

Commission Meeting Minutes  
October 20, 2020  
6:30 pm

Mayor Smith said before we begin the official meeting of the Starke City Commission, there will be a time of voluntary prayer. Those willing to do so are asked to stand and I will lead us in prayer and the Pledge of Allegiance.

This was the second regular meeting of the month. The meeting was held at the Charley E. Johns Conference Center due to social distancing guidelines. Members attending included Mayor Shannon Smith, Commissioner Tommy Chastain, Commissioner Janice D. Mortimer and Commissioner Daniel Nugent. Also present were Director of Operations Scott Anaheim, City Manager John Holman, Police Chief Jeff Johnson, City Attorney Clay Martin, Deputy Clerk Lisa Terry and City Clerk Ricky Thompson. Commissioner Wilbur Waters was absent due to work.

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

Mayor Smith asked if there were any additions or deletions to the agenda. Clerk Thompson asked to remove item 8.B. to allow him to go out for bids. He asked to add approval of the Northeast Florida League of Cities dinner on February 18, 2021 as item 8.B.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the October 6, 2020 Commission Workshop and the Starke Christmas Parade on December 12, 2020 at 6:00 pm. Commissioner Mortimer made a motion to approve the consent agenda. It was seconded by Commissioner Chastain. The motion passed 4-0.

Mayor Smith asked for the emergency items. There were none.

Mayor Smith 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." Chrissy Allen with the Downtown Grill thanked the commissioners for approving the Christmas Parade. She said the Downtown Merchants would like to have Christmas on Call Street again. They would like to use small carriages to promote social distancing. Ms. Allen said they would like to have music and a live nativity scene at the square along with a Christmas tree lighting and breakfast with Santa. She asked for support from the city to prepare for the event. She said downtown

businesses have been working extra hard maintaining the downtown area in the absence of inmate work crews. Mr. Anaheim said city crews will hang lights. Ms. Allen thanked the commissioners.

Steve Futch from 381 South Church Street came forward to address traffic in his neighborhood causing damage to streets. Commissioner Nugent said it is in the contract with the Florida Department of Transportation for the overpass to repair any damage caused by them or their contractors. Commissioner Mortimer asked Mr. Anaheim to document the damage. Mr. Holman said they are keeping track of it. Attorney Martin asked that staff members take pictures of damage for documentation.

Mayor Smith asked for the City Clerk Report. Clerk Thompson said the bond trustees and Commissioner Mortimer reviewed the bills. Commissioner Mortimer made a motion to pay the bills. It was seconded by Commissioner Chastain. The motion passed 4-0.

Clerk Thompson addressed the Northeast Florida League of Cities dinner on February 18, 2021 beginning at 6:00 pm. Commissioner Nugent made a motion to approve the dinner. It was seconded by Commissioner Chastain. The motion passed 4-0

Clerk Thompson addressed making the Finance Director position non-exempt. Attorney Martin said the Finance Director position does not meet the requirements to be considered exempt. Mayor Smith asked for the pros and cons of being exempt. Attorney Martin said being non-exempt gives the employer greater control over the employee. Mayor Smith asked Attorney Martin to move forward with the revised job description.

Clerk Thompson addressed the update on temporary CPA Adventum. Mr. Thompson said there are 5 remaining items that have been passed on to city staff members. Mayor Smith asked about a backup plan. Mr. Thompson would like an extension on services from Adventum until all items are complete. Attorney Martin said the commissioners could increase the cap to keep the project moving forward. Mayor Smith entertained a motion to increase the cap by \$5,000. Commissioner Nugent made a motion to increase the cap by \$5,000. It was seconded by Commissioner Chastain. He suggested creating a new contract for next year. Mayor Smith said he would like to see a new contract. Commissioner Mortimer asked where the funds would come from. Mr. Thompson said he will look into it. The motion passed 4-0.

Mayor Smith asked for the City Manager Report. Mr. Holman addressed Resolution Number 2021-09 agreement with CSX to allow the city to construct, use and maintain a wastewater treatment pipeline on CSX property. Attorney Martin read the title of the resolution. Mayor Smith entertained a motion to approve the resolution. Commissioner Chastain made a motion to approve the resolution as read by title. It was seconded by Commissioner Mortimer. The motion passed 4-0.

Mr. Holman addressed Resolution Number 2020-03 chemical treatment plant purchase agreement with Hawkins Water Treatment. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution as read by title. Commissioner Waters made a motion to approve the resolution. It was seconded by Commissioner Mortimer. The motion passed 4-0.

Mr. Holman addressed the ordinance preparation workshop on November 3, 2020 at 5:30 pm. Commissioner Chastain asked to table this item. Mayor Smith asked to table it also.

Mr. Holman addressed the Florida Department of Transportation master agreement. Mr. Holman said DOT will be coming to repair roads where the sewer needs to be repaired or replaced and we could have a joint participation agreement to take care of the sewer while DOT is working on the roads. Mayor Smith asked if other cities are doing this. Mr. Anaheim said this is routine. Mr. Holman said he will have the master agreement at the next meeting.

