

CITY OF TRENTON

COMMISSION MEETING

AMENDED AGENDA

The Trenton City Commissioners, serving also as the Planning & Zoning Board and the Community Redevelopment Authority, will meet in Regular Session Monday, November 24, 2025, at 5:30 pm, or as soon thereafter as possible, in the Gilchrist County Commission Meeting Facility, located at 210 South Main Street, Trenton, Florida. Items included on the agenda are as follows:

- A. Call to Order**
- B. Adoption of Agenda**
- C. Unscheduled Guests**
- D. Consent Items**
 - 1. Minutes – Regular Commission Meeting, November 10, 2025
- E. Action Items**
 - 1. Ordinance 2025-06 – Amending Comprehensive Plan
 - 2. Ordinance 2025-07 – Proposed Zoning Change; 914 S. Main St.;
First Reading
 - 3. Resolution 2025-15 – Budget Amendment
- F. Discussion Items**
 - 1. Job Description; Chief of Public Safety
- G. City Attorney Report**
- H. City Manager Report**
- I. Board Member Requests**
- J. Public Comments**
- K. Adjourn**

**City of Trenton
Minutes
Commission Meeting
November 10, 2025**

The Trenton City Commission, serving also as the Planning & Zoning Board and the Community Redevelopment Authority, met on Monday, November 10, 2025, at the Gilchrist County Commission Meeting Building. Those in attendance were as follows:

Robbi Coarsey Avery	Mayor
Randy Rutter	Vice-Mayor
Lucy Coleman	Commissioner
Mary Love Davis	Commissioner
Russel Williams	Commissioner
Brittany Mills	City Manager
David "Duke" Lang, Jr.	City Attorney

A. CALL TO ORDER

Mayor Avery called the meeting to order at 5:32 pm.

B. ADOPTION OF AGENDA

Commissioner Williams made a motion to adopt the amended agenda. Commissioner Rutter seconded the motion. The motion carried unanimously.

C. UNSCHEDULED GUESTS

Tom Rittenhouse presented the Board with a survey that he has conducted of the residents in the SW section, stating that not one resident wants the public safety department to be restructured in order to pave streets. Mr. Rittenhouse also read a letter from Diane Clifton.

D. CONSENT ITEMS

1. Minutes – Regular Commission Meeting; October 27, 2025

Attorney Lang asked that the phrase "with city staff supervision" be added to the minutes regarding tree removal on page one of the minutes. Commissioner Rutter made a motion to accept the minutes with noted change. Commissioner Williams seconded the motion. The motion carried unanimously.

3. September Financial and Expenditure Reports

Commissioner Rutter made a motion to accept the financial reports. Commissioner Davis seconded the motion. The motion carried unanimously.

E. COMMUNITY REDEVELOPMENT AUTHORITY (CRA)

1. Makers Market

City Manager Mills asked that \$100 per month be allotted from CRA funds for advertising and development of the Makers Market. Attorney Lang explained that the request meets the requirements of the CRA. After discussion, Commissioner Rutter made a motion to approve up to \$150 per month from CRA funds for advertising and development of the Makers Market. Commissioner Coleman seconded the motion. There was no public input. The motion carried unanimously.

F. ACTION ITEMS

1. Ordinance 2025-04 – Allowing Chickens in Residential Districts; Second Reading

Attorney Lang read Ordinance 2025-04 by title only:

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF TRENTON, FLORIDA; AMENDING SECTIONS 4.5.4, 4.6.4, 4.7.4, 4.8.4, AND 4.9.4, OF THE CITY OF TRENTON LAND DEVELOPMENT REGULATIONS, AND ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; BY EXEMPTING CHICKENS ONLY FROM THE PROHIBITED USES FOUND THEREIN, BUT OTHERWISE CONTINUING THE PROHIBITION AGAINST OTHER TYPES OF POULTRY FOUND THEREIN; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Coleman made a motion to adopt Ordinance 2025-04. Commissioner Rutter seconded the motion. There was no public input. The motion carried unanimously.

2. Approval of FLOCK Grant Application

Attorney Lang reported that he has reviewed the standard grant application. Chief Rexroat explained that the grant would cover the cost of access to license plate reader results from cameras already installed in the city and county. Commissioner Rutter made a motion to approve the grant application. Commissioner Williams seconded the motion. There was no public input. The motion carried unanimously.

3. City-Wide Paving Funding

City Manager Mills presented the Board with options for funding the city-wide paving project, explaining that with a 20-year, low interest loan, the annual payment will be \$217,000. There was discussion regarding implementing a road assessment to fund the project. Mayor Avery stated that if the state legislation regarding reducing or removing ad-valorem tax is adopted, then the City will not be able to reduce the public safety budget.

Cloud Haley reminded the Board that in 2017 it voted to restructure the police department, creating a public safety department with a dual-certified chief to oversee the police and fire departments.

Pam Harlan asked Chief Rexroat if he would be comfortable with a hybrid situation of the Sheriff's Department handling calls when the Chief is not on duty.

Evan Livesay asked the longevity of newly paved streets, the answer being 20 years.

Chief Rexroat asked how soon he will need to lay off officers if this passes tonight. City Manager Mills stated that there still several steps to take and that she could not give a definitive answer tonight.

After more discussion, Commissioner Rutter made a motion to move forward with the city-wide paving by reducing the public safety department's budget, allowing for the Chief and an assistant. Commissioner Davis seconded the motion. There was no further public input. The motion carried unanimously.

G. DISCUSSION ITEMS

1. Proposed Speed Bumps in SW Section

After a lengthy discussion it was decided that a map showing locations of proposed speed bumps, possible stop signs, etc., will be provided to the Board to review.

2. Code Enforcement Policy

Chief Rexroat stated that he would like clear direction from the Board. Attorney Lang stated that the county's code enforcement is reactionary except when the officer sees violations. After discussion, Commissioner Rutter made a motion that the code enforcement officer be more proactive. Commissioner Coleman seconded the motion. There was no public input. The motion carried unanimously.

H. STAFF REPORTS

1. Public Safety Report

There were no questions for public safety.

2. Public Works Report

There were no questions for public works.

I. CITY ATTORNEY REPORT

Attorney Lang had nothing to report.

J. CITY MANAGER REPORT

City Manager Mills thanked code enforcement for addressing the numerous off-site signs throughout the city.

Mrs. Mills reported that she has received approval of the TRIM notice, with no findings.

Mrs. Mills reported that the community center renovations will be underway soon, with expected closure dates being mid-January through mid-April.

Mrs. Mills reported that public works has added pickle balls lines to the tennis courts.

Mrs. Mills reported that Duke Energy has installed the lighting at the Depot park basketball court.

K. BOARD MEMBER REQUESTS

There were no requests from board members.

L. PUBLIC COMMENTS

There were no public comments.

M. ADJOURN

Mayor Avery adjourned the meeting at 7:33 pm.

Attest:

Brittany Mills, City Manager

Robbi Coarsey Avery, Mayor

**CITY OF TRENTON
BOARD OF CITY COMMISSIONERS**

**ORDINANCE NO. 2025-06
(Small-Scale Comprehensive Plan Amendment)**

AN ORDINANCE OF THE BOARD OF CITY COMMISSIONERS OF THE CITY OF TRENTON, FLORIDA; AMENDING THE CITY OF TRENTON COMPREHENSIVE PLAN UNDER THE PROCESS FOR ADOPTION OF SMALL-SCALE COMPREHENSIVE PLAN AMENDMENTS OF SECTION 163.3187, FLORIDA STATUTES; AMENDING THE COMPREHENSIVE PLAN DESIGNATION FROM RESIDENTIAL TO COMMERCIAL ON AN APROXIMATELY .69 ACRE PARCEL BEING FURTHER IDENTIFIED AS GILCHRIST COUNTY TAX PARCEL NUMBER 16-10-15-0000-0069-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the City of Trenton, Florida, is authorized, empowered, and directed to adopt amendments to its Comprehensive Plan and to guide and regulate the growth and development of the City in accordance with the Community Planning Act (Section 163.3161 et seq.,) of the Florida Statutes; and

WHEREAS, the Board of Commissioners of the City of Trenton adopted its Comprehensive Plan which became effective on November 4, 1991; and

WHEREAS, the Board of Commissioners of the City of Trenton intends to amend its Comprehensive Plan Future Land Use Plan and Map under the process for Small-Scale Comprehensive Plan Amendment of Section 163.3187, Florida Statutes for the real property described in this Ordinance below from Residential to Commercial; and

WHEREAS, the Board of Commissioners, acting as the Land Planning Agency, has determined that the Comprehensive Plan amendment that is the subject of this ordinance is consistent with the Gilchrist County Comprehensive Plan; and,

WHEREAS, a duly noticed public hearing was conducted on such proposed amendment on November 24, 2025 by the Board of City Commissioners;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TRENTON, FLORIDA:

Section 1. Legislative Findings of Fact. The Board of Commissioners of the City of Trenton, Florida, finds and declares that all the statements set forth in the preamble of this ordinance are true and correct.

