

**CITY OF BRISTOL**  
**REGULAR MEETING**

April 6, 2020

6:30 P.M.

Chairman Durwood Stewart called this virtual meeting to order with Councilmembers Tom Clemons, Charlotte Shuler, Jon Allen, and Vice-chair Margaret Rankin present. Attorney D. Jackson Summers, Mayor Heather Willis, and City Clerk Robin Hatcher were also present.

Chairman Stewart opened the meeting by leading The Lord's Prayer followed by the Pledge of Allegiance.

Vice-chair Rankin moved to approve the agenda, seconded by Councilwoman Shuler, all voted in favor.

Councilman Clemons moved to approve the previous month's minutes, seconded by Vice-chair Rankin, carried by all.

Councilman Clemons moved to approve the monthly bills for payment, seconded by Councilwoman Shuler, approved by all.

There were no public comments.

Councilman Clemons moved to temporarily suspend all open code violation cases due to COVID-19, during the City of Bristol's Local State of Emergency (LSE), seconded by Vice-chair Rankin, carried unanimously.

Councilman Clemon's moved to authorize Second Harvest of the Big Bend to use the City Hall parking lot for distribution of free commodities to residents on May 9, 2020 contingent upon coordination of traffic flow with the Liberty County Sheriff's Office, complete clean-up of premises afterwards, and no orders by Governor Desantis related to COVID-19 which would prohibit such activity. Vice-chair Rankin seconded this motion. All voted in favor.

Councilman Clemons moved to approve a Public Assistance Task Order related to EM-3432 COVID-19, submitted by Traci Buzbee of the Management Experts, seconded by Vice-chair Rankin, carried by all.

Mayor Willis read aloud, by title, Resolution #2020-03, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY DUE TO COVID-19, EFFECTIVE MARCH 17 – MARCH 23, 2020. Councilman Clemons moved to adopt Resolution #2020-03, seconded by Councilman Allen, carried by all.

Mayor Willis read aloud, by title, Resolution #2020-04, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE MARCH 24 – MARCH 30, 2020. Councilman Allen moved to adopt Resolution #2020-04, seconded by Vice-chair Rankin, carried by all.

Mayor Willis read aloud, by title, Resolution #2020-05, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE MARCH 31 – APRIL 6, 2020. Councilman Allen moved to adopt Resolution #2020-05, seconded by Councilwoman Shuler, carried by all.

Mayor Willis read aloud, by title, Resolution #2020-06, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE APRIL 7 – APRIL 13, 2020. Vice-chair Rankin moved to adopt Resolution #2020-06, seconded by Councilman Allen, all voted in favor.

Due to COVID-19, the Council agreed by general consensus to postpone all workshops to discuss City Ordinances.

Councilman Allen moved to approve 100% payment in the amount of \$203,647.00 to Capital Asphalt for the SCOP Main St. & Walnut St. Resurfacing Project and \$10,850.00 to

Capital Asphalt for the City Hall parking lot resurfacing project, seconded by Councilman Clemons, approved by all.

Councilman Clemons moved to approve the purchase of an elevated valve actuator for the WWTP for approximately \$6700, to be purchased per procurement guidelines, seconded by Vice-chair Rankin, carried by all.

By general consensus, the Council agreed to waive all late fees and approved no disconnection of water services for non-payment during the month of April 2020 due to COVID-19.

Chairman Stewart called for Special Virtual Council Meetings to be held each Monday at 6:30 p.m. beginning April 13 and continuing thru May 4, 2020 for the purpose of addressing COVID-19 related matters.

There being no further business, Councilman Clemons moved to adjourn, seconded by Councilman Allen, all voted in favor. Meeting adjourned at 7:37 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher

April 13, 2020

**CITY OF BRISTOL  
SPECIAL MEETING**

6:30 P.M.

This Special (Virtual) Council Meeting was called to order by Chairman Durwood Stewart with Councilmembers Tom Clemons, Charlotte Shuler, Jon Allen, and Vice-chair Margaret Rankin present. Mayor Heather Willis, Attorney D. Jackson Summers, and City Clerk Robin Hatcher were also present.

