



**MINUTES**  
**REGULAR CITY COUNCIL MEETING**  
**MONDAY, MAY 2, 2022, 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, May 2, 2022, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

**Attendance:****IN ATTENDANCE:**

Mayor Elaine Brown  
 Vice Mayor Kerry Chin  
 Councilor Lauren Key (*absent*)  
 Councilor Nia Livingston  
 Councilor Josh Messinger

**STAFF:**

City Manager Stefen Wynn  
 City Attorney Zachary Roth  
 Police Chief Richard Pike  
 Mobility Management Director Megan Steward  
 Public Works Director Jim French  
 Community Development Director Samantha Brisolara  
 City Clerk Catherine Ponson

**Call to Order/Roll  
Call/Pledge**

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

**AWARDS / PRESENTATIONS/ RECOGNITION OF GUESTS**

**North Florida TPO**

North Florida Transportation Organization Planning Organization (TPO). Clark Letter, Director, Planning and Analytics with the North Florida TPO, presented the Transportation Improvement Program (TIP) for Fiscal Years 2022/2023 through 2026/2027. The TIP identifies all publicly-funded highway, transit and aviation projects within the North Florida TPO areas, which includes Clay, Duval, Nassau and St. Johns Counties.

Mari Schwabacher, with Florida Department of Transportation, was also present.

**APPROVAL OF MINUTES**

**Minutes**

Made by Livingston, seconded by Chin.

**MOTION: TO APPROVE THE FOLLOWING, AS AMENDED:**

**March 29, 2022, Special Roundtable City Council Meeting**  
**April 4, 2022, Regular City Council Meeting**  
**April 18, 2022, Workshop City Council Meeting**

**Roll Call Vote:**

Ayes: 4-Livingston, Messinger, Chin, and Brown  
 Noes: 0

**MOTION CARRIED**

**PUBLIC COMMENTS**

Public Comment Jim Moore, 401 McCollum Circle, Neptune Beach, thanked Council for considering the parking fee changes for residents. He spoke in opposition to changing the C-1 zoning designation.

Caitlin Baita, 453 Bowles Street, Neptune Beach, requested the City slow down and finish one thing correctly then maybe the City would have the capacity to revise the entire code structure. She spoke regarding the changes to the C-1 zoning and she is not convinced C-1 will be left alone.

Shellie Thole, 124 Margaret Street, Neptune Beach, stated she recognized how hard staff has been working. She commented that we have wasted a huge amount of money when all we wanted to do was solidify the Code we already had. She requested someone instruct our staff to instruct Dover, Kohl to leave C-1 alone.

Virginia Benoit, 914 2<sup>nd</sup> Street, Neptune Beach, spoke regarding a house being built on a lot near her property. She was curious about how the Building Codes and the Tree Ordinance are enforced. Ms. Benoit also stated she had concerns about the new zoning code. She commented that she is afraid that our small community feel will go away. She wants our community and neighborhoods to stay the way the citizens want them to.

**COMMUNICATIONS / CORRESPONDENCE / REPORTS**

City Manager  
Report

City Manager Stefen Wynn explained he is presenting eight pages of report and close to 400 pages of attachments, so that everything he writes in the report is backed up with public record.

Mr. Wynn reported on the following:

- He gave a history and update for the Florida Boulevard project. He stressed that we are still on target for a June 1<sup>st</sup> completion date.
- He reported on the Bay Street HAWK (High Intensity Activates Crosswalk). The barrels at Bay Street will remain as long as the project is in process.
- He reviewed the Jarboe Park project. Phase I is complete pending the installation of trees and landscaping. The project has a remaining balance of \$1,130.93 and the total cost of the Jarboe Park renovation has been \$1,340,751.28. A portion of that was funded from a trails grant.
- He gave a breakdown of expenditures for the SLFRF (State and Local Fiscal Recovery Funds). This is the ARPA (American Rescue Plan Act) funds received.
- He has been honored with the 2022 Home Rule Hero Award.
- Community Development Director Samantha Brisolara has received the University of Florida's Jim Beeler Public Service Memorial Award.
- He gave an update on Public Works Department projects and Community Development Department Projects.

