Commission Meeting Minutes
June 16, 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 Chastain will lead us in prayer and the Pledge of Allegiance.

This was the second 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, Wastewater Treatment Plant Supervisor Kyle Jerrels, Code Enforcement Officer Jeff Look, City Attorney Clay Martin, Deputy Clerk Lisa Terry, City Clerk Ricky Thompson and Assistant Dan Williams.

Mayor Waters called the meeting to order at 6:36 pm.

Mayor Waters asked if there were any additions or deletions to the agenda. Clerk Thompson asked to add item 8.G. use of the square for community prayer. Commissioner Mortimer made a motion to approve the addition. It was seconded by Commissioner Smith. The motion passed 5-0.

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

Mayor Waters entertained a motion to approve the consent agenda. The consent agenda consisted of the Minutes of the June 2, 2020 Commission Meeting. Mayor Waters entertained a motion to approve the consent agenda. Commissioner Smith 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. Mr. Holman asked to add the emergency purchase of a transformer from Jacksonville Electric Authority for $33,925.50. Commissioner Chastain made a motion to approve the emergency purchase. It was seconded by Commissioner Smith. The motion passed 5-0. Mr. Holman asked to add the contract with Woodard and Curran as another emergency item. He said Attorney Martin has reviewed the contract with the new language required by the United States Department of Agriculture. Commissioner Nugent made a motion to approve the emergency item. It was seconded by Commissioner Chastain. The motion passed 5-0.

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." David Theus introduced himself. He is from Clay County and a candidate for Congress in District 3.

Mayor Waters called for public hearings. There were none.

Mayor Waters asked for the City Clerk Report. 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 Teresa Matheny with Episcopal Children's Services to address the commissioners. Ms. Matheny said on average 86 percent of residents receiving School Readiness Aid stay employed for at least a year. She is asking the city to make a donation of $500 which will be matched. Ms. Matheny thanked the commissioners for considering the request. Mayor Waters entertained a motion to approve the request. Commissioner Mortimer made a motion to approve the request. It was seconded by Commissioner Chastain. The motion passed 5-0.

Clerk Thompson asked Attorney Martin to address Resolution Number 2020-40. Attorney Martin said the resolution approves an agreement with North Florida Regional Hospital for drug testing services. Attorney Martin read the resolution by title. Mayor Waters entertained a motion to approve Resolution Number 2020-40. Commissioner Nugent made a motion to approve the resolution as read by title. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Clerk Thompson said James V. Crosby has asked to withdraw his name from consideration as a bond trustee. Attorney Martin said he will have more on bond trustees at a future meeting.

Clerk Thompson addressed the billing notice for customers in arrears. He said if the commissioners are in agreement the notice will go out to all utility customers in their June bill. Clerk Thompson said there are currently 192 customers who are in arrears for a total of $77,955. Mayor Waters entertained a motion to approve the billing notice. Commissioner Chastain made a motion to approve the notice. It was seconded by Commissioner Nugent. The motion passed 5-0.

Clerk Thompson addressed the grant application for the police vehicles and generator purchase. He said the grant is a 55/45 match. Mayor Waters entertained a motion to approve the grant application. Commissioner Mortimer made a motion to approve the grant application. It was seconded by Commissioner Nugent. The motion passed 5-0.

Clerk Thompson addressed the new development at State Road 16 and Market Road. He introduced Brent Franklin. Mr. Franklin said the development will be truck stop and 42-unit RV park. He said it will bring 15 to 20 new jobs to the area. Attorney Martin said it will be subject to land use rules. Clerk Thompson said he will meet with Mr. Holman and Attorney Martin regarding the development.

Clerk Thompson addressed the use of the square. He said the square will be used as a backup meeting place for Sunday afternoon prayer gatherings. Clerk Thompson said the Downtown Merchants will put up the liability insurance. Commissioner Mortimer said this is a very worthwhile event that lasts no longer than an hour. Mayor Waters entertained a motion to approve the use of the square as a backup location for the prayer meetings. Commissioner Mortimer made a motion to approve the use of the square. It was seconded by Commissioner Smith. The motion passed 5-0.

