

MINUTES
GREENVILLE TOWN COUNCIL
Regular Session, Monday, February 8, 2021 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 6:17 PM.
2. Roll Call by the Clerk: Mayor Brittni Brown, Vice Mayor Brandi Tillman, Councilmember Barbara Dansey, Councilmember Kathleen Hamilton, and Councilmember Bobby Burnett were present.

ALSO PRESENT: Lee Jones, Town Manager
 John Reid, Town Attorney
 Vicky Lawrence, Office Manager

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

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

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

Motion passed unanimously.

5. Consideration of Council Member Absences: None.
6. Public Comments: None.
7. Consent Agenda: Meeting Minutes for October 12, 2020, November 5, 2020, December 14, 2020, and January 11, 2021 Regular Session Meetings.

MOTION: Vice Mayor Tillman moved to approve the Consent Agenda; second by Councilmember Hamilton.

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

Motion passed unanimously.

8. Discuss the Greenville Financial Report, Quarter One, Town Manager Lee Jones

- 1st Quarter October 2020 – December 2020:
 - General Fund operating income came in at \$122,000 which is approx. \$22,000 over budget which was primarily driven by a \$19,000 payment from the county that was unbudgeted for Greenville's share of tax dollars collected for a project which was less than budgeted so the county distributed those funds. The other municipal income was slightly under the budget due to timing issues so will be reported in 2nd Quarter. Overall, we reported \$11,000 over revenue budget for 1st Quarter.
 - General Fund operating expense for personnel came in at approx. \$20,000 under budget primarily driven by timing issues as a result of hires that were scheduled to start in 1st quarter but didn't start until the 2nd quarter. Repairs and Maintenance was slightly above budget. Utilities is an area to be investigated more to determine if it was budgeted properly. Other operating expenses that have come in well below budget some could be timing issues. Operating expenses are approx. \$50,000 lower than what was budgeted resulting in a net surplus of \$93,000 against a budgeted surplus of \$24,000.
 - Utility Fund is the billable services provided to residences to include sewer, water and sanitation which are referred to as Enterprise Funds since they are fees for services. The actual revenue is \$95,000 against a budget of \$122,000 which is about \$27,000 difference from the budget. A part of this is due to projected new sewer customers being included in October 2020 but didn't begin services until November 2020 so we should begin to see the revenue increase in 2nd and future quarters.
 - Utility Fund operating expenses are primarily driven by personnel costs. We are slightly under budget and could even out over time. Repairs and maintenance is budget is \$52,050 and we have spent triple that amount which is due to some unpredictable major infrastructure repairs. Total operating expenses budget is \$110,000 and spent approx. \$115,000.
 - Overall in the Enterprise funds combined we are at net -\$19,695 compared to an \$11,000 surplus.

9. Discuss Ordinance 2021-264 Charter Officer Titles/Job Descriptions – Town Attorney John Reid

- November 2020 voters approved a charter amendment to allow the board to change chartered officer's job descriptions and duties by ordinance. This is part of the GV2 vision has involved changing scope of the Town Manager position including the title from Town Manager to Town CEO/CFO.
- This is the ordinance as drafted for the first reading which will be advertised and will revisit at next month's meeting for final passage.
- Mayor Brown asked if there were any comments, questions or changes to the ordinance. There were no and no action is required at this time.

10. Comments by Town Manager/CFO, Town Attorney and Town Council

- No comments from Town Attorney John Reid.
- No comments from Town Council.

- Comments from Town CEO/CFO as follows:
 - Town Manager Lee Jones provided an update for the grocery store project and that it is forging ahead. He has met several times a week either by conference call or in person. Met with the contract firm and finalizing some permitting. He has a meeting with the Madison County Clerk of Court to have one of the permits processed. In the month of February, there will be some notices for temporary street closures, etc. and will be informing residents before they happen.
 - We were informed of a USDA grant award we had received for a winch truck which has now been delivered and finalizing all of the documentation so that the winch truck can be operational.
 - Have gone through great lengths to modernize our operations to include our systems with technology allowing the town to operate more efficiently, modernly and ultimately provide a greater level of service to Greenville residents. One of the technologies we are transitioning to is electronic payments. Mr. Jones recommends to the council that the council be paid by direct deposit through Bill.com.
 - Mayor Brown asked if there is a consensus regarding the electronic payment method to transition from paper checks to electronic payment. All councilmembers agreed to participate in electronic payments. Councilmember Burnett stated that he has had issues getting electronic payments to work. Mr. Jones will work with Councilmember Burnett to get that problem resolved.
- Town Attorney John Reid
 - All minutes have been approved and will be uploaded to the town website.
 - Required by state law to take a course on Ethics Public Records Sunshine. The League of Cities is offering a free webinar on February 24th. He will send information to everyone.

11. Future Agenda Items Requests: None

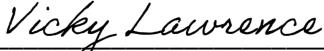
12. Informational Items: None

13. Adjournment

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

Meeting adjourned at 6:58 P.M.

Respectfully submitted,



Vicky Lawrence, Office Manager