



# Commission Meeting Minutes

December 09, 2024  
7:00 PM

25440 West Newberry Road,  
Newberry, Florida 32669

## QUORUM CHECK

Mayor	Jordan Marlowe
Commissioners	Mark Clark Rick Coleman Monty Farnsworth Tim Marden
City Manager	Mike New
City Clerk	Judy Rice
City Attorney	Scott Walker
Staff:	
Assistant City Manager/CFO	Dallas Lee
Community Redevelopment Director	Stacey Hectus
Director of Capital Project & Facilities	Joe Lovelady
Director of Recreation	Rod Clark
Economic Development Coordinator	Uma Sarmistha
Executive Assistant	Randa Paul
Absent:	
Commissioner	Tony Mazon

## CALL TO ORDER

Mayor Marlowe called the meeting to order at 7:00 PM.

## APPROVAL OF AGENDA

**Motion to Approve the Agenda as published was made by  
Commissioner Marden, Seconded by Commissioner Farnsworth.**

Mayor Marlowe asked for public comment. There was none.

**Voting Yea: Commissioner Clark, Commissioner Farnsworth,  
Commissioner Marden**

**MOTION PASSED 3-0**

## INVOCATION

Tim Marden provided the invocation.

## **PLEDGE OF ALLEGIANCE**

Commissioner Clark led the Pledge of Allegiance.

Commissioner Coleman entered and joined the dais at 7:03 PM.

## **PRESENTATIONS**

*(Please limit presentations to 15 minutes)*

### **1. Road Maintenance Assessment Program**

Assistant City Manager/CFO Lee introduced Peter Napoli, Senior Manager, Stantec Financial Services. Mr. Napoli presented a PowerPoint on Special Assessment Programs for Long-Term Road Maintenance.

Discussion ensued.

### **2. Funding Plan Update for Wastewater Treatment Facility Allocation for Growth / New Development**

City Manager New presented the item with a PowerPoint.

Discussion ensued.

City Manager New and Assistant City Manager/CFO Lee responded to questions.

Tripp Norfleet spoke.

Mayor Marlowe stated there is a Commission Workshop scheduled to be held on Monday, December 16th, 2024. The two items to be discussed are (1) Roadway Improvement Project Selection and (2) Funding Plan Update for Wastewater Treatment Facility Allocation for Growth / New Development.

## **PUBLIC ANNOUNCEMENTS**

*(Please limit announcements to 2 minutes)*

Mayor Marlowe asked for public announcements. There were none.

## **CONSENT AGENDA**

**Motion to Approve the Consent Agenda was made by  
Commissioner Marden, Seconded by Commissioner Clark.**

Mayor Marlowe asked for public comment. There was none.

**Voting Yea: Commissioner Clark, Commissioner Coleman,  
Commissioner Farnsworth, Commissioner Marden**

**MOTION PASSED 4-0**

### **3. November 25, 2024 Commission Meeting Minutes**

### **4. Federally Funded Subaward and Grant Agreements (FEMA Reimbursements)**

*-Z4555 Hurricane Milton*

*-Z4546 Hurricane Helene*

## **PUBLIC HEARINGS AND ORDINANCES**

### **5. Preliminary Plat for Country Way South Phase 2.**

Mayor Marlowe noted a scrivener's error on the published agenda, this is a Quasi-Judicial item.

Quasi-Judicial Public Hearing: Resolution 2024-16/SD 24-06, an application by CHW, agent on behalf of Norfleet Properties LLLP, Owner, for approval of construction plans related to Phase 2 of the Country Way South on 10.22 acres generally located west of US 27/SR 45. Parcel No: 02540-001-000

Mayor Marlowe reviewed the quasi-judicial procedures and read through the presentation order.

Attorney Walker read Resolution 2024-16 by title only.

Clerk Rice swore in Economic Development Coordinator Uma Sarmistha and Daniel Young, PE, LEED AP; Vice President and Principal Engineer; Construction Services, Land Development, and Transportation; CHW, an NV5 company.

Mayor Marlowe asked for ex parte communication on the application.

#### **ROLL CALL**

**Commissioner Clark: NONE**

**Commissioner Coleman: NONE**

**Commissioner Farnsworth: NONE**

**Commissioner Marden: NONE**

Mayor Marlowe noted that there was no third-party intervenor present.

Economic Development Coordinator Sarmistha presented the item and staff recommendation with a PowerPoint.

Mr. Young stated he supported the staff's presentation and was available for questions.

Mayor Marlowe asked for public comment, there was none.

Discussion ensued.

There was no cross examination or final arguments.

Attorney Walker advised the Commission that their decision must be based upon substantial and competent evidence.

**Motion to Approve Resolution 2024-16 with these four (4) conditions was made by Commissioner Marden,**

- 1. Details on lift station shall be provided with Construction plan,**
- 2. Electric design shall be resolved at Construction plan approval,**
- 3. Perimeter buffer shall be provided with Construction plan,**

**4. All site and street lighting shall be compliant with the latest FDOT lighting standards.  
Seconded by Commissioner Coleman.**

Mayor Marlowe asked for public comment. There was none.

**Voting Yea: Commissioner Clark, Commissioner Coleman,  
Commissioner Farnsworth, Commissioner Marden**

**MOTION PASSED 4-0**

## **AGENDA ITEMS**

### **6. Easton Foundation Proposal to Expand Facilities at the Easton Newberry Sports Complex**

City Manager New presented the item and staff recommendation with a PowerPoint.

Carl Green, Easton Foundation, spoke.

Recreation Director Clark responded to questions.

Barnett Chenault, President, Architect, LEED Green Associate; Monarch Design Group, spoke.

The Commission directed staff to evaluate the options, with a deadline of 90 days to present solution(s) to the Commission.

### **7. Charter Officer Annual Evaluations**

Mayor Marlowe presented the item orally.

**Motion to direct staff to give the Charter Officers raises commensurate with their evaluations and Resolution 2024-38, when the fifth Commissioner submits evaluations, was made by Commissioner Marden, Seconded by Commissioner Clark.**

Mayor Marlowe asked for public comment. There was none.

**Voting Yea: Commissioner Clark, Commissioner Coleman,  
Commissioner Farnsworth, Commissioner Marden**

**MOTION PASSED 4-0**

## **COMMENTS**

City Attorney Walker, Assistant City Manager/CFO Lee, Community Development Director Hectus, City Manager New, Commissioner Clark, and Mayor Marlowe made comments.

## **MEETING ADJOURNMENT**

The meeting was adjourned at 9:44 PM.

Signed and approved on this 13th day of January 2025.

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Jordan Marlowe, Mayor

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Judy S. Rice, City Clerk