

Commission Meeting
June 18, 2019
6:30 pm

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

Commissioner Smith offered a prayer and led the Pledge of Allegiance.

This was the second regular meeting of the month. Members present included Mayor Danny Nugent, Commissioner Tommy Chastain, Commissioner Janice D. Mortimer and Commissioner Shannon Smith. Also present were City Attorney Clay Martin, Deputy Clerk Lisa Terry, City Clerk Ricky Thompson and Executive Assistant to the City Manager Dan Williams. City Manager Bob Milner and Commissioner Wilbur Waters were out of town.

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

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 4, 2019 Commission Meeting. Mayor Nugent entertained a motion to approve the consent agenda. Commissioner Chastain made a motion to approve the consent agenda. It was seconded by Commissioner Smith. Mayor Nugent asked if there was anything from the audience. The motion passed 4-0.

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 Smith met with the Bond Trustees and recommended the bills be paid. Commissioner Smith made a motion to pay the bills. It was seconded by Commissioner Mortimer. Mayor Nugent asked if there was anything from the audience. The motion passed 4-0.

Mr. Thompson addressed the Florida Department of Transportation workshop on June 25, 2019 at 5:30 pm. Mayor Nugent entertained a motion to approve the workshop. Commissioner Mortimer made a motion to approve the workshop. It was seconded by Commissioner Smith

for discussion. Commissioner Smith asked if there is confirmation that all parties will be present for the meeting. Mr. Williams said all parties will be present. Mayor Nugent asked if there was anything from the audience. The motion passed 4-0.

Mr. Thompson addressed the Florida League of Cities selection of a city manager workshop on July 2, 2019 at 5:30 pm. Mayor Nugent entertained a motion to approve the workshop. Commissioner Smith made a motion to approve the workshop. It was seconded by Commissioner Chastain. Commissioner Chastain said Mr. Milner had names of two possible candidates. He asked if they will be considered along with applicants through the Florida League of Cities. Mr. Thompson said they would. Commissioner Mortimer asked if the two candidates are with the Florida League of Cities. Attorney Martin said it is his understanding that the individuals are candidates through the Florida League of Cities. Commissioner Chastain said his understanding is that they are independent of the Florida League of Cities. He asked Mr. Thompson if they are receiving applications for candidates through the Florida League of Cities. Mr. Thompson said they are. Commissioner Chastain said the individuals were brought up at a previous meeting. Attorney Martin said according to the meeting minutes the individuals are part of the Senior Advisor Group with the Florida League of Cities. He said George Forbes served as the City Manager of Jacksonville Beach for 20 years and Jim Hanson served as the City Manager for Atlantic Beach for 14 years. Attorney Martin said these are the people you get when you call the Florida League of Cities and ask them to assist you with a search for a city manager. He said they will meet with the commissioners individually to find out what they are looking for in a city manager then they will narrow the field to applicants who meet those requirements. Commissioner Mortimer said the minutes said Mr. Milner met with the Florida League of Cities on May 30, 2019 during the Florida City and County Management Association Conference in Orlando and recommended the city work with Mr. Forbes and Mr. Hanson. Commissioner Mortimer asked why the city is receiving applications if the Florida League of Cities is going to review the candidates. Mr. Thompson said the resumes have always come through the clerk's office. Attorney Martin said the Florida League of Cities is probably forwarding the resumes to the city until the decision is made that the Florida League of Cities will be reviewing them. Commissioner Mortimer asked if there is a fee for Mr. Forbes and Mr. Hanson. Mr. Thompson said the city pays membership fees to the Florida League of Cities so he does not think there will be an additional fee. Mayor Nugent asked Mr. Thompson to find out if there is an additional fee. Commissioner Mortimer asked about the extension of Mr. Milner's contract to December 31, 2019. Attorney Martin said he believes Mr. Milner is willing to stay until that date if the new city manager cannot start by September 30 because they give six weeks-notice to their current employer. Mr. Thompson said the new city manager would need to relocate to Bradford County. Commissioner Mortimer asked if the commissioners would need to vote to extend Mr. Milner's resignation date because they already voted to accept September 30, 2019 as his resignation. Attorney Martin said the commissioners should know more by the July 2, 2019 meeting. The motion passed 4-0.

Mr. Thompson addressed the additional holiday on July 5, 2019. Mr. Thompson said the employees have asked for an additional holiday because the 4th of July falls on a Thursday. Commissioner Mortimer asked how many paid holidays the employees get per year. Mr. Thompson said it is in the employee handbook. Ms. Terry said she believes they get 11 days. Mayor Nugent asked if all the employees have a copy of the employee handbook. Mr. Williams

said they do. Mayor Nugent asked the commissioners have a copy. Commissioner Mortimer said she does not have a copy. Mayor Nugent asked Mr. Williams to provide each commissioner with a copy. Commissioner Mortimer asked if the county is taking the 5th off. Mr. Thompson said he will find out. Commissioner Chastain said Christmas falls on Wednesday this year so the employees may want to use the additional holiday then. Mayor Nugent said they could address it at the next meeting. Commissioner Smith asked if it would affect cutoffs. Mr. Thompson said they do not start cutoffs until after the 4th of the month. The additional holiday died for lack of a motion.

