

Commission Meeting
April 2, 2019
6:30 pm

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

City Manager Milner offered a prayer and led the Pledge of Allegiance.

This was the first 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 Police Chief Jeff Johnson, City Manager Bob Milner, City Attorney Dan Sikes, 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.C. Modification No. Z0326-4 to Subgrant Agreement Between the Division of Emergency Management and the City of Starke. Attorney Sikes said the modification document needs to be signed by Clerk Thompson as well as Mayor Nugent. Mayor Nugent asked to move Item 9.A. Legal Services Agreement with Folds, Walker & Maltby under citizen participation. Mayor Nugent entertained a motion to approve the agenda with the addition and change. Commissioner Waters made a motion to approve the agenda with the addition and change. It was seconded by Commissioner Mortimer. The motion passed 5-0.

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 March 19, 2019 Commission Workshop, the minutes of the March 19, 2019 Commission Meeting, the Gospel Fest use of the square and closure of Church Street and City Manager Bob Milner's resignation. Mayor Nugent entertained a motion to approve the consent agenda. Commissioner Mortimer made a motion to approve the consent agenda. It was seconded by Commissioner Chastain. Commissioner Smith asked about Item 5.D. Attorney Sikes said it is to accept Mr. Milner's resignation. 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.

Mr. Milner addressed the Legal Services Agreement with Folds, Walker & Maltby. Commissioner Mortimer asked that the word regular be removed from the first item under scope of services. She requested the attorneys attend all commission meetings. Mayor Nugent

entertained a motion to approve the agreement with the requested changes. Commissioner Mortimer made a motion to approve the agreement with the requested change. The motion was seconded by Commissioner Smith. Commissioner Chastain asked that the second paragraph under Section 2 be changed from a 4 percent annual increase to a Consumer Price Index. Attorney Scott Walker said that is fine. Commissioner Chastain asked to add commissioners and city clerk to Section 2 Item b the firm shall notify the mayor and city manager of special projects. Commissioner Chastain asked to add commissioners and city clerk to city manager in regards to the firm providing regular updates. Attorney Walker said the city manager notification is because of personnel issues that may be confidential so they will add as appropriate. Mayor Nugent asked that the commissioners be able to contact the attorneys with any questions. Attorney Walker said their staff has started compiling contact information for city personnel. He said the receptionist will know who to contact depending on who is available. Attorney Walker said if he and Attorney Clay Martin are unavailable the receptionist will put the commissioner on the calendar as standard operating procedure. Mayor Nugent asked if the attorneys would be here early on the night of commission meetings. Attorney Walker said they would be here an hour before the meeting. He asked about office space mentioned previously. Mayor Nugent said there is office space with a computer available for the attorneys. Commissioner Waters said 30 minutes early should be ample time unless the attorneys are notified in advance of an issue. Attorney Walker said that is what they will schedule. Commissioner Chastain asked if the 80 percent of hourly rate on page 3 could decrease over time. Attorney Walker said it could. Mayor Nugent asked about the \$4,500 per month fee. Attorney Walker said the fee is based on the population and the scope of work. He said each month the bill will have a break-down of hours spent by each attorney. Attorney Sikes said the city has been paying the same amount for attorney services since 2015 and he believes the \$4,500 monthly fee is a reasonable rate. Commissioner Chastain asked if the attorneys would be available if he had a personal issue involving city business. Attorney Walker said he would be available. He said the commissioners will have his cell phone number and Attorney Martin's cell phone number. Commissioner Chastain asked about Section 3. Reimbursement of Costs. Attorney Walker said they charge for express mail and A T & T conference calls. He said they don't bill for copies. Commissioner Chastain asked about extraordinary travel expenses incurred. Attorney Walker said they will not charge for travel from their office to Starke but if someone had to attend a deposition in Orlando there would be a mileage charge. Chief Johnson said there will be forfeitures and mediations that the attorneys will need to attend but that would come out of the Police Department legal fee budget. The motion passed 5-0.

Commissioner Waters welcomed Folds, Walker & Maltby and expressed his appreciation of Attorney Sikes. He excused himself from the meeting due to illness.

Mayor Nugent asked for the City Clerk Report. Mr. Thompson said Commissioner Smith met with the Bond Trustees to review the bills. Commissioner Smith made a motion to pay the bills. Commissioner Mortimer seconded it. The motion passed 5-0.

