

Commission Meeting Minutes
August 6, 2019
6:30 pm

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

City Attorney Clay Martin said the City Charter is unclear as how to proceed when the Mayor and the Mayor Pro Tem are absent from a meeting. He said the charter does allow for a commissioner to be nominated chairperson to preside over the meeting. Attorney Martin asked City Clerk Ricky Thompson to entertain a motion to nominate a chairperson. Mr. Thompson entertained a motion to elect a chairperson. Commissioner Chastain made a motion to nominate Commissioner Mortimer Chairperson for the meeting. It was seconded by Commissioner Smith. The motion passed 3-0. Mr. Thompson passed the gavel to Commissioner Mortimer.

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

Commissioner Mortimer asked Brad Million from Reddish & White to present the audit report. Mr. Million said the city had a really good audit over last year. He said there were just a few findings and the city stayed within budget. Mr. Million asked the commissioners to turn to page 52 of the audit report. He said the large negative number is because of the \$500,000 budgeted for the splash park that never got off the ground. Mr. Million said the revenues over expenditures were \$233,941. He asked the commissioners to refer to sheet 2 of the handout. Mr. Million said the revenues have steadily increased over the years. He said there was a significant increase in the public safety expenses with the purchase of the new fire truck. Mr. Million said operating income shows a loss which is generally covered by a transfer from the utility fund. He said the net change in the fund balance should be positive but historically it has not been. Mr. Million said the fund balance has fluctuated over the years. He said the governmental activities is where they want to get the unrestricted net position to a positive number. Mr. Million said the operating income has stayed positive. He said the change in net position has stayed positive as well. He said the current assets or current liabilities ratio is strong at 2.45%. Mr. Million said the city's debt is decreasing so the debt to equity ratio is good. He said there were 4 or 5 findings last year that have been resolved. Mr. Million said this year there were only a couple of adjustments in the utility fund and none in the general fund. He said this year there were some year end purchases that were recorded even though they had not been received but that was the only finding for this year. Commissioner Mortimer asked if there were any questions. There were none. Commissioner Mortimer thanked Mr. Million for presenting the audit report.

Commissioner Mortimer asked if there were any additions or deletions to the agenda. Mr. Milner asked to remove Items 10.A. and 10.B. due to the absence of the mayor and the vice

mayor. Commissioner Mortimer entertained a motion to approve the changes to the agenda. Commissioner Smith made a motion to approve the deletions to the agenda. It was seconded by Commissioner Chastain. The motion passed 3-0. Commissioner Chastain asked if he could still ask questions regarding item 10.A. Attorney Martin said he may not have the documents necessary to answer the questions but they still could be asked.

Commissioner Mortimer entertained a motion to approve the agenda with changes. Commissioner Smith made a motion to approve the amended agenda. It was seconded by Commissioner Chastain. The motion passed 3-0.

Commissioner Mortimer entertained a motion to approve the consent agenda. Commissioner Chastain made a motion to approve the consent agenda. It was seconded by Commissioner Smith. The motion passed 3-0.

Commissioner Mortimer asked if there were any emergency items. There were none.

Commissioner Mortimer asked if there was any citizen participation. There was none.

Commissioner Mortimer asked for the City Clerk Report. Mr. Thompson said Commissioner Mortimer met with the Bond Trustees and reviewed the bills. Commissioner Mortimer said there was a question regarding a meter reader attending training for the line crew. She said there was a question about Pension Board Trustees attending the Florida Public Pension Trust Conference. Commissioner Mortimer informed the bond trustee that the pension board members can attend the conference and it is paid for by out of the pension fund. Commissioner Mortimer said there was a question regarding 2 invoices for uniforms that included shipping charges. Mr. Milner said the uniforms are fire retardant and cannot be purchased locally. Commissioner Mortimer said there were 2 invoices pulled because the amount shown and the amount to be paid were different. Commissioner Chastain made a motion based on Commissioner Mortimer's recommendation to pay the bills. It was seconded by Commissioner Smith. The motion passed 3-0.

Mr. Thompson addressed the boot drive for the Starke Shrine Club on October 5, 2019 from 8:00 am to 1:00 pm with a rain date of October 12, 2019 at US Highway 301 and State Road 100 depending on construction. Commissioner Mortimer entertained a motion to approve the boot drive. Commissioner Smith made a motion to approve the boot drive. It was seconded by Commissioner Chastain. The motion passed 3-0.

