD TO LIMBAUGH ELECTRICAL IN THE AMOUNT OF
\$34,800.00**

Roll Call Vote:

Ayes: 4- Horvath, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

Res. No. 2025-12, Investment Policy Resolution No. 2025-12, A Resolution of the City of Neptune Beach, Florida, Adopting an Investment Policy to Establish a Methodology to Invest Surplus Funds of the City of Neptune Beach; Providing for an Effective Date.

Chief Financial Officer Jaime Hernandez stated that the City has never had an investment policy. An investment policy is guided by Florida Statutes 218.415, which govern local government investments.

Made by Horvath, seconded by Livingston.

MOTION: **TO APPROVE RESOLUTION NO. 2025-12, APPROVING THE INVESTMENT POLICY**

Roll Call Vote:

Ayes: 4- Horvath, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

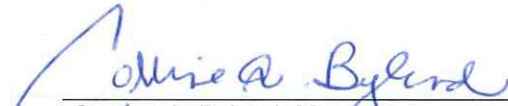
COUNCIL COMMENTS

Mr. Waters advised Council that new legislation had been signed that exempts public officials' information. Council can submit forms to each governmental agency to have their information exempted.

Mayor Bylund announced that the City had received \$500,000 from the State as part of the State's FY26 Budget. She thanked everyone for their efforts.

Adjournment

There being no further business, Mayor Bylund adjourned the meeting at 7:21 p.m.


Corrine A. Bylund, Mayor

ATTEST:


Catherine Ponson, CMC
City Clerk



Approved: 08-04-2025

****These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, please go to:, and click on the video for the meeting in question.***