All monthly City Manager reports can be found, in their entirety, at: <https://www.ci.nepturmanager/pages/city-manager-reports>.

Mayor Brown announced that there would be a ceremony on May 5, 2022, at 10 a.m., beginning at Atlantic Beach City Hall followed by a memorial wreath-laying at the original Town Hall, honoring former Atlantic Beach Town Marshal Paul M. Patrick, who was also Neptune Beach's Town Marshal for a brief time. He died from injuries sustained in the Atlantic Beach Town Hall fire of 1932.

**Police Chief  
Report**

Police Chief Richard Pike reported the Jacksonville Sheriff's Office is providing six officers at no cost to assist at the Dancin' in the Street event on May 21. JSO will provide 20 officers at no cost for the July 4<sup>th</sup> holiday. Hurricane season is 30 days away and they will be conducting in-house training. He announced May is Mental Health Awareness Month and the department would be posting information about that.

Mayor Brown commented that in regards to Mental Health Awareness Month, in Neptune Beach there is a mental health collaborative called Here Tomorrow, located at 910 Third Avenue in Neptune Beach. Here Tomorrow provides education and free services for anyone with mental health needs. They have great counselors and are committed to helping the public.

**VARIANCES / SPECIAL EXCEPTIONS / DEVELOPMENT ORDERS****SE 22-01,  
120 Lemon Street**

**SE 22-01**, Special Exception Application -Juanita Stephens, 120 Lemon Street. The request is to allow a part-time massage therapy suite to operate during daylight hours only.

Mayor Brown explained this had been approved unanimously by the Community Development Board (CDB) on April 13, 2022.

Community Development Director Samantha Brisolara reported that the CDB reviewed the special exception application, looked at all of the findings and found the use is compatible in the district. This is a part-time massage therapist and would only operate in the daylight hours and there are no detrimental impacts to any level of service. Traffic impacts are very minimal.

Councilor Messinger commented that the CDB asked quite a few questions and looks like they did their due diligence. It is right behind Pete's Bar. The owner/operator has been doing this quite awhile and he is all set.

Councilor Livingston questioned if there was anything we could do to prevent miscommunication between landlord and tenant regarding what a tenant can do.

Mr. Wynn stated that the applicant is subleasing the property. It is a shared office space. He added that we could look into informing landlords better in commercial areas.

Ms. Brisolara reported that a snipe sign had been reported and the tenant came in to comply with the City Code. The applicant was told she did not need the permit by the landlord.

City Attorney Zachary Roth confirmed Councilor Messinger's inquiry that this approval would follow the business and does not stay with the property.

Made by Messinger, seconded by Chin.

**MOTION:**      **TO APPROVE SE 22-01, SPECIAL EXCEPTION LOCATED AT 120 LEMON STREET**

Roll Call Vote:

Ayes: 4-Messinger, Livingston, Chin, and Brown

Noes: 0

**MOTION CARRIED**

**OLD BUSINESS**

Res. No. 2022-05,  
Parking Fees

Resolution No. 2022-05, A Resolution of the City of Neptune Beach, Florida, Modifying Parking Rates and Availability to Neptune Beach Residents.

Councilor Messinger stated that as sponsor of the resolution, it speaks for itself. Three free hours daily of parking for our residents will be a positive improvement. There are still the Neptune Beach resident designated spaces. This is an addition to those and will be a great program. Having the uniformity between Neptune Beach and Atlantic Beach will be highly beneficial.

Vice Mayor Chin asked about notifying residents.

Mr. Wynn reported we would use our normal means, such as news alerts, water bills, website and social media to inform residents of the July 1 effective date. Residents must be registered and use the kiosk or mobile app.

Made by Messinger, seconded by Livingston.

