

February 13, 2017

The meeting was called to order at 6:30 p.m. by Vice-Mayor Nathan Lewis with prayer and salute to the flag. In attendance: Rudd, Lewis, Nichols and Roddenberry.

The minutes from the previous meeting were approved as presented by the Clerk. Motion by Roddenberry, second by Rudd, passed 4/0.

City Clerk, Ashley Schilling, presented a resolution for signature to the Council commending the Florida Association of City Clerk for its 45th anniversary. The resolution was passed and adopted by the Council.

Dale Scott was present to express his concerns with the City potentially donating monetarily to the 4-H Poultry Club. At this time, donations have not been requested and will be addressed if/when they are. Commissioner Roddenberry stated due to the overwhelming response of membership, the Club will be moving to the "Lighthouse" located next to Spirit Life Church on Faith Avenue.

Chris Cayer; Brooks, Harrison, and Cayer, presented the Council with the 2015/16 audit. He reported no problems or concerns with the exception of the usual finding regarding preparation of financial statements. It is common for organization's management to rely on the audit firm to draft these statements. However, to avoid this finding in the future, Mr. Cayer stated there are governmental auditing seminars that would instruct Clerk Schilling on how to prepare the financial statements as well as gaining a wealth of knowledge that would be beneficial in her position. A motion was made by Councilmember Rudd to accept the audit and carry forward the adjusted beginning balances, second by Roddenberry, passed 4/0.

Cale Langston, the City's IT Contractor, presented the Council with his findings in a search for a new utility billing software. Mr. Langston along with City staff viewed demonstrations from three companies and found Muni-Link to offer much of what we are looking for (on-line bill pay, e-billing, high security, ease of use, compatibility with our current meters, etc.). A motion was made by Roddenberry to contract with Muni-Link and approve the \$5,000.00 start-up cost, second by Nichols, passed 4/0.

Attorney Dan Cox reported the purchase of one of the tax certificates was made on the property adjacent to Depot Park and Clerk Schilling filed the tax deed with the County on February 1. Once a title search is completed by the County and an ad is placed in the Wakulla News, we can proceed with finalizing the process.

Clerk Schilling has been in communication with Duke Energy in regards to installing additional street lights within the City limits. There are 6 locations that can be done at no charge and Council instructed Ms. Schilling to coordinate with Duke Energy on the installation.

Ms. Schilling also reported on progress for this year's 4th of July festival. The Jordan Miller Band has been secured as the headliner as well as Cory Benedict for sound. Staff is working on a raffle and sponsorship letters will be going out soon.

The March meeting is scheduled for the week of Spring Break. Several members will be absent then so Council agreed to move the meeting to Monday, March 6.

Leonard Tartt, Public Works Director, reported Thurman Roddenberry Surveying will begin laying out the walking path and pavilions at Depot Park this week. He also reported plans are approximately 60% complete for the Casora project.

Mr. Tartt received a price to install 5 traffic calming devices for \$3,300.00 each. This includes the speed humps, roadside signs, and striping up to the humps. Council decided not to install them at this time.

The financial and adjustment reports were approved by signature of the Council.

Commissioner Nichols would like to see the City adopt a social media policy. Attorney Cox will draft a policy to bring to the March meeting for review.

Commissioner Nichols would also like to see employee evaluations incorporated in our administrative policies. Ashley Schilling and Leonard Tartt will draft evaluations and present them to the Council at a meeting in the near future.

Commissioner Roddenberry inquired about the City becoming a golf cart community. A study would have to be done by the Community Safety Traffic Team. It was said that Hwy 319 and Rose Street would be potential major obstacles and as such the decision was made not to pursue the issue.

Commissioner Lewis spoke with the Florida League of Cities financial advisor regarding investments. He would like Clerk Schilling to contact the FLC advisor as well as Chris Cayer and set a meeting date for them to attend and get more information.

With no further business, the meeting adjourned at 9:00 p.m. Motion by Rudd, second by Roddenberry.