Public Works Supervisor Rocky Peddie offered the opening prayer. Chairman Stewart led the Pledge of Allegiance.

Councilwoman Shuler moved to approve the agenda, seconded by Councilman Clemons, approved by all.

Mayor Willis read aloud, by title, Resolution #2020-07, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE APRIL 14 – APRIL 20, 2020. Councilman Allen moved to adopt Resolution #2020-07, seconded by Vice-chair Rankin, carried by all.

There were no public comments.

Vice-chair Rankin moved to adjourn, seconded by Vice-chair Allen, all voted in favor. Meeting adjourned at 7:05 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher

April 20, 2020

**CITY OF BRISTOL  
SPECIAL MEETING**

6:30 P.M.

Chairman Durwood Stewart call this special virtual meeting to order with Councilmembers Tom Clemons, Charlotte Shuler, Jon Allen, and Vice-chair Margaret Rankin present. Attorney D. Jackson Summers and City Clerk Robin Hatcher were also present. Mayor Heather Willis was not in attendance.

Public works supervisor Rocky Peddie offered the opening prayer. Chairman Stewart led the Pledge of Allegiance.

Vice-chair Rankin moved to approve the agenda, seconded by Councilwoman Shuler, carried by all.

There were no public comments.

Chairman Stewart read aloud, by title, Resolution #2020-08, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE APRIL 21 – APRIL 27, 2020. Councilman Clemons moved to adopt Resolution #2020-08, seconded by Vice-chair Rankin, carried by all.

Vice-chair Rankin moved to authorize Chairman Stewart to execute SF424 USDA Rural Development SEARCH Grant Application for preliminary engineering services for wastewater/water system improvements, seconded by Vice-chair Shuler, approved by all.

Councilwoman Shuler moved to adjourn, seconded by Vice-chair Rankin, all voted in favor. Meeting adjourned at 6:44 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher

April 27, 2020

**CITY OF BRISTOL  
SPECIAL MEETING**

6:30 P.M.

Chairman Stewart called this virtual meeting to order with Councilmembers Tom Clemons, Charlotte Shuler, Jon Allen, and Vice-chair Margaret Rankin present. Attorney D. Jackson Summers, Mayor Heather Willis, and City Clerk Robin Hatcher were also present.

Public Works Supervisor Rocky Peddie offered the Invocation, Chairman Stewart led the Pledge of Allegiance.

Vice-chair Rankin moved to approve the agenda, seconded by Councilwoman Shuler, all voted in favor.

There were no public comments.

Mayor Willis read aloud, by title, Resolution #2020-09, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE APRIL 28 – MAY 4, 2020. Councilman Allen moved to adopt Resolution #2020-09, seconded by Vice-chair Rankin, carried by all.

Councilman Clemons moved to approve advertising for Engineering Consultant and Professional Services for preliminary engineering feasibility studies related to a SEARCH Grant for wastewater/water improvements for City of Bristol, seconded by Councilwoman Shuler, approved by all.

Councilman Clemons moved to hire Emmitt Mims and Timothy Keigans to fill two (2) part-time, temporary labor positions, approved to work 25-30 hours per week, to be paid \$12.00/hour straight time every 2 weeks, holding back one week, no taxes withheld, to receive Form 1099 for tax filing purposes, temporary position to terminate at the end of the City's Local State of Emergency (LSE), or in 6 months, or at council's pleasure whichever comes first. Vice-chair Rankin seconded this motion. Motion carried unanimously.

Vice-chair Rankin moved to adopt Purchasing Policies and Procedures 6.04(F) Disqualification of Contractor-Vendor for incorporation into City of Bristol Purchasing Policies and Procedures dated June 8, 2015, with incorporation of Section 6.04(F) dated April 27, 2020. Councilman Clemons seconded this motion. All voted in favor.

Councilman Allen moved to adjourn, Councilwoman Shuler seconded, all voted in favor. Meeting adjourned at 7:21 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher