Commission Meeting Minutes
March 16, 2021
Following the CRA Meeting

Mayor Shannon 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 second regular meeting of the month. Members attending included Mayor Shannon Smith, Commissioner Tommy Chastain, Commissioner Janice D. Mortimer, Commissioner Danny Nugent and Commissioner Wilbur Waters. Also present were Director of Operations Scott Anaheim, City Manager John Holman, Police Chief Jeff Johnson, Code Enforcement Officer Jeff Look, City Attorney Clay Martin, Deputy Clerk Lisa Terry and City Clerk Ricky Thompson.

Mayor Smith called the meeting to order at 5:45 pm.

Mayor Smith asked for agenda changes. Mr. Holman asked to remove item 10.C. He asked to replace it with the site plan for Green Acres plat 3. Mayor Smith entertained a motion to approve the agenda with the changes. Commissioner Nugent made a motion to approve the agenda with the changes. It was seconded by Commissioner Waters. Commissioner Chastain asked what the site plan and plat are. Mr. Holman said it includes the infrastructure. The motion passed 5-0.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the March 2, 2021 Commission Meeting. Commissioner Waters made a motion to approve the consent agenda. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Mayor Smith asked for any emergency items. Mr. Holman said he has one emergency item authorizing an agreement with Kimley-Horn and Associates for planning and zoning services. He said the agreement is not to exceed six months while he is preparing an RFP for Planning and Zoning. Mr. Holman said we need a smooth transition so we do not miss legislative time frames that would allow development to move forward without approval. Attorney Martin said he has reviewed the contract and added needed language. Mayor Smith asked the commissioners if they had any questions. Commissioner Waters said the search for a replacement for Mr. Look should have started the day he turned in his resignation. He suggested contacting Nora Thompson who has worked with the city and the county. Commissioner Nugent said they should have known about the resignation when it was turned in. Commissioner Mortimer said the city pays for services with the North Central Florida Regional Planning Council. She said she appreciates the work and dedication Mr. Look has put in and she does not want him to leave. Commissioner Mortimer publicly thanked Mr. Look for his service. Commissioner Chastain said he is ok with a month-to-month contract. Attorney Martin said the city needs to have someone to review permits. Commissioner Mortimer asked what the timeframe is for permit review.

Attorney Martin said 30 days. Commissioner Nugent said the Florida League of Cities may have someone who could help. Commissioner Mortimer asked Mr. Holman if he has reached out to county officials. He said he has not. Allison Megrath with Kimley-Horn came forward to answer any questions. Commissioner Mortimer said Archer and High Springs have concerns about paying Kimley-Horn and the North Central Florida Regional Planning Council. Commissioner Chastain said this is to put the agreement on the agenda for tonight. Mayor Smith entertained a motion to put the Kimley-Horn agreement on the agenda. Commissioner Chastain made a motion. Mayor Smith passed the gavel to Vice Mayor Mortimer. The motion was seconded by Commissioner Smith. The motion failed 2-3. Commissioner Nugent, Commissioner Waters and Commissioner Mortimer opposed the motion.

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." Esther Kelly from 1117 Keller Street came forward. She thanked the commissioners, city clerk and police chief for helping celebrate her mother's birthday. Ms. Kelly said she requested a security light. She said the man who came out suggested two lights. Ms. Kelly said the first pole was placed in front of a pecan tree so she needs a second light but she can't get anyone to come out. Mr. Anaheim said the pole truck needs repairs but should be fixed tomorrow. He said Steve Warren will be out soon. Commissioner Mortimer thanked Ms. Kelly for bringing this to their attention. She asked Mr. Anaheim if this will be fixed tomorrow. He said yes ma'am.

Mayor Smith called for old business. Attorney Martin asked the commission if the local preference in procurement could wait until the next meeting. The commissioners agreed that it could wait.

Mayor Smith called for public hearings. Attorney Martin addressed Ordinance Number 2021-11 amending the future land use map. He gave instructions for the quasi-judicial hearing. Attorney Martin asked the commissioners if they have had any ex-parte communications regarding this matter. Commissioner Chastain said no. Commissioner Nugent said no. Commissioner Waters said no. Mayor Smith said no. Commissioner Mortimer said no. Attorney Martin asked if anyone would be giving testimony. No one responded. Attorney Martin administered the oath to Mr. Look. Attorney Martin read the title of Ordinance Number 2021-11. Mr. Look said this deals with the Dempsey Motel. Mr. Look said the change has been approved by the Planning & Zoning Board. Attorney Martin asked if the commissioners had any questions. They did not. Mayor Smith entertained a motion to approve the first reading of Ordinance Number 2021-11 as read by title. Commissioner Waters made a motion. It was seconded by Commissioner Mortimer. The motion passed 5-0.
Attorney Martin addressed Ordinance Number 2021-12 rezoning from single family to medium density and community commercial. Attorney Martin read the title of Ordinance Number 2021-

12. Mr. Look said this is an amendment to rezone the Dempsey Motel. He said the rezoning has been approved by the Planning & Zoning Board. Attorney Martin if the commissioners had any questions. They did not. Mayor Smith entertained a motion to approve the first reading of Ordinance Number 2021-12 as read by title. Commissioner Nugent made a motion. It was seconded by Commissioner Waters. The motion passed 5-0.

Mayor Smith asked for the City Clerk Report. Clerk Thompson said Commissioner Waters reviewed the bills. Commissioner Waters made a motion to approve paying the bills. It was seconded by Commissioner Nugent. The motion passed 5-0.

Clerk Thompson addressed Resolution Number 2021-35 the agreement with Aclarian for financial 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. The motion was seconded by Commissioner Chastain. Commissioner Chastain mentioned additional charges for work outside of the scope of the contract. He asked that it be brought before the commission if it happened. Attorney Martin said the month-to-month contract included travel expenses but this one does not. Commissioner Nugent asked how often they travel. Clerk Thompson said once or twice a month. The motion passed 5-0.

