

Town of Bronson
Council Meeting
February 4, 2019 @ 7:00 P.M.
Dogan S. Cobb Municipal Building 660 E. Hathaway Ave, Bronson FL

Mayor: Call Meeting to Order

Prayer:

Pledge of Allegiance:

Roll Call:

APPROVAL OF MINUTES:

- Approval of minutes from the January 22, 2019 Council meeting.

INFORMATIONAL ITEMS:

- IT Service and computer updates: The third quote is still pending from Gator Works Computing

PUBLIC PARTICIPATION:

- Peggy Rowe - Topic: Homeless
- Shirley Patterson Taylor – Topic: Mayor & Vice Mayor selection during the last council meeting
- Franklin Shuler – Topic: Mayor & Vice Mayor selection during the last council meeting
- Elijah Williams – Topic: Has questions for the council members

NEW BUSINESS:

- Approval needed to update our bank signature cards to include Mayor Robert Partin, Vice Mayor Jason Hunt and remove the prior mayor and vice mayor

UNFINISHED BUSINESS:

- Review three quotes for the Town of Bronson Website: Updated quote from EAS and previous quotes from The Net Group, and Revize

BRONSON PARKS & RECS:

FIRE DEPARTMENT:

PUBLIC WORKS:

BUILDING & ZONING:

ATTORNEY REPORT:

COMMITTEE REPORTS:

Infrastructure Committee- TBA at council meeting
Industrial Committee- TBA at council meeting
Cemetery Committee- Councilmember Beatrice Roberts

COUNCIL REPORT:

Mayor Robert Partin
Vice Mayor Jason Hunt
Councilmember Beatrice Roberts
Councilmember Berlon Weeks
Councilmember James Beck

REVIEW & PAY BILLS

ADJOURN

Town of Bronson

Meeting Minutes

January 7, 2019

7:00 p.m.

Dogan Cobb Municipal Building

Mayor: Call Meeting to Order

Prayer: Mayor Roberts

Pledge of Allegiance: All

Roll Call: Mayor Roberts, Councilman Hunt, Councilman Partin, Town Clerk Shirley Miller, Public Works Director Erik Wise, Parks and Recreation Director Curtis Stacy, Deputy Clerk Melisa Thompson.

Approval of Minutes: Motion to approve minutes for December 3, 2018 meeting made by councilman Hunt. Second to motion by Councilman Partin. **Motion Carries**

Informational Items:

- **Discuss Time frame and process for filling part-time utility billing clerk position.**
 - Town Clerk Miller wanted to inform council that she will be setting up interviews for part-time utility billing clerk position this week. She will inform Council when interviews are complete. She informed the council as well as the public, that if anyone would like to come in and look at the applications or interviewers, they will be held at the town hall.
- **Signature Request to release Fund in the amount of \$650,000 for The Florida Small Cities Community Block Grant.**
 - Mayor Roberts informed the council and public that the process of retaining bids will begin for this grant.

Public Participation:

- **Katherine Immanuel – Martin Luther King Event – January 21, 2019 – 9:15 a.m. -Walk**
 - MLK Event will be giving back to Panama City Community due to the Hurricane that affected them this year. They will be collecting non-perishable items to send.
 - The MLK committee is asking that the town block the road by the Levy Co. Health Dept. and donate tables and Chairs to the event. Mayor Roberts stated that we no longer have chairs and tables to donate. Councilman Hunt stated that we will however provide water for the event. Mayor Roberts also stated that there we will provide extra barricades due to issues will last year's traffic.
 - Invitation was given to Council members to attend MLK event.

- Motion was made by Councilman Hunt to donate water, and extra barricades for MKL event. Second to motion made by Councilman Partin. **Motion Carries.**
- **Elijah Williams – What is going On in the Town of Bronson?**
 - Concern that there is too much turnover with Council members in the Town of Bronson.
 - Concern for Town Clerks and doesn't want to lose them as employees. He believes that they need full time help and not part time help. Mr. Williams has hope that with new councilmembers coming in, better decisions will be made. Mayor Roberts stated that the Town is in process of hiring some help for the clerks. Mr. Williams stated that full time not part time help is needed.

