

Commission Meeting Minutes

June 1, 2021

5:30 pm

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 Commissioner Nugent will lead us in prayer and the Pledge of Allegiance.

This meeting was the first 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, City Attorney Clay Martin, Deputy Clerk Lisa Terry and City Clerk Ricky Thompson.

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

Mayor Smith asked for agenda changes. There were none.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the May 18, 2021 Commission Meeting and the minutes of the May 25, 2021 Commission Workshop. Commissioner Mortimer made a motion to approve the consent agenda. It was seconded by Commissioner Chastain. 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." There was no citizen participation.

Mayor Smith called for old business. Mary Gavin introduced her daughter Rachel who will be working with her. Mrs. Gavin just received authority to amend the resolution which gives authorization to issue bonds. Attorney Martin said his concern is the parity lien. Mrs. Gavin said they want the money to be obligated to the city as soon as possible but it does not obligate the city until the loan documents are signed. Mrs. Gavin will contact Woodard & Curran for the plans and specifications. She said bids are coming in high but the project has a good contingency. Commissioner Mortimer said interest rates could start going up at the beginning of July. Mr. Holman said the engineering costs that have been paid out by the city will be paid back to draw down the loan. Attorney Martin read Resolution Number 2021-55 by title. He said should the commission wish to adopt the resolution they should make a motion to adopt the

resolution as read by title authorizing the mayor and vice mayor to execute the agreement. Commissioner Nugent made a motion. It was seconded by Commissioner Waters. The motion passed 5-0.

Mayor Smith called for public hearings. There were none.

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

Clerk Thompson addressed resolution number 2021-48 the EmCentrix agreement for payroll services. He said Andrew Laflin with Aclarian is on the phone to answer any questions. Mayor Smith asked Attorney Martin if he is ok with the agreement. Attorney Martin said yes. He read the resolution by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Chastain made a motion. It was seconded by Commissioner Nugent. Commissioner Chastain asked if the contract has a 30-day cancellation. Mr. Laflin said it is a 12-month contract but either party can terminate it with a 90-day written notice. Clerk Thompson asked Mr. Laflin if a 30-day termination would be ok. Mr. Laflin said yes. Attorney Martin said the city would not want them cancelling payroll services with a 30-day notice. Commissioner Mortimer suggested a 60-day cancellation notice. Commissioner Mortimer asked about additional services. Clerk Thompson said they are looking mainly at payroll services. Mr. Laflin said additional services could be added at any time. Attorney Martin said they will be locked in for 12 months. Mayor Smith asked if the company is well known. Mr. Laflin said Aclarian has been doing business with them for 21 years. Mayor Smith asked if a 60-day cancellation notice should be added to the motion. Commissioner Nugent withdrew his motion. Commissioner Chastain withdrew his motion. Commissioner Mortimer made a motion to approve the agreement with a 60-day termination period. It was seconded by Commissioner Waters. The motion passed 3-2. Commissioner Chastain and Commissioner Nugent opposed the motion.

Clerk Thompson addressed Resolution Number 2021-49 capital assets policies & procedures. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve Resolution Number 2021-49. Commissioner Waters made a motion. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Clerk Thompson addressed Resolution Number 2021-54 sick leave donation policy. He said we had a policy but lost it when the new employee handbook was created. Attorney Martin read the resolution by title. Commissioner Waters made a motion to approve Resolution Number 2021-54. It was seconded by Commissioner Chastain. Commissioner Mortimer asked if there is a limit on how often someone can make the request. Commissioner Waters said it is up to the other employees to give it. The motion passed 5-0.

Clerk Thompson addressed the proposal from Amelia Building Maintenance for police department cleaning services. He said this was the only bid. Mayor Smith asked Attorney Martin if he is ok with it. Attorney Martin said he is. Commissioner Mortimer made a motion to

accept the proposal. It was seconded by Commissioner Waters. Commissioner Chastain asked about the \$40.00 per visit service charge. Mayor Smith said if they accept the proposal they can negotiate the service charge in the contract. Commissioner Nugent suggested no fees if combined. Mayor Smith is ok with it if the fees are removed. Attorney Martin said they could accept the proposal pending removal of the service fee then the contract could be on the next agenda. Commissioner Waters withdrew his motion. Commissioner Mortimer withdrew her motion. Commissioner Waters made a motion to accept the proposal with the service fee removed. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Clerk Thompson addressed the proposal from Amelia Building Maintenance for purchasing department cleaning services. Mayor Smith entertained a motion to approve the proposal. Commissioner Mortimer made a motion contingent on the \$40.00 service fee being removed. It was seconded by Commissioner Waters. The motion passed 5-0. Commissioner Mortimer asked to move items 10.D. and 10.E up.