Commissioner Chastain asked Mr. Thompson to provide the commissioners with a budget timeline for workshops. Mr. Thompson said he would provide one. Mayor Nugent asked for two hours for the budget workshops. Commissioner Smith asked if the budget would include historic data. Mr. Thompson said it will include five years of history.

Commissioner Chastain asked Mr. Thompson to fill the commissioners in on the bonds that were recently paid off. Mr. Thompson said the bonds were paid off in June so the city is now bond free.

Commissioner Mortimer asked who is handling the Americans with Disabilities Act Compliance. Mr. Thompson said the bids will be opened this Thursday. Mr. Thompson said the Americans with Disabilities Act website compliance is going very well. Commissioner Mortimer asked if the commission room would be made compliant. Mr. Thompson said the consultants will cover that.

Mayor Nugent asked Mr. Williams for the City Manager Report. Mr. Williams said at the Florida Department of Transportation workshop on June 25, 2019 there will be an update on what needs to be signed and who needs to sign it. Mr. Williams said he and Commissioner Chastain had a conversation about Washington Street and the generator for the fire station. Mr. Williams said Mr. Milner will have the generator for the fire station on the agenda for the July 2, 2019 meeting. Mayor Nugent asked Mr. Williams to provide the commissioners with warranty information about the generator. Mr. Thompson said the generator will have a switch to automatically start the generator when the power fails so there will be no outage at the fire station. Commissioner Smith asked if the fire station has a generator now. Mr. Thompson said they have a small generator that provides power to the bay doors.

Commissioner Smith asked if the city would have someone to take minutes during the meeting with the Bradford County School Board on Monday. He wants to provide the Northeast Florida Regional Planning Council with the minutes. Ms. Terry said she or Autumn Box will attend and record the meeting.

Mayor Nugent asked for the Attorney's Report. Attorney Martin said the commissioners have some concerns about properties being demolished to make room for the State Road 100 railroad crossing overpass project. He said he received a report from the Florida Department of Transportation regarding the four properties that have been demolished. Attorney Martin said three of the properties had asbestos. He said all of the asbestos was removed in a controlled fashion from the structures prior to the demolition of the buildings. Attorney Martin said he will

provide Mr. Milner with a copy of the report so he can share it with the commissioners. Mr. Thompson asked if any of the asbestos was friable which needs to be soaked and contained before removal. Attorney Martin said the asbestos was sealed and negative pressure was used during removal.

Attorney Martin said Mr. Forbes and Mr. Hanson are resources used by the Florida League of Cities in the search for a city manager. He said their pay is not part of the dues the city pays. Attorney Martin said that is why the resumes are coming to the city because everything will be done on site. He suggested asking what Mr. Forbes and Mr. Hanson's payment arrangement will be.

Commissioner Chastain asked if the inspections are pending on the buildings that are still to be demolished. Attorney Martin said that is his understanding. He said once the building is set for demolition the asbestos inspection is done and provided to the Florida Department of Transportation and the contractor determines what needs to be done to remove the asbestos. Attorney Martin said he has a standing order with the Lake City Office to contact him as this information becomes available. Mayor Nugent asked if the buildings are going to be roped off during demolition. Attorney Martin said he assumes they are putting up necessary blockades. Commissioner Chastain asked about perimeter fencing and what was done when the Badcock building was being demolished. Attorney Martin said he is sure they are following Operational Safety and Health Administration laws.

Attorney Martin said he has spoken with Jamie Driggers regarding the deeds the Florida Department of Transportation is asking for. He said the property will be deeded back to the city upon completion of the project. Mayor Nugent asked if the Florida Department of Transportation would close roads while they are deeded to them. Attorney Martin said that is not their intent but he has not reviewed the revised documents yet. Attorney Martin encouraged the commissioners to meet with the Florida Department of Transportation individually before the June 25th meeting.

Commissioner Mortimer asked about the issue with the surveying firm and the Orange Street paving project. She asked if Mr. Milner had sent this to Attorney Martin. She said the issue is with Patrick Welch Surveyor and Mittauer & Associates. Attorney Martin said this is the first time he has heard of this issue. Commissioner Mortimer asked Attorney Martin to inquire about the issue and bring it before the commissioners at the next meeting. Attorney Martin agreed to look into it.

Commissioner Chastain asked for dates for a joint city/county meeting.

Commissioner Chastain asked if there was any more information on the Holiday Inn Express. Mr. Williams said he believes they have committed to the project. Commissioner Smith asked for an update at the next meeting.

Commissioner Chastain said Duval County is closing all internet cafes by declaring them a nuisance. He asked if Starke could do the same thing. Attorney Martin said there is a way and it is something he is working on.

Commissioner Chastain said Rural Water was doing a study. He asked if there was any more information on it. Mr. Williams said he has sent them an email but has not received a response. Commissioner Chastain asked to have an update at the next meeting.

Commissioner Smith asked if the applications for the Code Enforcement position has closed. Mr. Williams said he believes it closes out on Thursday. Commissioner Smith asked if they are moving forward with the magistrate. Attorney Martin said he is working with the magistrate and she should be in place by the time a Code Enforcement Officer is hired.

Commissioner Mortimer had nothing further.

Mayor Nugent asked if the code enforcement position was advertised internally. Mr. Williams said it was.

There being no further business, the meeting was adjourned at 7:34 pm.