MINUTES
SPECIAL CITY COUNCIL MEETING
MONDAY, JULY 21, 2025, 6:00 P.M.
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266

Pursuant to proper notice, a Special City Council Meeting of the City Council of the City of Neptune Beach was held Monday, July 21, 2025, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:

IN ATTENDANCE:	STAFF:
Mayor Cori Bylund	City Manager Richard Pike
Vice Mayor Nia Livingston	City Attorney Paul Waters
Councilor Tim Horvath *(absent)*	Chief of Police Michael Key
Councilor Josh Messinger	Chief Financial Officer Jaime Hernandez
Councilor Brent Rogers	Public Works Director Deryle Calhoun
	Community Development Director Heather Whitmore
	Parks and Sustainability Director Colin Moore
	Senior Center Director Leslie Lyne
	City Clerk Catherine Ponson

Call to Order/Roll Call/Pledge

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

AWARDS / PRESENTATIONS/ RECOGNITION OF GUESTS

Beaches Council on Aging

Lori Anderson, Executive Director, Beaches Council on Aging, presented information on the organization and their services. Through Dial-a-Ride, they offer free transportation to seniors and individuals with disabilities living in Jacksonville beach communities. They will be celebrating their 50th anniversary in September, 2025.

Duval County Property Appraiser

Joyce Morgan, Duval County Property Appraiser, introduced Keith Hicks, Chief Appraiser, and Vanessa Balfour-Singletary, Director of Communications and Public Relations. Ms. Morgan gave a presentation outlining the role of the Property Appraiser's Office. Information included important dates, new construction workflow, permit activity, and the role of field evaluations. She encouraged everyone to reach out to the Property Appraiser's Office at (904) 255-5900 or pacustserv@coj.net, for information.

DEVELOPMENT ORDERS

Pete's Bar

Pierre's LLC ("Pete's Bar)- Applicant's Motion to Request Modification to Final Development Order.

City Attorney

City Attorney Paul Waters explained that in October 2024, the City issued a Final Development Order, which required Pierre's LLC (Pete's Bar), to mitigate parking space deficiencies with a payment in-lieu within 30 days and pay building permits and obtain a Certificate of Occupancy (CO) within 45 days.

Mr. Waters reported that the applicant filed a Notice of Appeal and Petition for Writ of Certiorari through the Circuit Court. The court has stayed that petition pending the outcome of this meeting. He advised the applicant has complied with the building permit and CO portion. What is left if the payment in-lieu request. The applicant is requesting to make a payment that is not exactly in line with the how the ordinance is written. They are asking to lease four parking spaces where their dumpster is located.

Applicant — Shahab Derazi, representing Pete's Bar, the order was issued that they would pay $150,000 for parking in-lieu. He is fine with the amount. The issue was paying 50% up front. For a business, paying the $75,000 and paying with interest over time is a burden on them. They are requesting the first payment of $150,000 be spread over a five-year term at $30,000 a year with an annual renewal. They have also agreed to pay for space that is in the City right-of-way. He added The Local also has an agreement for $250 per space for two spaces. Pete's Bar has four spaces.

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

Council Discussion — Upon Council discussion and deliberation, Mayor Bylund then outlined and read the motion.

Made by Messinger, seconded by Livingston.

MOTION: **TO APPROVE THE APPLICANT'S MOTION TO REQUEST MODIFICATION TO FINAL DEVELOPMENT ORDER WITH THE FOLLOWING MODIFICATIONS:**

1. **FOR THE FIRST LEASE YEAR, THE APPLICANT WILL PAY $250.00 PER SPACE, SUBJECT TO AN ANNUAL ADJUSTMENT BASED ON THE FINANCIAL REPORTS**
2. **AN ADDITIONALPROVISION DEFINING THE PARAMETERS FOR THE DUMPSTER ENCLOSURE TO BE CONSTRUCTED AND PAID FOR BY PIERRE'S , LLC**
3. **THE LEASE WILL INCLUDE AN ACCELERATION CLAUSE FOR NONCOMPLIANCE WITH PAYMENT IN-LIEU**
4. **THE FIRST $30,000 WILL BE DUE WITHIN 30 DAYS**

Roll Call Vote:
Ayes: 4 - Messinger, Rogers, Livingston and Bylund
Noes: 0

MOTION CARRIED

1112 Third Street, LLC — First of Two Public Hearings – Development Agreement between the City of Neptune Beach and 1112 Third Street, LLC, for the property located at 1102 and 1112 Third Street, Neptune Beach, Florida (RE # 172851-0000 and 172850-0000).