Clerk Thompson addressed Resolution Number 2021-36 the agreement with Amelia Building Maintenance for cleaning 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. The motion was seconded by Commissioner Waters. Commissioner Mortimer asked if this was advertised. Clerk Thompson said it was. The motion passed 5-0.

Clerk Thompson addressed the quotes for payroll services. He said four quotes were received and he recommends going with Paychex. Mayor Smith said there is a lot to payroll. Clerk Thompson said Human Resources will be done in house and Joan Freese will do the timesheet entry. Mayor Smith entertained a motion. Commissioner Waters made a motion. It was seconded by Commissioner Mortimer. Commissioner Mortimer thanked Clerk Thompson for getting the quotes to them in a timely manner so they could be reviewed. Attorney Martin asked if the motion was to approve the contract or just the quote. Commissioner Mortimer questioned why he asked that. Attorney Martin said because he has not had time to review the contract. Commissioner Mortimer withdrew her motion. Commissioner Waters withdrew his motion. Mayor Smith entertained a motion. Commissioner Mortimer made a motion to accept the lowest bid from Paychex and direct Attorney Martin to bring back a contract at the next meeting. It was seconded by Commissioner Waters. The motion passed 5-0.

Mayor Smith asked for the City Manager Report. Mr. Holman addressed the schedule of proposed dates for a work session with the Bradford County Commissioners. He said they would like to address standing storm water in the city and effluent discharge. Mr. Holman said there are three months of calendars and the county will be discussing this on Thursday. Mayor Smith suggested selecting three or four dates to propose to the county. Mr. Holman asked if

Thursday nights work for the commissioners. Commissioner Nugent said he works a lot of nights. Mayor Smith asked Mr. Holman to submit several dates for the county to review.

Mr. Holman addressed the drinking water State Revolving Fund competitive grant. He said the city has been awarded a $92,500.00 grant with a low interest loan totaling $185,000.00. He said the grant must be submitted by June 15, 2021. Justin deMello with Woodard & Curran said the loan and grant go hand in hand with a 20-year planning document to make water system improvements. Mayor Smith said it sounds like a great opportunity. Commission Mortimer made a motion to approve the grant application. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mr. Holman addressed the site plan for Green Acres Plat 3. Mr. Look said the site plan will be recorded with the county. He said it has been reviewed by the engineers. Mr. Look said a contractor and assurity agreement will be in place before permits are issued. Mayor Smith entertained a motion to approve the site plan. Commissioner Nugent made a motion. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Mr. Holman addressed the COVID-19 update. He said the age has been lowered to 60 years of age for the vaccine or 50 years of age for first responders.

Mr. Holman addressed the detour routes. He said street closures will begin on March 5, 2021.

Mayor Smith asked for the Police Chief Report. Chief Johnson said the purchase of a police K9 should have been on the agenda but was not and the budget amendment for the purchase was on the agenda but was removed. Mr. Holman said he did not remove it from the agenda. Commissioner Mortimer said Mr. Holman did not make it clear why he removed the item. She asked that the person removing the item let the person who asked to put it on be notified. Chief Johnson said a vehicle was donated by the Marion County Sheriff for the police K9. He said everything is set to go which is why he wanted this on the agenda tonight. Attorney Martin said the budget amendment could be added back onto the agenda and approved. Then the K9 purchase could be added to the agenda and approved. Commissioner Mortimer made a motion to add Resolution Number 2021-34 back on the agenda. It was seconded by Commissioner Nugent. The motion passed 5-0. Commissioner Mortimer made a motion to add the purchase of a police K9 to the agenda under Chief Johnson at a cost of $7,500.00. It was seconded by Commissioner Nugent. The motion passed 5-0. Mayor Smith entertained a motion to approve the purchase of the K9. Commissioner Mortimer made a motion to approve the purchase of the police K9 for $7,500.00 from fines and forfeitures. It was seconded by Commissioner Nugent. The motion passed 5-0. Mayor Smith entertained a motion to approve Resolution Number 2021-34. Attorney Martin read the resolution by title. Commissioner Mortimer made a motion to approve Resolution Number 2021-34 as read by title. It was seconded by Commissioner Nugent. The motion passed 5-0.

Mayor Smith asked for the City Attorney Report. Attorney Martin read the title of Resolution Number CRA 2021-01. Commissioner Mortimer made a motion to approve the resolution as read by title. It was seconded by Commissioner Nugent. The motion passed 5-0.

Commissioner Waters had nothing further.

Commission Mortimer asked Mr. Holman to stay away from the fourth Thursday for the joint meeting.

Commissioner Chastain asked Clerk Thompson if they could have a budget detail in April for six months. Clerk Thompson said yes.

Commissioner Chastain asked if there was any news on the sprayfield lease. Mr. Holman said the tenant has been notified.

Commissioner Chastain asked about car charging stations. Mr. Holman said Florida Municipal Power Agency is looking into funding.

Commissioner Chastain asked about the Crown Castle tower purchase. Mr. Holman said he is in negotiations.

Commissioner Nugent asked about damage to Southgate during construction. Mr. Holman said FDOT takes tours of the city looking for damage.

Commissioner Nugent said the Northeast Florida League of Cities dinner is Thursday and they will be leaving at 5:15 pm.

Mayor Smith said the lighting at the ballfield needs to be adjusted. Mr. Anaheim said he will get the bucket truck out there.

Mayor Smith entertained a motion to adjourn. Commissioner Mortimer made a motion to adjourn. There being no further business the meeting was adjourned at 8:23 pm.