New Business:

- **Council Seat Applicants**
- **Seat 2**
 - David White
 - James Beck
 - Aaron Edmondson
- **Seat 5**
 - Mary Tracy
 - Berlon Weeks

***Each Candidate spoke to council regarding their intent to run for either Seat 2 or Seat 5. ***

Mayor Roberts thanked all potential candidates for coming to speak at the council meeting and showing an interest in the Town Council.

Unfinished Business:

- **Town Employee Life Insurance Policy Change from Liberty National to American National Life Insurance Company.**
 - Term Life - \$100,000.00 Life Insurance Policy for 10-year term.
 - **Motion made by Councilman Hunt to allow Councilman Partin to move forward with American National Life Insurance Company Policy Change for Town Employees to \$100,000.00 term life for 10-year term. Second to motion made by Councilman Partin. Motion Carries.**
- **Second Reading for Anthony Thomas/Natalie Thomas Petition for Zoning Change**
 - Town of Bronson Resolution 19-07 read by Town Clerk Shirley Miller.
 - Motion to approve Resolution 19-07 made by Councilman Hunt. Second made by Councilman Partin. **Motion Carries.**

Bronson Parks and Recreation: Nothing currently.

Fire Department: Nothing Currently.

Public Works: Construction begins at the Park with John C. Hipp Construction for the re surfacing of Picnic Street.

Building and Zoning: Nothing Currently.

Attorney Warm: Nothing Currently.

Committee Reports:

Infrastructure Committee: Nothing Currently.

Industrial Committee: Nothing Currently.

Cemetery Committee: Appreciation to Town Employees for the hard work at the cemetery.

Council Reports

- **Councilman Partin:** Appreciates everyone coming out tonight. It is nice to see a Full House and wants to encourage more public participation during meetings. Also wants to address the issue at the park with the stolen flags. Wants to discuss cameras or signs being put up.
- **Vice Mayor Roberts:** Nothing Currently.
- **Councilman Hunt:** Thank you to everyone for coming out to the meeting tonight. Wants to keep moving forward for the New Year of 2019 and encourage everyone attend Town Council Meetings.

Review and Pay Bills.

Motion to approve and pay bills made by Councilman Hunt. Second to motion made by Councilman Partin. Motion Carries.

Meeting Adjourned.

Town of Bronson Town Council Meeting Speaker Request Form

If you wish to address the Town Council during the meeting, please complete the form below and submit to the Town Clerk, Kelli Brettel. Your name will be called when it is your turn to speak on the subject/topic you specified below.

Please print clearly to ensure that your name and address appear correctly in the official minutes of the meeting.

Name of Organization _____

Name: PEGGY ROWE

Address: 841 E Thrasher Dr

City, State, Zip Code: Bronson, FL 32621

Resident/Property Owner within the City Limits? Yes No

Please select one:

Speak on Agenda Item - Please specify below

Item: _____

Speak during Public Forum - Please specify below

Subject/Topic: Homeless
(Please be specific)

Note to Speaker-

The Town of Bronson Council values citizen comments and input. If you wish to speak to the Town Council please fill out the information on the top of this form and turn in to the Town Clerk, Kelli Brettel no later than Thursday prior to the next scheduled meeting.

Unless the time limit is changed by the Town Council, speaker's comments are limited to five (5) minutes.

Speakers during the Public Forum must be residents or property owners within the city limits of Bronson.

When the Mayor calls your name, please approach the podium, state your name for the record, and speak clearly so the Town Council may hear your comments.

Signed: Peggy Rowe

Date: 1-28-19

Town of Bronson Town Council Meeting Speaker Request Form

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Please print clearly to ensure that your name and address appear correctly in the official minutes of the meeting.

