Commission Meeting
July 16, 2019
6:30 pm

Mayor Nugent called the meeting to order at 6:30 pm.

Mayor Nugent offered a prayer and led the Pledge of Allegiance.

This was the second regular meeting of the month. Members present included Mayor Daniel W. Nugent, Commissioner Tommy Chastain, Commissioner Janice D. Mortimer, Commissioner Shannon Smith and Commissioner Wilbur Waters. Also present were Director of Operations Scott Anaheim, Customer Service Representative Autumn Box, Police Chief Jeff Johnson, City Attorney Clay Martin, City Clerk Ricky Thompson and Executive Assistant Dan Williams. City Manager Bob Milner was out of town and Deputy Clerk Lisa Terry was absent due to illness.

Mayor Nugent asked if there were any additions or deletions to the agenda. Mr. Thompson asked to add Item 10. A. Appoint Shirley Mangol as a Trustee to the Police Officers' Pension Board. Commissioner Mortimer made a motion to approve the addition to the agenda. It was seconded by Commissioner Chastain. Mayor Nugent asked if there was anything from the audience. The motion passed 5-0. Mayor Nugent entertained a motion to approve the amended agenda. Commissioner Mortimer made a motion to approve the amended agenda. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mayor Nugent asked the commissioners if there was anything they wanted removed from the consent agenda. There was not. The consent agenda consisted of the minutes of the June 25, 2019 Commission Workshop, the minutes of the July 2, 2019 Commission Workshop and the minutes of the July 2, 2019 Commission Meeting. Mayor Nugent entertained a motion to approve the consent agenda. Commissioner Smith made a motion to approve the consent agenda. It was seconded by Commissioner Waters. The motion passed 5-0.

Mayor Nugent asked if there were any emergency items. There were none.

Mayor Nugent read the statement for citizen requests "The City of Starke welcomes you to this meeting. This time is set aside for our citizens and general public to address the city commission. This is not a question or answer time. It is not a political forum, nor is it a time for personal accusations or derogatory remarks to or about city personnel. If you would like to address the commission please complete a form, come to the podium when you are called, speak into the microphone and state your name and address for the record. Please also limit your comments to not more than 3 minutes. Your participation is welcomed." There was no citizen participation.

Mayor Nugent asked for the City Clerk Report. Mr. Thompson said Commissioner Waters met with the Bond Trustees and recommended we pay our bills. Commissioner Waters made a motion to pay the bills. It was seconded by Commissioner Chastain. Commissioner Waters said there were two bills from Jackson Building Supply without purchase orders. Mr. Thompson said there are running purchase orders. Commissioner Waters asked about a purchase order for parts for recreational benches. He asked which park the benches are for. Commissioner Waters said the invoice was from Jackson Building Supply and the invoice number was 1238097. Mr. Thompson said he would find out and report back. Commissioner Mortimer asked that the invoice be pulled from payment until the commissioners know what it is for. The motion passed 5-0.

Mr. Thompson addressed the Americans with Disabilities Act Administrators winning bid by EMG. Mr. Thompson introduced the Grant Administrator Andy Easton to answer the commissioner's questions. Mr. Easton said the City of Starke has a 504 Handicap Accessibility Plan but this Request for Proposals will hire a firm to make specific recommendations to meet ADA requirements for all city buildings. Commissioner Chastain asked if this is necessary. He asked if the city could hire a contractor to meet the ADA requirements. Mr. Easton said the contractor would not update the city's current ADA policy. Mayor Nugent asked Attorney Martin if the city is required to maintain an ADA policy. Attorney Martin said he is not an ADA requirement expert but a governmental entity has a requirement to be in ADA compliance, to have an ADA self-assessment and to have an ADA grievance policy in place. He does not recommend that the city perform its own self-assessment. Mayor Nugent said he would like to have both of the bidders come before the commission to answer their questions. Attorney Martin said EMG has a proprietary database that they use to catalog all ADA compliance issues. He said the city will have use of that database for one year after that it will cost the city $5,000 to retain access to that database. Mr. Martin said the other firm has a longer-term relationship with the city without additional costs. He said for the proposed cost both bidders should be willing to come before the commissioners to answer any questions they have. Mr. Thompson said the city has a building inspector who would be able to ensure that the ADA compliance issues have been resolved. Attorney Martin pointed out that this goes beyond ADA compliance of buildings. It would include an assessment of the bills sent to customers and their accessibility by disabled customers. Commissioner Chastain asked Mr. Easton about the ADA Component, the Transition Plan Component and the hourly rates. Mr. Chastain said the other company broke down the number of hours the project would take and it came out to 630 hours. Commissioner Smith would like both firms to come before the commission to answer questions. Commissioner Mortimer asked Mr. Easton if he had any experience with either of the firms. Mr. Easton said he does not. Commissioner Mortimer asked if a motion is needed to request to meet with the firms. Attorney Martin said staff would appreciate the direction. Commissioner Mortimer made a motion to direct staff to ask for a meeting with the firms. It was seconded by Commissioner Waters. Mayor Nugent said he will be out of town until August 9, 2019. Mr. Thompson said he will reach out to the 2 firms to set a date to meet with the commissioners.

