

Commission Meeting Minutes
February 2, 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 Mortimer 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 City Manager John Holman, Police Chief Jeff Johnson, Code Enforcement Officer Jeff Look, City Attorney Clay Martin, Deputy Clerk Lisa Terry and Clerk Ricky Thompson.

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

Mayor Smith asked for agenda changes. Clerk Thompson asked to add item 9.F. dissolution of the CRA to the agenda. He also asked to add item 9.G. RFP for financial services. Mayor Smith entertained a motion to approve the agenda with the additions. Commissioner Waters made a motion to approve the agenda. It was seconded by Commissioner Nugent. The motion passed 5-0.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the January 19, 2021 Commission Meeting. 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. James Halleran with James Moore & Company presented the annual audit for the year ended September 30, 2019.

Commissioner Waters asked to move item 10.C. to 7.B. Mayor Smith entertained a motion to move item 10.C. to 7.B. Commissioner Nugent made a motion. It was seconded by Commissioner Waters. The motion passed 5-0.

Mr. Holman addressed the site plan for the Welford Place Apartment Complex. He said all the documentation has been reviewed by staff and the engineers. Mr. Look presented the site plan for Welford Place. He said access would be from Southern Villa Drive. Developer Brett Green came forward to answer questions. Commissioner Nugent asked if it would be subsidized. Mr. Green said it will be privately owned. Commissioner Mortimer said the access road is narrow. Mr. Look said it meets minimum requirements. Commissioner Waters asked if damage to the road caused by construction vehicles will be repaired. Mr. Green said the contractors will be required to repair any damage. He said road damage would affect the marketability of the property. Clerk Thompson asked if there is a developer's agreement. Mr. Green said no. Commissioner Mortimer asked if this has been before the Planning and Zoning Board. Mr. Look said it is not required at this time. Commissioner Chastain said they have had developer agreements in the past. Attorney Martin said he would review the project and see if a developer's agreement is warranted. Mayor Smith asked if they could move forward. Attorney Martin said this is for approval of the site plan. Commissioner Mortimer asked Mr. Green if he is opposed to a developer's agreement. Mr. Green said there are strict requirements for funding the project. Mr. Holman said he will work with Attorney Martin to draft a developer's agreement. Commissioner Mortimer made a motion to approve the site plan for Welford Place. 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 Mortimer. The motion passed 5-0.

Clerk Thompson addressed acceptance of the audit report. Mayor Smith entertained a motion to accept the auditor report. Commissioner Nugent made a motion to accept the auditor report. It was seconded by Commissioner Chastain. The motion passed 5-0.

Clerk Thompson addressed the adjustment to the loan with Capital City Bank. Clerk Thompson said there was an error on the bank's end in the amount of \$25,123.56 that will be added to the principal. He said he would like to refinance the loan so it will be paid off sooner. Commissioner Nugent made a motion to approve the adjustment with a stipulation to refinance in order to pay the loan off sooner. It was seconded by Commissioner Mortimer. Commissioner Mortimer asked who caught the mistake. Clerk Thompson said the bank caught it because of questions asked by the auditors. He said the interest rate did not amortize properly. The motion passed 5-0.

Clerk Thompson addressed the appointment of Bond Trustee Jim Lewis to a 2-year term. Commissioner Waters made a motion to approve the appointment. It was seconded by Commissioner Mortimer. The motion passed 5-0.

Clerk Thompson addressed the appointment of Bond Trustee Jessie Myers to a 3-year term. Commissioner Mortimer made a motion to approve the appointment. It was seconded by Commissioner Nugent. The motion passed 5-0. Attorney Martin read the title of Resolution

Number 2021-30. Mayor Smith entertained a motion to approve the resolution as read by title. Commissioner Nugent made a motion to approve the resolution. It was seconded by Commissioner Chastain. The motion passed 5-0.

Clerk Thompson addressed the dissolution of the CRA. He said this has gone back and forth for years and needs to be dissolved so it can be reset. Attorney Martin said the CRA has no expiration date. He said he can look at State Statute. If not, he can reach out to Representative Bobby Payne and Senator Jennifer Bradley to ask if they will introduce a bill to dissolve it. Mr. Holman suggested going to the Downtown Merchants to find out what they want to use the money for. Clerk Thompson said there is \$1714.83 in the account currently. He said it was established by ordinance in 1986 but has not collected any money. Mr. Holman said there is a district the money must be spent in. He said he will work with Clerk Thompson to create a map. Mayor Smith suggested bringing it back at the next meeting. Commissioner Mortimer asked that a map be provided.

Clerk Thompson addressed the RFP for Financial Services. He said no one responded to the individual job for a Finance Director. Attorney Martin said the RFP needs to include attending commission meetings as needed.

Mayor Smith asked for the City Manager Report. Mr. Holman addressed the purchase of equipment to meet DEP consent order requirements. He said there is only one company allowed to sell equipment for the vacuum truck. He said money that would go to pay DEP fines will be used for the purchase. Commissioner Waters made a motion to approve the purchase. It was seconded by Commissioner Chastain. The motion passed 5-0.

Mr. Holman addressed the resolution supporting the Bradford County Fair Association state and federal funding. He said the resolution is done every two years. Attorney Martin read the title of the resolution. Commissioner Waters made a motion to approve the resolution. It was seconded by Commissioner Nugent. The motion passed 5-0.

Mr. Holman addressed the COVID-19 update. He said he sent an email with state registration information to get the vaccine if you are 65 or older.

Mr. Holman said there is nothing new at this time on the detour routes.

Chief Johnson said the hiring of a financial manager was for the agenda for the Police Officers' Pension Board meeting.

Mayor Smith asked for the City Attorney Report. Attorney Martin asked to table the golf cart ordinance update until the next meeting.

Attorney Martin addressed redistricting. He said when the census is done governmental districts need to be looked at to see if they are becoming unbalanced. Attorney Martin said this could lead to lawsuits. He recommended that district lines be looked at to see if they need to

be redrawn. Commissioner Mortimer said the city must maintain a district that represents minorities. Attorney Martin asked for commission approval to determine what the financial obligation would be to have a consultant look at the population of districts. Commissioner Mortimer made a motion. It was seconded by Commissioner Chastain. Attorney Martin said annexations need to be considered. The motion passed 4-1. Commissioner Nugent opposed the motion. Commissioner Mortimer asked for a timeline. Attorney Martin said he will make it a priority.

Commissioner Waters had nothing further.

Commissioner Mortimer welcomed Commissioner Waters backed but had nothing further.

Commissioner Chastain had nothing further.

Commissioner Nugent said he wants Clerk Thompson to work on the developer's agreement. He asked the commissioners to let Clerk Thompson know by February 11th if they will be attending the Northeast Florida League of Cities dinner on February 18th.

Mayor Smith had nothing further.

There being no further business the meeting was adjourned at 7:27 pm.