

Commission Meeting Minutes
November 5, 2019
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 Chastain will lead us in prayer and the Pledge of Allegiance.

Mayor Waters called the meeting to order at 6:31 pm.

This was the first regular meeting of the month. Members present included Mayor Wilbur Waters, Commissioner Tommy Chastain, Commissioner Janice D. Mortimer, Commissioner Danny Nugent and Commissioner Shannon Smith. Also present were Director of Operations Scott Anaheim, Police Chief Jeff Johnson, City Attorney Clay Martin, City Manager Bob Milner and Deputy Clerk Lisa Terry. City Clerk Ricky Thompson 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 consent agenda. The consent agenda consisted of the Minutes of the October 15, 2019 Commission Workshop, the Minutes of the October 15, 2019 Commission Meeting and the listing of surplus property. Commissioner Mortimer made a motion to table the minutes from the Commission Workshop and the Commission Meeting until the next meeting because she just received them and has not had time to read them. It was seconded by Commissioner Chastain. The motion passed 5-0. Mayor Waters entertained a motion to approve the listing of surplus property. Commissioner Chastain made a motion to approve the listing of surplus property. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Mayor Waters entertained a motion to approve the agenda. Commissioner Mortimer made a motion to approve the agenda with the minutes from the consent agenda tabled. It was seconded by Commissioner Smith. The motion passed 5-0.

Mayor Waters asked if there were any emergency items. Mr. Milner said Florida League of Cities Senior Management George Forbes and Jim Hanson have requested a workshop on November 12, 2019 at 6:00 pm to discuss the City Manager applications. Attorney Martin suggested holding a Special Meeting which would allow the commissioners to vote. Mayor Waters entertained a motion to declare this an emergency item. Commissioner Nugent made a motion to declare this an emergency item. It was seconded by Commissioner Smith. The motion passed 5-0. Mayor Waters entertained a motion to hold a special meeting on November 12, 2019 at 6:00 pm. Commissioner Mortimer made a motion to declare a special meeting on November 12, 2019 at 6:00 pm to discuss the interview process for the City Manager position. It was seconded by Commissioner Smith. The motion passed 5-0.

Mayor Waters 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." Albert Mize addressed the commission regarding sidewalk signs. He owns Scarlett's Southern Accents in downtown Starke and was told he cannot use his sidewalk sign. Mr. Mize was given the sign by the Downtown Merchants. He depends on the sign to attract customers. Mr. Mize said his sign was moved by the Building and Zoning Official but other business's signs were not moved. He said there is an ordinance regarding signs. Mr. Mize said there are minutes from a meeting in the spring of 2008 approving his use of the sign. Mayor Waters said the commissioners will look into the ordinance and get back to him regarding his sign. Mr. Mize asked if he could use his sign while he is waiting to hear back from the commission. Mr. Milner said Mr. Mize is not out of compliance with the sign as long as it does not interfere with pedestrian traffic. Mayor Waters said Mr. Mize could continue to use his sign.

Mayor Waters asked for the City Clerk's Report. Ms. Terry said Commissioner Mortimer met with the bond trustees and reviewed the bills. Commissioner Mortimer made a motion to pay the bills. It was seconded by Commissioner Nugent. The motion passed 5-0.

Ms. Terry said the audit committee met on October 23, 2019 to rank the firms who submitted a request for qualifications for audit services and Commissioner Mortimer was the chair of that committee. Commissioner Mortimer said she, Commissioner Nugent and Mayor of Lawtey Jimmy Scott were on the committee and James Moore received 274 points while Reddish & White received 247 points. Commissioner Nugent would like to have a workshop to interview the firms. Commissioner Chastain asked if local preference was given to the local firm. Commissioner Mortimer said it was not. Commissioner Chastain asked why not. Commissioner Mortimer said it was not part of the review criteria the committee received from the Clerk's Office. Commissioner Chastain said there is an ordinance that gives local preference. Commissioner Mortimer said the committee was not given that information. Mayor Waters said local preference should have been given to Reddish & White. He suggested adding the interviewing the auditing services firms to the November 12, 2019 special meeting. Commissioner Mortimer made a motion to add interviewing the auditing services firms to the November 12, 2019 special meeting. It was seconded by Commissioner Smith. The motion passed 5-0.