Mayor Waters asked for the City Manager Report. Mr. Holman addressed the Orange Street utility improvements. He introduced Kellan Lindsey with Mittauer and Associates. Mr. Lindsey said any utility work will be a cost to the city. He said the estimated cost of the project is just under $740,000. Commissioner Chastain asked if there are any funding opportunities. Mr. Holman said there are low interest loans available with Florida Municipal Power Agency. Mayor Waters entertained a motion to negotiate an amendment to the contract with Mittauer to provide the utility work design. Commissioner Smith made a motion. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mr. Holman addressed the wastewater collection system project phase 1. He said they would like to run a main line off the school property and move the Call Street lift station out of the flood way. Mr. Holman introduced Justin deMello with Woodard and Curran. Mr. deMello said they are looking at relocating a forced main to Wheldon Street away from Bradford High School. Mr. Anaheim said this forced main will service the proposed apartment complex and any development along the bypass. Commissioner Mortimer made a motion to approve phase 1. It was seconded by Commissioner Smith. The motion passed 5-0.

Mr. Holman addressed Resolution Number 2020-41 reassignment of meter readers to the Clerk's Office and reassignment of the Finance Director to the City Manager's Office. Mayor Waters said he is ok with the reassignment. Commissioner Nugent said he is ok with the meter readers being assigned to the Clerk's Office but not the Finance Director being assigned to the City Manger's Office. Commissioner Chastain and Commissioner Mortimer agreed with Commissioner Nugent. Mayor Waters entertained a motion to approve Resolution Number 2020-41. After no motion was made, Mayor Waters passed the gavel to Vice Mayor Smith. Commissioner Waters made a motion to approve Resolution Number 2020-41. The motion failed for lack of a second. Vice Mayor Smith passed the gavel back to Mayor Waters.

Mr. Holman addressed amending the master agreement between the Florida Department of Transportation and Starke Electric to increase funding. DOT has agreed to fund and complete the work in the amount of $72,799.88. Commissioner Mortimer made a motion to approve the agreement. It was seconded by Commissioner Smith. The motion passed 5-0.

Mr. Holman addressed Resolution Number 2020-42 the purchase and installation of the emergency generator at the fire department. The generator will be purchased from and installed by Ring Power in the amount of $62,799.88. Commissioner Smith made a motion to approve the purchase. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mr. Holman said there is not much of an update on COVID-19. He said the Governor will be releasing local funds to city and county governments.

Mayor Waters asked for the Police Chief Report. Chief Johnson said a boat exploded and a man was badly burned.

Attorney Martin addressed the bond trustees charter provision. He said the city is required to have bond trustees to review bills and make recommendations. Attorney Martin said he will have an ordinance for review and the July 7, 2020 meeting.

Attorney Martin addressed preferential purchasing policies. He said the city could notify women and minority businesses of bid opportunities. He said local businesses could be allowed to match the lowest bidder's price. Commissioner Chastain said he likes the county's policy. Commissioner Mortimer agreed.

Commissioner Nugent had nothing further.

Commissioner Chastain asked about the deadline for the audit being conducted by James Moore and Associates. Mr. Holman said the deadline is August 31, 2020.

Commissioner Chastain asked Chief Johnson about using body cameras. Chief Johnson said they are too expensive.

Commissioner Chastain asked about exempt employees and accountability for sick and vacation leave.

Commissioner Mortimer said she will be attending the virtual ethic training June 18, 2020 in the commission room and city hall. Commissioner Chastain said he will be attending as well. Commissioner Nugent and Mayor Waters said they will let Ms. Terry know tomorrow if they will be attending.

Commissioner Smith said he will not be able to attend the July 7, 2020 Commission Meeting because he will be out of town.

Mayor Waters had nothing futher.

Mayor Waters entertained a motion to adjourn. Commissioner Nugent made a motion to adjourn. There being no further business the meeting was adjourned at 9:52 pm.