

Commission Meeting Minutes
May 4, 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 Waters 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, City Clerk Ricky Thompson and Fire Chief Gary Wise.

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

Mayor Smith asked for agenda changes. Commissioner Mortimer asked to move item 9.B. under citizens participation. Mr. Holman asked to add item 10.F. altitude valve replacement. Clerk Thompson asked to add item 9.H. change of meter vehicle. Mr. Holman asked to add item 10.G. girls softball boot drive. Mayor Smith entertained a motion to approve the agenda with changes. Commissioner Nugent made a motion. It was seconded by Commissioner Waters. The motion passed 5-0.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the April 20, 2021 Commission Meeting. Commissioner Mortimer 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." There was no citizen participation.

Mayor Smith called for resolution number 2021-42 the contract with the Bradford County Supervisor of Elections. Supervisor of Elections Amanda Seyfang came forward to answer any questions. There were none. Attorney Martin read the title of resolution number 2021-42. Mayor Smith entertained a motion to approve resolution number 2021-42. Commissioner

Mortimer made a motion to approve resolution number 2021-42 as read by title only. It was seconded by Commissioner Waters. The motion passed 5-0.

Mayor Smith called for old business. Mr. Holman introduced George Glover with Florida Rural Water Association. Mr. Glover said the total wastewater treatment plant replacement cost will be \$23,646,346.18. Mr. Glover said this report was based on last year's water and sewer rates. He introduced Dyana Stewart with Florida Rural Water Association. Mrs. Stewart said an increase in water and sewer rates will be necessary to meet operating costs. Clerk Thompson asked if there will be a base and variable rate increase. Ms. Stewart said yes. Mayor Smith asked when current rates can be input into the report. Ms. Stewart said within a week. Commissioner Chastain suggested putting Ms. Stewart in contact with Aclarian. Mr. Holman said he will do that. Mayor Smith asked about the drinking water study. Mr. Glover said it is not as bad with 38% of the system needing to be replaced. Commissioner Chastain asked if Diamond Maps inventories the system. Mr. Glover said they inventory and GIS map all assets.

Mayor Smith called for public hearings. Attorney Martin addressed Ordinance Number 2021-13 dissolving the Community Redevelopment Agency. He read the ordinance by title. Mayor Smith entertained a motion to approve Ordinance 2021-13 on second reading by title only. Commissioner Nugent made a motion. It was seconded by Commissioner Mortimer. The motion passed 5-0.

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 the Episcopal Children's Services contribution request. He said it is the same request as last year for \$500.00 that will be matched. Commissioner Mortimer asked if the county contributes. Mr. Holman said he will find out. Commissioner Mortimer said the benefit to the children and working moms and dads is great. She made a motion to approve the contribution. It was seconded by Commissioner Nugent. The motion passed 5-0.

Clerk Thompson addressed the New Mercy Mission Home donation. He asked Brian Davis to come forward. Mr. Davis said he hopes to break the cycle of abuse and abandonment. He said one bunk bed costs \$1,165.00. Commissioner Nugent asked about the \$1,000.00 cap on donations. Attorney Martin said if there is a policy in place with a \$1,000.00 cap the donation should be for \$1,000.00. Commissioner Waters said he will personally donate the additional \$165.00. Commissioner Nugent made a motion to approve the \$1,000.00 donation. It was seconded by Commissioner Mortimer. She asked when the facility will be open. Mr. Davis said by the end of June. The motion passed 5-0. Commissioner Waters said he appreciates the good work.

Clerk Thompson asked Attorney Martin if he would like to move on to allow time to finish the payroll contract. Attorney Martin said yes.

Clerk Thompson addressed Resolution Number 2021-44 accounting policies and procedures. Mayor Smith asked if this would clear up audit findings. Clerk Thompson said yes. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Mortimer made a motion to approve Resolution Number 2021-44 as read by title only. It was seconded by Commissioner Nugent. The motion passed 5-0.

Clerk Thompson addressed Resolution Number 2021-043 IT policies and procedures. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Waters made a motion. It was seconded by Commissioner Nugent. The motion passed 5-0.

Clerk Thompson addressed the change of the meter reader vehicle. Mayor Smith asked if the Chevy could not be provided. Clerk Thompson said it can't be but the Ford is on the lot at the local dealership. He said both meter department vehicles are broken down. Mayor Smith suggested looking at vehicles at the Clay County auction. Commissioner Waters made a motion to approve the \$22,441.50 vehicle purchase. It was seconded by Commissioner Mortimer. The motion passed 5-0. Commissioner Mortimer asked if they could authorize the purchase of another vehicle from the auction. Attorney Martin said it is not contemplated in the purchasing policy but the commissioners could specify the details for the purchase. Mr. Anaheim suggested \$10,000.00. He asked if they wanted a full or mid-sized vehicle. Mayor Smith suggested a mid-sized vehicle in good working condition. Attorney Martin suggested an auction website focused on government or fleet sales. Mayor Smith entertained a motion to approve the auction purchase. Commissioner Nugent made a motion. It was seconded by Commissioner Mortimer. Mr. Anaheim said there is nothing available on the auction because of it closing. Commissioner Nugent and Commissioner Mortimer withdrew their motions.

