

FINAL – APPROVED VERSION

These meeting minutes reflect all updates requested during the Emergency Town Hall Meeting held on June 23, 2025, and represent the final version as formally approved by the Commission. This document serves as the official record of proceedings in accordance with Florida’s Government-in-the-Sunshine Law (Chapter 286, F.S.). Commissioners are reminded that no discussion of public business should occur outside of a publicly noticed meeting.

Town of Marineland – Regular Town Council Meeting Minutes

Date: June 19, 2025

Location: 9741 N Oceanshore Blvd, St. Augustine, FL 32080

Time Called to Order: 6:02 PM

Presiding Officer: Douglas “Dewey” Dew Jr. (Mayor Dewey)

In-Attendance Commissioners, Town Staff, and Contractors

- **Mayor:** Douglas “Dewey” Dew Jr.
- **Commissioner:** Jessica Finch
- **Town Comptroller & Clerk:** Wilshem Pennick
- **Town Manager:** Suzanne Dixon
- **Town Attorney:** Dennis Bayer
- **Town Planner (Virtual):** Janis Fleet
- **Town Contractor (Previously Finance Director):** Mark Simpson
- **Town of Marineland Marina Manager:** Eric Ziecheck

1. Call to Order and Pledge of Allegiance

Mayor Dewey called the meeting to order at 6:02 PM. All attendees stood and recited the Pledge of Allegiance.

2. Additions, Deletions, and Modifications to the Agenda

There were no immediate additions, deletions, or modifications to the agenda at the start of the meeting. Later in the meeting, the following item was added as **Agenda Item 7f: Discussion Regarding the Website and Submitted Contract**.

3. Mayor’s Announcements

Mayor Dewey offered brief, forward-looking remarks focused on community building, improving public awareness, advancing shared objectives, and completing ongoing administrative tasks.

4. Recognitions, Proclamations, and Presentations

There were no recognitions, proclamations, or formal presentations during this meeting.

5. Community Outreach / Public Comment

Mayor Dewey opened the floor for public comment. No attendees opted to speak on the items listed on the agenda.

6. Consent Agenda

a. Approval of May 21, 2025 Regular Meeting Minutes

Commissioner Jessica Finch noted she did not receive the minutes due to email access issues. A motion was made and seconded to defer approval to a future meeting. Motion passed unanimously.

b. Town Staff Invoices

Mark Simpson presented a summary of outstanding invoices. Wilshem Pennick confirmed receipt and review. Mark emphasized that Mayor Dewey must be added to the Town's bank account for checks to be issued. A check previously issued to former Mayor Gary Ink was voided due to his passing.

c. Utility Invoices

The Florida Power and Light (FPL) check was voided, and the payment was made electronically.

d. Check Detail

Mark reiterated the need to finalize bank processing to activate check issuance. Checks were handed to Mayor Dewey for safekeeping until the process is complete.

7. General Business

a. Use Agreement with the County & Review of Current Contracts

- The Use Agreement between the Town of Marineland and Flagler County was discussed.
- The building was originally intended for general public use; Park Management and the Fire Department now seek use of the facility.
- The County manages the property due to greater staff capacity.
- A non-compliance notice was issued regarding joint ownership.
- It was noted the County has access to other buildings and may find this location operationally inconvenient.
- A meeting with the County was proposed.
- There were informal mentions of \$50,000 in potential building upgrades; however, no documentation exists and this must be investigated further.
- If the fire truck must be relocated, alternatives include Ponte Vedra or Central Florida.
- Town records are stored in County facilities.
- Possibilities like a library or museum with conference space were considered due to Use Agreement constraints.
- Mayor Dewey requested a list of all current contracts.
- Wilshem Pennick requested a vendor list and suggested contract standardization.
- Attendees agreed that email access must be restored as a priority.

b. Election Update

- Town Manager Suzanne Dixon confirmed that the municipal election is scheduled for September 2, 2025.
- The Town has three total council seats, with one seat currently open.
- In the September 2025 election, Commissioner Jessica Finch will have the opportunity to formally run for the seat she currently holds by appointment, with the term set to expire in September 2026.
- The Flagler News Turbine will promote the election twice annually.
- A charter review was recommended to determine the length of service allowed under a temporary appointment
- Mayor Dewey requested a list of qualified candidates, which will be provided by the Supervisor of Elections.

c. Introduction of New Comptroller & Clerk / Advisory Board Proposal

- Wilshem Pennick introduced himself, sharing his professional background and excitement to serve.
- Discussion followed on formalizing the position under the Town Charter.
- A proposal for creating a Town Advisory Board was made.
- Differences between an advisory board and a formal committee were discussed.
- Stakeholder meetings were acknowledged; there has not been one in recent months.
- There is precedent for third parties to present ideas before submitting formal proposals.
- Discussion included jurisdiction, planning, and a potential business incubator.
- A motion was made and seconded to create a framework for an Advisory Board to be reviewed at the next meeting. Motion passed unanimously.

d. DEP Grant Update & JAG Grant Fund Authorization

- Town Planner Janis Fleet shared that the DEP grant for artificial reefs is now under her administration.
- Reef Arches assisted with the grant application; their representative Nick joined virtually.
- A sub-consultant agreement is needed.
- The Town has adopted Flagler County's purchaser agreement, which permits sole source contracting.
- Mark, Wilshem, and Mayor Dewey requested a copy of this agreement.
- Additional funding has been identified.