Name of Organization Citizen of Bronson

Name: Shirley Patterson Taylor

Address: 20 Easy St. (352)

City, State, Zip Code: Bronson, FL 32621 Phone # 486-1398

Resident/Property Owner within the City Limits? _____ Yes _____ No

Please select one:

Speak on Agenda Item - Please specify below

Item: Concern of Election that occurred on Jan ~~21st~~ 22nd

Speak during Public Forum - Please specify below

Subject/Topic: _____
(Please be specific)

Note to Speaker-

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When the Mayor calls your name, please approach the podium, state your name for the record, and speak clearly so the Town Council may hear your comments.

Signed: Shirley Patterson Taylor Date: 1/28/19

Town of Bronson Town Council Meeting Speaker Request Form

If you wish to address the Town Council during the meeting, please complete the form below and submit to the Town Clerk, Kelli Brettel. Your name will be called when it is your turn to speak on the subject/topic you specified below.

Please print clearly to ensure that your name and address appear correctly in the official minutes of the meeting.

Name of Organization Elijah Williams

Name: _____

Address: 351 Glover Street

City, State, Zip Code: Bronson, FL

Resident/Property Owner within the City Limits? Yes No

Please select one:

Speak on Agenda Item - Please specify below

Item: _____

Speak during Public Forum - Please specify below

Subject/Topic: What is going on?
(Please be specific)

Note to Speaker-

The Town of Bronson Council values citizen comments and input. If you wish to speak to the Town Council please fill out the information on the top of this form and turn in to the Town Clerk, Kelli Brettel no later than Thursday prior to the next scheduled meeting.

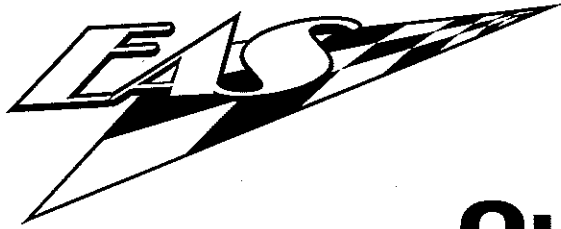
Unless the time limit is changed by the Town Council, speaker's comments are limited to five (5) minutes.

Speakers during the Public Forum must be residents or property owners within the city limits of Bronson.

When the Mayor calls your name, please approach the podium, state your name for the record, and speak clearly so the Town Council may hear your comments.

Signed: Elijah Williams

Date: 1-29-2019



Printing, Sign, Shipping and more...
 760 E. Hathaway Ave.
 Bronson, FL 32621
 486-9057
 Fax: 486-9054
 bronsonprinter@gmail.com
 bronsonprintersarah@gmail.com

Quote

Date of Quote: 01/24/2019 **Date/Time of Appt:** _____

Estimated/Requested Completion 5-7 business days once approved

Customer Name: Bronson Town Hall

Contact: Shirley **Phone:** 352-486-2354

Address: 650 Oak Street

Bronson, FL 32621

County: Levy

Email: bronsonclerk@townofbronson.org **Web Site:** _____

Description of Order:

Website management quote

Comments:

- Update town website to current
- Keep website up to date
- Troubleshoot problems as they arrive
- Teach clerks new system
- Add payment portal and additional items as requested (Calendar of Events, E-Notification Modules, On-Line Payment Portal, Facilities Reservations, News Center with Facebook/Twitter Integration, Emergency Alerts, Online Forms / Survey Tools, E-Newsletter Applications, Job Posting and Tracking Module, Public Records Request Tracker, Agenda Creator, plus anything else that arises that is needed)

Quote:

\$500 for initial setup (update website to new theme and do complete update)

\$200 for time to teach clerks how to do updates and use new system

\$50 fee per time to update website personally if clerks cannot do it for whatever reason

Shirley A. Miller

From: Sarah Turner <bronsonprinter@gmail.com>
Sent: Thursday, January 24, 2019 12:38 PM
To: Shirley A. Miller
Subject: Re: FW: Quote Website management and upgrade
Attachments: Town of Bronson quote.pdf

Here is the updated quote. I am attaching a couple of options I found for the website theme. Let me know what you think or if you don't like either of them. Thank you.

