

Commission Meeting Minutes
August 24, 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 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 and Commissioner Janice D. Mortimer. 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 Code Enforcement Officer Kayla Young. Commissioner Danny Nugent and Commissioner Wilbur Waters were absent.

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

Mayor Smith asked for agenda changes. Mr. Holman asked to remove item 10.A. Attorney Martin asked to remove Items 9.F., 9.G. and 9.H. Clerk Thompson asked to add Item 9.K. closure of North Walnut Street on October 16, 2021 from 4:45 to 5:45 pm. Clerk Thompson asked to add Item 9.L. tax exemption referendum for discussion. Mayor Smith entertained a motion to approve the agenda. Commissioner Mortimer made a motion to approve the agenda with the changes. It was seconded by Commissioner Chastain. The motion passed 3-0.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the August 10, 2021 Commission Meeting. Commissioner Chastain made a motion. It was seconded by Commissioner Mortimer. The motion passed 3-0.

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." Paul Still came forward to inform the commission about conditions on Alligator Creek by the bottomlands project. He said there are several trees across the creek that could cause flooding. He asked the city to help address the issue.

Mayor Smith called for old business. Mr. Holman introduced Tom Geoffroy, General Manager of Florida Gas Utility. Mr. Geoffroy presented the prepay opportunity to save money on the purchase of natural gas. He said it is a thirty year commitment with the potential to increase

the city's current savings from \$5,035 to \$7,138. Mayor Smith said the decision should wait until there is a full board present.

Mayor Smith called for public hearings. Attorney Martin read the title of Ordinance 2021-15 establishing "Coach David Hulse Day". Mayor Smith entertained a motion. Commissioner Mortimer made a motion to approve the ordinance on first reading. It was seconded by Commissioner Chastain. The motion passed 3-0.

Mayor Smith asked for the city clerk report. Clerk Thompson said Commissioner Chastain reviewed the bills. Commissioner Chastain made a motion to approve paying the bills. It was seconded by Commissioner Mortimer. Commissioner Chastain asked Clerk Thompson to fix the issue with tax. Clerk Thompson said he would. The motion passed 3-0.

Clerk Thompson addressed the request for use of Thomas Street Park for a birthday party on August 28, 2021 from 10:00 am to 10:00 pm by Mary Marshall and Pertima Robinson. Commissioner Mortimer made a motion to approve the request. It was seconded by Commissioner Chastain. The motion passed 3-0.

Clerk Thompson addressed the request for qualifications for audit services. He said the contract with James Moore and Company is up this year. Commissioner Chastain asked to table this until there is a full board present.

Clerk Thompson addressed the request for qualifications for legal services. He asked if the commission would like to table it until there is a full board present. Mayor Smith said last year they tried to extend the contract for two years but it didn't happen. Attorney Martin said he intended to have a resolution to extend the contract on the agenda. The commission agreed to table this until the next meeting.

Clerk Thompson addressed the General Pension Board recommendation to appoint Jackie Moore to the board. Chairman Scott Roberts will be vacating his post when he joins the commission. Commissioner Mortimer made a motion to appoint Jackie Moor to the General Pension Board. It was seconded by Commissioner Chastain. The motion passed 3-0.

Clerk Thompson addressed the increase in the letter of credit for Florida Gas Utility. He said it is a \$4,000 increase. Commissioner Mortimer made a motion to approve the increase in letter of credit. It was seconded by Commissioner Chastain. The motion passed 3-0.

Clerk Thompson addressed the upload of data from ImageSilo to the Cloud. He said there will be no charge for uploading the data.

Clerk Thompson addressed the road closure in front of the Methodist Church for a wedding. Chief Johnson said officers will block it off. Commissioner Mortimer made a motion to approve the road closure. It was seconded by Commissioner Chastain. The motion passed 3-0.

Clerk Thompson addressed the tax exemption referendum. He said a vote was held in 2014 and it passed but it has never been used. Attorney Martin said he will look into it.

Mayor Smith asked for the city manager report. Mr. Holman addressed the RFQs for engineering services. He said twelve firms submitted RFQs and the top ranked firms are CMT, EMT, Kimley Horn and Infrastructure Consulting and Engineering. He said Mike McCleary with Florida Municipal Power Agency helped with the process. Mayor Smith entertained a motion. Commissioner Mortimer made a motion to accept the RFQs and authorize staff to negotiate with the top four ranked firms. It was seconded by Commissioner Chastain. The motion passed 3-0.

Mr. Holman addressed Resolution Number 2021-68 entering into a contract with iWorQ. He said it is used for code enforcement and permits. Ms. Young said it will streamline the system and allow contractors to apply for permits online. Commissioner Mortimer asked if it will interact with the clerk's office. Mr. Holman said it will notify the clerk's office when a payment is made. Clerk Thompson said it will allow credit card payments for permits. Commissioner Mortimer asked if it is user friendly. Ms. Young said it is very user friendly. Commissioner Mortimer asked if there will be training for the clerk's staff. Ms. Young said there will be. Attorney Martin read the resolution by title. Commissioner Mortimer made a motion to approve Resolution Number 2021-68 as read by title only. It was seconded by Commissioner Chastain. The motion passed 3-0. Commissioner Mortimer said she would like to see the system when it goes live.

