

Commission Meeting Minutes
October 6, 2020
6:30 pm

Mayor Waters 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 Smith 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 Mayor Wilbur Waters, Commissioner Tommy Chastain, Commissioner Janice D. Mortimer and Commissioner Shannon Smith. Also present were Director of Operations Scott Anaheim, City Manager John Holman, City Attorney Clay Martin, Deputy Clerk Lisa Terry, City Clerk Ricky Thompson and Police Major Barry Warren. Commissioner Danny Nugent was absent due to surgery.

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

Mayor Waters entertained a motion to make a nomination for Mayor. Commissioner Mortimer nominated Commissioner Smith. It was seconded by Commissioner Chastain. The motion passed 3-0.

Mayor Smith entertained a motion to make a nomination for Vice Mayor. Commissioner Chastain nominated Commissioner Mortimer. It was seconded by Commissioner Waters. The motion passed 3-0.

Mayor Smith asked if there were any additions or deletions to the agenda. There were none.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the September 22, 2020 Commission Workshop and the minutes of the September 22, 2020 Commission Meeting. Commissioner Waters 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. Mr. Holman said Resolution Number 2021-01E is the emergency contract with Polsinelli PC for legal services. He said this was recommended by the insurance company for privacy issues but it appears no privacy issues were breached. Commissioner Waters asked about cost. Mr. Holman said the cost is \$25,000 and is covered by insurance. Attorney Martin read the title to Resolution Number 2021-01E. Mayor Smith entertained a motion to approve the resolution. Commissioner Mortimer made a motion to adopt the resolution as read by title. It was seconded by Commissioner Waters. The motion passed 4-0.

Mr. Holman said Resolution Number 2021-02E is the emergency contract with Crypsis Specialty Company to investigate the targeted computer attack. Mr. Holman said the contract is confidential but the commissioners can review it. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Waters made a motion to approve the resolution as read by title. It was seconded by Commissioner Mortimer. The motion passed 4-0.

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.

Mayor Smith asked Attorney Martin to address the quasi-judicial hearing. Attorney Martin said the hearing is for an amendment to the land development code. He read the procedures for the quasi-judicial hearing. Attorney Martin asked each commissioner if they have had any ex-parte communications with anyone concerning the hearing. The commissioners said they have not. Attorney Martin asked anyone wishing to testify on this matter to raise their right hand to be sworn in. Attorney Martin swore in Mr. Holman. Attorney Martin read the title to Ordinance Number 2020-09. Mr. Holman said the ordinance deals with definitions for senior living facilities to bring them in line with State Statue 419. He said the ordinance was prepared by the North Central Florida Regional Planning Council. Mayor Smith asked if there were any questions from the public. There were none. Mayor Smith entertained a motion to approve the second reading of Ordinance Number 2020-09 by title only. Commissioner Waters made a motion to approve the second reading. It was seconded by Commissioner Motimer. The motion passed 4-0.

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 Waters. Mr. Holman said he will look into the person with two phones. The motion passed 4-0.

Clerk Thompson addressed the collection of past due bills. He recommended putting a letter in the next bills giving past due customers the option for a payment plan. Commissioner Waters asked Clerk Thompson to reach out to past due commercial customers. Commissioner Chastain suggested using door hangers.

Clerk Thompson addressed the update on Adventum and temporary CPA services. He said that 95% of items have been completed despite the computers being down for a week. Commissioner Chastain suggested getting monthly updates from the auditors to avoid having this happen next year.

Clerk Thompson addressed the Miracle Towing invoices. He said the total bills add up to \$39,708.39. Commissioner Chastain said this should have gone out for bid. Mr. Anaheim said they are having trouble with repairs being done right by other shops. He also said certain vehicles require specialized services. Mayor Smith asked Mr. Holman to clean up the procedures and bring this back before the commission.

Mayor Smith asked for the City Manager Report. Mr. Holman addressed Resolution Number 2021-04 wastewater treatment facility permit renewal. He said the price will not exceed \$25,700. 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 Waters. 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 Halloween event at Edwards Road Park. Michael Heeder of 932 Wilson Road addressed the commission. He asked permission to use city property for a haunted trail on October 31, 2020 at the Edwards Road Park. He said the event would be for children ages 4-10 and would follow social distancing guidelines. Mr. Heeder said children would be encouraged to dress as first responders or medical workers so masks would be a normal part of the costume. Mayor Smith entertained a motion to approve the event. Commissioner Waters asked about insurance. Clerk Thompson said the event will be covered by the city's insurance through Florida League of Cities. Commissioner Mortimer made a motion to approve the event as long as the Centers for Disease Control COVID-19 guidelines are followed. It was seconded by Commissioner Waters. The motion passed 4-0.

Mr. Holman addressed the abandonment of right-of-way. He said Starke Motor Cars has requested the abandonment of right-of-way. Mr. Farnell said he would like to expand the retention pond. Mr. Holman said he will see if the property serves a public function and bring this back before the commission.

Mr. Holman addressed the possible purchase of property on Call Street for the lift station. He said they need property with a higher elevation to reduce flooding. Mr. Holman said the appraised value is \$15,530. He asked if the commissioners would like to proceed. The commissioners agreed to proceed.

Mr. Holman addressed Resolution Number 2021-05 legal services agreement with Folds, Walker & Maltby. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Waters 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 the IT status update. He said seven additional computers need to be replaced. Mr. Holman will bring this back before the commission for approval.

Mr. Holman addressed the COVID-19 update. He said phase 3 allows 100% capacity in stores and restaurants.

Mr. Holman said he would like to hold a workshop on the bond trustees and grapple truck ordinances before the October 20, 2020 Commission Meeting. Commissioner Mortimer made a motion to hold a workshop at 5:30 on October 20, 2020. It was seconded by Commissioner Waters. The motion passed 4-0.

Mayor Smith asked for the Police Chief Report. Major Warren said they will have as much of a police presence at the Edwards Road Park for the Halloween event as possible but they will be patrolling other areas as well.

Mayor Smith asked for the Attorney Report. Attorney Martin thanked the commission for extending the attorney contract and said he is looking forward to working with them for the next 2 years.

Commissioner Chastain asked about hemp farming. Mr. Holman said he has been in touch with the Florida Department of Agriculture. He has information on licensing but he is still looking into the value.

Commissioner Chastain asked about lighting on the palm trees at the square. Mr. Holman said he is looking into funding.

Commissioner Chastain asked Mr. Holman to get in touch with someone from the Florida Department of Transportation about the depth of the retention ponds.

Commissioner Mortimer said the traffic light at the Deerwood Shopping Plaza is not working correctly. She asked Major Warren to look into it. Commissioner Mortimer thanked Commissioner Waters for his service as Mayor and said she is looking forward to working with Mayor Smith.

Commissioner Waters asked about the old house across from Southside Elementary School. Major Warren said there are no family members. Mr. Holman said the property is accruing fines and the tax liens have been sold.

Mayor Smith thanked the commissioners for entrusting him with the duties of the Mayor. He asked about annexation at the new school location. Mr. Holman said the

engineers are recommending annexation. Commissioner Chastain asked to keep this on the agenda for further discussion.

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