Mayor Smith asked for the City Manager Report. Mr. Holman addressed resolution number 2021-51 drinking water sustainability and asset management. He introduced George Glover with the Florida Rural Water Association. Mr. Glover said the current rates will not be able to sustain the system in the future. He said the proposed rates will be available in July. Attorney Martin read the resolution by title. 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 Chastain. Commissioner Chastain asked when the rate increase will go into effect. Mr. Holman said probably January of 2022 because of the required public hearings. The motion passed 5-0.

Mr. Holman said resolution number 2021-52 is the same as 2021-51 for wastewater. Attorney Martin read the title of resolution number 2021-52. Mayor Smith entertained a motion to approve resolution number 2021-52. Commissioner Waters made a motion. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Mr. Holman addressed resolution number 2021-53 release of lien for 932 Raiford Road. He said the costs have been reimbursed. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve resolution number 2021-53. Commissioner Nugent made a motion. It was seconded by Commissioner Waters. Commissioner Chastain asked Clerk Thompson if all liens have been taken care of. Mr. Thompson said that would be through code enforcement. The motion passed 5-0.

Mr. Holman addressed the acceptance of sealed bids for the biosolid disposal project. He recommended going with Synagro at \$0.158 per gallon. He said the biosolids will be dewatered on site. Mayor Smith entertained a motion to accept the bids. Commissioner Nugent made a motion. It was seconded by Commissioner Chastain. Commissioner Chastain asked how many gallons. Mr. Holman said 500,000 for the digester and 750,000 for the tanks. The motion passed 5-0.

Mr. Holman addressed the review of city code for unsafe buildings. He is working with Attorney Martin to move forward with demolition of three structures. Mr. Holman said a hearing with the magistrate will be required. He would like an engineer to declare the structures unsound. Commissioner Mortimer asked if the city would be liable if someone entered one of the structures and got hurt. Attorney Martin said the owner has direct liability.

Mr. Holman addressed resolution number 2021-50 the tier III accessibility study that was presented at the last meeting. He said the ramp, walkways and doors would be corrected first. Attorney Martin read the resolution by title. Commissioner Waters made a motion to approve the resolution. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mr. Holman addressed the COVID-19 update. He said the county has sent its final report.

Mr. Holman said notices on the Orange Street project will be sent out weekly. Mr. Anaheim said the construction will start on Thursday. Commissioner Mortimer asked about the code enforcement officer. Mr. Holman said the person was offered a higher salary somewhere else. Commissioner Chastain asked if the salary should be adjusted. Mr. Holman said for the right person.

Mayor Smith asked for the Police Chief Report. Chief Johnson said there have been several wrecks in the construction site. He said there is no where for officers to pull over speeders on State Road 100. He said officers will be present during crucial times.

Mayor Smith called for the City Attorney Report. Attorney Martin gave an update on the city manager search. He said eleven resumes have been received and forwarded to the senior advisors. Mayor Smith asked to have the senior advisors at the next meeting. Commissioner Chastain asked about the agenda format. Attorney Martin said his law clerks are looking at them. Attorney Martin said the road closure ordinance may need to be revamped. Mayor Smith asked for the existing version for the commissioners to review.

Commissioner Waters asked if the splash park has been repaired. Mr. Holman said they got the part but it did not fix it. Mr. Anaheim said they called the manufacturer but have not received a return phone call. Commissioner Waters asked to be notified when it is working.

Commissioner Mortimer asked about the early voting advertisement. She asked when we will start advertising. Attorney Martin suggested reaching out to the Bradford County Supervisor of Elections.

Commissioner Mortimer said she got the letters of appreciation but she would like certificates of appreciation.

Commissioner Chastain asked Mr. Anaheim if Gary Sneddon could help with the splash park issue. Mr. Anaheim said he reached out to him but has not heard back.

Commissioner Chastain said the broken sidewalks around the hospital need to be repaired. Mr Anaheim said he is working with Florida Power & Light to get them fixed.

Commissioner Chastain asked about lighting for the palms at Veteran's Park. Mr. Holman said Florida Municipal Power Agency funds are eligible.

Commissioner Nugent said the Northeast Florida League of Cities dinner will be at the dog track in Orange Park. He asked the commissioners to let Ms. Terry know if they will be attending.

Mayor Smith entertained a motion to adjourn. Commissioner Waters made a motion to adjourn. There being no further business the meeting was adjourned at 8:06 pm.