Section 2. The Future Land Use Plan and Map of the City of Trenton, Florida Comprehensive Plan is hereby amended for the following described real property from Residential to Commercial as follows:

LEGAL DESCRIPTION

Commence at the Junction of the East line of State Road No 49 and the North line of the Southeast Quarter of the Southwest Quarter of Section 16, Township 10 South, Range 15 East, Gilchrist County, Florida, and thence run South 850 feet to the Point of Beginning. From said Point of Beginning thence run East 300 feet, thence run South 100 feet, thence run West 300 feet, and thence run North 100 feet to the Point of Beginning. All lying and being in the Southeast Quarter of the Southwest Quarter of Section 16, Township 10 South, Range 15 East.

The above described property is also identified as Gilchrist County Tax Parcel Number 16-10-15-0000-0069-0000.

Section 3. Repealing Clause. All ordinances or parts of ordinances in conflict herewith are, to the extent of the conflict, hereby repealed.

Section 4. Ordinance to be Liberally Construed. This ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

Section 5. Severability. If any section, phrase, sentence, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent

jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 6. Effective Date. The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after adoption. If the amendment is timely challenged within 30 days after adoption, this amendment shall not become effective until the state land planning agency or the Administration Commission, respectively, issues a final order determining this adopted Small-Scale development amendment is in compliance. No development orders, development permits, or development dependent on this amendment may be issued or commence before it has become effective.

DULY ORDAINED AND ADOPTED in regular session this ____ day of _____, 2025.

BOARD OF COUNTY COMMISSIONERS OF
GILCHRIST COUNTY, FLORIDA

Robbi Coarsey Avery
Mayor-Commissioner

ATTEST:

Brittany Mills
Clerk/City Manager

City of Trenton, Florida

ORDINANCE NUMBER 2025-07

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF TRENTON, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS OFFICIAL ZONING ATLAS DESIGNATION FOR THE HEREIN DESCRIBED PROPERTY; CHANGING THE ZONING DESIGNATION FROM RESIDENTIAL SINGLE FAMILY-2 (RSF-2), TO COMMERCIAL GENERAL (CG); PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the City of Trenton, Florida, is authorized, empowered, and directed to adopt Land Development Regulations, which includes the Official Zoning Atlas, to implement the Comprehensive Plan and to guide and regulate the growth and development of the City in accordance with the Community Planning Act (Section 163.3161 et. seq.), Florida Statutes; and

WHEREAS, the Board of Commissioners of the City of Trenton, Florida, adopted its Comprehensive Plan on November 4, 1991, which has been amended from time-to-time; and

WHEREAS, the Board of Commissioners of the City of Trenton, Florida adopted its Land Development Regulations, including the Official Zoning Atlas, on May 3, 1993, which has been amended from time-to-time; and

WHEREAS, the Board of Commissioners of the City of Trenton, Florida, desires to amend the Official Zoning Atlas of its Land Development Regulations pursuant to an application in accordance with Article 16, Land Development Code; and

WHEREAS, a duly noticed public hearing was conducted on the proposed amendment;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TRENTON, FLORIDA AS FOLLOWS:

Section 1. Legislative Findings of Fact. The Board of Commissioners of the City of Trenton, Florida, finds and declares that all statements set forth in the preamble of this ordinance are true and correct and hereby incorporates the same herein as if more fully written in their entirety below. The Board further finds, declares, and approves the following as the basis for approval of this ordinance pursuant to Section 16.2.2 of the Land Development Code:

- A. The proposed rezoning is consistent with the City of Trenton Comprehensive Plan.
- B. The existing land use pattern in the surrounding area is consistent with the requested Commercial General (CG) zoning.

C. The rezoning does not create an isolated district unrelated to adjacent or nearby districts.

D. The proposed rezoning will not create a negative impact on population density or public facilities in the area.

E. The subject property is adjacent to Residential (Conventional) Single Family-2 (RSF-2) zoning to the north and south; Agriculture (A) to the east; and Commercial General (CG) zoning directly across highway SR No. 49/US Hwy NO 129 to the west.

F. The subject property contains approximately 0.688 acres total

G. The proposed change will not negatively impact the living conditions in the neighborhood.

H. The proposed change will not negatively impact traffic, congestion, or public safety.

I. The proposed change will not negatively impact drainage, light, air, property values, or the improvement or development of surrounding properties.

J. Granting of the rezoning will not grant a special privilege to the owners or applicant, and the requested use of property in the immediate area is already being utilized for the requested rezoning classification which will serve to bring existing usage into compliance.

Section 2. Official Zoning Map Amendment. The Board of Commissioners of the City of Trenton, Florida, adopts the amendment to its Official Zoning Atlas pursuant to an application by the Board of Commissioners of the City of Trenton, Florida, amending the Official Zoning Atlas by changing the official zoning designation and land use designation on the following described property from RESIDENTIAL (CONVENTIONAL) SINGLE FAMILY-2 (RSF-2), TO COMMERCIAL GENERAL (CG) on property described as follows:

Commence at the Junction of the East line of State Road No 49 and the North line of the Southeast Quarter of the Southwest Quarter of Section 16, Township 10 South, Range 15 East, Gilchrist County, Florida, and thence run South 850 feet to the Point of Beginning. From said Point of Beginning thence run East 300 feet, thence run South 100 feet, thence run West 300 feet, and thence run North 100 feet to the Point of Beginning. All lying and being in the Southeast Quarter of the Southwest Quarter of Section 16, Township 10 South, Range 15 East.

Section 3. Repealing Clause. All ordinances or parts of ordinances in conflict herewith are, to the extent of the conflict, hereby repealed.

Section 4. Inclusion in the Code; Scrivener's Error. It is the intention of the Board of Commissioners of the City of Trenton, Florida, and it is hereby provided that the provisions of

this ordinance shall become and be made part of the City of Trenton Land Development Regulations and Official Zoning Atlas Map; that the sections of this ordinance may be renumbered or re-lettered to accomplish such intention, and the word "ordinance" may be changed to "section", "article", or other appropriate designation. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Attorney or designee, without public hearing, by filing a corrected or re-codified copy of the same with the Clerk.

Section 5. Ordinance to be Liberally Construed. This ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

Section 6. Severability. If any section, phrase, sentence, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 7. Effective Date. This amendment will become effective 31 days after adoption, subject to final approval of the Small Scale Comprehensive Plan Amendment concerning the same subject property pursuant to Ordinance Number 2025-06.

PASSED in regular session with a quorum present and voting, on first reading by the Board of Commissioners of the City of Trenton, Florida this 24th day of November, 2025.

PASSED AND DULY ADOPTED in regular session following public notice, with a quorum present and voting, on second and final reading by the Board of Commissioners of the City of Trenton, Florida this ____ day of _____, 2025.

BOARD OF COMMISSIONERS OF THE
CITY OF TRENTON, FLORIDA

Robbi Coarsey Avery
Mayor-Commissioner

ATTEST:

Brittany Mills
Interim Clerk/City Manager

RESOLUTION NO. 2025-15

**A RESOLUTION OF THE CITY COMMISSION OF THE
CITY OF TRENTON, FLORIDA, AMENDING THE FISCAL
YEAR 2025-2026 GENERAL FUND BUDGET BY
REALLOCATING FUNDS WITHIN THE PUBLIC SAFETY
DEPARTMENT; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Commission of the City of Trenton, Florida has determined that it is necessary to amend the Fiscal Year 2025-2026 budget to reflect changes in the staffing structure of the Public Safety Department;

WHEREAS, the City Commission has voted to reduce the scope of the Public Safety Department to include only the Chief of Public Safety and one administrative assistant/code enforcement officer;

WHEREAS, this change results in a reduction of personnel and operational expenses within the department;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TRENTON, FLORIDA:

Section 1. The Fiscal Year 2025-2026 General Fund budget is hereby amended to reallocate \$285,771.00 from the Public Safety Department's personnel line item to the Public Works Department for Road infrastructure.

