

Commission Meeting Minutes
August 4, 2020
6:30 pm

Vice 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 Commissioner Nugent will lead us in prayer and the Pledge of Allegiance.

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

Vice Mayor Smith called the meeting to order at 6:39 pm.

Vice Mayor Smith asked if there were any additions or deletions to the agenda. Mr. Holman asked to change item 9D city manager evaluation to report on preliminary grant submittal for water improvement grant. Vice Mayor Smith entertained a motion to approve the agenda with the change. Commissioner Mortimer made a motion to approve the agenda with the change. It was seconded by Commissioner Chastain. The motion passed 4-0.

Vice Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the July 21, 2020 Commission Meeting. Commissioner Mortimer made a motion to approve the consent agenda. It was seconded by Commissioner Nugent. The motion passed 4-0.

Vice Mayor Smith asked if there were any emergency items. There were none.

Vice 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." There was no citizen participation.

Vice Mayor Smith called for public hearings. There were none.

Vice Mayor Smith asked for the City Clerk Report. Clerk Thompson said Commissioner Smith reviewed the bills as did Trustees Jim Lewis and Jesse Myers. Commissioner Smith made a motion to pay the bills. It was seconded by Commissioner Chastain. The motion passed 4-0.

Clerk Thompson addressed surplussing the 2008 Chevrolet Trailblazer. Vice Mayor Smith entertained a motion to approve the surplus. Commissioner Nugent made a motion to approve the surplus. It was seconded by Commissioner Mortimer. Commissioner Mortimer asked if the vehicle is totaled. Clerk Thompson said the insurance paid out \$4363.14 and the vehicle is no longer insurable. Commissioner Mortimer asked how a totaled vehicle can be sold. Clerk Thompson said for parts only. The motion passed 4-0.

Clerk Thompson addressed selling the 2008 Chevrolet Trailblazer. Vice Mayor Smith entertained a motion to approve selling the vehicle. Commissioner Mortimer made a motion to approve selling the vehicle. It was seconded by Commissioner Chastain. Commissioner Mortimer asked what the process is for selling the vehicle. Mr. Warren said it will be sold on govdeals.com. The motion passed 4-0.

Clerk Thompson addressed hiring a temporary CPA. He said a temporary CPA is needed because the Finance Director John-Paul Ledford is going to be out for surgery. Clerk Thompson said he has spoken to three CPA firms and Florida Municipal Power Agency. Commissioner Mortimer asked how long the temporary CPA will be needed. Clerk Thompson said about two months. Commissioner Nugent asked how far behind the audit is. Clerk Thompson said there are seventy-one items and thirty-five are not done. Vice Mayor Smith suggested waiting until Clerk Thompson has heard back from FMPA. Attorney Martin said they are already very far behind on the audit and suggested making a motion for a contingency or a special meeting to allow someone to be hired as quickly as possible. Commissioner Chastain suggested having a special meeting Tuesday, August 11, 2020 at 6:00 pm. Commissioner Mortimer made a motion to hold a special meeting on August 11, 2020 at 6:00 pm. It was seconded by Commissioner Nugent. The motion passed 4-0.

Vice Mayor Smith asked for the City Manager Report. Mr. Holman addressed the detour routes for the State Road 100 overpass. He said the detour routes will be on a future agenda. He asked everyone to call in issues with traffic lights.

Mr. Holman addressed opening the splash pad. He said the grand opening will be Monday, August 10, 2020. There will be a ribbon cutting ceremony at 11:00 am. Mr. Holman encouraged the commissioners to attend. Commissioner Mortimer asked if the park will be monitored. Mr. Holman said it will not be monitored but city personnel will be coming by periodically to cleanup bathrooms and remove trash. Commissioner Mortimer said the Recreation Director position was proposed by former City Manager Bob Milner because of the splash pad. Mr. Holman said Recreation Director Ashley Yowell will be managing the splash pad. He said she is also getting her Recreation Director Certification. Vice Mayor Smith said the splash pad signs need to include an emergency contact number.

Mr. Holman addressed the COVID-19 update. He said 4,178 people in Bradford County have been tested. Of those, 341 have tested positive and there have been 4 deaths.

Mr. Holman addressed the report on the preliminary grant submittal for water improvements. He would like to apply for the grant and come back to the commissioners with a formal proposal.

Mr. Holman addressed the purchase of a blower to run alongside the digester at the wastewater treatment plant. He said the blower is getting worse and rebuilding it is not much cheaper than replacing it. Mr. Holman said the cost of the new blower will not exceed \$7,977 and will be able to be used in the new wastewater treatment plant. Commissioner Nugent asked about a warranty. Mr. Holman said he will let the commissioners know about the warranty. Commissioner Mortimer asked if the cost includes installation. Mr. Holman said it does. Commissioner Nugent made a motion to approve the purchase of the blower. It was seconded by Commissioner Mortimer. The motion passed 4-0.

Mr. Holman addressed the request to reimburse the Bradford County Development Authority for expenses incurred during recent commission meetings. Mr. Holman said the cost will not exceed \$2,000 and it will be reimbursable to the city because of COVID-19. Clerk Thompson said the average utility bill for the conference center is \$2,500. Commissioner Nugent made a motion to reimburse the Bradford County Development Authority \$2,500. It was seconded by Commissioner Mortimer. The motion passed 4-0.

Vice Mayor Smith asked for the Police Chief Report. Chief Johnson had nothing further.

Vice Mayor Smith asked for the Attorney Report. Attorney Martin addressed minority owned/women owned business enterprise procurement preferences. He said most communities administratively encourage minority and women business owners to compete for city projects. He suggested the city create an inventory of minority and women owned businesses and reach out to them when projects are being put out for bids or qualifications. Vice Mayor Smith asked if local lawn businesses could be used to maintain areas that were maintained by inmate crews. Commissioner Mortimer and Commissioner Nugent expressed an interest in using local lawn services for maintenance.

Commissioner Nugent said school crossings need to be repainted. Mr. Holman said he will look into it.

Commissioner Mortimer had nothing further.

Commissioner Chastain asked Clerk Thompson to explain the rate stabilization fund. Clerk Thompson said the cap is set at \$45.00 and anything over that amount goes into the fund. Commissioner Chastain suggested increasing the fuel adjustment to build up the fund.

Vice Mayor Smith asked about an open gate at the north end of the sprayfield. Mr. Holman said he will look into it.

There being no further business Commissioner Mortimer made a motion to adjourn at 8:16 pm.