

Commission Meeting Minutes
December 15, 2020
5:30 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 meeting was the first meeting of the month of December due to the previous meeting being held on November 30, 2020. Members attending included Mayor Shannon Smith, Commissioner Tommy Chastain, Commissioner Janice D. Mortimer, Commissioner Daniel Nugent (arrived at 5:41 pm) and Commissioner Wilbur Waters. Also present were Operations Director Scott Anaheim, City Manager John Holman, Code Enforcement Officer Jeff Look, City Attorney Clay Martin and Deputy Clerk Lisa Terry.

Mayor Smith called the meeting to order at 5:30 pm.

Mayor Smith asked for agenda changes. Ms. Terry asked to add item 9.G. appointing City Clerk Ricky Thompson to the Tourist Development Council. Mr. Holman asked to add Ordinance 2021-05 to item 8.A. for first reading. He also asked to combine item 10.A. with item 7.D. Attorney Martin asked to add item 12.A. Resolution Number 2021-26 use of force policy. Commissioner Mortimer asked about Resolution Number 2021-26 Bradford County Sports Inc contract. Attorney Martin said it is being added to item 8.D. for discussion so the resolution number can be removed. Mayor Smith entertained a motion to approve the agenda with the additions and changes. Commissioner Mortimer made a motion to approve the agenda. It was seconded by Commissioner Chastain. The motion passed 4-0.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the November 30, 2020 Commission Meeting and the Communities in Schools Glow Run and Cornhole Tournament. Commissioner Chastain made a motion to approve the consent agenda. It was seconded by Commissioner Mortimer. The motion passed 4-0.

Mayor Smith asked for any 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." There was no citizen participation.

Mayor Smith asked for old business. Attorney Martin addressed Ordinance Number 2021-06 Unsafe Buildings, Structures and Lands. He said there was an ordinance numbering issue at a previous meeting so he is bringing it back for first reading. Attorney Martin read the title of Ordinance Number 2021-06. Mayor Smith entertained a motion to approve Ordinance Number 2021-06 as read by title. Commissioner Mortimer made a motion to approve Ordinance Number 2021-06 for first reading as read by title. It was seconded by Commissioner Waters. The motion passed 5-0.

Attorney Martin addressed Ordinance Number 2021-07 Board of Bond Trustees. He read the ordinance by title. Mayor Smith entertained a motion to approve Ordinance Number 2021-07 as read by title on first reading. Commissioner Waters made a motion to approve Ordinance Number 2021-07 on first reading. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Attorney Martin addressed Ordinance Number 2021-08 parking of recreational vehicles. Mr. Look said this is a 90-day permit that allows one extension. He said the form and the fee will be brought before the commission at a later date. Attorney Martin read the ordinance by title. Mayor Smith entertained a motion to approve Ordinance Number 2021-08. Commissioner Mortimer made a motion to approve Ordinance Number 2021-08 as read by title only on first reading. It was seconded by Commissioner Chastain. The motion passed 4-1. Commissioner Waters opposed the motion.

Mayor Smith asked for the presentation of athletic facility use policy. Mr. Holman said it allows sports groups to use city parks. Mr. Holman proposed allowing the \$2500.00 donation that Bradford County Sports asked for to cover their first year's insurance. Attorney Martin said he is working on a policy that would give priority to city programs. He said the final product could be ready in 30 to 60 days. Mayor Smith entertained a motion to approve a payment for insurance not to exceed \$2500.00. Commissioner Waters made a motion to approve the payment. It was seconded by Commissioner Nugent. Commissioner Nugent asked if Mr. Orton had asked the county for funding. Mr. Orton said he will be attending the next County Commissioner Meeting. Commissioner Mortimer suggested contacting the County Manager's Office to be put on the agenda. The motion passed 5-0. Mayor Smith entertained a motion to approve the athletic facility use policy. Commissioner Mortimer made a motion to provisionally approve the athletic facility use policy and instruct staff to come back with the final policy at a later date. It was seconded by Commissioner Nugent. The motion passed 5-0.

Mayor Smith called for public hearings. Attorney Martin addressed Ordinance Number 2021-05 the Blaine property zoning change. He read instructions for the quasi-judicial hearing. Attorney Martin asked if the commissioners have had any ex parte communications involving this matter. Commissioner Chastain said no. Commissioner Waters said no. Commissioner Nugent said no. Mayor Smith said no. Commissioner Mortimer said no. Attorney Martin administered the oath to Mr. Look and property owner Lathell Blaine. Attorney Martin read the title of Ordinance Number 2021-05. Mr. Look said this is an application for rezoning to allow a multifamily home on the property. Mr. Blaine said he would like to build a 4 or 5-unit apartment on the property.

Mr. Look said the rezoning has been approved by the Planning and Zoning Board. Mr. Look said he sees no reason not to approve the rezoning. Attorney Martin called for final arguments. There were none. Attorney Martin said the motion would be to approve the ordinance as read by title and based on evidence presented in the hearing. Commissioner Nugent made a motion. It was seconded by Commissioner Waters. The motion passed 5-0.

Mayor Smith asked for the City Clerk Report. Ms. Terry said Commissioner Mortimer as well as Bond Trustees Jim Lewis and Jessie Myers reviewed the bills. Commissioner Mortimer made a motion to pay the bills. It was seconded by Commissioner Waters. The motion passed 5-0.