Mr. Thompson addressed the Florida League of Cities 93rd Annual Conference August 15th to 17th, 2019 at the Orlando World Center Marriott. He asked if any of the commissioners would like to attend. Commissioner Mortimer said she will be attending. Commissioner Mortimer asked Mayor Nugent if he will be able to attend because he was named the voting delegate for the city. Mayor Nugent said he will find out if he can attend and if not Commissioner Mortimer can act as the voting delegate.

Mayor Nugent asked for the City Manager Report. Mr. Williams addressed the modification of the work schedule for city hall August 9, 2019. Mr. Williams said some major electrical work will be done on city hall requiring the building to be closed that day. Mr. Williams said the request is to have the employees work 4 10-hour days Monday through Thursday of that week and be off on Friday. Commissioner Waters asked Mr. Thompson how this will affect his staff. Mr. Thompson said he would like to give his staff the option to work 4 10-hour days or to use leave time for Friday. Commissioner Mortimer wants to know what the schedule will be before approving the modification. Mayor Nugent asked how this will affect cutoffs. Ms. Box said cutoffs will be over by then. Attorney Martin said the motion could give staff the option to work the extra eight hours in the month of August or to use leave time. Mayor Nugent entertained a motion to approve allowing staff to work the extra 8 hours or to use leave time. Commissioner Waters made a motion to approve the modified work schedule. It was seconded by Commissioner Chastain. Commissioner Chastain asked if staff could be required to make up the extra 8 hours during the 2-week pay period. Attorney Martin said the motion should be to work the extra 8 hours during the 2-week pay period the 9th of August falls in. Mayor Nugent asked if there was anything from the audience. The motion passed 5-0.

Mr. Williams addressed the Americans with Disabilities Act Grievance Procedure. Mr. Williams said Attorney Martin provided a standard ADA Grievance Procedure and Mr. Williams is asking the commissioners to adopt the procedure. Attorney Martin said the city is required by the ADA to have a grievance procedure. Mayor Nugent entertained a motion to adopt the procedure. Commissioner Mortimer made a motion to adopt the procedure. It was seconded by Commissioner Smith. Mayor Nugent asked if there was anything from the audience. The motion passed 5-0.

Mr. Williams addressed the maximum millage rate of 5.5781. Mr. Williams said the maximum millage rate must be advertised before the budget can be adopted. He said 80 percent of properties in Starke are worth less than $100,000. Mr. Williams asked the commissioners to approve the maximum millage rate of 5.5781. Mayor Nugent entertained a motion to approve the maximum millage rate. He said the rate can be lowered. Commissioner Waters said the millage rate has not been raised in years. Commissioner Waters made a motion to approve the maximum millage rate. It was seconded by Commissioner Smith. Commissioner Chastain said the millage rate was raised seven tenths of a percent last year. Commissioner Waters apologized. Mr. Thompson said the increase would only be approximately $33 per household. The motion passed 4-1. Commissioner Chastain opposed the motion.

Mr. Williams addressed the purchase and sale of the Dodd property. He said the commission accepted the proposal to purchase the Dodd property at the last meeting. Mayor Nugent entertained a motion to approve the contract for the purchase and sale. Attorney Martin said the earliest closing date would be September 13, 2019 that would allow the city to do an environmental phase 1 study. He said the city will have 2 4-week extensions that would allow for a phase 2 study if necessary. Attorney Martin said the study would be less than what is required to use a formal request for proposals. Commissioner Waters suggested using the same company that did the environmental study on the Hercules property. Mr. Thompson said that study was done by Chad Gunter with Advanced Environmental Technologies. Commissioner

Waters made a motion to approve the contract. It was seconded by Commissioner Smith. The motion passed 4-1. Commissioner Mortimer opposed the motion.