<http://dannci.wpmasters.org/citygov/>

<https://demo.academiathemes.com/cityhall-lite/>



Virus-free. www.avast.com

On Fri, Jan 4, 2019 at 12:05 PM Shirley A. Miller <BronsonClerk@townofbronson.org> wrote:

Sarah,

These are some of the items discussed that we will need for our new website. The company Civitek will be our utility payment provider. I attached their web specifications for installment. We will also begin downloading our audio for the council meetings and agenda's. I am looking for a way to create our monthly agenda that is less time consuming and need it to interface with our website.

I would like to update the theme. Something like in the below link. You can look at the Williston's site or the Levy County site. I am not sure how to move our current domain to create or upgrade or current theme.

https://themeforest.net/item/city-of-wp-town-city-government-municipal-wp-theme/17071460?s_rank=20

I would want to include:

- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration



WEBSITE DESIGN & MAINTENANCE CONTRACT

Date: January 20, 2019

Consultant: Nathan E. Thornton

The NET Group Online, Inc.

PO Box 554

Starke, FL 32091

info@thenetgrouponline.com

www.thenetgrouponline.com

Client: Town of Bronson, Florida

650 Oak Street

Bronson, FL 32621

We are immensely excited about working with the Town of Bronson, Florida. The NET Group Online was founded in 2010 by Nathan E. Thornton. For more than 6 years, The NET Group Online has been a leader in custom web development and custom database development in the North Florida area. We welcome the Town of Bronson into the The NET Group Online, Inc. family. Nathan E. Thornton, President & Creative Director of The NET Group Online, Inc is the full time web master, president, and creative director at The NET Group Online, Inc. He has experience managing city and government websites as well as small, medium, and large businesses. The NET Group Online clients require timely updates we pride ourselves in fast and reliable support. We also pride ourselves with having all of our original clients. Many website design companies clients shuffle in and out and we are so proud that we still have all of our original clients.

New Website Set Up Cost: \$2,000

Yearly Cost of Services: \$1,200

Services Provided:

- Unlimited needed updates to town's website during the term of the contract
- Hosting renewal included for the term of the contract
- Hosting support included for the term of the contract
- On site visits to Town Hall twice a year
- Annual Website update given to Town Clerk
- Full time webmaster Nathan E. Thornton provided to Town Hall
- Updates will be completed within 24 hours from being sent

The NET Group Online, Inc and Nathan E. Thornton would like to thank the Town of Bronson for the opportunity to provide website services for the year of 2019-2020.

Term of Contract: January 2019-January 2020

Town of Bronson Signature

The NET Group Online Signature

Revize Quote

Revize WEBGEN "Ready to Use" Website Design - includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee	\$1,950
Revize CMS Annual Software Subscription (2 Users), Tech Support, Software Updates, security certificate, and Website Hosting up to 5 GB storage - annual fee	\$1,700
Grand Total (1st year) Second year and onwards investment	\$3,650 \$1,700/year

Website delivery: approximately 4-6 weeks

- ✓ Revize WEBGEN "Ready to Use" Website Design - pick from one of four designs, starting on page 38. Revize will change the color scheme and customize the banner to fit your organization. Each design includes Response Website Design programming for great viewing on any size mobile phone screen without having to zoom in on the text! Takes approximately 4 - 6 weeks.
- ✓ Revize CMS web content management software subscription for up to 2 Content Editors
- ✓ Revize Web Calendar Module, Document Center, and other modules as indicated on the next page
- ✓ Content migration included up to 160 webpages and 114 documents. Additional content migration, if requested, is available for \$3 per webpage and document.
- ✓ Instructor Led Training - Revize content editing and administrative training, one session up to 3 hours for up to 2 people via web conference and phone
- ✓ Technical Support and Product Upgrades, Website Hosting
- ✓ Four-year agreement