Ms. Terry addressed Ordinance No 2020-01 Late and Delinquent Payments for Utility Services. Attorney Martin read the title of Ordinance 2020-01. Mayor Waters entertained a motion to approve the second reading of the ordinance. Commissioner Chastain made a motion to approve the second reading of Ordinance 2020-01 as read by title. It was seconded by Commissioner Nugent. Commissioner Mortimer said a reconnection fee should only be charged if the service has been disconnected. Mr. Milner said it is the practice to charge a reconnection

fee if the customer is on the cut off list. Commissioner Mortimer said a customer should not be charged a reconnection fee if their service has not been disconnected. She said this happened to a senior citizen customer today. Commissioner Nugent agreed with Commissioner Mortimer. Attorney Martin said a reconnection fee can only be charged if the service has been disconnected. The motion passed 5-0.

Ms. Terry addressed Ordinance No 2020-02 Water and Wastewater Rates and Charges. Attorney Martin read the title of Ordinance 2020-02. Mayor Waters entertained a motion to approve the second reading of Ordinance No 2020-02. Commissioner Chastain made a motion to approve the second reading of Ordinance 2020-02 as read by title. It was seconded by Commissioner Nugent. The motion passed 5-0.

Ms. Terry addressed Ordinance No 2020-03 Gas Rates and Charges. Attorney Martin read the title of Ordinance 2020-03. Mayor Waters entertained a motion to approve the first reading of Ordinance No 2020-03. Commissioner Mortimer made a motion to approve the first reading of Ordinance 2020-03 as read by title. It was seconded by Commissioner Smith. The motion passed 5-0.

Ms. Terry addressed the Concerned Citizens of Bradford County's request to present the Key to the City to Santa Fe College President Jackson Sasser. Alicia McMillian, President of the Concerned Citizens of Bradford County asked that Dr. Sasser be presented the Key to the City at the Martin Luther King Junior Banquet on January 18, 2020. Commissioner Mortimer said Dr. Sasser has made many contributions to the city and the community and they would like Mayor Waters to present the key to Dr. Sasser. Mayor Waters entertained a motion to approve the presentation of the Key to the City. Commissioner Mortimer made a motion to approve the presentation of the Key to the City. It was seconded by Commissioner Nugent. The motion passed 5-0. Mrs. McMillian said tickets to the banquet will be available on December 1, 2019 and she would like the city to purchase a table.

Ms. Terry addressed hosting the Northeast Florida League of Cities Dinner on February 20, 2020 at the Governor Charley E. Johns Convention Center. She said the city hosts the February dinner every year. Mayor Waters entertained a motion to approve hosting the dinner. Commissioner Nugent made a motion to approve hosting the dinner. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mayor Waters asked for the City Manager Report. Mr. Milner introduced Ashley Yowell the new Recreation Coordinator. Mrs. Yowell said she is a graduate of Bradford High School and attended the University of Alabama at Birmingham on a softball scholarship. She looks forward to giving back to her community. The Board welcomed her to the City. Commissioner Nugent asked Mr. Milner if he will be bringing in interns for the recreation department.

Mr. Milner addressed the engineering proposals for design of the wastewater treatment facility. Mayor Waters entertained a motion to select a firm. Commissioner Mortimer made a motion to negotiate a contract with Mittauer & Associates and if that fails to negotiate a

contract with Woodard and Curran. It was seconded by Commissioner Nugent. The motion failed 2-3. Commissioner Chastain, Commissioner Smith and Mayor Waters opposed the motion. Commissioner Smith made a motion to negotiate a contract with Woodard & Curran and if that fails to negotiate a contract with Mittauer & Associates. It was seconded by Commissioner Chastain. Commissioner Nugent expressed concern over switching firms. Commissioner Mortimer agreed. The motion passed 3-2. Commissioner Mortimer and Commissioner Nugent opposed the motion.