Ms. Terry addressed Resolution Number 2021-24 Aclarian Consultant Agreement extension. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Nugent made a motion. It was seconded by Commissioner Mortimer. Commissioner Chastain asked if policy and procedure was followed. Attorney Martin said there is no provision for competitive professional services. Attorney Martin said the commission could direct staff to work with the city clerk to develop an RFP. Commissioner Mortimer said the position could be advertised and a start date could be set in the future. She asked if the commission could direct Clerk Thompson to put out an RFP. Attorney Martin said the commission does not have the authority to direct the clerk to put out an RFP but has to approve the contract if he decides to hire a contractor. Mayor Smith said if there is a long-term contract it needs to be done correctly. Attorney Martin said the commission could vote to direct the staff to work with the city clerk to bring back an RFP for approval at the second meeting in January. Commissioner Waters said the clerk's office got in a deep hole because of former Finance Director John-Paul Ledford but he believes Clerk Thompson intends to put out an RFP once they are close to being caught up. Commissioner Mortimer asked if the RFP would leave them in a position of having to renew the contract. Attorney Martin said it would be a long-term contract. Mayor Smith said it would be in place of hiring an individual so it would save the city money. Commissioner Chastain said a local CPA firm brought on someone with 30-years-experience in government work. Mayor Smith called for a vote. The motion passed 3-2. Mayor Smith and Commissioner Chastain opposed the motion. Mayor Smith entertained a motion to direct staff to prepare an RFP. Commissioner Nugent made a motion to direct the city clerk, city manager and city attorney to work together to prepare an RFP. It was seconded by Commissioner Waters. The motion passed 5-0.

Mayor Smith asked if the commission would like to move item 10.B. to now. Commissioner Mortimer made a motion. It was seconded by Commissioner Waters. The motion passed 5-0. Kellan Lindsey with Mittauer & Associates came forward and gave a presentation on the Orange Street Paving Project. Commissioner Waters asked if there would be money to repair the pipe that is sticking out of the ground. Mr. Lindsey said he does not think so.

Ms. Terry addressed the vehicle purchase for the meter department. She said this is to replace the meter vehicle that was totaled in May. She said there has been an insurance payout and the vehicle has been sold for parts. Mayor Smith said he thought they were going to use golf carts. Ms. Terry said they would still need a vehicle to get to the golf carts. Attorney Martin said the

city's golf cart ordinance prohibits use of a golf cart on state or federal highways. Mayor Smith asked what the wishes of the board are. Commissioner Waters said he would like to purchase the vehicle. Mayor Smith said he would like to table this until January. Commissioner Waters made a motion to table the vehicle purchase until the second meeting in January. It was seconded by Commissioner Nugent. The motion passed 5-0.

Ms. Terry said the Finance Director position has already been discussed.

Ms. Terry said Florida Municipal Power Agency Employee Linda Howard provided outstanding support in getting the reimbursement for the relocation of the electrical lines for the State Road 100 overpass project.

Ms. Terry said the New River Solid Waste Association is increasing tipping fees by \$.50 per ton beginning in January. Mayor Smith asked if WCA will absorb the additional cost. Ms. Terry said she will find out.

Ms. Terry addressed the appointment of Clerk Thompson to the Tourist Development Council. Mayor Smith said the county is supposed to appoint someone. Mr. Holman said it must be an elected official. Attorney Martin said the city nominates someone to be on the council and the county appoints them. Commissioner Mortimer made a motion to nominate Commissioner Chastain. It was seconded by Commissioner Waters. The motion passed 5-0.

Mr. Holman addressed the holiday schedule for 2021. There were no questions.

Mr. Holman addressed the closure of the municipal offices at 12:00 pm on December 23, 2020. Mayor Smith entertained a motion to approve the closure. Commissioner Mortimer made a motion to approve the 12:00 pm closure. It was seconded by Commissioner Waters. The motion passed 5-0.

Mr. Holman addressed the COVID-19 update. He said there is one positive case at city hall and two at the fire department.

Mr. Holman addressed the detour route update. He said the information is in his city manager report and he has nothing further at this time.

Mr. Anaheim addressed the Thomas Street Park and Wainwright Park upgrade project. He said the big-ticket items will be the playground equipment and upgrades to buildings. Mr. Anaheim said he is working with the Jacksonville Jaguars on grant funding.

Mr. Holman addressed Resolution Number 2021-25 renewing the contract with Special Magistrate Laura Gapske. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution as read by title. Commissioner Nugent made a motion to approve the resolution. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Chief Johnson was not in attendance.

Mayor Smith asked for the Attorney Report. Attorney Martin addressed Resolution Number 2021-26 use of force policy. He said the city is required to adopt a use of force policy by year end. Attorney Martin said he reviewed the policy and there are no major red flags. He read the title of Resolution Number 2021-26. Commissioner Mortimer made a motion to approve Resolution Number 2021-26 as read by title. It was seconded by Commissioner Nugent. Commissioner Chastain asked if the Florida League of Cities could review it. Attorney Martin said he might be able to get the Gainesville Police Department to help. Commissioner Nugent withdrew his motion. Commissioner Mortimer withdrew her motion and authorized Attorney Martin to spend up to \$1,000 for a review of the policy. It was seconded by Commissioner Nugent. The motion passed 5-0.

Commissioner Waters had nothing further.

Commissioner Mortimer said the parade was great and thanked Mr. Holman's wife Cathy for driving her. Commissioner Mortimer wished everyone a Merry Christmas.

Commissioner Chastain had nothing further.

Commissioner Nugent had nothing further.

Mayor Smith had nothing further.

There being no further business the meeting was adjourned at 8:27 pm.