Mr. Thompson addressed the New River Solid Waste Association increase in tipping fees. Mayor Nugent asked how much the increase is. Mr. Thompson said 50 cent per ton but he received an email stating that it is covered by WCA.

Mr. Thompson addressed Modification No. Z0326-4 to Subgrant Agreement Between the Division of Emergency Management and the City of Starke. Attorney Sikes said the agreement provides \$140,745.91 in public assistance funds. He said a signature line for the city clerk needs to be added to the document. Mayor Nugent entertained a motion to approve the modification. Commissioner Mortimer made a motion to approve the modification. It was seconded by Commissioner Smith. The motion passed 5-0.

Mayor Nugent asked for the City Manager Report. Mr. Milner addressed the update on addressing for properties on L.M. Gaines Boulevard. He said Ray Shuford appeared before the commission at the last meeting to explain the problems. Mr. Milner asked for commission approval to move forward with the address changes. Attorney Sikes said if the commissioners object to the changes then the city needs to proceed with their objection otherwise the county can go ahead with the changes.

Mr. Milner reminded the commissioners about the Northeast Florida League of Cities dinner on April 18, 2019. He asked the commissioners to let himself or Ms. Terry know if they plan to attend.

Mr. Milner suggested moving the April 16, 2019 Commission Meeting to April 23, 2019 because he, Commissioner Mortimer and Commissioner Smith will be attending the Northeast Florida Rural Days in Tallahassee. Commissioner Mortimer said this is not on the agenda for approval but they would need to vote to change the meeting date. Attorney Sikes said changing the meeting date would require a vote by the commission. Mayor Nugent said he will be in Jacksonville on April 23, 2019 so it would not work for him. Commissioner Chastain said he would like to keep the scheduled meeting date. Commissioner Mortimer said she does not have a problem with them having the meeting without her in attendance because she will see the agenda and if there is something on the agenda that she wants to have discussed she will have it put back on the agenda at the next meeting. She said it will be important for Commissioner Waters to attend so there is a quorum.

Mr. Milner reminded the commissioners about the joint city/county meeting this Thursday at 6:30 pm. Commissioner Mortimer said Mr. Milner sent an email advising of the meeting time changing to 6:30 pm. She said the original meeting time was 5:30 pm. Commissioner Mortimer asked how the county changed the meeting date without the City Commissioners approval. Attorney Sikes said the City Commissioners would have had to object to the change. Commissioner Mortimer said she has a problem with the county changing the time.

Mr. Milner said the items for the joint city/county meeting are recreation, annexation, utility expansion and he would like to suggest a joint request for proposals to have an economic development firm do a study with the goal of getting grants for infrastructure improvements. Mayor Nugent said he is not in favor of the request for proposals at this time. Commissioner Mortimer said she thinks it is a great idea to explore this option. Commissioner Chastain agreed with Commissioner Mortimer. He said the city needs to work with the county on this. Commissioner Chastain said the sooner they start the sooner the improvements can be made. Commissioner Smith agreed with Commissioner Mortimer and Commissioner Chastain. Mr.

Milner asked the commissioners if they want to ask the county for help with recreation. Mayor Nugent wants to know if the county will help with the operational costs of the splash park.

Mr. Milner said the commissioners selected the oxidation ditch for the advanced wastewater treatment plant. He will be looking into grants to fund the \$16,000,000 project. Mr. Milner said the Bradford County Fair Grounds is going to be spending a lot of money on upgrading their sewer and water system. Director of Operations Scott Anaheim said they are putting in a 40,000-gallon water tank. Mayor Nugent said the city is going to need to dig another well to provide water for expansion. He asked how much property will be needed for the water tank. Mr. Anaheim said it is an underground tank that can be expanded.

