

Commission Meeting Minutes
August 20, 2019
6:30 pm

Mayor Nugent called the meeting to order.

Commissioner Chastain 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, Police Chief Jeff Johnson, City Attorney Clay Martin, City Manager Bob Milner, Deputy Clerk Lisa Terry and City Clerk Ricky Thompson.

Mayor Nugent asked if there were any additions or deletions to the agenda. Mr. Thompson asked to add item 8.E. LED Lighting Grant. Mayor Nugent entertained a motion to approve the addition to the agenda. Commissioner Mortimer made a motion to approve the addition to the agenda. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mayor Nugent entertained a motion to approve the agenda. Commissioner Mortimer made a motion to approve the agenda with the changes. It was seconded by Commissioner Smith. The motion passed 5-0.

Mayor Nugent entertained a motion to approve the consent agenda. The consent agenda consisted of the Minutes of the August 6, 2019 Budget Workshop and the Minutes of the August 6, 2019 Commission Meeting. Commissioner Mortimer made a motion to approve the items on the consent agenda. It was seconded by Commissioner Smith. 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 Manager Report. Mr. Miller said Florida Municipal Power Agency produced a video and the City of Starke was featured in it along with residents Al and Carrie Zubillaga who are legally blind. Ms. Terry played the video. Mr. Zubillaga said in the years he has lived in Starke everyone has been very accommodating and helpful and they are very thankful. Mr. Zubillaga said the City of Starke Police Department has been especially helpful. Mrs. Zubillaga thanked everyone. She said there is a 12-year-old girl in the community who is

totally blind. Mrs. Zubillaga asked that the community help her when they can. Mrs. Zubillaga said that law enforcement has been extremely helpful especially Officer Epps. Mr. Zubillaga said there are great karate classes on Tuesday and Friday at the First Presbyterian Church from 6:30 to 8:30 pm.

Mr. Milner addressed the Collective Bargaining Agreement with Firefighters' Local 3120. Mr. Milner said they have negotiated an agreement with a \$1 per hour pay increase for current firefighters and for the starting pay for new firefighters. He said the retirement calculation for firefighters will be based on their regular pay plus 250 hours of overtime. These changes will be retroactive back to October 1, 2018. Attorney Martin said this is an amendment to the existing contract. He suggested having a labor law attorney evaluate the agreement sometime in the future. Commissioner Mortimer asked how the motion should be stated. Attorney Martin said it should be approval of the amendments made to the contract. Commissioner Waters made a motion to approve the amendments as stated by Attorney Martin. It was seconded by Commissioner Mortimer. Commissioner Chastain asked when the contract needs to be reviewed by a labor law attorney. Attorney Martin said sometime between now and the next round of negotiations. The motion passed 5-0.

Mr. Milner addressed the Proclamation for Adele Rogers Mitchell. Commissioner Smith made a motion to approve the proclamation. It was seconded by Commissioner Waters. The motion passed 5-0.

Mr. Milner addressed the Proclamation for Jesse J. Moore, Jr. Commissioner Mortimer made a motion to approve the proclamation. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mr. Milner addressed the Proclamation for Emma Jean Davis Redding. Commissioner Waters made a motion to approve the proclamation. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Mr. Milner addressed the distribution of job descriptions. Mr. Milner asked the commissioners to review the job descriptions and let him know of any questions so he can bring them back for approval either on the September 3, 2019 or September 17, 2019 meeting.

Mr. Milner introduced Jeff Look the new Code Enforcement Officer. Mr. Look retired from the City of Gainesville with over 20 years-experience in code enforcement. Mr. Look said it is a pleasure to work for the City of Starke. Commissioner Mortimer said they are happy to have him onboard. Mr. Look said he lives in Keystone Heights in Bradford County with his wife of 40 years. He said he looks forward to working with the commissioners.

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

Mr. Thompson addressed the presentation by the firms for the Americans with Disabilities Act Self-Assessment Report. Bryan Weinstein with Tindale Oliver introduced himself. He said he