Applicant — Scott Thomas, Burr & Forman Law Firm, 50 North Laura Street, Suite 3000, Jacksonville, Florida, 32202, representing the applicant, 1112 Third Street, LLC, Marc Hassan, Principle, stated he was there to answer any questions.

Public Hearing

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

Ex Parte Communications

Mayor Bylund, Vice Mayor Livingston, Councilor Messinger and Councilor Rogers all stated they had met with the applicant.

City Presentation

Community Development Director Heather Whitmore explained that the "developers"1112 Third Street, LLC request review and approval of the development agreement for Parkside Office Complex located at 1102 and 1112 Third Street, Neptune Beach, Florida (RE Parcels 172851-0000 and 172852-0000).The property is shown in vicinity maps and located adjacent to Jarboe Park, lying northwest of the intersection of Third Street and Florida Boulevard. The applicant proposes to develop a two-story 27,346 SF office building with associated parking and landscaping as indicated in the attached development agreement "Master Plan." The property is in the C-1 zoning district.

Following the City Council's authorization of this development agreement, the developer will return to the City Council to obtain a development order approval and associated off-site parking special exception and setback variance. Furthermore, the developer will return to the City Council to request formal execution of the land swap, shared parking agreement, and utility easement termination.

Councilor Messinger pointed out that this site is unique and the City should grant what is being asked is because of its location at the park. There are two streets where there is a substantial public benefit coming into the equation. It is a unique parcel. It is at the very end of the district and the City would not be substantially deviating from the goal of pedestrian connectivity. As the City sees future redevelopment to the north and other office buildings, this is not the norm but the exception because of all the unique situations taking place. This is a partnership and is the best use of the space.

Made by Messinger, seconded by Rogers.

MOTION: **TO APPROVE THE DEVELOPMENT AGREEMENT**

Roll Call Vote:
Ayes: 4 - Rogers, Messinger, Livingston and Bylund
Noes: 0

MOTION CARRIED

DEPARTMENTAL ITEMS

Senior Center Intrusion Repairs

Senior Center Water Intrusion Repairs. Public Works Director Deryle Calhoun reminded Council they had been briefed at previous meetings on the conditions of the Senior Center as a result of water intrusion from the roof, windows and siding. At the May 19, 2025 Council meeting, ACON Construction was tasked with investigating damages for the purpose of developing a proposal for repairs to the exterior and interior. ACON has provided a design build contract in the amount of $363,566.71 for necessary interior and exterior improvements. The cost includes a $30,000 contingency allowance for any unforeseen conditions. It also only includes only the north and the west walls for rebuild and does include painting the east and the south walls. Mold remediation and testing is included. There is a 20-year no-dollar limit manufacturer's warranty for the roof. There is also a five-year ACON workmanship warranty on the exterior work. An ordinance will be required to move the funds and is on the agenda.

Mr. Calhoun reported that BOXX Modular had formally responded and communicated they would not be assisting with any repairs. He and the City Manager would be meeting individually with Council for the next steps.

Discussion with Frank Anderson, ACON Construction, included paint color choices and the $39,626.84 five-year workmanship extended warranty.

Mr. Anderson explained if he is going to give five years for what should be a one-year warranty, he is going to be back many times. He does not have to have that included.

Councilor Rogers stated that paying that amount for work that may or may not occur is not in the best interest of the City and is not good value.

Vice Mayor Livingston commented she agrees that the five-year warranty should be removed as we do have a one-year warranty.

Mr. Anderson pointed out he would need to recalculate his proposal as the numbers would change due to the five-year warranty removal.

Made by Livingston, seconded by Rogers.

MOTION: **TO AWARD TO AKON CONSTRUCTION IN THE AMOUNT OF $363,566.71, LESS THE $39,626.84 FOR THE FIVE-YEAR WARRANTY**

Mr. Anderson pointed out he would need to recalculate his proposal as the numbers would change due to the five-year warranty removal.

Made by Livingston, seconded by Messinger.