Mayor Nugent asked for the Police Chief Report. Chief Johnson addressed the vehicle replacement plan. He said the plan replaces 1-2001, 2-2002, 1-2003, 1-2008 and 3-2010 vehicles. Mayor Nugent asked if this is in the Police Departments budget. Chief Johnson said it is and it will cost \$11,000 less per year than they are paying now. Chief Johnson said they have only used 30 percent of their gas and maintenance budget. Mayor Nugent asked if the old cars are going to be sold. Chief Johnson said he has talked to Mr. Milner about using the website he used to sell surplus vehicles. Commissioner Mortimer asked about the \$11,000 savings. Chief Johnson said the payment for the new vehicles will be rolled into the loan for the 2014 and 2016 vehicles. Commissioner Chastain asked if they should get a motion and a second on this for discussion. Mayor Nugent entertained a motion to approve the vehicle replacement plan. Commissioner Mortimer made a motion to approve the vehicle replacement plan. Commissioner Smith seconded the motion for discussion. Commissioner Smith asked Chief Johnson how many 2016 vehicles he has. Chief Johnson said 4. Commissioner Smith asked how many 2014 vehicles he has. Chief Johnson said 6. Commissioner Smith said the Police Department is keeping 10 vehicles and purchasing 7 more. He asked how many vehicles will be in the fleet. Chief Johnson said 21. Commissioner Smith asked how many officers are on patrol. Chief Johnson said 20. Commissioner Smith asked how many patrol officers are on a shift. Chief Johnson said 3. Commissioner Smith asked if the vehicles are rotated between officers. Chief Johnson said no. Commissioner Smith asked what the Police Department's overall budget is. Chief Johnson said \$1,500,000 without grants and \$1,700,000 with grants. Commissioner Smith said he wants the departments to start looking into cutting their budgets by 10 percent. Commissioner Smith said he would like to table this and look at this closer to budget time. Commissioner Chastain said the city business is probably going to change drastically with the bypass. Commissioner Chastain would like to table this as well. Commissioner Smith withdrew his second. Commissioner Mortimer withdrew her motion. Commissioner Chastain asked when the current vehicles will be paid off. Chief Johnson said he believes they will be paid off in 23 months. Mr. Milner said the commissioners will have an up to date budget summary before the next meeting. Commissioner Chastain asked if it would include salaries and overtime. Mr. Milner said it will. Commissioner Chastain asked Chief Johnson to consider purchasing 3 or 4 cars instead of 7. Chief Johnson said because the city no longer has a mechanic, he has to send vehicles to the dealer for repairs. Mr. Thompson asked if the vehicles are on a 55/45 grant. Chief Johnson said the 2016 vehicles are.

Mayor Nugent asked for the Attorney's Report. Attorney Sikes said it has been an honor serving as the city attorney. He said he will be available if needed.

Commissioner Chastain said it has been a pleasure working with Attorney Sikes.

Commissioner Chastain asked about putting a billboard on the sprayfield property behind Walmart to attract visitors to the downtown area. Attorney Sikes said it would be great to have an electronic billboard. Mayor Nugent asked Mr. Milner for copies of minutes from the various boards the commissioners serve on. Commissioner Chastain asked if the other commissioners would like to see some estimated costs for signs before the next meeting. Commissioner Mortimer would like to know more about possible signs. Mr. Milner said the app Waze alerts travelers to traffic crashes and radar usage. He said it will also alert travelers to restaurants in the area. Mr. Milner said things like that change the dynamic of advertising. He said he would get some prices on billboards. Commissioner Chastain suggested having it for the first meeting in May.

Commissioner Chastain asked about car charging stations. Mr. Milner said his Executive Assistant Dan Williams has lots of information on them. Commissioner Mortimer asked if the commissioners could have the information. Mr. Williams said there is a D/C 3 phase level 3 quick charger that can fully charge a car in 45 minutes. Mayor Nugent asked about the cost. Mr. Williams said it is between \$35,000 and \$50,000. He said he could have the information available for the first meeting in May. Commissioner Chastain asked about the fund Florida Municipal Power Agency has for member cities for energy conservation costs. Mr. Milner said it is the energy efficiency grant.

Commissioner Smith thanked Attorney Sikes for serving as city attorney. Commissioner Smith said he learned a lot on his trip to Tallahassee last week.

Commissioner Mortimer thanked Attorney Sikes. She said she had a wonderful learning experience in Tallahassee and she is looking forward to the next trip.

Mayor Nugent said it has been a pleasure working with Attorney Sikes.

Commissioner Mortimer welcomed Attorney Martin and Attorney Walker.

There being no further business, the meeting was adjourned at 7:54 pm.