

REGULAR CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
MARCH 21, 2023

THE REGULAR CITY COUNCIL MEETING of the City of Port Orange was called to order by Mayor Donald O. Burnette at 6:30 p.m.

Invocation by Father Matt Mello from Our Lady of Hope Catholic Church

Pledge of Allegiance

Roll Call	Present:	Councilman Tracy Grubbs Councilman Drew Bastian Councilman Scott Stiltner Mayor Don Burnette
	Absent:	Vice Mayor Reed Foley
	Also Present:	City Manager, Wayne Clark City Attorney, Matt Jones Assistant City Clerk, Tracee Cody

RECOGNITION AND PROCLAMATIONS

4. Government Finance Professionals Week

Mayor Don Burnette read the proclamation for Government Finance Professional's Week and presented it to John McKinney, Assistant City Manager & Finance Director and Linda Truitt, Assistant Finance Director. He also thanked the Finance team for their hard work, professionalism, and dedication.

5. World Down Syndrome Day

Mayor Don Burnette read the proclamation for World Down Syndrome Day.

City Council recessed at 6:36 p.m. to hold the Town Center CRA meeting, Eastport CRA meeting, and the Annual Corporate meeting, minutes of which are under separate cover.

TOWN CENTER CRA REGULAR MEETING

EASTPORT CRA REGULAR MEETING

ANNUAL CORPORATE MEETING

6. Port Orange Property Development, Inc. Joint Annual Meeting of the Members, Directors and Design Review Board

City Council reconvened at 6:48 p.m.

CONSENT AGENDA

7. Public Comments on Consent Agenda Items Only

Robert Reinhausen, resident, expressed his concerns regarding item #13 due to the quality of the wetlands and being able to prevent flooding.

8. Agenda Approval

There were no changes requested by Council.

Motion to approve the agenda as presented was made by Councilman Scott Stiltner and seconded by Councilman Drew Bastian. Motion carried unanimously by voice vote.

9. Approval of Minutes

- a. February 28, 2023 - City Council Workshop
- b. March 7, 2023 - City Council Regular Meeting
- c. March 7, 2023 - Joint Special City Council & Town Center CRA Meeting

10. Resolution No. 23-12 - Deed of Dedication for public purposes along the south side of Herbert Street, adjacent to 1040 Herbert Street

11. Resolution No. 23-13 - Florida Inland Navigation District (FIND) Grant to Design a Day Dock at Riverwalk Park

12. Adoption of Port Orange City Council Local Rules of Procedure (Local Rules) for 2023

13. Release of a Conservation Easement at 1040 Herbert Street

14. Release of a Temporary Drainage, Utilities, Sidewalks, Maintenance and Ingress/Egress/Access Easement at 1040 Herbert Street

15. Approval of Proportionate Fair-Share Agreement for the Villa Nova Townhomes Site Plan (Case No. 21-80000005)

16. Approval of Proportionate Fair-Share Agreement for the Del Taco Site Plan (Case No. 22-80000011)

Motion to approve the Consent Agenda as presented was made by Councilman Scott Stiltner and seconded by Councilman Drew Bastian. Motion carried unanimously by roll call vote.

PUBLIC PARTICIPATION (Non-Agenda – 20 minutes)

There were none.

COUNCIL COMMENTS

17. Comments/Concerns from Council Members

Councilman Tracy Grubbs voiced his concerns as well regarding item #13 due to the quality of the wetlands and being able to prevent flooding.

Mayor Burnette would like a Council member to be appointed to the ArtHaus and First Step Shelter committees that were left vacant since Kat Atwood's resignation.

Councilman Scott Stiltner made a motion to temporarily appoint Mayor Don Burnette to the First Step Shelter committee until April 18, 2023 which was seconded by Councilman Drew Bastian. Motion carried unanimously by voice vote.

A representative for ArtHaus will be appointed at the April 18, 2023 meeting along with a re-appointment for First Step.

BOARD APPOINTMENTS, INTERVIEWS, AND REPORTS

18. Citizen Advisory Committee for TPO

Bobby Call, member of CAC for TPO, provided an update.

PUBLIC HEARING

19. First Reading - Ordinance No. 2023-02 - Amending Chapter 2, Article VI, Division 2, Relating to Purchase and Sale Procedure

Mayor Don Burnette read Ordinance No. 2023-02.

ORDINANCE NO. 2023-02

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA AMENDING CHAPTER 2, ARTICLE VI, DIVISION 2, RELATING TO THE PURCHASE AND SALE PROCEDURE AND CONTENTS THEREOF; AMENDING SECTION 2-261 RELATING TO THE PETTY CASH FUND TO INCREASE THE PETTY CASH OPERATING AMOUNT AND PLACE THE PETTY CASH FUND UNDER THE FINANCE DEPARTMENT; AMENDING SECTION 2-262 RELATING TO PURCHASE AND SALES PROCEDURES TO UPDATE THE

DOLLAR THRESHOLDS FOR THE VARIOUS METHODS OF PROCUREMENT AND TO CLARIFY THE CITY MANAGER'S PURCHASE AUTHORITY; AMENDING SECTION 2-267 RELATING TO BIDDING REQUIREMENTS TO UPDATE THE LIST OF EXEMPTIONS FROM THE FORMAL COMPETITIVE SOLICITATION PROCESS; AMENDING SECTION 2-269 RELATING TO PERFORMANCE AND PAYMENT BONDS TO RAISE THE THRESHOLD FOR WAIVER THAT MAY BE EXERCISED BY THE CITY MANAGER; AMENDING SECTION 2-275 RELATING TO LOCAL PURCHASING PREFERENCE TO LIMIT LOCAL PREFERENCE TO TIE BREAKERS ONLY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR SCRIVENER'S ERRORS AND PROVIDING AN EFFECTIVE DATE.

Jonathan McKinney, Assistant City Manager/Finance Director, provided further details of the proposed Ordinance.

Motion to adopt Ordinance No. 2023-02 on first reading was made by Councilman Drew Bastian and seconded by Councilman Scott Stiltner. Motion carried unanimously by roll call vote.

ADDITIONAL ITEMS

20. City Attorney

There was nothing further.

21. City Manager

There was nothing further.

COUNCIL COMMITTEE REPORTS

22. City Council Committee Reports

a. Roundtable of Elected Officials - Mayor Don Burnette

Mayor Burnette provided details from their recent meeting.

b. Port Orange/South Daytona Chamber of Commerce - Mayor Don Burnette

Mayor Burnette invited Kim Dillon from the Chamber to provide information on upcoming events.

ADJOURNMENT – 7:11 p.m.

Attest:

A large, stylized handwritten signature in blue ink, likely belonging to Robin Fenwick, is written over the official seal of the City of Port Orange.

Robin Fenwick, MMC
City Clerk

A large, stylized handwritten signature in blue ink, likely belonging to Mayor Donald O. Burnette, is written above a horizontal line.

Mayor Donald O. Burnette