Mr. Milner addressed the Americans with Disabilities evaluation bids. He recommended rejecting the proposals from EMG and Tindale Oliver. Mr. Milner said the city could save a considerable amount of money by hiring an engineering firm to design the needed changes to make city hall ADA compatible. Commissioner Mortimer asked if these changes will include work areas for employees. Mr. Milner said it would. Mayor Waters entertained a motion. Commissioner Chastain made a motion to reject the proposals. It was seconded by Commissioner Nugent. The motion passed 5-0.

Mr. Milner addressed advertising for requests for proposals from engineering firms for ADA design. Mayor Waters entertained a motion to advertise for requests for proposals. Commissioner Nugent made a motion to advertise for requests for proposals. It was seconded by Commissioner Smith. The motion passed 5-0.

Mr. Milner introduced Tim Norman with Mittauer & Associates to give an update on the Orange Street paving project. Mr. Norman said the survey is complete and the design is well under way. Commissioner Chastain said an email was sent September 13, 2019 stating the contract is to be let on May 25, 2020. Commissioner Chastain asked if construction would start 60 days later. Mr. Norman said construction will start on May 25, 2020.

Mr. Milner addressed Resolution No 2020-09 First Amendment of Rights-of-Way and Pole Attachment Agreement with Mobilitie. Attorney Martin said the agreement attached to the resolution is not the correct version. He asked to table the resolution until the November 19, 2019 meeting when the correct agreement can be provided to the commissioners. Attorney Martin asked if it could be under the consent agenda on the November 19, 2019 agenda.

Mr. Milner addressed Resolution No 2020-06 approving the consultant contract for grant administration services with Andy Easton & Associates. Attorney Martin read the title to Resolution No 2020-06. Mayor Waters entertained a motion to adopt Resolution No 2020-06. Commissioner Mortimer made a motion to adopt Resolution No 2020-06. It was seconded by Commissioner Smith. The motion passed 5-0.

Mr. Milner addressed the proposed donation of property on Adkins Street. Mr. Milner said the property is too small to be usable by the city. He recommended that the city decline the donation. The Commissioners agreed.

Mr. Milner addressed Resolution No 2020-07 terminating the regulatory compliance agreement with City Services. Mayor Waters entertained a motion to adopt Resolution No 2020-07. Commissioner Mortimer made a motion to adopt Resolution No 2020-07 as read by title. It was seconded by Commissioner Smith for discussion. Commissioner Smith asked if there are any penalties for terminating the agreement. Mr. Milner said there are not. The motion passed 5-0.

Mr. Milner addressed Resolution No 2020-08 approving the directive for operator qualification services. Attorney Martin read the title of Resolution No 2020-08. Mayor Waters entertained a motion to adopt Resolution No 2020-08. Commissioner Chastain made a motion to adopt Resolution No 2020-08 as read by title. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Mr. Milner addressed the A/C replacement system at the operations center. Mr. Milner recommended accepting the bid from Falstreux Heating and Air for \$16,273.81. Mayor Waters entertained a motion to accept the bid from Falstreux Heating and Air. Commissioner Nugent made a motion to accept the bid. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mayor Waters asked Chief Johnson for the Police Chief Report. Chief Johnson had nothing further.

Mayor Waters asked Attorney Martin for the Attorney's Report. Attorney Martin will be drawing up a resolution for quasi-judicial hearings for consideration of the commission.

Commissioner Nugent reminded the Commissioners about the Northeast Florida League of Cities Christmas Dinner on December 5, 2019. Mayor Waters said he will not be able to attend the dinner. Commissioner Mortimer said she will be attending the dinner.

Commissioner Nugent asked about breaker installation. Mr. Milner said the two lowest bids came in over \$400,000.

Commissioner Chastain asked about upgrading the city's Christmas lights on US Highway 301. Mr. Milner said we need a permit to put anything electrical over a state road.

Commissioner Chastain said we need to set our fuel adjustment multiplier.

Commissioner Mortimer asked about Ordinance 2020-01 and taking the reconnection fee off of any bills that have been charged. Mr. Milner said he will take care of it.

Commissioner Smith said the roads intersecting US Highway 301 need to have their traffic lights reset. Chief Johnson said he has called the Florida Department of Transportation three times about retiming the lights at the cross streets of US Highway 301.

Mayor Waters had nothing further.

There being no further business, the meeting was adjourned at 8:38 pm.