**MOTION:**      **TO ADOPT RESOLUTION NO. 2022-05, MODIFYING PARKING RATES AND AVAILABILITY TO NEPTUNE BEACH RESIDENTS.**

Roll Call Vote:

Ayes: 4-Livingston, Messinger, Chin, and Brown

Noes: 0

**MOTION CARRIED**

Dancin' in the  
Street

Consideration of Approval of Dancin' in the Street Event - May 21, 2022. Mr. Wynn explained this very large party in the streets is finally back. Council would be agreeing to covering the costs of our officers' time to provide security services for this event. JSO is also providing officers.

Made by Chin, seconded by Messinger.

**MOTION:**      **TO APPROVE THE DANCIN' IN THE STREET EVENT SCHEDULED FOR SATURDAY, MAY 21, 2022**

Roll Call Vote:

Ayes: 4-Messinger, Livingston, Chin, and Brown

Noes: 0

**MOTION CARRIED**

Senior Center

Consideration of Approval of Neptune Beach Senior Activity Center RFP. Mr. Wynn explained that this would actually be an Invitation to Bid (ITB) not an RFP. We are at the point where we are ready to send out an advertisement to prospective contractors to start bidding on completing the improvements to the Senior Center.

Mr. Wynn presented the construction documents the City is putting out to bid should they be approved. He included just the documents with changes from the April 18, 2022, Council workshop. They include the details on the trees, shrubs and landscaping that will be installed. They are low maintenance and native.

Mr. Wynn pointed out a little more of the detail of what the ramps will look like. He stated that a cupola had been added on the eastern elevation. Shutters have been added as well. We will get an updated version that has a shutter added on the front entrance side. These will be sent out as alternate bids with our ITB. We will have a main bid for the porch and then alternate bids that include price breakdown for the shutters and an additional one for the

architectural feature on the eastern elevation. We did receive a \$100,000 donation from the Eckstein Charitable Trust. He is requesting Council approval to move forward in putting this out to bid including the two alternate bids.

Councilor Livingston asked if extending this out would put time constraints on the donation the City received.

Mr. Wynn answered that we would put it out for 45 days, which is the recommendation from the design team. This would give contractors more time to give their best pricing and also give the market fluctuations a chance to come down.

Senior Center Director Leslie Lyne advised that she had spoken with the grant facilitator regarding the 45-day time frame and the facilitator did not have a problem with it. They have been made aware of everything we have been doing.

Mr. Wynn advised that the City has started the process of permitting. We have also contacted St. Johns River Water Management District as we need a permit for treating stormwater on site. He also reported that Ms. Brisolara had requested height measurement for Sheet A3, the elevation of the porch. She requested the elevation should be revised to display the proposed ramp. She also suggested extending the curb to the stop bar to contain any mulched areas from discharging into the storm drains. This is on Sheet L-3.1.

Vice Mayor Chin stated that the right elevation does not really show the ramp or the steps or the eastern front. He hopes that the final drawings will reflect the change in the railings.

Councilor Messinger questioned where the porches terminate on either end, if there was any way when they are building the structure to not make that less prominent so it looks like a porch wraparound.

Mr. Wynn conveyed that this would be Alternate Bid C or 3 to wrap it around each side.

Mayor Brown asked what would be the process after we receive the bids.

Mr. Wynn explained that the bids would be scored by a committee that would most likely consist of himself, Ms. Brisolara, and Public Works Director Jim French.

Made by Chin, seconded by Livingston.

**MOTION: TO APPROVE THE NEPTUNE BEACH SENIOR ACTIVITY CENTER INVITATION TO BID**

Councilor Messinger clarified that this would also include the two alternates for the cupola and the shutters. He asked about the fix for the corner.

Mr. Wynn he was communicating with the design team to see what can be done for the corner as it may need additional design that would need to be done.

**Roll Call Vote:**

Ayes: 4-Messinger, Livingston, Chin, and Brown

Noes: 0

**MOTION CARRIED**

**Server Upgrade**

Consideration of Approval for Server Upgrade. Mr. Wynn explained the City is requesting new servers due to age and need to be upgraded. The current servers have been used since 2010.