Town of Bronson
General Fund Check Register
 January 20 - 31, 2019

Type	Date	Num	Name	Amount
Jan 20 - 31, 19				
Liability Check	01/30/2019	EFTPS	United States Treasury	-1,387.98
Paycheck	01/30/2019	15594	Curtis D Stacy	-1,379.80
Paycheck	01/30/2019	15595	Devin G Brinegar	-484.70
Paycheck	01/30/2019	15596	Melisa R Thompson	-878.50
Paycheck	01/30/2019	15597	Russell Mitchem	-824.56
Paycheck	01/30/2019	15598	Shirley A Miller	-895.39
Check	01/30/2019	15599	Amy Durden	-120.00
Check	01/30/2019	15600	Liberty National Life In...	0.00
Check	01/30/2019	15601	Liberty National Life In...	-334.40
Check	01/30/2019	15602	American General Life ...	-66.00
Check	01/30/2019	15603	Office Depot	-103.93
Check	01/30/2019	15604	AT & T	-130.96
Check	01/30/2019	15605	State of Florida Dept o...	-173.86
Check	01/30/2019	15606	Sam's Club	-101.51
Check	01/30/2019	15607	Florida Municipal Insur...	-2,627.53
Check	01/30/2019	15608	Unifirst Corp	-347.64
Jan 20 - 31, 19				

:09 PM

2/01/19

accrual Basis

Town of Bronson
Parks & Recreation Check Register
January 20 - 31, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
101-011 · Cash in Bank - Parks & Rec				
Check	01/23/2019	1529	Charlie Crews	-35.00
Check	01/30/2019	1530	Shirley Schuler	-50.00
Check	01/30/2019	1531	Amy Wilson	-50.00
Check	01/30/2019	1532	Florida Babe Ruth	-125.00
Total 101-011 · Cash in Bank - Parks & Rec				-260.00
TOTAL				-260.00

:08 PM

2/01/19

Town of Bronson
BVFD Check Register
January 20 - 31, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Jan 20 - 31, 19 Paycheck	01/29/2019	6867	Paul Anderson	-1,403.72
Jan 20 - 31, 19				

:05 PM

2/01/19

TOB Water-Sewer Utility
Water Revenue Check Register
January 20 - 31, 2019

Type	Date	Num	Name	Amount
Jan 20 - 31, 19				
Check	01/23/2019	8861	Barney's Pumps, I...	-360.00
Paycheck	01/30/2019	8862	Daniel E Wise	-1,213.20
Paycheck	01/30/2019	8863	Jessica L Barrient...	-496.38
Paycheck	01/30/2019	8864	Xerxes G Smith	-950.34
Liability Check	01/30/2019	EFTPS	United States Tre...	-711.46
Check	01/30/2019	8865	UniFirst Corporation	-238.08
Check	01/30/2019	8866	Sunstate Meter & ...	-3,890.71
Check	01/30/2019	8867	Hawkins, Inc.	-273.34
Check	01/30/2019	8868	Liberty National Li...	-106.45
Check	01/30/2019	8869	Town of Bronson ...	-85.00
Check	01/30/2019	8870	Town of Bronson ...	-65.00
Check	01/30/2019	8871	Town of Bronson ...	-40.00
Check	01/31/2019	8872	Jessica Barrientos	-28.56
Jan 20 - 31, 19				

:04 PM

2/01/19

TOB Water-Sewer Utility
Water Deposit Check Register
January 20 - 31, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Jan 20 - 31, 19				
Check	01/30/2019	2664	Celia Dicarlo	-12.63
Check	01/30/2019	2674	Bart Lockaby	-80.00
Jan 20 - 31, 19				