Mr. Holman addressed Resolution Number 2021-69 entering into the American Rescue Plan Act Local Fiscal Recovery Fund Agreement with the Florida Division of Emergency Management. He said there will be a payment of \$1,350,000.00 then another \$1,350,000.00 payment one year later. He said a report is due on August 31, 2021 but it has been done. He said another report will be due on October 31, 2021. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Chastain made a motion. It was seconded by Commissioner Mortimer. Commissioner Chastain asked if this will require an audit. Mr. Holman said it will trigger a single audit. Commissioner Mortimer asked Mr. Holman where the information for the report due on October 31, 2021 can be found. Mr. Holman said most of it is on the Florida Division of Emergency Management website. He said the Florida League of Cities can help with the report as well. Mr. Holman said he will provide Assistant Finance Director Tonya Wainwright and Aclarian with the spreadsheets. The motion passed 3-0.

Mr. Holman addressed the site plan for Sporty's Car Wash. He said the owner is Starke Auto Spa, LLC. Ms. Young said the site plan has been approved by the Northeast Florida Regional Planning Council and the application is good. General Manager Mike Baxter came forward. He said he is excited to be here and he lives locally. He said God has been good and Sporty's Car Wash will employ 15 to 20 people. Commissioner Chastain asked about a developer's agreement. Attorney Martin said there will be no modifications to utilities so it will not be needed. Commissioner Chastain asked when they will open. Mr. Baxter said in six to nine

months. Mayor Smith entertained a motion to approve the site plan. Commissioner Chastain made a motion. It was seconded by Commissioner Mortimer. The motion passed 3-0.

Mr. Holman addressed Resolution Number 2021-67 appointing a code enforcement special magistrate. 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 2021-67 as read by title only. It was seconded by Commissioner Chastain. The motion passed 3-0.

Mr. Holman said there is nothing new to report on COVID-19.

Mr. Holman said the detour route will continue to be sent out by Assistant Dan Williams. He said paving will be done over Thanksgiving. The commissioners thanked Mr. Holman and wished him well.

Mayor Smith asked for the police chief report. Chief Johnson addressed the road closure for the BBQ Cookoff on August 28, 2021. He said they are asking to close Call Street from Church Street to State Road 100. Mayor Smith entertained a motion to approve the road closure. Commissioner Mortimer made a motion. It was seconded by Commissioner Chastain. The motion passed 3-0.

Mayor Smith asked for the city attorney report. Attorney Martin expressed appreciation to Mr. Holman.

Commissioner Chastain asked Mr. Holman about the electric rate study by FMPA. Mr. Holman said they will send it to Clerk Thompson.

Commissioner Chastain said water and sewer connection rates have not been updated. Clerk Thompson said not since 2006.

Commissioner Chastain asked Mr. Holman about evaluations. Mr. Holman said they are completed for employees he directly supervises.

Commissioner Chastain asked Clerk Thompson for a five-year fuel consumption break down by department.

Commissioner Mortimer asked Mr. Holman about the demolition of properties. Mr. Holman said Ms. Young is obtaining quotes for demolition. Attorney Martin said the house on Stansbury Street is structurally sound so it does not meet the criteria for demolition. He said the mobile home does meet the criteria for demolition. Attorney Martin said there will be a vermin abatement to keep the vermin from relocating. Commissioner Mortimer asked how the city will recoup the cost of the demolition. Attorney Martin said the houses belong to heirs but there will be liens that need to be satisfied before the property can be sold.

Commissioner Mortimer said she wants to clarify a motion from the August 3, 2021 Commission Meeting during the discussion about the duties of the city manager being given to the city clerk and the operations director. She said Clerk Thompson is retiring on September 30, 2021 and his duties will go to the new clerk. Commissioner Mortimer said for the record the intent of her motion was not for Clerk Thompson to forego his retirement. Commissioner Chastain said that is a new one on him. Mayor Smith said that is not the way he understood it. Attorney Martin said the audio from that night that named Ricky Thompson and Scott Anaheim was not specific to position or timeframe. Commissioner Mortimer asked if she could offer a new motion. Attorney Martin said she could offer a new motion. Mayor Smith said he would like to have the full board present. Commissioner Mortimer said it can wait until September. Clerk Thompson asked City Clerk Elect Jimmy Crosby how he understood it. Mr. Crosby said what is important is what we want to do. He said if the board wants him to work with Mr. Anaheim he will play that role. Mr. Crosby said if the board wants to retain Clerk Thompson he is ok with that. He is here to serve the city. Clerk Thompson said he thought that he and Mr. Anaheim were going to work together but they had words. He said he needs to think about it and he does not like how this was done. Attorney Martin said this is why the resolutions were pulled from the agenda. He said the verbiage of the motion after listening to the audio was different than what he thought. Clerk Thompson asked Ms. Terry what her understanding was. Ms. Terry said she thought that Clerk Thompson and Mr. Anaheim were to work together. Mayor Smith said they still have a viable candidate. Clerk Thompson said let me know when you get it figured out.

Mayor Smith entertained a motion to adjourn. Commissioner Mortimer made a motion to adjourn. There being no further business the meeting was adjourned at 7:08 pm.