AMENDED MOTION: **TO AWARD TO AKON CONSTRUCTION IN THE AMOUNT OF $363,566.71 MINUS THE FIVE-YEAR WARRANTY CONDITIONALLY ON RECEIPT OF THE UPDATED ESTIMATE**

Roll Call Vote:
Ayes: 4 - Messinger, Rogers, Livingston and Bylund
Noes: 0

MOTION CARRIED

Lifeguard Station-Piggyback Agreement

Lifeguard Station Refresh- Piggyback Master Agreement. Mr. Calhoun explained Earthwise has executed a contract with the Department of Defense for renovations at Naval Station Mayport through the United States Government Services Administration's Procurement Process. The City of Neptune Beach may piggyback this contract for construction work throughout the City. Earthwise has additional contracts in progress for various other Federal sites in the Southeast region. The piggyback agreement is a non-exclusive "Master Agreement" which allows the City to enter into Work Authorizations to perform separate scopes of work as needed. An example of a Work Authorization is a separate agenda item for certain scopes of work to be performed on the lifeguard station

Made by Messinger, seconded by Rogers.

MOTION: **TO APPROVE THE PIGGYBACK AGREEMENT BETWEEN THE CITY OF NEPTUNE BEACH AND EARTHWISE INFRASTRUCTURE SOLUTIONS, LLC.**

Roll Call Vote:
Ayes: 4 - Rogers, Messinger, Livingston and Bylund
Noes: 0

MOTION CARRIED

Lifeguard Station-Work Authorization

Work Authorization – Lifeguard Station. Mr. Calhoun remarked the City of Neptune Beach Lifeguard Station requires improvements to ensure the structure remains functional while staff investigates options for replacement.

Made by Livingston, seconded by Messinger.

MOTION: **TO AWARD TO EARTHWISE INFRASTRUCTURE SOLUTIONS, LLC IN THE AMOUNT OF $38,584.00**

Roll Call Vote:
Ayes: 4 - Messinger, Rogers, Livingston and Bylund
Noes: 0

MOTION CARRIED

ORDINANCES

Ord. No. 2025-05, Historical Review Board

Ordinance No. 2025-05, Second 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.

Made by Messinger, seconded by Livingston.

MOTION: **TO ADOPT ORDINANCE NO, 2025-05, CREATING THE HISTORICAL REVIEW BOARD**

Roll Call Vote:
Ayes: 4 - Rogers, Messinger, Livingston and Bylund
Noes: 0

MOTION CARRIED

Ord. No. 2025-09, Amending FY25 Budget

Ordinance No. 2025-09, Second 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 20, 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 Messinger, seconded by Rogers.

MOTION: **TO ADOPT ORDINANCE NO. 2025-09, AMENDING THE FY2024-2025 BUDGET**

Roll Call Vote:
Ayes: 4-Messinger, Rogers, Livingston and Bylund
Noes: 0

MOTION CARRIED

Ord. No. 2025-10, Fee Revisions

Ordinance No. 2025-10, Second 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.

Made by Rogers, seconded by Livingston.

MOTION: TO ADOPT ORDINANCE NO. 2025-10, ELIMINATING OUTDATED FEE PROVISIONS

Roll Call Vote:
Ayes: 4 - Rogers, Messinger, Livingston and Bylund
Noes: 0

MOTION CARRIED

Ord. No. 2025-11, Amending FY25 Budget

Ordinance No. 2025-11, 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 20, 2025 (Senior Center Water Intrusion Repairs)

Made by Messinger, seconded by Livingston.

MOTION: TO CONTINUE THE ORDINANCE DUE TO THE MATERIAL CHANGE IN THE AMOUNT OF MONEY BEGIN TRANSFERRED

Roll Call Vote:
Ayes: 4 - Messinger, Rogers, Livingston and Bylund
Noes: 0

MOTION CARRIED

Res. No. 2025-14

Resolution No. 2025-14, A Resolution of the City of Neptune Beach, Florida, Adopting a Schedule of Fees to be Instituted for Various City Services, Providing for Severability; Repealing and Replacing All Prior Related Resolutions; and Providing an Effective Date

Community Development Director Heather Whitmore explained the fee schedule was discussed at the Finance Committee meeting. Fees were evaluated based on surrounding areas as well as making sure staff time and expenses were covered by the fees being charged.

Councilor Rogers recommended changing language to water and sewer connection should be based on the size of tap. He also recommended all review fees be due at submittal.

Made by Messinger, seconded by Livingston.

MOTION: **TO APPROVE RESOLUTION NO. 2025-14, ADOPTING A SCHEDULE OF FEES WITH THE MODIFICATIONS OUTLINED**

Roll Call Vote:

Ayes: 4- Rogers, Messinger, Livingston and Bylund
Noes: 0

MOTION CARRIED

Adjournment There being no further business, the Special Meeting adjourned at 7:52 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, go to: https://www.nbfl.gov/minutes-and-agendas and click on the video for the meeting you wish to view.