Section 2. An additional \$83,450.00 in operational expenses previously allocated to the Public Safety Department shall be reallocated to the Public Works Department for Road infrastructure.

Section 3. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this ____ day of _____, 2025 by the City Commission of the City of Trenton, Florida.

**BOARD OF COMMISSIONERS OF THE
CITY OF TRENTON, FLORIDA**

Robbi Coarsey Avery
Mayor-Commissioner

ATTEST:_____

Brittany Mills
Clerk/City Manager

City of Trenton General Fund
Proposed Budget 2025-2026

	Total 521 Public Safety				25-'26 tentative
	Budget	\$ Over Budget	% of Budget	EOY Projected	
Income					
311.000 · Ad Valorem Tax					
312.410 · Local Option Fuel Tax					
312.610 · Discretionary Sales Surtax					
314.100 · Utility Service Tax-Electricity					
314.300 · Utility Services Tax - Water					
314.800 · Utility Services Tax - Propane					
315.100 · State Communication Service Tax					
316.000 · Local Business Tax					
323.100 · Franchise Fees - Electricity					
329.500 · Fees and Special Assessments	0.00	50.00	100.0%	50.00	
331.000 · Grant Revenue					
331.501 · CDBG					
332.001 · Federal CAREs Act	71,203.00	-23,239.25	67.36%	47,963.75	-
USDA					
ARPA					
Vulnerability assessment					
334.390 · State Grant-Other Physical SCOP					
Total 334.000 · Grants				47,963.75	-
335.100 · State Shared Revenue General					
335.125 · Municipal Revenue Sharing					
335.140 · Mobile Home Licenses				-	
335.150 · Alcoholic Beverage License Tax					
335.160 · Sales and Use Taxes				-	
335.180 · Half-Cent Sales Tax				-	
Total 335.100 · State Shared Revenue General				-	-
335.390 · DOT Street Lighting Repayment					
342.200 · Service Charge-Fire Protection					
343.800 · Cemetery Lot Sales					
351.000 · Court Fines	5,440.56	-268.96	95.06%	5,171.60	4,000.00
351.100 · Court Fines-Tuition (Ed Fund)	575.32	-348.84	39.37%	226.48	440.00
360.001 · Penalties & Bad Debt Recovery					
361.000 · Miscellaneous Revenue	0.00	4,658.63	100.0%	4,658.63	
361.010 · Bank Interest					
362.100 · Property Lease					
362.200 · Community Center & Depot Rental					
363.100 · Pines Estates Special Assessmt					
363.200 · Fire Assessment					
365.100 · Qualifying Fees				-	
366.100 · Reserves Fund					
382.000 · Administrative Fee (WS to GF)				-	
REVENUE	77,218.88	-67,112.17	13.09%	58,070.46	4,440
					0.22%

City of Trenton General Fund
Proposed Budget 2025-2026

Total 521 Public Safety					
	Budget	\$ Over Budget	% of Budget	EOY Projected	25-'26 tentative
	(19,148.42)				
Personnel Services					155,928
100 · Fees for Services-FD					
Contract Wages	0.00	586.25	100.0%	586.25	-
120.001 · Salaries & Wages	257,845.00	-96,814.33	62.45%	241,546.01	103,976.00
140 · Overtime Wages	5,000.00	-2,372.30	52.55%	3,941.55	-
141 · On Call Wages					
150 · Special Pay	520.00	-340.00	34.62%	270.00	260.00
152 · Health Insurance Bonus				2,760.16	
210 · Social Security-FICA Taxes	20,490.00	-7,839.69	61.74%	18,975.47	7,802.00
220 · Retirement Contributions	79,910.00	-31,329.95	60.79%	72,870.08	27,025.00
230 · Health Life & Dental Insurance	43,700.00	-22,155.67	49.3%	32,316.50	15,122.00
240 · Workers Compensation	7,110.00	-1,710.00	75.95%	7,200.00	1,743.00
Operating Expenditures					37,590
310 · Professional Fees					
320 · Accounting and Auditing					
340 · Other Services	30,210.00	-17,942.00	40.61%	19,700.00	5,500.00
350 · Investigations	120.00	-120.00	0.0%	120.00	120.00
400.000 · Travel & Per Diem	1,000.00	-626.54	37.35%	1,000.00	1,000.00
410 · Communications & Devices	10,100.00	-3,342.72	66.9%	10,135.92	2,800.00
420 · Freight & Postage Services	400.00	-15.91	96.02%	400.00	200.00
430 · Utility Services	1,700.00	-620.00	63.53%	1,620.00	
440 · Rentals and Leases	1,140.00	-435.08	61.84%	1,057.38	960.00
450 · General Liability Insurance				-	
460.000 · Repair & Maintenance Services	14,000.00	-9,936.32	29.03%	6,095.52	3,500.00
470 · Printing and Binding	2,500.00	-2,500.00	0.0%	-	
480 · Promotional Activities	500.00	-477.28	4.54%	34.08	500.00
490 · Other Charges and Obligations	500.00	11.00	102.2%	766.50	910.00
510 · Office Supplies	0.00	0.00	0.0%	-	
514000 · Legal Counsel				-	
515310 · Comprehensive Planning				-	
520.001 Operational Supplies	28,000.00	-20,247.04	27.69%	38,000.00	9,500.00
520.002 · Fuel	19,800.00	-10,902.36	44.94%	15,700.00	6,600.00
Total 520 · Operational Supplies	47,800.00	-31,149.40	34.83%	53,700.00	16,100.00
540 · Membership, Subscription, Books	2,000.00	-1,491.00	25.45%	509.00	500.00
550 · Training and Education	3,000.00	-2,500.00	16.67%	500.00	500.00
575.601 · Non Cap Mach and Equipment	5,000.00	-819.80	83.6%	5,000.00	5,000.00
575900 · Miscellaneous Expense				300.00	
581.910 · Inter-Fund Transfer- City					
581.911 · Inter-Fund Transfer- Fire					
Transfer out					
Capital Improvement					-
630 · Buildings					
630 · Infrastructure					
640 · Machinery and Equipment	7,600.00	-7,600.00	0.0%	-	
600 · Capital Outlay - Other					
Total 600 · Capital Outlay	7,600.00	-7,600.00	0.0%	-	-
641 · Hearing Officer					
760 · Grant Expense					
760.001 · SCOP Grant					
760.002 · CDBG Expense					
760.003 · CARES ACT	0.00	0.00	0.0%		
760.005 · Vulnerability Study					
Total 760 · Grant Expense	0.00	0.00	0.0%	-	-
910 · Machinery & Equipment Reserves					
EXPENDITURES TOTAL	542,145.00	-400,097.50	26.2%	481,404	193,518

10%



City of Trenton

DEPARTMENT OF PUBLIC SAFETY

114 North Main Street, Trenton, FL 32693
Phone: 352-463-4010 Fax: 352-463-4017

Chief of Public Safety

POSITION: Chief of Public Safety

FLSA CLASSIFICATION: Exempt

FACILITY AND WORK AREA: City Administrative Offices plus other sites and locations generally within the City of Trenton

SUMMARY DESCRIPTION

The Public Safety Director reports to the Mayor and is responsible for the operation of:

- Police Department
- Fire Service
- Emergency Medical Service
- Emergency Manager
- Public Information Officer

Description:

A Chief of Public Safety Officer (PSO) is trained in Law Enforcement/Fire Fighting/First Responder. The Chief of Public Safety is responsible for performing the general duty of police and fire control, work as a member of combined police-fire. They enforce law and ordinances of the City and laws of the State. Promotes favorable public relations and public contact situations. Patrols an assigned area during a specific period in a patrol unit which contains equipment for rescue and for fighting small fires. Combats fires with public safety agency, and conducts salvage operations. Drives a fire truck, operates pumps, and uses ladders, axes, shovels, extinguishers, and other firefighting equipment. The Chief of Public Safety hours of work include nights, days, weekends, and holidays. The Chief will be on call while off duty.

JOB FUNCTIONS

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Examples of Essential Job Functions

- Assumes full management responsibility for all Public Safety Department services

and activities; manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.