Mayor Nugent asked Chief Johnson for the Police Chief Report. Chief Johnson addressed the appointment of Shirley Mangol as a Trustee to the Police Officers' Pension Board. Chief Johnson said this position is for a City of Starke resident and he has spoken to Mrs. Mangol and she has agreed to take the position. Commissioner Mortimer made a motion to appoint Mrs. Mangol to the Police Officers' Pension Board. It was seconded by Commissioner Chastain. Mayor Nugent asked if there was anything from the audience. The motion passed 5-0. Chief Johnson said there is a Police Officers' Pension Meeting next week. Commissioner Mortimer asked if Mrs. Mangol will be able to attend the meeting. Mr. Thompson said she will be sworn in at the next meeting. Mayor Nugent asked about the new police cars. Chief Johnson said they are being equipped and came in $4,000 under budget. Commissioner Waters asked about the police station building. Chief Johnson said it needs a new roof but they lease the building. Attorney Martin asked for a copy of the lease for review.

Mayor Nugent asked for the attorney report. Attorney Martin said he received the environmental audit from the Department of Transportation and he will get those documents to Mr. Milner. Attorney Martin said Mr. Milner is in the process of hiring a Code Enforcement Officer. He said once they are on staff he will meet with them to discuss siting violators so they will be required to come before the magistrate.

Stefan Nichols addressed the commission regarding his production company Dream Pilot. He said they will be doing community projects with local students and will be filming around the city. Mayor Nugent asked what age group of kids they would be working with. Mr. Nichols said elementary and middle school aged kids. Mayor Nugent asked Mr. Nichols if he had liability insurance. Mr. Nichols said he is in the process of getting coverage. Commissioner Mortimer said Mr. Nichols grew up in Bradford County and she has known him since he was a child. She said he volunteers with the Concerned Citizens of Bradford County and is active in the community. Commissioner Mortimer asked Attorney Martin to give Mr. Nichols some guidance on how to go about what he is proposing. Attorney Martin asked Mr. Nichols if the projects would be volunteer driven. Mr. Nichols said they will be. Attorney Martin said Mr. Nichols will need to make sure the volunteers release Dream Pilot from any liability and to obtain insurance to cover Dream Pilot in the event of any property damage or injury. Attorney Martin said it sounds like it will be a good thing for the community. Commissioner Smith said the Downtown Square is available through the City Manager's Office. Mr. Williams suggested Mr. Nichols have his volunteers take classes to become certified.

Commissioner Waters asked about the splash park ground breaking ceremony. He asked Mr. Williams to get with Mr. Milner when he returns to schedule a time for the commissioners to have a ground breaking ceremony. Mayor Nugent asked to see a copy of the plans for the bathroom facilities.

Commissioner Chastain asked about agenda items for the August 13, 2019 City and County joint Commission Meeting. He suggested putting recreation on the agenda. Mayor Nugent said the county volunteered to help with setting up the new property for parking. He mentioned Federal

Grants with the city and the county. Commissioner Waters said they need to put in a new well on the property by the fair grounds.

Commissioner Chastain asked about the private lift station for the Holiday Inn Express. Mr. Anaheim said they will have a Department of Environmental permitted lift station. Commissioner Chastain asked about other private lift stations in the city and having them permitted and turned over to the city. Mr. Anaheim strongly recommended that the city not take ownership of the private lift stations. He said they are not properly maintained.

Commissioner Chastain asked about the sewer pipeline evaluation. Mr. Anaheim said he is trying to determine the top 10 lines needing to be replaced.

Commissioner Chastain asked about the substation breaker replacement. Mr. Anaheim said he is waiting for a cost for a secondary feed from Florida Power and Light. Commissioner Chastain asked about getting a secondary feed from Clay Electric or Gainesville Regional Utilities so if Florida Power and Light goes down completely the city won't be completely down. Mr. Anaheim said the underground secondary line from Florida Power and Light will probably be around $200,000.

Commissioner Chastain asked about calculations on water rates. Mr. Anaheim said he will be working on them. He said the repaving of State Road 100 will begin next week. Commissioner Smith said he thought the repaving project was not going to start until the bypass was complete. Mr. Anaheim said the repaving will begin on the Union County side of State Road 100.

Commissioner Chastain asked about the hardship letter. Mr. Williams said it is not ready.

Commissioner Smith had nothing further.

Commissioner Mortimer had nothing further.

Mayor Nugent asked Chief Johnson about the Jag Grant. Chief Johnson said they were just awarded the 2017 Jag Grant money and were notified they will probably be awarded 2018 Jag Grant money as well.

There being no further business, the meeting was adjourned at 8:02 pm.