Commissioner Mortimer asked for the City Manager Report. Mr. Milner said the City Manager Attributes Questionnaire was 2 sided and page 2 and page 4 was omitted from the questionnaires provided to the commissioners. He asked if they would complete the additional pages and return them to him as soon as possible.

Mr. Milner provided for review the agenda for the joint city and county meeting next Tuesday. He called the commissioner's attention to the items regarding the Urban Land Institute's findings. Commissioner Smith asked that recreation be included on the agenda. Mr. Milner asked what specifically Commissioner Smith would like to see. Commissioner Smith said help

with maintenance with the splash park and other public recreational properties. Commissioner Chastain asked to have fire services and the mutual aid agreement with the county on the agenda. Commissioner Chastain asked about having a Federal Grant Writer for the city and the county on the agenda. Commissioner Chastain asked about having a joint expansion of water service to the fair grounds.

Mr. Milner said the Legacy Dinner will be August 22, 2019 at 6:00 pm at the Charley Johns Conference Center.

Commissioner Mortimer asked Chief Johnson for the Police Chief Report. Chief Johnson said Shirley Mangol was sworn in as the new Police Officers' Pension Board Member. He said they received a grant for Victim's Advocate Jim Lewis. Chief Johnson said they received a grant for a safe route to school trailer to educate students on safe travel practices. Commissioner Chastain asked the size of the trailer. Chief Johnson said it is 8 ½ feet by 18 feet. Commissioner Smith asked about having a safety night downtown. Chief Johnson said absolutely. Chief Johnson said he and Sheriff Gordon Smith have been discussing bringing the Bradford High School Homecoming Parade back to US Highway 301 after the bypass is completed.

Commissioner Mortimer asked for the attorney report. Commissioner Chastain said in reference to the procedural agreements the Florida Department of Transportation has agreed to pay the city a fee to perform the right-of-way maintenance. He would like this addressed in the agreement. Commissioner Chastain asked about the engineering on St. Clair Street to ensure it does not cause flooding at Veteran's Park. Attorney Martin said he will check the maintenance agreement. He will also check for provisions regarding returning property to the City of Starke that will be deeded over the DOT during the construction. Mr. Milner said he has an email from Jamie Driggers with DOT providing \$4,000 per year to the city for maintenance costs. Mr. Milner said he will make sure it is in writing. Commissioner Chastain said the Resolution for Parcel Number 113.1 on the second page says consideration shall be \$ with no dollar amount. He asked what the dollar amount should be. Attorney Martin said it is normally a nominal amount. Commissioner Chastain said we need to make sure the documents voted on include the reversion clause. Commissioner Chastain asked about the Subordination of City Interests document. Attorney Martin said the city is subordinating its interest in the land but can still use the land with DOT approval.

Attorney Martin said he met with the new Code Enforcement Officer and he is very well versed in citation language and should be able to work well with the magistrate to begin enforcing code violations. Commissioner Mortimer asked when the Code Enforcement Officer starts. Mr. Milner said he will start on Monday. Commissioner Mortimer asked if he will attend the commission meetings. Mr. Milner said he will.

Commissioner Chastain asked about having the Christmas Parade on US Highway 301. Chief Johnson said he would look into it.

Commissioner Chastain asked about having Thompson Street from Call Street to State Road 100 going from a one-way street back to a two-way street. Mr. Milner said the city pays the North Florida Regional Planning Council and they have engineers who can address parking, traffic flow

and other issues. Commissioner Chastain said they have not heard back from the North Florida Regional Planning Council about Washington Street. Commissioner Mortimer asked Mr. Milner to reach out to the North Florida Regional Planning Council. The commissioners asked Mr. Milner to inquire about Washington Street.

Commissioner Smith expressed his gratitude for repairing the concrete for Carrie Zubillaga. Commissioner Smith asked if the traffic light at Washington Street will continue to flash once school starts. Chief Johnson said it will be a be a regular cycling traffic light. Commissioner Smith asked about having police officers at large events. Chief Johnson will look into it.

Commissioner Chastain asked about the property on Edwards Road. Mr. Milner asked about having the environmental study done. Mr. Thompson said he will have the phase 1 study done.

Commissioner Mortimer thanked Mr. Anaheim for the work done on Pine Street. She said Mrs. Robinson is extremely grateful.

Commissioner Mortimer said the Concerned Citizens of Bradford County will be hosting a school supply give away at RJE Saturday from 12:00 to 2:00 pm.

Commissioner Mortimer asked everyone to keep Commissioner Waters in their prayers with the loss of his uncle.

There being no further business, the meeting was adjourned at 7:46 pm.