would be the project manager and he is ICC Certified. He said the firm is based in Tampa, Florida and it was established in 1989. Mr. Weinstein said they work primarily in Florida specializing in small communities throughout the state. The Americans with Disabilities Act came into law in 1990. Mr. Weinstein will assess the issues with all the city's facilities and prioritize the issues that need to be addressed first and which issues can wait. He will also prioritize issues that can be fixed quickly. Mr. Weinstein said they offer a fresh perspective and they will always be available for the City of Starke. Mr. Weinstein asked if there were any questions. Commissioner Chastain asked about the estimate of 600 hours for the project. He asked if the project was completed in a smaller amount of time would the price reflect that. Mr. Weinstein said that the price is a fixed cost. Attorney Martin asked about ongoing support. Mr. Weinstein said the city would be provided a report showing issues needing to be addressed in the long term. Commissioner Mortimer asked how long after completion of the work would Tindale Oliver staff be available to assist city staff. Mr. Weinstein said he would be available whenever needed. Commissioner Chastain asked when facilities would need to be made compliant. Mr. Weinstein said buildings built before 1990 would need to become ADA Compliant upon repair or remodeling of the facility. Mayor Nugent thanked Mr. Weinstein for his time. Jeff Fox with EMG introduced himself. He is the Senior Vice President for EMG. Bryan Scott is the Lead Project Director. Mr. Fox said they worked on a 3-year project with Maryland National Parks and Planning Commission for ADA Compliance. Attorney Martin asked how the data would be presented to the city. Mr. Fox said narrative form or a sequel database with a web enabled front end. Attorney Martin asked if the datapoints would be downloadable. Mr. Fox said they would be downloadable into an Excel spreadsheet. Attorney Martin asked about the additional \$5,000 per year to maintain access to the database. Mr. Fox said that is the cost for access after a period of 12 months. Commissioner Smith asked if that was negotiable. Mr. Fox said it is. Commissioner Chastain asked if the report would be consistent with ADA compliant standards. Mr. Fox said it would. Mayor Nugent thanked Mr. Fox for his time. Commissioner Waters made a motion to table the item until the next regular scheduled meeting. It was seconded by Commissioner Mortimer. Commissioner Waters asked if there were any grants available to help with the cost of resolving the ADA Compliance issues. Mr. Milner said he and Mr. Thompson have looked for grants but have not found any. Commissioner Chastain said the money could come from the building fund. Commissioner Mortimer asked how much money is in the building fund. Mr. Thompson said around \$394,000. Attorney Martin suggested the commissioners check the references provided by the companies. Commissioner Smith asked for staff to check the references from Tindale Oliver and EMG and bring this back before the commission at the next meeting. The motion to table the item passed 5-0.

Mr. Thompson addressed the State Auditor Engagement Letter. Mayor Nugent entertained a motion to approve the letter. Mr. Milner said the auditors will be using the conference room adjacent to the City Manager's Office during their visit. Commissioner Chastain made a motion to approve the engagement letter. It was seconded by Commissioner Smith. Commissioner Chastain asked if they would be addressing the 36 auditor findings. Mr. Thompson said they would and most of them have been resolved. The motion passed 5-0.

Mr. Thompson addressed the Letter of Understanding from Auditors Reddish & White. Mayor Nugent entertained a motion to approve the letter. Commissioner Smith made a motion for

discussion. It was seconded by Commissioner Chastain. Commissioner Smith asked if this needs to go out for bid. Mr. Thompson said we have a contract with Reddish & White but he believes it will need to be bid out for next year but he can check into it. Commissioner Smith withdrew his motion. Commissioner Chastain withdrew his second. Commissioner Smith made a motion to table the item until the next meeting. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mr. Thompson address the LED Lighting Grant. He said they have until the end October to have the work completed. Mr. Thompson said they only received 1 bid. Mr. Milner said there is a 30-day lead time to receive the fixtures and city employees will install the fixtures. Mr. Milner said this is for Edwards Road, Thomas Street and Wainwright Parks. Commissioner Waters made a motion to accept the single bid. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Mayor Nugent asked Chief Johnson for the Police Chief Report. Chief Johnson said he was asked about the property the Police Department leases. He received a copy of the lease which is with the Department of Highway Safety and Motor Vehicles. Chief Johnson will send a copy to Attorney Martin for review. Chief Johnson said there is no grant money available to make the building ADA Compliant. He said the building is theirs to use for \$300 per year until the year 2036.

Attorney Martin asked the commissioners to be prepared to vote on the agreements with the Florida Department of Transportation regarding the State Road 100 railroad overpass. He said Jamie Driggers with DOT will be at the meeting and available to answer any questions. Commissioner Chastain said DOT needs to be prepared to answer to how they will deal with Veteran's Park to avoid flooding. Mr. Milner said he will make Mr. Driggers aware that this issue needs to be addressed at the next meeting.

Commissioner Chastain asked about the land on Edwards Road. Attorney Martin said the title work has been done. He said Mr. Thompson is prepared to have the environmental testing done once the purchase and sale agreement has been signed.

Attorney Martin addressed the City Manager search. He asked for the commissioners to be prepared to approve the job description and the language for the advertisement.

Commissioner Waters asked about the pipe on Orange Street. Mr. Milner said they can use the remaining FEMA money to bid out the job and make the repairs.

Commissioner Chastain asked about the planning council looking at Washington Street. Mr. Milner said he is trying to get with the planning council and Patrick Webster to look at Washington Street. Commissioner Chastain said they need to look at making Thompson Street 2-way.

Commissioner Chastain asked about hemp farming. Mr. Milner said it is very profitable. Commissioner Chastain said the sprayfield behind Walmart could be used. Commissioner Mortimer asked how many acres we have. Mr. Thompson said about 290 acres.

Commissioner Smith asked about a policy on cell phone use by employees while operating city vehicles. He said he would like a memo sent out addressing the issue.

Commissioner Mortimer said the Florida League of Cities conference was really good this year. She encouraged the other commissioners to attend next year.

Mayor Nugent had nothing further.

There being no further business, the meeting was adjourned at 8:45 pm.