- Plans, organizes and directs the activities of the Public Safety Department, providing general law enforcement, criminal investigation, fire suppression and prevention, rescue services and emergency medical services, disaster responses, nuisance abatement, and code enforcement. Oversees the hiring, supervision, training, evaluation and discipline of all department employees. Ensures all local, State and Federal laws and ordinances are properly enforced.
- Develops long term plans to improve departmental operations. Evaluates pending legislation and statutes and responds to changing regulations and technology regarding law enforcement and fire prevention and suppression through review of technical materials and professional education.
- Develops annual department budgets for operations and equipment. Also assists in developing long-range capital budgets for various public safety programs. Monitors the departmental budgets throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies.
- Coordinate with the planning and zoning department including the enforcement of zoning regulations, nuisance ordinances and code enforcement.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates, through subordinate level staff, the Public Safety Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Provides staff assistance to the City Administrator and City Council; prepares and presents staff reports and other necessary correspondence; attends City Council and other meetings as required.
- Represents the Public Safety Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards, commissions, and committees; serves as the

City's representatives to committees and community organizations concerned with improvements in law enforcement and fire services, public education, and departmental public relations.

- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement, crime prevention, fire suppression, fire prevention, and related support services; incorporates new developments as appropriate.
- Responds to and may command police and/or fire emergencies or community disasters.
- Performs related duties as required.

Other Job Functions

- Keeps the City Administrator informed of Departmental operations and developments that he/she will need to know to effectively coordinate the management of the City.
- Performs patrol duties as a supplement to activities of the police officers.
- Performs other duties and assumes other responsibilities as apparent or assigned.

Examples of Duties:

1. Conducts traffic patrol of the City including traffic citations, radar operation, accident response and investigation, investigation of possible DUI, and emergency traffic control.
2. Investigates possible criminal action including investigation of suspicious persons, apprehension of suspects, arresting, and booking.
3. Provides services to the public including home, business, and public property checks, providing public information, aiding owners of disabled vehicles.
4. Performs related duties as necessary including making oral and written reports, court appearances, participating in training activities and maintaining equipment required to perform duties.
5. Responds to fire alarms, lays and connects hose, raises and climbs ladders, searches structure to locate persons trapped or injured, obtains information on the source, extent, or spread of the fire, uses hand and power tools to ventilate

structures, operates hose lines or aids others, salvages property from damaged structure.

6. Participates in training activities including training on equipment operation, firefighting skills and techniques, first aid, physical fitness, fire apparatus, driver training, pump operations, basic hydraulics, hydrant and street locations.
7. Responds with EMS crews to medical emergencies as a first responder giving first aid including bleeding control, CPR, AED, etc. in accordance with established protocols and standing orders.
8. Investigates Code Enforcement complaints, ensure that Code Enforcement requirements are being met while patrolling the city.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities:

Climbing, Balancing, Reaching, Standing, Walking, Fingering, Grasping, Feeling, Talking, and Hearing.

Visual Requirements: Vision corrected to meet the requirements of the Iowa Law Enforcement Academy.

Physical Characteristic of the Job: Generally light Work requiring the exertion of twenty-five (25) pounds of force occasionally, and ten (10) pounds of force frequently.

Environmental Conditions: The work is performed primarily inside and includes seasonal exposure to cold and heat. The worker is also exposed to awkward/confining work space, darkness or poor lighting, dirt/dust, fumes/odors, isolation, moving machinery, noise, visual strain, wetness/humidity, mechanical hazards, traffic hazards, firearms and bodily injury. Also, the work may expose the employee to unpleasant social situations, significant pressure due to work pace and irregular work hours.

Education, Training and Experience:

Education Required: Bachelor's degree or equivalent from an accredited college or university with major course work in political science, criminal justice, police science, fire science, behavioral science, business or public administration, or a related field.

Training Required:

- Certification from the Iowa Law Enforcement Academy within the first year.
- FEMA Incident Command Certification at IS-100, 200, 700, and 800 within the first year.
- Florida Firefighter I Certification within first year of employment.
- Florida or National Registry Emergency Medical Technician Basic, preferred.

Experience Required:

- Seven (7) years of law enforcement experience.
- Three year's supervisory experience.

Required Special Qualifications:

- Shall establish residency within five (5) miles of the City limits within six (6) months of the date of employment by the City.
- Shall generally be available for off-hour emergencies.
- Shall maintain firearms proficiency pursuant to ILEA guidelines and shall obtain Firearms Competence Certification.
- Shall obtain American Red Cross CPR certification.
- Shall maintain Competency with ASP Baton and Taser pursuant to ILEA guidelines.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be acquired within a reasonable period of time in order to successfully perform the assigned duties.

Knowledge of:

- Administration of police, fire, emergency medical, code enforcement, public information programs.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.
- Principles and practices of disaster preparedness, response, and recovery.
- General Operational characteristics of police and fire apparatus and equipment.
- General knowledge of hazardous materials mitigation management.
- Court decisions and how they affect department operations.
- Methods and techniques of public relations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of municipal organization, administration and personnel management.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

Manage and direct a comprehensive public safety program including law enforcement, crime prevention, fire suppression, fire prevention, emergency medical services, disaster preparedness, code enforcement, and associated programs, services, and operations.

Effectively work with the City Administrator, Mayor, City Council, department supervisors, citizens and other persons on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.

- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Operate modern office equipment and computers including applicable software applications.
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

ACKNOWLEDGEMENT:

I have read and understand the information contained in the Job Description and Specifications. I have been given the opportunity to make any additions and/or corrections to this job description I felt necessary. I further understand that this Job Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. Also, while this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work overtime, different shifts or hours, outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.


Employee's Signature

6/14/21
Date


City Manager

6-14-21
Date

The City of Trenton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and job incumbents to discuss potential accommodations with the Employer.

The following pages are
for your information

End-of-Year Projection Scenarios:

Officer Coverage through:	EOY Over Budget Projection	
December 31, 2025	\$	86,000.00
January 12, 2026	\$	97,000.00
January 31, 2026	\$	115,000.00
February 28, 2026	\$	140,000.00

FYI

City of Trenton
Regular Commission Meeting Minutes
January 9, 2017

The Trenton City Commission met on Tuesday, January 9, 2017, at the Trenton Community Center. Those in attendance were as follows:

Glen Thigpen	Mayor
Lee Deen	Commissioner
Cloud Haley	Commissioner
Marcia Hellams	Commissioner
Randy Rutter	Commissioner
Duke Lang	City Attorney

City Manager Lyle Wilkerson was absent at the beginning of the meeting.

A. CALL TO ORDER

Mayor Thigpen called the meeting to order at 6:01 pm.

Attorney Lang administered the oaths of office to Commissioners Rutter, Hellams and Deen.

B. ADOPTION OF AMENDED AGENDA

The following items were added to the agenda:

1. Item A1. Oaths of Office
2. Item G4. Hartman Civil Construction Contract Approval

The amended agenda was approved.

C. UNSCHEDULED GUESTS

Paul Redd, local business owner, stated a tree from the City's right-of-way had fallen on his fence, for which he had filed a claim with the City's insurance company; however, the claim was denied. Mr. Redd requested that the City pay for the repair to the fence which was \$449.88 paid to All Florida Fence in Newberry. There was much discussion regarding the City keeping the right-of-way clean of debris and underbrush. Mr. Redd also stated he may be interested in purchasing the right-of-way from the City. The Board directed the City Attorney to research insurance issues regarding paying for the fence, and that the item be placed on the agenda for the January 23rd meeting. Public Works Director Bruce Philman will determine the steps needed to clean up the right-of-way and keep it clean.

City Manager Lyle Wilkerson joined the meeting.

D. SCHEDULED GUESTS

1. Doug Crawford, Southern Tire

Mr. Crawford stated that he had received a letter from Code Enforcement regarding removal of tires and cleanup of the property in September last year and then a notice of violation in December. He stated that the places that accept tires for disposal are shutdown for the time being. He is asking that the notice of violation be removed.

Trish Taylor, Code Enforcement officer stated that Ms. Rondelet, former Code Enforcement Officer, had opened this case in 2003 and that DEP had opened their file the same year. Ms. Taylor stated according to the DEP representative there are many places that are accepting tires for disposal and that information had been provided to Mr. Crawford.

After much discussion Attorney Lang suggested continuing the notice for an additional 60 days. It was agreed to revisit at the first March meeting, unless DEP comes back with a ruling sooner.

Commissioner Haley asked the status of the Business Tax for the ice vending machine on Mr. Crawford's property. The item will be addressed at the first meeting in February.

E. CONSENT ITEMS

1. Minutes – Regular Commission Meeting, December 12, 2016

Commissioner Rutter referred to a typo on page four, item #9; the word "review" should be added.

2. November Financial and Expenditure Reports

The November Financial and Expenditure Reports were approved.

