Commission Meeting Minutes
March 3, 2020
6:30 pm

Mayor Waters said before we begin the official meeting of the Starke City Commission, there will be a time of voluntary prayer and the Pledge of Allegiance. Those willing to do so are asked to stand and Commissioner Nugent will lead us in prayer and the Pledge of Allegiance.

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

This was the first regular meeting of the month. Members present included Mayor Wilbur Waters, Commissioner Janice D. Mortimer, Commissioner Danny Nugent and Commissioner Shannon Smith. Also present were Director of Operations Scott Anaheim, City Manager John Holman, Director of Finance John-Paul Ledford, Code Enforcement Officer Jeff Look, City Attorney Clay Martin, Deputy Clerk Lisa Terry and City Clerk Ricky Thompson. Commissioner Tommy Chastain was absent due to illness.

Mayor Waters asked if there were any additions or deletions to the agenda. There were none. Mayor Waters entertained a motion to approve the agenda. Commissioner Mortimer made a motion to approve the agenda. It was seconded by Commissioner Smith. The motion passed 4-0.

Mayor Waters entertained a motion to approve the consent agenda. The consent agenda consisted of the Minutes of the February 18, 2020 Commission Workshop, the Minutes of the February 18, 2020 Commission Meeting and the Shriners Boot Drive. Commissioner Nugent made a motion to approve the consent agenda. It was seconded by Commissioner Mortimer. The motion passed 4-0.

Mayor Waters asked if there were any emergency items. Mr. Holman asked Mr. Anaheim to explain the sewer line collapse under Andrews Street at US Highway 301. Mr. Anaheim said there was a sewage spill due to a grinder pump failure at the Bradford County Jail. He is getting quotes for repairs. Mr. Anaheim said there will be a fine because of the spill. Commissioner Smith asked if the county would be responsible for the cost. Mr. Anaheim said he will get with the county when he receives the bill. Commissioner Mortimer made a motion to declare the sewer line collapse an emergency and authorize moving forward with a repair up to $100,000.00. It was seconded by Commissioner Nugent. Commissioner Mortimer asked that the repair be done as quickly as possible to limit the impact to the citizens. The motion passed 4-0.

Vice Mayor Smith 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 Waters called for public hearings. Attorney Martin addressed the second reading of Ordinance Number 2020-05. The comprehensive plan amendment changing the future land use map pursuant to application number S191127A submitted by Forest Garden Products, LLC. Attorney Martin read the rules and procedures for the quasi-judicial hearing. Attorney Martin asked if there had been any ex parte communications between the commissioners and Kevin Elixson. Commissioner Nugent said no. Commissioner Mortimer said no. Commissioner Smith said no. Mayor Waters said no. Attorney Martin asked Mr. Look and Mr. Elixson to raise their right hands and swear to tell the truth, the whole truth and nothing but the truth. They both did. Attorney Martin read the title of the ordinance. Mr. Look said it is an application by the owner of property that is dual zoned R1C and B3. The application is to zone the property entirely B3. Property owner Mr. Elixson said he would like to use the property he is asking to be rezoned as storage for his landscape supply company. Mr. Look said this has been reviewed and approved by the North Florida Regional Planning Council and the Planning and Zoning Board approving the application. Attorney Maritin asked if there were any party interveners wishing to present testimony. There were none. Attorney Martin asked if anyone from the public would like to speak. None one responded. Attorney Martin asked if there were any final arguments. Mr. Elixson had no final arguments. Mr. Look had no final arguments. Mayor Waters entertained a motion to approve the second reading of Ordinance Number 2020-05 by title only. Commissioner Nugent made a motion to approve the second reading by title only. It was seconded by Commissioner Smith. The motion passed 4-0.

Attorney Martin addressed the second reading of Ordinance Number 2020-06. The zoning map amendment changing zoning designation pursuant to application number Z19-02 submitted by Forest Garden Products, LLC. Mr. Look said this application is to change the zoning from R1C to B3. Mr. Elixson said he wants to use the property for storage for his landscape supply company. Mr. Look said the North Florida Regional Planning Council and the Planning and Zoning Board has approved the application and it is his recommendation to the commission to approve it as well. Attorney Martin asked if anyone would like to speak to this matter. There was no response. He asked if there was any cross examination. There was none. Attorney Martin asked if there was any cross examination. There was none. Attorney Martin asked if the commissioners had any comments. Mayor Waters entertained a motion to approve the second reading of Ordinance Number 2020-06 by title only. Commissioner Mortimer made a motion to approve the second reading by title only. It was seconded by Commissioner Nugent. The motion passed 4-0.

Mayor Waters asked for the City Clerk Report. Mr. Thompson said Commissioner Nugent met with the bond trustees and reviewed the bills. Commissioner Nugent made a motion to pay the bills. It was seconded by Commissioner Mortimer. The motion passed 4-0.

