

Commission Meeting Minutes
November 17, 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 Commissioner Mortimer 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, Commissioner Daniel Nugent and Commissioner Wilbur Waters. Also present were City Manager John Holman, Police Chief Jeff Johnson, Code Enforcement Officer Jeff Look, City Attorney Clay Martin and Deputy Clerk Lisa Terry. Clerk Ricky Thompson was unable to attend.

Mayor Smith called the meeting to order at 6:32 pm.

Mayor Smith asked for agenda changes. Mr. Holman asked to add item 9.F. moving the December 1, 2020 Commission Meeting to November 30, 2020. Mayor Smith entertained a motion to approve the agenda with the addition. Commissioner Mortimer made a motion to approve the agenda with the addition. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the November 3, 2020 Commission Meeting. Commissioner Chastain made a motion to approve the consent agenda. It was seconded by Commissioner Nugent. The motion passed 5-0.

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." Ron Newman and Marcia Newman came forward to discuss a zoning issue with the Dempsey Motel. Mr. Newman said when the motel was purchased it was zoned correctly but now it and the Catholic Church are zoned residential. He said he can apply for a zoning change at a cost of \$3,600. Mr. Look said the property is zoned B-2 and hotels need to be zoned B-3. He said churches can be zoned B-2. Mr. Newman said he believes the Northeast Florida Regional Planning Council just made a mistake. Commissioner Waters asked what needs to be done to fix this. Mr. Look said the commission can act as the applicant for the comprehensive plan amendment. He said with

the noticing requirement it could be rezoned in 3 months. Mayor Smith entertained a motion to have the property's zoning corrected. Commissioner Waters made a motion to move forward with having the Dempsey Motel zoned B-3. It was seconded by Commissioner Nugent. The motion passed 5-0.

Attorney Martin addressed the public hearings. He said there are 4 matters that need to be handled in a quasi-judicial manner. He asked each commissioner if they have had any ex parte communications regarding these matters. Commissioner Nugent said no. Commissioner Chastain said no. Mayor Smith said no. Commissioner Mortimer said no. Commissioner Waters said no. Attorney Martin administered the oath to Gregory Dodd and Mr. Look. Attorney Martin read the title of Ordinance Number 2021-01. Mr. Look said this application along with the others would rezone the entire property to B-3. Mr. Dodd said he would like the property to be rezoned so it is all zoned B-3. Mr. Look said the property meets the criteria for rezoning and he recommends it along with the Planning and Zoning Board. Mayor Smith entertained a motion to approve the ordinance on first reading. Commissioner Waters made a motion. It was seconded by Commissioner Chastain. The motion passed 5-0. Attorney Martin read the title of Ordinance Number 2021-02. Mr. Look said this is the same as the first ordinance to rezone the entire property to B-3. Mr. Dodd said he is asking the same as the first ordinance. Mr. Look said the Planning and Zoning Board and staff recommend approval of the ordinance. Mayor Smith entertained a motion to approve the ordinance on first reading. Commissioner Chastain made a motion. It was seconded by Commissioner Nugent. The motion passed 5-0. Attorney Martin read the title of Ordinance Number 2021-03. Mr. Look said this is an application for a zoning map change to B-3. Mr. Dodd said he believes it is in the city's best interest for the property to have all the same zoning. Mr. Look said the Planning and Zoning Board has approved the change. Mayor Smith entertained a motion to approve the ordinance as read by title. Commissioner Waters made a motion. It was seconded by Commissioner Chastain. The motion passed 5-0. Attorney Martin read the title of Ordinance Number 2021-04. Mr. Look said this would amend the zoning map to B-3. He said the Planning and Zoning Board has approved the amendment. Mayor Smith entertained a motion to approve the ordinance as read by title. Commissioner Mortimer made a motion. It was seconded by Commissioner Waters. The motion passed 5-0.

Mayor Smith asked for the Police Chief Report. Chief Johnson said they have been working on the budget amendment and the policy for the body cameras. Attorney Martin said the policy will be on the agenda for the next meeting.