F. STAFF REPORTS

1. Code Enforcement

Commissioner Haley thanked Code Enforcement for their efforts.

2. Fire Department

There were no questions for the Fire Department.

3. Police Department

There were no questions for the Police Department.

4. Public Works Department

Commissioner Haley asked if the public works position had been filled to which Public Works Director Bruce Phillman responded yes.

G. ACTION ITEMS

1. Demolition Bid

The only demolition bid received was from Herring Contracting, LLC, in the amount of \$3,900. Commissioner Haley made a motion to accept the bid. Commissioner Hellams seconded the motion. Attorney Lang stated Herring Contracting will need to provide proof of general liability insurance in the amount of \$1,000,000 and workers comp coverage before beginning the work. There was no public input. The motion carried unanimously.

2. Ordinance 2016-01 – FCAC Report Review; First Reading

Attorney Lang read Ordinance 2016-01 by title only:

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF TRENTON, FLORIDA, AMENDING ARTICLE EIGHT OF ORDINANCE NO. 93-1, AND SPECIFICALLY REPEALING ORDINANCE NO. 2005-05, ORDINANCE 2013-02, AND ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH TO THE EXTENT OF SUCH CONFLICT; AND ENACTING ORDINANCE NO. 2016-01 TO ADOPT FLOOD HAZARD MAPS, TO DESIGNATE A FLOODPLAIN ADMINISTRATOR, TO ADOPT PROCEDURES AND CRITERIA FOR DEVELOPMENT IN FLOOD HAZARD AREAS, AND FOR OTHER PURPOSES; PROVIDING FOR APPLICABILITY; REPEALER; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Attorney Lang explained the City is required by the Florida Division of Emergency Management to enact this ordinance to be in compliance. Commissioner Haley made a motion to pass Ordinance 2016-01. Commissioner Hellams seconded the motion. There was no public input. The motion carried unanimously.

3. Ordinance 2016-03 – Paving Projects; First Reading

Attorney Lang read Ordinance 2016-03 by title only:

AN ORDINANCE OF THE BOARD OF CITY COMMISSIONERS OF THE CITY OF TRENTON, FLORIDA; AMENDING THE CITY OF TRENTON LAND DEVELOPMENT REGULATIONS; ADDING SECTION 4.2.33: THRESHOLDS FOR PAVING PROJECTS REQUIRING SITE AND DEVELOPMENT PLAN APPROVAL; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Attorney Lang explained that the Board had passed this ordinance early in 2016; however, the second reading, as required by the Land Development Regulations, had not been done. Commissioner Rutter made a motion to accept Ordinance 2016-03. Commissioner Deen seconded the motion. There was no public input. The motion carried unanimously.

Attorney Lang stated the second reading of this ordinance will be at the January 23rd meeting.

4. Approval of Construction Contract – NE 2nd Street

Attorney Lang explained the CRA Board had previously awarded the bid to Hartman Civil Construction in the amount of \$77,000, and now needs to approve the contract. Mr. Lang stated he has reviewed the contract and all is in order. Commissioner Haley made a motion to accept the contract. Commissioner Deen seconded the motion. There was no public input. The motion carried unanimously.

H. DISCUSSION ITEMS

1. Full-time Fire Chief

City Manager Wilkerson stated that he, Commissioner Hellams and Fire Chief Turner had met and come to the conclusion that a Full-time Fire Chief is not feasible at this time. There was no public input.

2. Trenton Police Department

Mayor Thigpen explained that at the December meeting a citizen had suggested that the Board consider the Gilchrist County Sheriff's Department (GCSD) providing police service to the City in place of the Trenton Police Department. Mr. Thigpen stated that in response to the suggestions that the Board had directed staff to research the options and that a proposal from GCSD had been received, offering to provide 24/7 coverage to the City for \$210,000 annually.

Mayor Thigpen stated that the Board welcomed the public's input. He asked that comments be germane to the topic and that there be no personal attacks. He asked that comments be limited to three minutes or less, with no rebuttal.

Mayor Thigpen asked for questions from Board members; there were none.

Mayor Thigpen asked Police Chief Taylor to speak. Chief Taylor stated he felt the citizens should make the decision, not the Board.

Mayor Thigpen asked Sheriff Bobby Schultz to speak. Sheriff Schultz stated taking over the Trenton Police Department was not something he set out to do; however, after being asked by a Board member to submit a proposal, he did so.

Karen Jones, a local business owner and President of Gilchrist County Chamber of Commerce, asked if the City currently has 24/7 police coverage. The answer was no, not by the police department. Mrs. Jones asked if research had been done to see how other cities our size handle police coverage. The answer was yes, and it varies from city to city.

Stoney Smith, a local business owner and Gilchrist County Chamber of Commerce Board Member, stated he was on the Chiefland Board when they dissolved the police department. He stated it has been about three years and they have saved money every year. Mr. Smith referred to the Sheriff Schultz' track record of coverage and operating under budget. He suggested listening to the citizens and take this opportunity to save money and be more efficient.

Jackie Barron, a local business owner, stated that throughout the years he has seen it done both ways, and that there is not right or wrong way. He stated that the City has the opportunity to better utilize the available funds by saving on law enforcement costs and putting the money into repairing the streets, water lines, etc.

Paul Redd, a local business owner, stated that the Police Department budget has grown exponentially over the years; however, the level of service hasn't increased. He stated the bigger factor is the liability that having a Police Department imposes on the City. He further stated that the taxpayers and the citizens deserve it.

Patrick Bible, a citizen, stated this situation is nothing personal, that saving money is the issue, and that most important is the safety of the citizens of Trenton. He stated that based on the GCSD's proposal the City would get 24/7 coverage for less money. He further stated that the citizens of Trenton had elected the Board members to make good sound decisions as stewards of their money and their safety.

Diane Clifton, a citizen, stated that she knows this is a tough call. She asked if the City goes with the Sheriff's Department, would the deputies assigned to the City be consistent. Mayor Thigpen stated that Sheriff Schultz was shaking his head yes.

City Manager Lyle Wilkerson reported that he has reviewed the law enforcement agreements for Inglis and Newberry, which state that three to four primary officers would be assigned. He stated our agreement could require the same.

Commissioner Rutter asked how many calls the Sheriff's Department is making in the City. Mr. Wilkerson responded that since June the average is 45%.

Robert Douglas, with the Marion County Sheriff's Department, stated that 24/7 coverage is what the City wants, and that it boils down to dollars and cents: the GCSD can give the City more bang for its buck.

Commissioner Haley asked that the topic be added as an action item to the February 13th meeting. Commissioner Deen asked if it could be an action item at the January 23rd meeting, to which the Board agreed.

Mayor Thigpen called a brief recess at 8:10 pm.

Mayor Thigpen resumed the meeting at 8:15 pm.

3. Permanent Usage of Fire Station by Gilchrist Co. Fire Department

There was no discussion regarding this topic.

4. Suwannee River Economic Council Utility Tax

Kayla Davis, Water/Sewer Clerk, reported that the Suwannee River Economic Council has requested that their 10% utility tax be waived. Commissioner Rutter stated that there are several non-profit organizations throughout the City that are sales tax exempt yet they are still required to pay the utility tax. The Board agreed that the utility tax should not be waived for Suwannee River Economic Council.

5. FL Housing Authority/Trenton Apartments Connection Fees

Mrs. Davis reported that when a tenant leaves the Trenton Apartments the water is not disconnected and a reconnect fee is not charged to the incoming tenant. The water being used for cleaning, etc., in between tenants is not being charged to anyone. The question is whether to charge Trenton Apartments a reconnect fee for water needed for cleaning in between tenants. The turnover rate is four to five tenants per month. Commissioner Rutter made a motion to charge Trenton Apartments for actual usage for cleaning and not charge a reconnect fee. Commissioner Haley seconded the motion. There was no public input. The motion carried unanimously.

6. Welcome to Trenton Signs

There was much discussion regarding the sample sign provided by Some Girl Painting. Some Girl Painting is offering to do the signs for the cost of paint supplies, with no labor costs. Commissioner Haley made a motion to approve the signs, allotting up to \$600 each for paint supplies for five signs. Commissioner Deen seconded the motion. Further discussion determined that the City would provide the sign materials and installation. There was no public input. The motion carried unanimously.

I. CITY ATTORNEY REPORT

Attorney Lang reported the Board needs to appoint a representative to the Gilchrist County Tourism Development Council. Commissioner Haley nominated Commissioner Deen, offering to serve as an alternate. There were no objections and Commissioner Deen accepted the appointment.