Clerk Thompson addressed the emergency procurement with Aclarian for payroll services. Attorney Martin said you have a payroll services contract and resolution. Commissioner Mortimer said it is a lot to read right now. Commissioner Chastain suggested tabling it until the next meeting. Mayor Smith asked the commissioners if they would like to table it. They agreed.

Mayor Smith asked for the City Manager Report. Mr. Holman addressed Resolution Number 2021-41 the budget amendment for the police department taser purchase. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to adopt the resolution as read by title. Commissioner Waters made a motion. It was seconded by Commissioner Nugent. The motion passed 5-0. Chief Johnson said the company will send a sample that the commissioners can shoot.

Mr. Holman addressed the Firefighters' Pension Board trustee appointment. He said Bryan Stephens is leaving the board. Chief Wise said Will Hobbs is willing to do it and he is asking the board to approve the appointment. Commissioner Waters made a motion. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Mr. Holman addressed the American Rescue Plan implementation. He said this is a draft and he will not have details until the state decides how the money is to be distributed. Commissioner Mortimer said some of the money needs to go directly to the citizens. Mr. Holman said he didn't feel like it fit the plan. Commissioner Mortimer asked Mr. Holman to include something to give back to the citizens. Commissioner Nugent asked about using some of the money for the Edwards Road Park. Mr. Holman said \$60,000.00 will be for recreation improvements. Mayor Smith suggested having a workshop to discuss this. Commissioner Chastain asked Mr. Holman to contact similarly sized cities to find out what they are doing. Commissioner Mortimer said the Florida League of Cities is holding a webinar on this. Mr. Holman asked the commissioners to provide a list of things they would like included. Mayor Smith asked if they would like to have a workshop on May 25, 2021. Commissioner Mortimer suggested having the workshop at 5:30 pm. Commissioner Nugent made a motion to have a workshop on May 25, 2021 at 5:30 pm. It was seconded by Commissioner Waters. The motion passed 5-0.

Mr. Holman addressed the COVID-19 update. He said the Governor removed the ability for businesses to force customers to wear masks.

Mr. Holman said the latest detour routes have been emailed to the commissioners.

Mr. Holman asked that the altitude valve replacement project be awarded to Tom Jenkins Electrical Services. Mayor Smith entertained a motion to approve the award. Commissioner Waters made a motion. It was seconded by Commissioner Chastain. He asked if this will increase the water pressure. Mr. Anaheim said it will stabilize it. The motion passed 5-0.

Mr. Holman addressed the boot drive for the girl's softball team. He said they will coordinate with the detour routes. Commissioner Chastain asked Mr. Holman to communicate the dates to Chief Johnson. Mayor Smith entertained a motion to approve the boot drive. Commissioner Waters made a motion. It was seconded by Commissioner Nugent. The motion passed 5-0.

Mayor Smith asked for the Police Chief Report. Chief Johnson said the COPs grant runs for 3 years. He said because the mayor changes every year there is an opportunity to have an authorized signor for the length of the grant. Mayor Smith asked if the signor has to be the mayor. Chief Johnson said it could be an administrator. Attorney Martin said it may need to be left as it is because of the resolution.

Mayor Smith asked for the City Attorney Report. Attorney Martin said the city manager advertisement will be on the city's website on Friday.

Attorney Martin said the census numbers for redistricting should be out in the fall.

Attorney Martin said Clerk Thompson and Mr. Holman would like the redrafting of the meter reader ordinance to be postponed until the new city clerk and city manager are in place.

Commissioner Waters asked Mr. Holman for an update on the surplus building. Mr. Holman said June 7, 2021 is the deadline for interest from state agencies. He said they have acknowledged the city's interest in the property.

Commission Mortimer asked for an update on the code enforcement position. Mr. Holman said he has 2 applications and will be interviewing next week. Commissioner Mortimer asked Mr. Holman to let her know if anything changes.

Commissioner Chastain asked about grass cutting. Mr. Anaheim said there are 2 new right-of-way supervisors. He said once they finish their certification they will be fully staffed. Commissioner Chastain said the palm trees at the Mexican restaurant need to be trimmed because they are blocking the light.

Commissioner Nugent said the city will be hosting the Northeast Florida League of Cities dinner on May 20, 2021 at the convention center. He said the guest speaker will be Lieutenant Colonel Roberto J DeMarquez.

There being no further business the meeting was adjourned at 7:59 pm.