Mr. Thompson addressed the procedures for commission meeting recordings and minutes. He said this will clear up one of the audit findings. Commissioner Mortimer said that would have been helpful to know when reviewing the packet. Mr. Thompson said the procedures have been reviewed by Attorney Martin. Attorney Martin said he would like to have the commissioner's blessing to create a procedure manual. Mayor Waters entertained a motion to approve the procedures. Commissioner Nugent made a motion to approve the procedures. It was seconded by Commissioner Smith. The motion passed 4-0.

Mr. Thompson addressed allowing the use of the city seal on the Downtown Merchants billboard. Commissioner Mortimer asked where the billboard is. Chrissy Thompson said it will be on the south end of the billboard. Mrs. Thompson asked which seal will be used. Mrs. Thompson said the 150th Anniversary Seal. Commissioner Mortimer asked if there would be a cost to the city. Mrs. Thompson said there is no cost to the city. Mayor Waters entertained a motion to approve the use of the city seal. Commissioner Mortimer made a motion to approve the use of the city seal. It was seconded by Commissioner Smith. The motion passed 4-0.

Chrissy Thompson with the Downtown Merchants. Mrs. Thompson said the Downtown Merchants would like to help with the 150th Anniversary Celebration on April 4, 2020 from 10:00 am to 4:00 pm. Mrs. Thompson asked about providing power at the square at the tree line. Mr. Anaheim said they are trying to standardize the electrical. Commissioner Mortimer asked Mr. Holman to meet with Mrs. Thompson about this. Mrs. Thompson said the hospital closing in going to have a huge impact on the community. She offered the Downtown Merchants' help to the city in any way they can. Commissioner Smith suggested Mrs. Thompson work with Mr. Holman on this.

Mr. Thompson addressed the bond trustee discussion. Commissioner Mortimer asked if the bond trustees are required. Mayor Waters said because the city has no bonds the bond trustees are not necessary. Mayor Waters asked Attorney Martin to review the ordinance and bring it back before the commission.

Mayor Waters asked for the City Manager Report. Mr. Holman asked Engineer Gary Sneddon to address Change Order Number 3 for the splash park. Mayor Waters entertained a motion to approve Change Order Number 3. Commissioner Mortimer made a motion to approve the change order. It was seconded by Commissioner Nugent. The motion passed 4-0.

Mr. Sneddon addressed Change Order Number 4 for the splash park. Mayor Waters entertained a motion to approve Change Order Number 4. Commissioner Mortimer made a motion to approve the change order. It was seconded by Commissioner Nugent. The motion passed 4-0.

Mr. Sneddon addressed the Substantial Completion Form. Mayor Waters entertained a motion to approve the Substantial Completion Form. Commissioner Nugent made a motion to approve the form. It was seconded by Commissioner Smith. The motion passed 4-0.

Mr. Sneddon addressed the Application for Last Payment. Mayor Waters made a motion to approve paying the additional $6930.00 for the removal of the additional dirt. Commissioner Nugent made a motion to approve the additional payment. It was seconded by Commissioner Mortimer. The motion passed 4-0. Mayor Waters entertained a motion to approve the final payment of $83,586.94. Commissioner Nugent made a motion to approve the final payment. It was seconded by Commissioner Mortimer. The motion passed 4-0.

Mr. Holman addressed Resolution Number 2020-25 approving the Engineering Master Services Agreement between Woodard & Curran and the City of Starke. The commissioners wanted more information on this item so it will be on the next meeting agenda.

Mr. Thompson addressed Resolution Number 2020-26 appointing John Holman as primary city representative and Scott Anaheim as alternate city representative to the Florida Municipal Electric Association. Commissioner Mortimer made a motion to approve the resolution. It was seconded by Commissioner Nugent. The motion passed 4-0.

Mr. Holman addressed Resolution Number 2020-30 approving the agreement between the City of Starke and DDD Construction & Site Work. Mayor Waters entertained a motion to approve Resolution Number 2020-30. Commissioner Nugent made a motion to approve the resolution. It was seconded by Commissioner Smith. Mayor Waters asked if a buffer would be left around the property. Mr. Thompson said there would. The motion passed 4-0.

Mayor Waters asked for the Police Chief Report. Chief Johnson was absent.

Attorney Martin asked to bring back the update on outside labor law legal counsel at the next meeting.

Commissioner Nugent had nothing further.

Commissioner Mortimer had nothing further.

Commissioner Smith asked for an update on the construction at Orange Street and State Road 100. Mr. Anaheim said they are waiting on the final repair of the temporary asphalt.

Mayor Waters had nothing further.

There being no further business the meeting was adjourned at 8:57 pm.