Mr. Wynn confirmed Councilor Messinger's inquiry that the quotes received have not changed or expired

Made by Messinger, seconded by Chin.

**MOTION: TO APPROVE THE SERVER PURCHASE AND UPGRADE**

**Roll Call Vote:**

Ayes: 4-Livingston, Messinger, Chin, and Brown

Noes: 0

**MOTION CARRIED**

StormSensor  
Project

Approval of StormSensor Project. City Manager Stefen Wynn explained that we had already seen a presentation from Smart North Florida who put us in touch with StormSensor to pilot this resiliency project in Jarboe Park. The data that has been collected from the outfall at Kings Road Bridge has been helpful. It updates the level of water flowing under the bridge every five minutes.

This project is to implement a number of storm sensors within our existing storm sewer system. These are sensors that go inside manholes and catch basins and monitor the level of water that currently flows through. We plan to utilize this system for a period of one to two years to collect enough data to drive what is already in place for design with our stormwater system. We have had a stormwater open house with consultant Jones Edmunds and this information will also be used to help prioritize design projects using our platform.

Mr. Wynn is asking for ARPA funding to finish this project, implement the storm sensors, and to get a good snapshot on our existing system. He stated that the presentation from the storm sensor company, told us exactly what we needed to do, which is collect the data, prioritize it, design it and actually get a project in the works to alleviate localized flooding issues. He also stated that this comes with a maintenance agreement.

Councilor Chin questioned standing water in the middle of the block and how to pick up on some of that.

Clayton Levins, with Smart North Florida, explained that not only would the community be given these devices to perform, there would also have access to artificial intelligence(AI) methodology. He stated that solutions that use this level of data integration are running off of methodology that will be able to know where the standing water is. You will not only have the immediate, real-time insights, but also the historical data that is trained into the AI to do the interpretation. It is not just throwing numbers, everything is working together to give a complete picture.

Councilor Messinger asked for a translation of the value of this data for going after federal and state dollars. He also questioned our camera system that allows us to scan the roadways and look at where the dips are and how that can affect standing water.

Mr. Wynn stated that the system is called Roadbotics, which we are still implementing that system and collecting data. It analyzes the road and tells us where sinkholes, potholes and any elevation changes. It helps make an asset management of our asphalt so that we can use that data to prioritize projects, not only for reconstruction but where maintenance activities are needed. That will tie into this project as well.

Mr. Wynn continued that we plan to leverage the data we collect and what comes from Jones Edmunds with FDOT for priority projects.

Mr. Levins added that as we are seeing some of these solutions integrated into the community, as a part of the growing partnership, one of the things being worked on is the

aggregation of this data. You should be able to overlay the data received from the Roadbotics with the results from the data received from the stormwater drainage. We can go further into this resiliency lab concept and examine solutions related to sanitary sewer and surface water discharge. All that can stack on top of itself to be presented, so that Council can make additional policy decisions, as well as grant applications that are informed on a coherent collection of data.

Made by Chin, seconded by Messinger

**MOTION:**      **TO APPROVE PHASE II OF THE RESILIENCY LAB STORMSENSOR PROJECT**

Roll Call Vote:

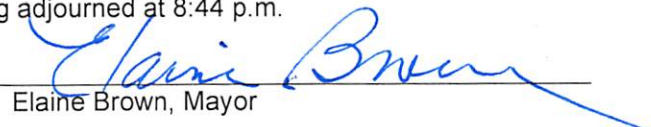
Ayes: 4-Messinger, Livingston, Chin, and Brown

Noes: 0

**MOTION CARRIED**

Adjournment

There being no further business, the meeting adjourned at 8:44 p.m.

  
Elaine Brown, Mayor

ATTEST:

  
Catherine Ponson, CMC  
City Clerk

Approved: 6-6-2022