J. CITY MANAGER REPORT

City Manager Wilkerson stated, regarding the Sheriff Department's proposal, that one option would be for the City to have a Public Safety Director that would work administrative hours, providing law enforcement coverage during those hours. Chief Taylor could fill that position, providing he obtain an FF2 certification. Trish Taylor could continue as administrative assistant. This and other options will be discussed at the next meeting.

K. BOARD MEMBER REQUESTS

Commissioner Hellams asked if the Board is going to poll the citizens regarding the Police Department. The answer was no action was taken to schedule a poll or vote.

Commissioner Deen had no requests.

Commissioner Rutter had no requests.

Commissioner Haley asked the status of the request to surrender the easement at the Walmart property to FDOT. Attorney Lang said he had communicated that the Board took no action on the item.

Commissioner Haley asked the status of the grant request for monies to repair Lancaster. Mr. Wilkerson stated the grant is for 2019 money and he is looking at other avenues.

Commissioner Haley asked if the Critter Camp sign is in compliance. The answer was yes.

Mayor Thigpen stated he needs to make committee assignments. Commissioner Rutter stated he would like to serve on the Public Works Committee.

Commissioner Haley nominated Commissioner Hellams for Vice-Mayor; Commissioner Hellams declined. Commissioner Rutter made a motion to appoint Commissioner Haley as Vice-Mayor and Commissioner Deen seconded the motion; Commissioner Haley accepted. There was no discussion and no public input. The motion carried unanimously.

Mayor Thigpen made the following committee appointments:

Public Safety	Commissioner Deen
Streets/Sewer	Commissioner Rutter
Personnel	Commissioner Hellams
Parks/Recreation	Commissioner Haley
Inter-Governmental/Finance	Mayor Thigpen

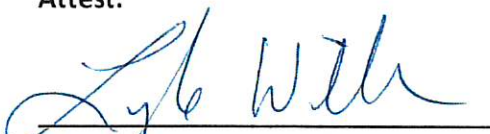
L. PUBLIC COMMENTS

There were no public comments or questions.

M. ADJOURN

Mayor Thigpen adjourned the meeting at 9:12 pm.

Attest:


Lyle Wilkerson, City Manager


Glen Thigpen, Mayor

FYI

City of Trenton
Regular Commission Meeting Minutes
January 23, 2017

The Trenton City Commission met on Tuesday, January 23, 2017, at the Trenton Community Center. Those in attendance were as follows:

Glen Thigpen	Mayor
Cloud Haley	Vice-Mayor
Randy Rutter	Commissioner
Marcia Hellams	Commissioner
Lee Deen	Commissioner
Duke Lang	City Attorney

City Manager Lyle Wilkerson was absent at the beginning of the meeting.

A. CALL TO ORDER

Mayor Thigpen called the meeting to order at 6:01 pm.

B. ADOPTION OF AMENDED AGENDA

The amended agenda was approved.

C. UNSCHEDULED GUESTS

There were no unscheduled guests.

D. CONSENT ITEMS

1. Minutes – Regular Commission Meeting, January 9, 2017

Commissioner Rutter noted that Inglis is misspelled on page five. Commissioner Haley made a motion to accept the minutes with the correction. Commissioner Deen seconded the motion. There was no public input. The motion carried unanimously.

E. ACTION ITEMS

1. Paul Redd – Fence Repair

Attorney Lang stated that if the City over rules the insurance company and pays the claim then a precedent is being set, therefore waiving the defense available by the insurance company in the future. Mr. Lang advised that the City not put itself in that position.

Paul Redd stated it was the City's tree that fell and damaged his fence. Mr. Redd noted that the Public Works employees did an exceptional job of cleaning up the 50 ft. strip of property owned by the City that is behind Mr. Redd's property. Mr. Redd asked that the Board entertain selling the easement to him. Mayor Thigpen stated the City would have to advertise for competitive

bids if the property is sold. Attorney Lang explained the easement was acquired through negotiations in the site development stage with Walmart. Mayor Thigpen suggested that the tree be addressed. There was no action taken.

There was discussion regarding selling the property. Commissioner Haley stated he would be interested in getting the property appraised. It was decided to add the item for discussion at the February 13th meeting.

2. Ordinance 2016-01 – FCAC Report Review; Second Reading

Attorney Lang read Ordinance 2016-01 by title only:

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF TRENTON, FLORIDA, AMENDING ARTICLE EIGHT OF ORDINANCE NO. 93-1, AND SPECIFICALLY REPEALING ORDINANCE NO. 2005-05, ORDINANCE 2013-02, AND ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith TO THE EXTENT OF SUCH CONFLICT; AND ENACTING ORDINANCE NO. 2016-01 TO ADOPT FLOOD HAZARD MAPS, TO DESIGNATE A FLOODPLAIN ADMINISTRATOR, TO ADOPT PROCEDURES AND CRITERIA FOR DEVELOPMENT IN FLOOD HAZARD AREAS, AND FOR OTHER PURPOSES; PROVIDING FOR APPLICABILITY; REPEALER; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Commissioner Haley made a motion to pass Ordinance 2016-01. Commissioner Hellams seconded the motion. There was no public input and the motion carried unanimously.

3. Ordinance 2016-03 – Paving Projects; Second Reading

Attorney Lang read Ordinance 2016-03 by title only:

AN ORDINANCE OF THE BOARD OF CITY COMMISSIONERS OF THE CITY OF TRENTON, FLORIDA; AMENDING THE CITY OF TRENTON LAND DEVELOPMENT REGULATIONS; ADDING SECTION 4.2.33: THRESHOLDS FOR PAVING PROJECTS REQUIRING SITE AND DEVELOPMENT PLAN APPROVAL; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Commissioner Rutter made a motion to pass Ordinance 2016-03. Commissioner Deen seconded the motion. There was no public input and the motion carried unanimously.

4. Resolution 2017-02 – Request to DEP/SRWMD to Reduce Permit Fees

Attorney Lang read Resolution 2017-02 by title only:

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF TRENTON, FLORIDA REQUESTING THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION AND THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT TO REDUCE PERMIT FEES FOR FISCAL YEAR 2016-2017.

Attorney Lang explained this is an annual request. Commissioner Haley made a motion to accept Resolution 2017-02. Commissioner Rutter seconded the motion. There was no public input and the motion carried unanimously.

5. Trenton Police Department

Mayor Thigpen explained that this item was a discussion item at the last meeting and is an action item tonight. Mr. Thigpen stated that the discussion surrounding this issue would be conducted in a civil and professional manner. He further stated that public comments are welcome and that each participant should limit their comments to three minutes.

Upon Commissioner Rutter's request City Manager Wilkerson explained the options presented to the Board.

Commissioner Haley commented that he had spoken with Fire Chief Turner and he stated that he and the Volunteer Fire Department would work well under a Public Safety Director.

Mayor Thigpen expressed his concerns, saying that although he has complete confidence that the current Sheriff would honor any agreement with the City, the leadership could change and then the Board may be in a position to wish they still had control of law enforcement within the City.

The question arose as to how the City Charter's requirement to maintain a police chief affects making a change to any of the options.

Commissioner Hellams asked to confirm that the reason for consideration of any of the options was that the City could get more coverage for less money. The answer was yes, it was not a personal issue, only financial.

Mayor Thigpen opened the floor to public input.

Beverly McCallum, an attorney in Gainesville, stated that as an Assistant State Attorney she has worked with both the GCSO and the TPD. Mrs. McCallum stated that the GSCO handled cases professionally and promptly; however, working with the TPD was an entirely different experience.

Sandy Hodge, resident since October 1978, stated that she has had no good dealings with the TPD.

Gary Boothby, former TPD officer, stated that he had hoped tonight's discussion would be about adding officers, not doing away with the TPD. Mr. Boothby stated that in his opinion Chief Taylor has done a tremendous job.

Patrick Bible, resident, stated that the money isn't the main issue. It's not about throwing rocks; it's not personal. It's about protecting, serving and reducing crime.

Commissioner Haley asked for the City Manager's input regarding his working relationship with Chief Taylor. Mr. Wilkerson stated the relationship has never been good.

Sheryl Brown, resident, stated it appears the Board is not ready to choose any of the options presented. Ms. Brown suggested the Board consider giving the Police Department the money it needs to operate effectively.

