

**TOWN COUNCIL OF THE TOWN OF GREENVILLE  
CITY HALL, 154 SW OLD MISSION AVENUE, GREENVILLE, FL 32331**

**WORKSHOP**

**Greenville Senior-Youth Center, 166 SW Onslow Street, Greenville, FL 32331  
Thursday September 5, 2024 at 4:00 P.M.**

**MINUTES**

1. CALL TO ORDER: Mayor Dansey called the meeting to order at 4:23 P.M.

2. ROLL CALL:

**Present:**

Mayor Barbara Dansey  
Vice Mayor Robin Housh  
Councilmember Brittini Brown  
Councilmember Ryan Kornegay

**Absent:**

Councilmember Chiquila Pleas

**Also Present:**

Victoria Kingston, Deputy Town Manager  
John Reid, Town Attorney  
Kim Reams, Director of Finance and Administration

3. INVOCATION AND PLEDGE OF ALLEGIANCE:

4. DISCUSSION: *Procurement Policy* – **Town Attorney John Reid**

- The Town Council discussed the proposed Procurement Policy and offered suggestions to be considered at the regular meeting on September 9, 2024.
  - In Article V, Section B, the price range for purchases requiring three quotes should be between \$3,500 and \$15,000.
  - Also in Article V, Section B, Town staff should also consider whether the purchase would be advantageous to the Town in addition to price.
  - Purchases made under Article V, Section B, must be reported to the Town Council at the next regular meeting.
  - In Article V, Section C, purchases exceeding \$15,000 shall be subject to sealed competitive bids.
  - In Article V, Section D, the Town Manager shall be permitted to make emergency purchases up to \$15,000. Emergency purchases exceeding

\$15,000 shall be subject to a vote of the Town Council at an emergency meeting called by the Mayor or Town Manager.

- The Town Manager must consult with the Town Attorney for emergency purchases to ensure the purchase complies with all applicable laws, ordinances, policies, and procedures.
- In Article VI, Section A, the purchase secured under an invitation to bid shall be permitted to other than the lowest bidder when the purchase would be advantageous to the Town and the cost does not exceed \$35,000, to comply with state law.
- In Article VI, Section B, a Request for Proposal may be utilized for purchases between \$15,000 and \$35,000, regardless of whether an invitation to bid is feasible.
- In Article VI, Section C, an Invitation to Negotiate may be utilized for purchases between \$15,000 and \$35,000, regardless of whether an invitation to bid or request for proposal are feasible.
- When a sole source exception to sealed competitive bidding under Article VIII, Section A is utilized, the purchase shall be submitted to the Town Council at its next regular meeting.
- Under Article IX, protests to bids shall be heard by all charter officers and two councilmembers selected by the Town Manager.

5. DISCUSSION: *Anti-Fraud Policy* – **Town Attorney John Reid**

- The Town Council discussed the proposed Anti-Fraud Policy and offered suggestions to be considered at the regular meeting on September 9, 2024.
  - In Article V, Section C, any investigation of the Town Manager (Charter Officer) must be presented to the Town Council at its first scheduled meeting following the completion of the investigation.
  - In Article VI, Section A, new councilmembers will receive a copy of the anti-fraud policy prior to taking office. Charter officers will receive a copy of the anti-fraud policy just as employees.

6. DISCUSSION: *Conflict of Interest Policy* – **Town Attorney John Reid**

- The Town Council discussed the proposed Conflict of Interest Policy and offered suggestions to be considered at the regular meeting on September 9, 2024.
  - In Article I, independent contractors will also be required to receive a copy of the conflict of interest policy.
  - In Article VII, independent contractors will also be subject to annual certification.

7. DISCUSSION: *Financial Controls and Authorization Policy* – **Town Attorney John Reid**

- The Town Council discussed the proposed Financial Controls and Authorization Policy and offered suggestions to be considered at the regular meeting on September 9, 2024.
  - The Town Council discussed how to maintain segregation of duties if the Mayor and Vice Mayor were not engaged in financial transactions.
  - Vice Mayor Housh requested that two signatures be required on all checks.
  - Vice Mayor Housh spoke with the Office of the Florida Auditor General about what was permissible. It was recommended that councilmembers not engage in transactions, but it would be fine for the Mayor and Vice Mayor to have access to financial accounts.
  - The Town Council did not have time to continue the discussion, so the Town Attorney asked members to email him recommendations so they can be presented at the next meeting.

8. WORKSHOP ADJOURNMENT:

The Workshop was adjourned at 5:56 P.M

**TENTATIVE BUDGET PUBLIC HEARING AGENDA**  
**Greenville Senior-Youth Center, 166 SW Onslow Street, Greenville, FL 32331**  
**Thursday September 5, 2024 at 6:00 P.M.**

**MINUTES**

1. CALL TO ORDER: Mayor Dansey called the meeting to order at 6:00 P.M.
2. ROLL CALL:

**Present:**

Mayor Barbara Dansey  
Vice Mayor Robin Housh  
Councilmember Brittini Brown  
Councilmember Ryan Kornegay

**Absent:**

Councilmember Chiquila Pleas

**Also Present:**

Victoria Kingston, Deputy Town Manager  
John Reid, Town Attorney  
Kim Reams, Director of Finance and Administration

3. INVOCATION AND PLEDGE OF ALLEGIANCE:

4. PUBLIC COMMENT:

- None.

5. **FIRST READING:** *Ordinance 2024-282: Related to Tentative Millage Rate for Fiscal Year 2024-2025 – Interim Town Manager Victoria Kingston.*

- Interim Town Manager Victoria Kingston presented Ordinance 2024-281, which establishes the Town's tentative millage rate for fiscal year 2024-2025 at the roll back rate of 9.0772 mills.
- There were no members of the public in attendance, so there was no public comment.
- The ordinance was rolled over to second reading.

6. **FIRST READING:** *Ordinance 2024-281: Related to Tentative Budget for Fiscal Year 2024-2025 – Interim Town Manager Victoria Kingston.*

- Interim Town Manager Victoria Kingston presented Ordinance 2024-281, which adopts the tentative Town budget of \$6,047,000.00 for fiscal year 2024-2025.
- There were no members of the public in attendance, so there was no public comment.
- The ordinance was rolled over to second reading.

7. ADJOURNMENT

The Tentative Budget Public Hearing was adjourned at 6:19 P.M

Minutes approved and adopted by the Town Council on September 23, 2024.