

**MINUTES**  
**GREENVILLE TOWN COUNCIL**  
**Regular Session, Monday, July 13, 2020, 6:00 PM Via Zoom**  
**CITY HALL, 154 SW OLD MISSION AVENUE, GREENVILLE FL 32331**

1. Call to Order: Mayor Brown called the meeting to order at 6:15 p.m.
2. Roll Call by the Clerk: Mayor Brittini Brown, Vice Mayor Calvin Malone, Councilmember Bobby Burnett, Councilmember Kathleen Hamilton, and Councilmember Brandi Tillman were present.

ALSO PRESENT: Edward Dean, Town Manager  
John Reid, Town Attorney  
Lee Jones, Jr., Interim Town Clerk  
Wayne Malone, Public Works Director

3. Invocation and Pledge of Allegiance: Invocation was followed by the pledge of allegiance.
4. Reading and Approval of the Agenda:

MOTION: Councilmember Tillman moved to approve the agenda; second by Councilmember Hamilton.

	<u>Yay</u>	<u>Nay</u>
Mayor Brown	X	
Councilmember Burnett	X	
Councilmember Hamilton	X	
Vice Mayor Malone	X	
Councilmember Tillman	X	

Motion passed unanimously.

5. Consideration of Council Member Absences: None.
6. Citizens Comments: None.
7. Consent Agenda: Approval of Minutes for June 08, 2020, June 22, 2020, and July 06, 2020 passed by unanimous consent.

**PUBLIC HEARING**

8. **Second Reading of Ordinance 2020-256 - AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE TOWN OF GREENVILLE, FLORIDA. – John Reid, Town Attorney.**

- Mr. Reid explained that the ordinance before the Town Council simply implements the new Code of General Ordinances as previously approved by the Town Council and submitted to Municode for drafting.
- Upon approval, the Code will be available online through Municode.
- Vice Mayor Malone asked if we could amend the Code in the future. Mr. Reid said that ordinances can be amended in the future as long as the statutory requirements are followed.

MOTION: Vice Mayor Malone moved that Ordinance 2020-256 be adopted; second by Councilmember Hamilton.

	<u>Yay</u>	<u>Nay</u>
Mayor Brown	X	
Councilmember Burnett	X	
Councilmember Hamilton	X	
Vice Mayor Malone	X	
Councilmember Tillman	X	

Motion passed unanimously.

### **PUBLIC HEARING CLOSED**

**9. Discuss and Possibly Take Action – DRAFT PERSONNEL/HUMAN RELATIONS POLICIES – Mayor Brittni Brown.**

- Mayor Brown informed the Town Council that it had received a draft of the human resources manual from the outside consultant.
- Mayor Brown suggested holding a workshop to make changes and return to the consultant.
- The Town Council agreed to have a workshop on Monday, July 27, 2020.

**10. Discuss and Possibly Take Action – ZONING AND LAND USE AGREEMENT – John Reid, Town Attorney.**

- Mr. Reid advised the Town Council that he attended the county commission meeting last month regarding the development and planning and zoning interlocal agreement. The county commission voted to terminate the prior agreement and enter into an agreement with the Town of Greenville for development only. Mr. Reid will need to negotiate a new zoning and land use interlocal agreement if the county is to continue providing these services.
- Mr. Reid has not yet negotiated with the county.

**11. Discuss and Possibly Take Action – PARK CLOSURES/SHERIFF’S OFFICE – Mayor Brittni Brown: .**

- Mayor Brown informed the Town Council that although the parks are closed due to COVID-19, they are still be heavily used by children in the community.
- Mayor Brown advised that we could have the sheriff’s office visit the park to provide trespass warnings to those at the park while closed.
- Mayor Brown also said we could adopt local ordinances with penalties that could then be prosecuted by the Town Attorney.
  
- Vice Mayor Malone said he has observed people at the park who are observing social distancing.
  
- Councilmember Burnett asked if these rules would cover the entire park or just the gazebo.
- Mayor Brown responded that the policy would apply to the entire park as both parks are closed.

MOTION: Councilmember Tillman moved to authorize the Public Works Director Wayne Malone to contact the Madison County Sheriff’s Office when trespassers are observed at the park; second by Councilmember Hamilton.

Councilmember Burnett recommended that councilmembers also be authorized to

Councilmember Tillman rescinded her motion.

MOTION: Councilmember Tillman moved to authorize the Public Works Director Wayne Malone and any councilmember to contact the Madison County Sheriff’s Office when trespassers are observed at the park; second by Councilmember Hamilton.

	<u>Yay</u>	<u>Nay</u>
Mayor Brown	X	
Councilmember Burnett	X	
Councilmember Hamilton	X	
Vice Mayor Malone	X	
Councilmember Tillman	X	

Motion passed unanimously.

**12. Discuss and Possibly Take Action – SELECTION OF NEW BANKING SERVICES – Vice Mayor Calvin Malone and Lee Jones, Jr., Interim Town Clerk.**

- Mr. Lee described the solicitation process for bank services.
- Mr. Lee stressed that we needed a financial institution that could best handle our different grants funds.
- Mr. Lee said that we are expecting proposals from various banks.