David Stickles, resident, stated there have been a lot of problems on his road. When the Sheriff's Department is called it takes 20 minutes for someone to arrive. When the TPD is called it takes about three minutes. Mr. Stickles stated he would like the Board to keep the TPD and fund it so the City can have 24/7 coverage.

Commissioner Hellams asked if the Board decided to keep the TPD, can the Board tell the Chief what is expected. City Manager Wilkerson said he and Mayor Thigpen met with the Chief to discuss expectations; however, nothing came of the meeting. Mr. Wilkerson further stated that it has come to his attention that the Chief has stated that he will not answer to the City Manager, only to the Mayor. Commissioner Haley stated it was his understanding that the Police Chief is to report to the City Manager. The Board agreed.

Cheyenne Phillips, daughter of Officer Kenny Phillips, stated she believes the TPD goes above and beyond just being police officers. Miss Phillips asked that the Board's decision not be about politics.

Mayor Thigpen offered Sheriff Bobby Schultz an opportunity to speak. Sheriff Schultz declined.

Mayor Thigpen offered Chief Taylor an opportunity to speak. Chief Taylor declined.

Commissioner Haley made a motion that the Board act on Option #4, establishing the position of Public Safety Director and keeping the position of Code Enforcement. Commissioner Deen seconded the motion, then stated this decision isn't personal; it boils down to dollars and cents.

Mayor Thigpen stated that, based on the residents' wishes ten years ago for more police presence, he is in favor of repairing the relationship between the Sheriff's Department, the Trenton Police Department and the City Manager. Commissioner Hellams agreed with Mayor Thigpen's comments.

Attorney Lang stated that the City of Dunnellon had implemented a Public Safety Director and has had good results. Mr. Lang further stated that he was advised that the Public Safety Director will need to be a certified police officer and have a Fire II certification. Mr. Lang said it will take some time to implement as an ordinance has to be established, duly advertised, and presented in two readings.

Mayor Thigpen called for a roll-call vote. The results were as follows:

Commissioner Hellams	Nay	Mayor Thigpen	Nay
Commissioner Deen	Aye	Commissioner Haley	Aye
Commissioner Rutter	Aye		

There was no public input. The motion carried with a 3/2 vote.

Mayor Thigpen asked for the Board's input regarding the time frame. It was decided to add the item as an Action Item at the February 13th meeting.

6. Lift Station #7

City Manager Wilkerson explained the grant money from SRWMD for Lift Station #7 covered all but about \$57,600, which is the amount already paid by the City for engineering services. Mr. Wilkerson stated he has received an amendment to the original memorandum of agreement regarding this and is asking for authorization to sign and return the document to SRWMD. Commissioner Deen made a motion to authorize the City Manager to sign the amendment. The motion was seconded by Commissioner Rutter. There was no public input. The motion carried unanimously.

F. DISCUSSION

1. Policy for Drug-free Workplace

Attorney Lang explained that, due to a request by the City's Workers Comp carrier, some amendments need to be made to the current policy. Mr. Lang asked the Board to review the provided policy and take action at the February 13th meeting.

G. CITY ATTORNEY REPORT

Attorney Lang reported that the Florida League of Cities has issued a memo encouraging small cities to "make downtown great again". Mr. Lang suggested that this be added to the next CRA meeting agenda.

Mayor Thigpen asked the Board members to bring to the CRA meeting ideas for incentives for those renting downtown properties, not just building owners.

H. CITY MANAGER REPORT

City Manager Wilkerson reported that the welcome to Trenton signs are actually 4'x10'. The materials were delivered to the painter on Friday; as each sign is completed public works will install.

Mr. Wilkerson stated that he has been discussing repairing the water lines throughout the City with Jason Shepler, with Mittauer and Associates. By using available grant money and borrowing an additional \$2.5 million from USDA at a 2% interest rate the whole City could be repaired at one time. Mr. Wilkerson continued that the annual payment on a twenty year loan would be \$185,000 and with the disbanding of the Police Department money is now available to such payment. Commissioner Rutter asked again for Public Works to come up with a plan and options of ways to tackle making the repairs. Commissioner Haley asked that the USDA loan be considered as one of the options.

Mr. Shepler stated that the SW and SE areas are the most problematic. After much discussion it was decided that the item would be a topic of discussion at the March 13th meeting.

Mr. Wilkerson reported that DOT is in the process of alleviating the issues on the east side of Hwy 129, i.e., lowering the high curb, etc.

I. BOARD MEMBER REQUESTS

Commissioner Hellams had no requests.

Commissioner Deen had no requests.

Commissioner Haley stated that he is bothered that an agreement to waive business tax for one business owner was made, referring to the ice vending machine located at Southern Tire. Staff reported that there was no agreement made between the previous City Manager and Mr. Crawford, and Code Enforcement will pursue the case.

Commissioner Rutter stated that he would like to quickly get to the bottom of the issue of the working relationship between the Police Chief and the City Manager; the Board agreed. Mr. Rutter stated that he will meet with Public Works to gather more information and prioritize some projects.

Mayor Thigpen had no requests.

J. PUBLIC COMMENTS

There were no public comments.

K. ADJOURN

Mayor Thigpen adjourned the meeting at 8:26 pm.

Attest:



Lyle Wilkerson, City Manager



Glen Thigpen, Mayor

City of Trenton
Police Department Review Summary
Commission Meeting January 23, 2017

Option One:	\$ 262,918.17	Current Police Department with No Changes
Option Two:	\$ 210,000.00	Removal of Trenton Police and Contract with Gilchrist County Sheriff's Office
Option Three:	\$ 239,546.37	Public Safety Director, Code Enforcement, and (2) GCSO Dedicated Officers
Option Four:	\$ 129,546.37	Public Safety Director and Code Enforcement

City of Trenton

Commission Meeting

08/14/2017

RE: Detailed Conversation When Hiring Chief Rexroat Job Expectations:

Commissioner Deen... "I think that as the board tonight, we need to discuss the overview of the duties that we and what we expect of the public safety director wearing both hats is the fire chief and the police chief, and even everything down as far as two uniform and work hours and what we expect of him as an on call salaried employee, you know, the scenarios and things like that, when he needs to be here and not.

Mayor Thigpen "I think it's a very valid discussion because sometimes the lines are gray when we get to start talking about office hours and things like that.

Attorney Lang "and exempt non-exempt."

Mayor Thigpen "Right. My thinking, and this is me, just thinking out loud to bounce ideas off of you and staff, is that primarily we would look at you as an administrative role that would work administrative hours, 8 to 5 Monday through Friday or 9 to 4, whatever that is established by the city manager. We do understand that being a law enforcement officer or being a firefighter, there may be times where it necessitates you working outside of that, say you're doing police work, that you're working with county task force or someone, and you need to do evening things. I think that as a general rule, we would want to stick to those daytime hours unless that was kind of run through the city manager and we knew when to expect you to be in the office. One of the things, you know that we heard from the public over the past six to eight months is, you know, we go to the fire station and are the chief, the police station and nobody's there or, you know, things like that. And I think it's it's a good step forward and now of the public that somebody's there during those hours. And that's kind of my vision as far as the hours, but there was some discussion a couple months back as, well, if there's a fire, do you go out to all the fire calls? You know, and if you're working 40 hours a week, plus you run all the fire calls and medic calls that come in in the evenings, you're never going to be off work because calls are constantly coming in. So if there is a gauge, like if the board has a gauge and says, well, if there's a structure fire, we think our chief should respond, then I definitely think we need to work out in advance how we intend to comp those hours with our fire chief in such a way that he's not working 100 hours a week for 49,000 a year."

Commissioner Deen "Absolutely. And I mean, how often in a year's time will a structure fire occur in the city?

Mayor Thigpen "Well, I think we had four structured fire calls last year, if I remember correctly.

Commissioner Deen “So, I mean, a major structure fire someone's home might be something that you would want to go to. But as far as a fender bender, like that in the middle of the night requiring EMS”

Mayor Thigpen “Well, let's keeps keep in mind on the fire side. You also talked about, you know, what are we expect on which side is keeping mind on the fire side. You have those volunteers that support staff on the fire side that will be at the station. They're officers, they may be working as assistant chief, or as lieutenants or whatever, the officer layout would be. You kind of have that back up there where on the police side, you're the one man crew. So I think when you start talking about how that should look, I see him as, and I've said this from the beginning, I see him as more of a police officer. that's also the fire the fire officer. And that's just me, me personally. I've said from the beginning, I'd like to have somebody that was strong in the law enforcement side, because we do have that redundancy at the firehouse that we don't have at the police station.