Mayor Smith asked for the City Clerk Report. Ms. Terry said Commissioner Mortimer as well as Bond Trustees Jim Lewis and Jesse Myers reviewed the bills. Commissioner Mortimer said there is a situation that Assistant Finance Director Tonya Wainwright is looking into and will contact Attorney Martin. Commissioner Mortimer said the city is being billed for a service that the information technology company can provide. She said John-Paul Ledford was supposed to be looking into it but did not. Commissioner Chastain said he has asked about this as well. Mayor Smith entertained a motion to pay the bills. Commissioner Mortimer made a motion to pay the bills. It was seconded by Commissioner Chastain. The motion passed 5-0.

Ms. Terry addressed Resolution Number 2021-15 consultant agreement with Aclarian for financial services. She introduced Mike Fitzgerald with Aclarian. Mr. Fitzgerald said the company is based in Tampa. He said the contract would allow the city time to decide on whether to hire an individual or go out for bids. Commissioner Chastain asked Attorney Martin if policy and procedure is being followed. Attorney Martin said it is for a short-term basis. 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 Waters. Commissioner Chastain said the contract is for 2 months. Attorney Martin said it is and it is extendable per month with commission approval. Commissioner Nugent asked if there were additional costs for travel. Mr. Fitzgerald said it is a flat fee. The motion passed 5-0.

Ms. Terry addressed Resolution Number 2021-18 the credit card use agreement. Attorney Martin read the title of the resolution. Mayor Smith entertained a motion to approve the resolution as read by title. Commissioner Waters made a motion. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Ms. Terry addressed Resolution Number 2021-19 the fuel adjustment. Attorney Martin read the title. Mayor Smith entertained a motion to approve the resolution as read by title. Commissioner Nugent made a motion. It was seconded by Commissioner Mortimer. Commissioner Chastain asked why the recommendation is \$39.63 when the 36-month average is \$33.56. Ms. Terry said because the difference between the current fuel adjustment and the 36-month average is so large Clerk Thompson's recommendation is to set the fuel adjustment between the current rate and the 36-month average. Commissioner Chastain asked Mr. Holman what his recommendation is. Mr. Holman said \$39.63. Mayor Smith suggested looking at the fuel adjustment on a quarterly basis. The motion passed 5-0.

Ms. Terry addressed performance bonuses. She said Clerk Thompson recommends a performance bonus of \$500 for each employee with a performance evaluation of 3.5 or higher who has worked for the city for at least 6 months. Commissioner Waters made a motion to approve the performance bonuses. It was seconded by Commissioner Nugent. The motion passed 5-0.

Ms. Terry addressed the purchase of calendars. She said the customers missed getting them last year. Commissioner Waters made a motion to approve purchasing calendars. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mayor Smith asked for the City Manager Report. Mr. Holman addressed Resolution Number 2021-16 Florida Municipal Power Agency electric utility phase I rate study agreement. Mr. Holman said he recommends approval. 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 5-0.

Mr. Holman addressed Resolution Number 2020-17 authorizing the agreement with the Florida Department of Corrections for automatic aid and the provision of fire and emergency services. 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 Chastain. The motion passed 5-0.

Mr. Holman addressed the Saratoga Heights lift station discussion. He introduced Justin deMello with Woodard & Curran. Mr. deMello said the lift station flow will increase greatly when the new wastewater treatment plant is online. He said the lift station will need to be an above ground suction lift station. He said he will be making recommendations for funding options. Mayor Smith thanked Mr. deMello.

Mr. Holman addressed the COVID-19 update. He said there is a positive case in the fire department and possibly another one at operations.

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. Holman addressed moving the December 1, 2020 Commission Meeting to November 30, 2020 to approve the reconciliation resolution within the 60-day close of the fiscal year deadline. Mayor Smith entertained a motion to approve the meeting date change. Commissioner Chastain made a motion to hold the next meeting on November 30, 2020 at 5:30 pm. It was seconded by Commissioner Mortimer. The motion passed 5-0.

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

Commissioner Waters had nothing further.

Commissioner Nugent asked Mr. Holman to look for damage caused by the tree trimming crews and contractors.

Commissioner Chastain had nothing further.

Commissioner Mortimer asked Mr. Holman if he will be attending the legislative delegation at the courthouse. She said he will need to get with Tammy to be put on the agenda.

Mayor Smith had nothing further.

There being no further business the meeting was adjourned at 8:47 pm.