

**MINUTES OF THE CITY OF MOORE HAVEN CITY COUNCIL REGULAR MEETING ON FEBRUARY 4, 2014 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, 299 RIVERSIDE DRIVE, MOORE HAVEN, FLORIDA**

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Council members present:                   Bret Whidden, Mayor  
  Dave McGee, Vice Mayor  
  John Ahern, Finance Officer and Councilman  
  Patricia Lucas, Councilwoman  
  Harry Ogletree, Councilman

Others Present:                               Maxine Brantley, City Clerk  
  Steve Ramunni, City Attorney  
  Jerri Lynn Schlueter, Public Works Director  
  Sam Briefman, Water Plant Supervisor  
  Kevin Bryant, Code Enforcement Officer

**ITEM 1: ROLL CALL.**

Whidden gave the roll call.

**ITEM 2: INVOCATION AND PLEDGE OF ALLEGIANCE.**

McGee gave the invocation; Lucas led in the flag salute.

**ITEM 3: APPROVAL OF MINUTES AND AGENDA.**

Regular meeting January 21, 2014

**MOTION** was made by McGee, seconded by Lucas to approve January 21, 2014 Regular meeting minutes. Motion Carried

**ITEM 4: ADDITIONS, DELETIONS AND APPROVAL OF AGENDA ITEMS.**

NONE

**ITEM 5: PUBLIC HEARINGS.**

NONE

**ITEM 6: PRESENTATIONS AND PROCLAMATIONS.**

NONE

**ITEM 7: REPORT OF OFFICERS.**

**7A: Public Work Director**

Whidden states on the monitoring wells when are you going to install them. Schlueter states we are hoping to get it in by the end of the week. Lucas states what was that about with Echols? Schlueter states it was brought up at the County meeting; he stated that they had spent a lot of money already over \$431,000.00 down at the ball field complex and it wasn't being kept up and he didn't want to see any more money put into it. I just want everyone to know that the \$431,000.00 spent down there was for the school's new field that they don't use and it does not have anything to do with the City.

## **7B: City Attorney.**

Ramunni states on the time cards the employees are not clocking out when they should, and other employees are clocking employees out; and also employees leaving for other curricular activities. If the employee is full time they are restricted from working another job during the work day. But I think it needs to be address better in the personal policy. Ahern states about two weeks ago I saw the electric truck go by and I saw it stop at Jamie's house; later on I saw the electric truck again and there was only one person in it; Jamie was not in the truck. We are responsible to look at time cards before we sign payroll checks. Three times in the time period Jamie's time was hand written in; I looked on the particular day I was talking about and he did not clock out. Lucas states did you tell Jerri Lynn? Ahern states yes she wrote time in because Jamie and Randy ride together and she assumed Jamie forgot to clock out. I had Maxine, Jerri Lynn and Sam talked to them and find out what was going on. Jamie had been leaving early to coach softball and Randy knew he was leaving early. Ramunni states this is something we need to address in the personal policy. Whidden states when you are hired in the City of Moore Haven full time you are not guaranteed overtime but if you work overtime you will get paid for it. I have said from the start that people that are on call should have a City Vehicle. I don't mine Jerri Lynn she has a City vehicle but the regular employees need to make their own arrangements to get to work and from work. Ramunni states we need to look at what we have as a whole and what can be added and what can be improved. Ahern states we need to make sure that our employee's work is productive and have been at work for 40 hours. Ramunni states every department needs to have a description of what that department is supposed to be and what is expected of them. You have some departments that have a steady job every day and their days are filled because they have their specific duties. You have this other department that are on call but don't have a steady job description; now if there is a big drop off and there is no emergency what would be there job to accomplish for the day, this is something we need to look at more. Ahern states Schlueter and I found a job description for an assistant public works director. Lucas states I don't think we need an assistant public works director; we are only one square mile why would we need one; that is a direct shot at Jerri Lynn that she is not doing her job and I know she is. Ahern states what I am trying to say is that she needs help. It is a large task that Jerri Lynn is performing. Ahern states Maxine and Jerri Lynn are sharing the duty of City Manager and if you're stuck in the office it's hard to be outside and see what is going on. McGee states we all need to look over the personal policy make notes and do a workshop meeting to discuss this. Whidden states a good personal policy is what we need; once we get that in place we need to go by that policy. I was under the impression that we, the council, had implemented the time card to stop someone from clocking someone else in or out. When we get that in place, we also need to have a penalty in place. Whidden states in an emergency we understand that they need to be clocked out and Jerri Lynn to sign off on it. Ramunni states it should be you writing your time in