Matthew Rexroat “If I may, I can probably answer some of your questions and maybe help some of your concerns. I understand taking this job, even at \$49,000 a year that the first year that I'm going to be in it, I'm going to be deep in it, and it's going to be something that I've got to really, you know work at. I understand that coming into it. I can go to tell you if I'm in the position, any structure fire I'm going to be at, any major law enforcement incident I'm going to be at any major vehicle accident. I'm going to be at if I'm in the area, if I'm home, if I'm not, I on vacation or whatever the case may be, if I'm around here, I'm going to come. I don't expect that I'd be compensated, you know, oh, well, I work two hours last night on that wreck. I'm not going to come in for two hours. If I need to be in it 8 o'clock in the morning because I've got things that need to be done on the ministry of side, I'll be in at 8 o'clock in the morning. That's not a concern for me. I'm not going to nitpick every minute that I'm over 4 o'clock or 5 o'clock in the evening or before 8 o'clock. It's just not me. I may come in early because I can get more done when there's nobody there.. You know, it just that's how I look at it. Yes, I'm going to be there, you know, almost every day from eight to five like you want, because you want somebody in the office like that. But there'll be times where I'm out at night and I don't expect to be off the next morning.

Commissioner Hellams “What was the reason that you didn't choose him the first time? I mean, I know he was top candidate. Was his salary?

Mayor Thigpen “Yeah, we advertised his salary range that \$42. Well, there was a range, advertised the first time, and even on the tire part of that the top part of that range was not even really comparable for him to make the move from where he was originally.

Commissioner Hellams “Yeah, I can understand that one.

Commissioner Deen “And I don't and I see some flexibility in office hours. I mean, if you're, you know, acting as police chief, you've got reported build with people and things that you

want to go do, and people you want to go see during the day and, you know, I don't think you're tied to that office eight hours a day.

Mayor Thigpen "Well, we have Mrs. Trish. Mrs Trish is in the office.

Attorney Lang " exempt employees are exempt employees. They work what's necessary to get the job out. They're not a prisoner of that employment either. They' vacations, delegate authority, things like that. What Matthew would be doing would be he'd be running the fire department, running the law enforcement town, but he'd be very comparable to Lyle Wilkerson. We expect Lyle to be here when Lyle needs to be here, but nobody's micromanaging when he's here. either. He's an exempt employee. He needs to work enough hours to get the job accomplished, and you have an expectation that he'll be around the office to be able to be found when that's the right to. That's kind of my idea of in the way it's basically always run for example.

Mayor Thigpen "And we do have Mrs. Trish in the office, so that's not a huge concern during the daytime. So don't mistake what I'm saying is that I want him to be at that desk all the time. Mr. Rexroat's a field guy, if you look at his profession, he's firefighter, EMT, and a police officer. Those aren't guys who sit behind desks. They are guys who go out and do stuff.

Attorney Lang " And you don't want him to sit behind a desk."

Mayor Thigpen "No, that's not.

Attorney Lang "Not all the time.

Commissioner Rutter "I have a question. Maybe just one of the things that I would really promote, and I think we're moving into that direction is working very closely with the county in all areas, but in this case, a law enforcement fire, you kind of have a plan in your mind on how you might accomplish that?

Matthew Rexroat "Yes, sir, I've already spoke with the sheriff and with Chief Campbell over the County Fire. Chief Campbell's actually informed me that if I get the position that he would outfit help the city outfit my vehicle with ALS equipment, meaning that basically, if an ambulance is not immediately available, I can respond and feed the paramedic on scene. Obviously can't transport to the hospital, but, you know, the quicker you get advanced cardiac care to somebody, the more likelihood they are to have a better outcome. until an ambulance gets there. So it's a benefit that the city that you're going to get at no cost to the city. I'm going to do that because that's just me. That's that's what I do. And Chief Campbell's agreeing to help with that and, of course, as the fire department responds into the county to help out, in the zones that they have inside the county, I'd be the same way. So it's a benefit for the county and for the city. As far as law enforcement side, I've spoke with the Sheriff Schultz and of the same mindset that, you know, there still is there's this idea that there's not a Trent police department anymore, unfortunately,

because of the fact that, you know, the chief left and the two officers that they had left, and my idea would be that people understand there still very much is a Trenton police department. It's just having to wait and grow as the budget can grow. And so when things go along in law enforcement side, instead of it always just being the sheriff's office, I would be involved with that so that people would see that there's, you know, the chief of police for the city of Trenton is involved with it as well. So that when down the road, if you decide to hire officers or do whatever, your citizens aren't going to go, wait a minute. You, the sheriff's office has been taking care of it all for the last however long. Why do we need to hire officers? They're going to see that you had somebody that's been doing it along with the sheriff's office.

Commissioner Rutter "But as far as, you know, drug raids or things like that, obviously, the Sheriff is going to have to be conducting a lot of that. You would be working closely.

Matthew Rexroat "Correct.. Correct. He wouldn't do anything in the city without letting me know.

Commissioner Rutter "Right. Okay."

Mayor Thigpen "I only bring this up because, uh Commissioner Dean had mentioned uniforms. I mean, did you have something in mind or was it just a concern of how you all? what we would expect. I mean, I'm fine with like.

Matthew Rexroat "I wondered too."

Mayor Thigpen "I mean, I'm fine with like BDU pants and a polo that says public safety director.

Commissioner Deen "I was going to say I'm fine. I would think that it should be kind of a comfort thing with whatever the candidate is is most comfortable wearing, you, whether it be jeans and a public safety shirt. Whatever the case is. I mean, I think that that would be up.

Matthew Rexroat "I'm fine with that. There may be days that I'd be a little more dressed up depending on what's going on that day.

Mayor Thigpen "And what's usable the most. I'm thinking what's user friendly. What are your tools, your equipment? What you?

Matthew Rexroat "using in like a polo shirt or something like that that would look nice, you know, that would be more advantageous for if you have to go on a fire call or you have to go a law enforcement call, you can do both of those in that.

Commissioner Rutter "A lot of these things will just have to. I mean, this is a new position, we're gonna have to just Lyle and him handle and work through a lot of these things. And of course, they can come to the board and we can. And it's just going to be kind of a growing, learning experience this first year. And I appreciate your attitude towards the hours because, you know, if I go back as a young guy and I start a new job, man, I throw myself or I threw myself into it, and if I had to put a lot of extra hours to learn a job and whatever, that's just where it was. Because I was going to be the best I could at that job, and I appreciate your attitude towards that. And I don't worry about Matt not putting the hours in. if anything, you know, at the end of the year, when we look at his hours and go, "All right, you might want to back off a little bit on that 'cause we were going to get burned out. Yes,. But when you're young, you can do that stuff.. That's right.

Mayor Thigpen "My next recommendation is the tone of the dialogue seems to be that the board is wanting to move forward with hiring Mr. Rexroat, but I think it's best if we have a motion to ask the city manager to begin the process of hiring Mr. Rexroat so that he can begin investing the time he needs to into the background checks and things like that. So if that's the way you want to proceed, I think it'd be good to have a motion.

Attorney Lang, "And then what you dispose of that, you could look forward to disposing of the actual formal hiring of him on August 28th.

Mayor Thigpen "As an action item, yes.

Attorney Lang "And what about, what Sheriff Schultz? Have you, is there a time lag there? How much time notice you've got to give him?

Matthew Rexroat "I mean, if I give him. If I know today on the 28th, that's my start date per se, then you, that's two weeks notice and I can let him know and we're good with that.

Attorney Lang "I had heard somebody's mention tonight. Did you mention maybe September 4 or something?

City Manager Lyle Wilkerson "I can have everything done in the next two weeks. easily,

Attorney Lang "They'll work with you on how much time you got to have, is what I'm trying to say.

Matthew Rexroat " I mean, it's I'm not blindsiding them. I mean, obviously they' it's a possibility. It's just a matter of letting them know that it's a definite.

Commissioner Hellams "Right."

Commissioner Deen "Well, I'll make a motion to instruct the city manager to begin with the background checks and the process of hiring Mr. Rexroat.

Commissioner Hellams “second”

Mayor Thigpen “Motion seconded. Any more discussion. Public input, all in favor the motion, say, Aye.

Attorney Lang “And so I'm clear subject to the background and can formalize that at your 28th.

Commissioner Deen “Yes”

Matthew Rexroat “So my understanding that the 28th or 29th would be the start date.”

Can you swear him at the 28th meeting if that were to pass If y'all tell me to, I certainly can.