Mr. Holman addressed the personnel project review. He said the plan is to review the personnel policy and position descriptions in phases for approval. Mr. Holman said the timeline would be around 9 months. Mayor Smith asked the commissioners if they had any questions. There were no questions.

Mr. Holman addressed Resolution Number 2021-07 the consent order with the Florida Department of Environmental Protection. Mr. Holman said this is amendment number 1 to the consent order for the old wastewater treatment plant to stay in compliance while the new plant is being built. Attorney Martin read the title of the resolution. Mayor Smith entertained a motion to approve the resolution. Commissioner Mortimer made a motion to approve the resolution as read by title. It was seconded by Commissioner Chastain. The motion passed 4-0.

Mr. Holman addressed Resolution Number 2021-06 the consent order with the Florida Department of Environmental Protection. Mr. Holman said this is amendment number 3 to the consent order for the wastewater collection system. Attorney Martin read the title of the resolution. Mayor Smith entertained a motion to approve the resolution. Commissioner Mortimer made a motion to approve the resolution as read by title. It was seconded by Commissioner Nugent. The motion passed 4-0.

Mr. Holman addressed Resolution Number 2021-10 engineering services contract for the wastewater collection and wastewater treatment plant consent orders. Mr. Holman said this is to make sure we meet the requirements of the consent orders. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Chastain made a motion to approve the resolution as read by title. It was seconded by Commissioner Nugent. Commissioner Mortimer asked if the total cost is \$32,000. Mr. Holman said each report will cost an additional \$1,300.

Commissioner Mortimer asked where the funds would come from. Mr. Holman said the wastewater treatment plant budget. The motion passed 4-0.

Mr. Holman addressed the recreation refunds and credits for baseball and softball. He said they would like to give a \$25.00 credit for kids who where signed up for the spring and fall season. Mayor Smith entertained a motion to approve the credits. Commissioner Nugent made a motion. It was seconded by Commissioner Chastain. Commissioner Nugent said he has gotten complaints about recreation. Mr. Holman said he will work with the recreation director and advisory board. The motion passed 4-0.

Mr. Holman addressed Resolution Number 2021-08 interlocal agreement for automatic aid and the provision of fire and rescue services. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Mortimer made a motion to approve the resolution as read by title. It was seconded by Commissioner Chastain. Commissioner Chastain asked how many times the city has responded to calls in the county. Mr. Holman said not very often. This agreement is for disasters but he will provide a report. The motion passed 4-0.

Mr. Holman addressed the detour route update. He forwarded the detour route to the commissioners. Mr. Holman said it says South Street is permanently closed but it won't be until the end of the overpass project.

Mr. Holman addressed the COVID-19 update. He said he won't have anything new to report until Governor DeSantis moves to phase 4.

Mayor Smith asked for the Police Chief Report. Chief Johnson addressed the surplus and sale of property. He said the department has cars, cabinets and a golf cart they would like to surplus and sell on govdeals.com. Commissioner Nugent suggested keeping the golf cart for use at functions. Mayor Smith asked if the cabinets could be used by the fire department. Mayor Smith suggested approving the surplus and sale of the cars only. Chief Johnson said there are 4 Crown Vics and a Dodge Charger. Commissioner Nugent made a motion to approve the surplus and sale of the cars. It was seconded by Commissioner Mortimer. The motion passed 4-0.

Sergeant Michael Rooney showed a body cam video of an October 10, 2020 pursuit and stop of a suspected kidnapper. He said the body cam cost is between 129.99 and 149.99 with 20 cameras needed to outfit the entire police department. Sergeant Rooney said they will also need new desktop computers, video editing software and training for a total cost not to exceed \$60,000 with minimal yearly budgetary requirements. Commissioner Chastain asked if using body cams would decrease the liability insurance. Sergeant Rooney said it could help in defending lawsuits. Attorney Martin asked that the police department work with him on policies and adhere to purchasing policies. Commissioner Mortimer made a motion to approve the body cam purchase not to exceed \$60,000. It was seconded by Commissioner Chastain. The motion passed 4-0.

Chief Johnson commended Sergeant Rooney for his work on numerous drug busts and an arrest from the previous night.

Mayor Smith asked for the Attorney Report. Attorney Martin had nothing further.

Mayor Smith welcomed Commissioner Nugent back.

Commissioner Nugent had nothing further.

Commissioner Chastain asked Ms. Terry about the outside water customer tax bills. Ms. Terry said she will send them.

Commissioner Chastain asked a 3 to 5-year average of the fuel adjustment. Ms. Terry said she will provide one.

Commissioner Mortimer had nothing further.

Mayor Smith said he lost an old friend due to PTSD. He would like the commission to recognize PTSD Awareness Month. He would also like information posted to our website.

Commissioner Mortimer thanked the board for allowing the political forum. She thanked Chief Johnson for the police presence and Clerk Thompson for his help with the sound system. Commissioner Mortimer said the event was well attended by the candidates.

Attorney Martin reminded the commissioners of the Ethics Training being held at Folds, Walker & Maltby Thursday, October 29, 2020 at 4:00 pm.

There being no further business the meeting was adjourned at 8:44 pm.