

Commission Meeting Minutes
June 2, 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 Mortimer 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, Commissioner Danny Nugent and Commissioner Shannon Smith. Also present were Operations Director Scott Anaheim, City Manager John Holman, Police Chief Jeff Johnson, Code Enforcement Officer Jeff Look, City Attorney Clay Martin, Deputy Clerk Lisa Terry, City Clerk Ricky Thompson, Line Crew Supervisor Steve Warren and Assistant Dan Williams.

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

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

Mayor Waters entertained a motion to approve the agenda. Commissioner Mortimer made a motion to approve the agenda. It was seconded by Commissioner Smith. The motion passed 5-0.

Mayor Waters entertained a motion to approve the consent agenda. The consent agenda consisted of the Minutes of the May 19, 2020 Commission Meeting. Mayor Waters entertained a motion to approve the consent agenda. Commissioner Chastain made a motion to approve the consent agenda. It was seconded by Commissioner Nugent. The motion passed 5-0.

Mayor Waters asked if there were any emergency items. There were none.

Mayor Waters 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 Waters called for public hearings. There were none.

Mayor Waters asked for the City Clerk Report. Clerk Thompson asked Amy Johns to come forward. Ms. Johns is the Director of the Bradford County Public Health Department. She said

there are 51 COVID-19 cases in Bradford County. Ms. Johns said the health department will be doing free testing Monday through Friday from 8:00 to 11:00 am and 1:00 to 4:00 pm. She said the health department staff members have been working 7 days a week during the pandemic. Ms. Johns thanked the Starke Police Department for their presence at the health department. Mayor Waters thanked the health department, the police department, the sheriff's office and the fire department.

Clerk Thompson said Commissioner Chastain and Commissioner Nugent met individually to review the bills. Commissioner Chastain made a motion to pay the bills. It was seconded by Commissioner Nugent. The motion passed 5-0.

Clerk Thompson asked Attorney Martin to address the amendment of the procurement ordinance local preference and buy American discussion. Attorney Martin said he is looking for guidance from the commissioners on how to amend the current ordinance. He said some cities give local vendors the option to match the lowest bid. Others give a straight percentage to local vendors. Mayor Waters said he would rather increase local preference to 7 percent. He asked Attorney Martin to bring back more information on this. Clerk Thompson said there is a \$25,000 maximum on local preference. Attorney Martin said the procurement policy needs to be reviewed. Commissioner Mortimer said minority businesses should be afforded preference as well to include race, women and persons with disabilities.

Clerk Thompson addressed notices for utility customers in arrears. He said there are 326 customers who are in arrears owing the city \$112,509.01. Mayor Waters said he would like to put a notice in the next bill. Clerk Thompson said the customers need to be aware there will come a time when the full bill will need to be paid.

Clerk Thompson addressed the Northeast Florida League of Cities virtual ethics training on June 18, 2020 from 10:00 am to 3:30 pm. Mayor Waters asked if the virtual training could be done at city hall. Clerk Thompson said it could but the 6-foot distance would need to be followed. Attorney Martin said Folds, Walker and Maltby will be hosting an ethics class in November or December in the evening.

Clerk Thompson addressed the Florida League of Cities legislative policy committee sign up beginning June 1, 2020. Clerk Thompson asked the commissioners to let him know if they are interested in signing up for one of the policy committees.

Clerk Thompson addressed the New River Solid Waste Association increase in tipping fees. He said the increase will be \$.50 per ton which will increase the city's tipping fee costs by about \$216.00 per month.

Mayor Waters asked for the City Manager Report. Mr. Holman addressed the selection of a candidate to serve on the Planning and Zoning Board. He said there is only one candidate now because John Propes no longer lives in the City of Starke. Mayor Waters entertained a motion to approve appointing Glenda Ruise to the Planning and Zoning Board. Commissioner Mortimer

made a motion to appoint Ms. Ruise to the Planning and Zoning Board. It was seconded by Commissioner Smith. The motion passed 5-0.

Mr. Holman addressed setting dates and times for the Fiscal Year 2020-2021 budget workshops and budget review process. He suggested having budget workshops on June 23 and June 30, 2020 from 5:30 to 8:00 pm. Commissioner Smith made a motion to hold budget workshops on June 23 and June 30, 2020 from 5:30 to 8:00 pm. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Mr. Holman addressed the status of electrical distribution circuits. Mr. Anaheim said the circuits are the VoTech, Walmart and Church Street circuits. He said Florida Municipal Power Agency will be doing an assessment on these circuits as part of our membership. Mr. Anaheim said they are working to reduce the frequency of outages. He said the breakers have been installed at the substation and a SCADA system will be installed to allow line crews to quickly determine the location of an outage. Mr. Anaheim said they are proposing piggy backing off a contract with the City of Newberry for tree trimming services which will reduce outages.

Mr. Holman addressed the contract with Asplundh for tree trimming services. Commissioner Nugent made a motion to approve the contract. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mr. Holman thanked all the city employees for working through the pandemic and meeting social distancing requirements.

Mayor Waters asked for the Police Chief Report. Chief Johnson said the Police Department has received the COPS grant for 2 positions for 3 years. He said there has been some unrest so they have had 4 officers present at Walmart every night and extra patrol officers.

Attorney Martin had nothing further.

Commissioner Nugent said purchasing needs to look at buying local to reduce shipping costs.

Commissioner Nugent asked for someone to look at using a new carrier for cell phones.

Commissioner Chastain asked if the audit for fiscal year 2018-2019 will be completed by August 31, 2020. Mr. Holman said the audit is addressed in the City Manager Report that has been provided to the commissioners.

Commissioner Chastain asked if the packet for the commission meetings could be available by the Thursday before the meeting. Clerk Thompson said his office is supposed to have the agenda items from the city manager's office on Friday at 10:00 am so the packet can be available by the end of the day Friday but it does not happen. He asked Ms. Terry to elaborate. Ms. Terry said the agenda items for this were not provided until around 12:30 on Friday. Mr.

Homan said he can have his agenda items and documentation to Ms. Terry by 10:00 on the Thursday before the meeting.

Commissioner Chastain asked about the rural water study. Mr. Anaheim said Finance Director John-Paul Ledford needs to provide information to Dyana Stewart from Florida Rural Water Association for the study to be done.

Commissioner Mortimer asked for continued prayers for peace for our nation and community. She said plans are being made for a prayer vigil for the community. Clerk Thompson said he will be in attendance.

Commissioner Smith asked for an update on the Orange Street paving project. Mr. Anaheim said there needs to be a workshop so Mittauer and Associates can present an update on replacing the piping.

Mayor Waters wants to know why WCA is not picking up trash and why we are billing customers \$100.00 for the grapple truck. He said the grapple truck was bought to help the citizens. Mayor Waters asked that no more customers be billed until they have a workshop to discuss the issue. Commissioner Mortimer said no customers were supposed to be billed until a workshop was held. Mr. Look said the \$100.00 charge is established by ordinance. Mr. Holman asked if it is the commissioners wish to not bill the customer. Commissioner Nugent said it is. Mayor Waters asked to have a workshop on the use of the grapple truck at 5:30 pm before the next meeting.

Mayor Waters entertained a motion to adjourn. Commissioner Nugent made a motion to adjourn. It was seconded by Commissioner Smith. There being no further business the meeting was adjourned at 8:34 pm.