MINUTES
WORKSHOP CITY COUNCIL MEETING
MONDAY, JULY 21, 2025, 7:58 P.M.
IMMEDIATELY FOLLOWING SPECIAL MEETING
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266

Pursuant to proper notice, a Workshop City Council Meeting of the City Council of the City of Neptune Beach was held on Monday, July 21, 2025, at 7:58 p.m., in Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida, 32266

Attendance

IN ATTENDANCE:	STAFF:
Mayor Cori Bylund	City Manager Richard Pike
Vice Mayor Nia Livingston	City Attorney Paul Waters
Councilor Tim Horvath *(absent)*	Chief Financial Officer Jaime Hernandez
Councilor Josh Messinger	Chief of Police Michael Key
Councilor Brent Rogers	Public Works Director Deryle Calhoun
	Parks and Sustainability Director Colin Moore
	Senior Center Director Leslie Lyne
	City Clerk Catherine Ponson

Call to Order/Roll Call

Mayor Bylund called the workshop meeting to order at 7:58 p.m.

FY26 Proposed Millage Rate

FY26 Proposed Millage Rate. City Manager reported the last time the millage rate was changed was in 2011 to the current rate it is today, which is 3.3656. He and staff are recommending keeping it at that rate. Budget workshops will continue on August 4 and August 16.

Mr. Pike advised that based on Florida Statues, the tentative millage rate cannot be approved earlier than September 3. Therefore, the first meeting in September will be held on Wednesday, September 3, 2025.

Mayor Bylund requested the calculation of what we would have to cut or do without if we changed the millage rate to be lower by a fraction. She asked for the number if it was reduced.

Councilor Rogers commented it would be nice to try to lower the millage rate as property values have gone up.

Made by Livingston, seconded by Messinger.

MOTION: **TO KEEP THE FY26 MILLAGE RATE AT 3.3656 WITH THE CONDITION THAT IF WE GET THE CALCULATIONS FROM THE CFO THAT WOULD WARRANT CALLING A SPECIAL MEETING ON AUGUST 1, 2025**

Roll Call Vote:
Ayes: 4 – Messinger, Rogers, Livingston and Bylund
Noes: 0

MOTION CARRIED

Police Officers' Retirement System COLA Increase

Police Officers' Retirement System COLA Discussion. Mayor Bylund stated she brought this up as there was discussion when this was passed last year, that it would be revisited. There is a $735,000 surplus begin used to fund the COLA. There is also a graduated cost-of-living increase that goes from a one-percent increase and keep increasing.

Discussion included the overpayment to the Police Pension, the presentation of the increase, the dollar amounts of the increase, and member contributions.

Mayor Bylund requested the plan administrator and interested players to come to the August 4, 2025, Council meeting to explain the numbers presented. She would like all of the information in order to evaluate the increase.

Adjournment

There being no further business, the workshop meeting adjourned at 8:33 p.m.

Corrine A. Bylund, Mayor

ATTEST:

Catherine Ponson, CMC
City Clerk

CITY OF NEPTUNE BEACH 1931 FLORIDA

Approved: 08-04-2025

MINUTES
TOWN HALL MEETING
IMMEDIATELY FOLLOWING THE WORKSHOP MEETING
MONDAY, JULY 21, 2025, 8:33 P.M.
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266

Pursuant to proper notice, a Town Hall Meeting of the City Council of the City of Neptune Beach was held on Monday, July 21, 2025, at 8:33 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:	IN ATTENDANCE: Mayor Cori Bylund Vice Mayor Nia Livingston *(absent)* Councilor Tim Horvath Councilor Josh Messinger 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 Senior Center Director Leslie Lyne City Clerk Catherine Ponson

Call to Order/Roll Call/Pledge	Mayor Bylund called the Town Hall Meeting to order at 8:33 p.m.
Public Comments - FY26 Budget & Millage Rate	Mayor Bylund announced the first public comments would be regarding the FY26 Budget and Millage Rate. There were no speakers for this portion of the Town Hall.
Public Comments – Open Topics	Mayor Bylund opened public comments on open topics.
	Alison Ronzon, 221 South Street, Neptune Beach, thanked Council for passing the Historical Review Board Ordinance. This is important and she thanked them for their hard work.
Adjournment	The Town Hall Meeting adjourned at 8:34 p.m.

Corrine A. Bylund

Corrine A. Bylund, Mayor

ATTEST:

Catherine Ponson, CMC
City Clerk

Approved: 08-04-2025

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