- Mayor Brown asked if the banks submitting proposals would be local banks.
- Mr. Lee said that Madison County Bank and Capital City Bank were based in Madison County.
- Vice Mayor Malone recommended that Mr. Lee confer with each member his findings from the proposals and that he make the final decision.
- Mr. Reid said that this delegation would be proper; however, Mr. Lee would not be permitted to coordinate with members outside of a publicly noticed meeting.

MOTION: Vice Mayor Malone moved to authorize the Interim Town Clerk to retain the services of a financial institution for the Town; second by Councilmember Tillman.

	<u>Yay</u>	<u>Nay</u>
Mayor Brown	X	
Councilmember Burnett	X	
Councilmember Hamilton	X	
Vice Mayor Malone	X	
Councilmember Tillman	X	

Motion passed unanimously.

**13. Discuss and Possibly Take Action – ADVERTISEMENT FOR CUSTOMER CARE/OFFICE ASSISTANT – Mayor Brittni Brown and Lee Jones, Jr., Interim Town Clerk: .**

- Mr. Lee recommended that we retain the services of a customer care professional to assist with city hall and that we not limit ourselves to the office of the clerk and manager. He stressed that a person.
- Councilmember Burnett asked where in the budget we would fund this position.
- Mr. Lee said that he envisioned the person beginning in October and that the services be included in the next fiscal year budget.
- Mr. Lee said that the Town should fill its positions based on a skill set as opposed to budgetary constraints. The most skilled person should be retained and then the budget adapts to the needs of the town.

**14. Discuss – FLORIDA RETIREMENT ISSUES – Lee Jones, Jr., Interim Town Clerk.**

- Mr. Lee advised the Town Council that the town had received an invoice for \$19,544 from the Florida Retirement System.

- The amount was a balance due for the Town Manager.
- When the Town Manager was added to the FRS, he was classified as a non-supervisory employee, which was funded at the 8.47% rate instead of the required 25.41%.
- The invoiced amount is the difference of what we should have paid minus what was actually paid.
- Vice Mayor Malone asked how far back the underfunding went.
- Mr. Lee said that the underfunding went to the date when the FRS contributions began.
- Vice Mayor Malone asked if the Town had checked for other errors in payroll calculations or processing.
- Mr. Lee said that the matter was being resolved.

**15. Discuss – REVIEW AUDIT FINDINGS – Lee Jones, Jr., Interim Town Clerk:**

- Mr. Lee explained the purpose of the annual audit and further explained that the auditors simply determine whether your financial records fairly represent the operations of the organization.
- Mr. Lee provided a general explanation of general accounting and how it applies to a local government.
- Mr. Lee noted that over the past three audits, the independent auditors made noted findings regarding the internal controls. The findings here identified a deficiency, or potential material weakness.
- A material weakness has the potential to compromise the integrity of the financial information. A deficiency should be addressed and mitigated to an acceptable level.
- The state auditor will become involved when there are three consecutive years of unaddressed material weaknesses. This has happened for Greenville.
- Mr. Lee said that a concern raised by the state auditor was that we made significant adjustments that may not abide by generally accepted accounting principles (GAAP).
- An example of GAAP compliance is that a liability should be recorded when accrued, not when paid.

**16. Comments by Town Council, Town Attorney, Town Manager, Interim Town Clerk, and Grant Consultant(s):**

- Mayor addressed a comment made by the former Town Clerk in a letter seeking her final payment.
- Mayor Brown asked that the Town Attorney ensure that we have received all account information prior to the final payment being made.
- Mr. Reid said that he had been in contact with the former Town Clerk's attorney and had discussed her meeting with the Interim Town Clerk. Mr. Reid said that all town property had been returned.
- Mayor Brown asked if the former Clerk was bonded if there was a remedy to be sought for the payment owed to FRS.
- Mr. Reid said that he felt there is no cause of action because the amount was owed due to statute, not due to an error by the former Clerk.
- Mr. Reid was directed to work with the former Town Clerk to ensure that all property and account passwords were forwarded to Mr. Lee and that the final payment be made.

#### 17. Future Agenda Items Requests:

- Mayor Brown noted that TRIM notices needed to be done and possibly come before the Town Council.
- Mayor Brown noted that there is an election in November, so the Town would need to address qualifying.
- Mayor Brown recommended that the Town Council consider possible charter amendments, to include changes to the removal of charter officers and changes to terms of councilmembers from two years to four years.
- Mr. Reid recommended that the Town Council consider an amendment to the charter to provide for primary elections when more than two candidates comply.
- Mr. Reid noted that we would need two hearings and public notice to adopt ordinances. Mr. Reid would need to get a hard deadline from the Supervisor of Elections for ballot language so the Town Council could plan accordingly.
- Mayor Brown asked that we address local ordinance to not require the election assessment be paid by a campaign check.

#### 18. Informational Items:

- Mr. Reid announced that the Town of Greenville has a new Facebook fan page and that the current meeting was livestreamed on the page.

- Mr. Reid said that he would contact the website/email consultant to see if we could include links to documents on agendas.
- Mr. Reid advised the members that the IT consultant had resigned so we would need to retain a new firm. Mr. Reid also recommended that the new system move away from a remote system to a cloud system.

19. Adjournment

MOTION: Councilmember Tillman moved to adjourn; second by Councilmember Hamilton.

Meeting adjourned at 8:48 p.m.

RESPECTFULLY SUBMITTED,

/s/ Lee N. Jones, Jr.  
Lee N. Jones, Jr., Interim Town Clerk