and sign it and not someone else writing your time in; for example if the person left early on Tuesday and forgot to clock out; on the next day they should write down the time they left and sign it, it should not be up to someone else to do it. Whidden states but it has to be approved by Jerri Lynn. Ramunni states yes. Lucas states so it should be in their own hand writing. Ogletree states I agree with that. Briefman states on the water department there is nothing in the rules and policies on a license operator other than they need to maintain a Florida State driver license if they are hired and if they have a State license to operate water they need to maintain that license also. Lucas states it should be up to the employee to pay for the license. Kevin states I'd think the City would maintain them. Briefman states it depends on the agreement you make with the employee when you hire them. Kevin states just like my herbicide license I'm not going to pay for the class to maintain them every year. Lucas states that's not a priority of your job; you said you had one and we can use it. Kevin states yes; but my Code Enforcement license I have now I'm not going to pay for them to be renewed. Whidden states on Briefman's employee's license they are a little different than your license. Lucas states that is something that needs to be in there job description. Schlueter states I don't know of anybody but Sam and Joel that have a contract with the City. Briefman states yes; that is something I brought to my supervisor and discuss it; which was brought to the Council. Every employee we ever hired has come with a signed contract that has benefits for the City. McGee states let's see what Ramunni can come up with and go from there. Ramunni states we need to put this on the next agenda. Ahern states we have done everything that has been asked of us to have an efficient electric department; the only problem we have is that we don't get work done. Lucas states so you are saying that we have someone that is working for us and someone else. Ahern states yes if we have someone coaching ball and at the same time is on City time. Whidden states if you are hired at Glades Electric full time even on vacation time or on your weekends or after hour you cannot have a part time or full time job for anybody else unless it's oked from you supervisor or manager.

**7C: City Clerk.**

NONE

**7D: Craig A Smith.**

NONE

**7E: CAS Governmental Services**

NONE

**7F: Water Department Supervision Reports.**

Briefman states someone broke into Michael's truck and stole the older City Dell laptop computer the case number is 14-53. Lucas states was the truck locked? Briefman states yes. Briefman states attached in my report are some bids and if they look okay I am requesting to get two of each. Ahern states yes we have to have them. Briefman states the backwash pump is \$16,270.00 the high service pump is \$15,307.00.

**MOTION** was made by McGee, seconded by Ahern to purchase the backwash pump in the amount of \$16,270.00 and the High service pump in the amount of \$15,307.00. Motion carried

**ITEM 8: CONSENT AGENDA: (Those matters included under the Consent Agenda are self-explanatory and are not expected to require review or discussion. Items will be enacted by one motion; if discussion on an item is desired by any City Councilman or member of the public, however, that item may be removed from the Consent Agenda and considered separately).**

**A. Bill submitted List in the amount of \$41,737.49**

**MOTION** was made by McGee, seconded by Ogletree to approve the bill submitted list 8A in the amount of \$41,737.49. Motion carried

**B. Bill submitted List in the amount of \$643.96**

**MOTION** was made by McGee, seconded by Ogletree to approve the bill submitted list 8B in the amount of \$643.96. Motion carried Ahern abstains.

**ITEM 9: RESOLUTIONS:**

NONE

**ITEM 10: ORDINANCES:**

Ramunni read first reading of ordinances #319 out loud by title.

**MOTION** was made by McGee, seconded by Lucas to approve first reading of ordinances #319. Motion carried

**ITEM 11: OLD BUSINESS:**

**A. Discuss annexing the property next to Rivergardens.**

NONE

**B. Discuss Purchasing paved lot in Rivergardens.**

Ahern states I met with the County Manager on it and once they dug into it they realize it was different than they initially thought it was, as far as what was owed. They thought they had all the tax certificates and they didn't they only had one, the only thing they can forgive is what they had on that one certificate which was \$565.00. Ahern states I think we need to go ahead and buy it. Ogletree states if we buy it do we get taxed every year? Ahern states no.

**MOTION** was made by McGee, seconded by Ogletree to buy the paved lot #17 in Rivergardens in the amount of \$6,342.35 contingent on deed. Motion carried

**ITEM 12: NEW BUSINESS: Discuss sponsoring the Chalo Nitka Parade**

Ahern states we were looking at our special event insurances and realize that for a couple of years we didn't have one, Maxine and I talked to the City carrier and they said the City can be the sole sponsor if you all agree and we would be covered.

**MOTION** was made by McGee, seconded by Ogletree to sponsor the Chalo Nitka Parade. Motion carried

**ITEM 13: CITIZENS COMMENTS / GENERAL CONCERNS:**

NONE

**ITEM 14: MAYOR AND COUNCIL MEMBERS TO GIVE REPORTS.**

Ogletree states when is the water park going to be done. Schlueter states not until Chalo Nitka is over we have a full plate going on.

Ahern states Ted called me and we talked about CAPFA, our management contract in Orlando is up for renewal they recommend that we renew it, it's a three year agreement. We also talked about Guam; the Government of Guam has a couple of old schools that they are considering to rehab. The other thing is some islands that is a hundred miles from Guam are considering doing a water system. Ramunni states as long as they will be able to render an opinion for Florida Municipality as to pursuit of any bond council then I wouldn't have any issues.

Lucas states getting back to Chalo Nitka we do a lot and I think it's a good thing but I would like for our employees to keep how many hours work they do on it. Ahern states we can but like Billy Joe and Kelly were down there trimming trees but they are the City Trees it's our park the City owns it. Lucas states when we talk about our employees and how they don't do anything I just want to know what they are doing.

**ITEM 15: DISCUSS FINANCIAL STATEMENTS IF NEEDED.**

NONE

**ITEM 16: ADJOURNMENT**

**MOTION** was made by Ogletree, seconded by McGee to adjourn. Motion carried.

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Maxine Brantley, City Clerk

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Bret Whidden, Mayor

Meeting adjourned at 8:40 pm

THESE MINUTES ARE NOT VERBATIM. IF ANYONE WISHES TO LISTEN TO THE MEETING IN ITS ENTIRETY, TAPES ARE AVAILABLE.