- Reef Arches' representative explained their erosion control technology and noted they are a preferred vendor for other municipalities.
- Wilshem Pennick, as fiscal agent, must sign the letter to access funds.
- Marineland is the only municipality that received full DEP funding.
- The grant application will be shared with Mayor, Commissioner, and Clerk before moving forward.
- Funding is available through 2027. A decision on sole source vs. RFP must be made by end of summer.
- Janis reiterated that the grant is awarded to the Town, which controls fund distribution.
- **JAG Grant:** The County requested a letter of support for narcotics enforcement at the Marina.
 - Commissioner Finch made a motion to submit the endorsement letter.
 - Motion was seconded and passed unanimously.

e. FEMA Update from Marina Manager

- The Town was impacted by Hurricanes Ian and Milton.
- Work covered by FEMA funding has been completed, including:
 - Electrical upgrades
 - Sewage pump-out upgrades
 - Dock repairs
- There is a discrepancy in the listed FEMA funding amount.
- When asked about fees for pump-outs, the Marina Manager confirmed no fee is charged, as it encourages responsible disposal.
- Some marinas do charge fees, but Marineland does not.

f. Discussion Regarding the Website and Submitted Contract

- A contract proposal was submitted for 8 hours/month of web services at \$1,400/month, covering copywriting, content, and design updates.
- Discussion was held about whether the developer is ADA compliant.
- Alternatives like CivicPlus and CivicClerk were suggested, though cost-prohibitive.
- A motion was made to not exceed \$525 for website access support. The motion was seconded and passed unanimously.

8. Additional Reports & Comments

a. Town Financial Director (formerly held)

- The Town had to return ARPA funding.
- Budget modification is needed to reflect \$85,000 in FEMA-related revenue and expenses.
- A motion was made and seconded to amend the budget by \$85,000.
Motion passed unanimously.
- A formal budget discussion will ideally be held in July.

b. Town Manager – Suzanne Dixon

- Recommended that all references to the Financial Director be removed from communications.
- Urged everyone to prioritize the third Thursday of each month for quorum.
- Reinforced the need for staff email access.
- Clarified that events only need to be reported to FTC if revenue is expected.
- Requested that the new event application form be posted to the website.
- Noted there are two applications, and for Reverb Church, the application fee must still be paid.
- No application is needed if no revenue will be generated.

c. Town Planner – Janis Fleet

- Reported attending recent events and presenting the stormwater plan.
- Discussed relevant funding opportunities and recommended prioritizing stormwater-related projects.
- Flagler County occasionally donates materials to support infrastructure needs.

d. Town Clerk – Wilshem Pennick

- Shared an update on completing bank forms to gain access.
- It was agreed that he and the Mayor should be added to the Town's bank accounts.
- Emphasized the need to standardize procedures, identify donors for furniture and equipment, and improve Town technology infrastructure.
- Banking and recordkeeping improvements were emphasized as top priorities.

e. Town Marina Manager

- Shared that a preparedness plan is being developed.
- Hurricane Milton damage repairs have been completed.

- Stated the need for capital improvements, especially due to navigational hazards.
- There are ongoing problems with illegal fishing on private property.
 - The Sheriff patrols the area three times daily.

f. Town Attorney – Dennis Bayer

- Reminded the group that financial disclosure forms are due July 1st.
- Urged the Town to compile ordinances into a central record.
- Announced he will be unavailable in July and can best be reached via WhatsApp.
- Stated a need to follow up with the Ethics Commission regarding recent appointments.

9. Public Comment

a. CRA Projects

- It was suggested the Town create a prioritized list of CRA projects.

b. Denise Calderwood

- Offered to volunteer time to help identify and apply for grants.

10. Commissioners Reports & Comments

- Mayor Dewey emphasized the importance of mutual respect and integrity in Town interactions.
- Town Legal Counsel confirmed that the Mayor's previous public statement was appropriate.
- Commissioner Jessica Finch indicated she has a list of questions for Town staff and will follow up directly.

11. Next Regular Town Meeting – July 17, 2025, 6:00 PM

12. Next Quarterly CRA Meeting – July 17, 2025, 5:00 PM

13. Adjournment – 8:36 PM