

Commission Meeting Minutes
February 23, 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 Police Chief Jeff Johnson 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 Janice D. Mortimer and Commissioner Danny Nugent. 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 and Deputy Clerk Lisa Terry. Commissioner Tommy Chastain and Commissioner Wilbur Waters were absent.

Mayor Smith called the meeting to order at 5:35 pm.

Mayor Smith asked for agenda changes. Ms. Terry asked to table item 9.B. and item 9.C. until the next meeting. Commissioner Mortimer asked to move item 10.C. to after citizen requests. She also asked to table item 7.A. until the next meeting. Mr. Holman asked to add item 10.I. CIS Glow Run and remove item 10.A. Mayor Smith entertained a motion to approve the agenda with the changes. Commissioner Mortimer made a motion to approve the agenda with the changes. It was seconded by Commissioner Nugent. The motion passed 3-0.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the February 2, 2021 Commission Meeting. Commissioner Nugent made a motion to approve the consent agenda. 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." There was no citizen participation.

Mayor Smith called for Resolution Number 2021-33. Justin deMello with Woodard & Curran addressed the amendment to the contract for engineering services. Commissioner Mortimer asked if the change orders only apply to the engineering cost. Mr. deMello said yes. Commissioner Mortimer asked if the commissioners can have a copy of the presentation Mr. deMello did at the fairgrounds. Mr. Holman said he will provide them. Attorney Martin read

Resolution Number 2021-33 by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Mortimer made a motion to approve Resolution Number 2021-33 as read by title. It was seconded by Commissioner Nugent. The motion passed 3-0.

Mayor Smith called for public hearings. There were none.

Mayor Smith asked for the City Clerk Report. Ms. Terry said Commissioner Mortimer reviewed the bills. Commissioner Mortimer said she has an issue with a contract but she has spoken to the attorney and the clerk and the attorney is looking into it. She made a motion to approve paying the bills. It was seconded by Commissioner Nugent. The motion passed 3-0.

Ms. Terry addressed the CRA. She said there were questions from the commissioners about the map. Mr. Holman suggested holding a CRA meeting on March 16, 2021 at 5:30 pm to discuss dissolving the CRA. Commissioner Mortimer said she would like this resolved at that meeting. Commissioner Nugent asked Mr. Holman to provide the commissioners with information on the CRA for the meeting. Attorney Martin said the commission meeting should be held immediately following the adjournment of the CRA meeting. Mayor Smith entertained a motion to hold a CRA meeting on March 16, 2021 at 5:30 pm. Commissioner Mortimer made a motion to have a CRA Meeting on March 16, 2021 at 5:30 pm. It was seconded by Commissioner Nugent. The motion passed 3-0.

Mayor Smith asked for the City Manager Report. Mr. Holman asked Mr. Look to come forward for the site plan for Forest Garden Products. Mr. Look said the owner would like to add a pole barn to the property for storage of retail items. Commissioner Nugent asked about the debris on the property. Mr. Holman said it is a DOT drop site. Commissioner Mortimer asked if it meets with the Land Development Code. Mr. Look said yes. Mayor Smith asked if there was any comment from the owner's party. Matthew Carlton with Carlton Construction said they have received an exemption for the Suwannee River Water Management District. Commissioner Nugent made a motion to approve the site plan. It was seconded by Commissioner Mortimer. The motion passed 3-0.

Mr. Holman addressed the CDBG-CV grant funding application and requirements. He said this is part of the COVID-19 Act to respond to the economic impact of COVID-19. Mr. Holman said the preliminary application deadline is March 15, 2021. He said the funds will go for various improvements to the RJE Center. Commissioner Mortimer said she is well aware of the efforts of the Concerned Citizens of Bradford County when it comes to the RJE Center and she believes this is a great opportunity to acquire grant funding. Concerned Citizens of Bradford County President Alicia McMillian said there is no cost to prepare the application. Commissioner Mortimer said County Commissioner Carolyn Spooner said the County Commission is in favor of the application as well. Commissioner Mortimer made a motion to move forward with the application. It was seconded by Commissioner Nugent. The motion passed 3-0.

Mr. Holman addressed the CDBG grant program to execute a four-factor analysis for limited English proficiency letter. He said Grant Administrator Andy Easton did a study and less than 5

percent of citizens are not proficient in English so there are fewer requirements for the grant. Mayor Smith entertained a motion to approve the limited English proficiency letter. Commissioner Nugent made a motion. It was seconded by Commissioner Mortimer. The motion passed 3-0.

Mr. Holman addressed the COVID-19 update. He said the Covid-19 Emergency Operations Center team is only meeting if there is a significant change.

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

Mr. Holman addressed the CIS Glow Run. He said they have requested use of the square for May 1, 2021 for the event. Mayor Smith said the event will be from 8:00 to 11:00 am. Commissioner Mortimer made a motion. It was seconded by Commissioner Nugent. The motion passed 3-0.

Chief Johnson addressed the surplus of the 2014 Dodge Charger. Mayor Smith asked what happens to the equipment in the vehicle. Chief Johnson said it will be used in other police vehicles. Mayor Smith entertained a motion to surplus the vehicle. Commissioner Nugent made a motion. It was seconded by Commissioner Mortimer. The motion passed 3-0.

Mayor Smith asked for the City Attorney Report. Attorney Martin said the data from the Bureau of the Census for redistricting will not be available until September. He said he is working on the cost estimate.

Commissioner Mortimer had nothing further.

Commissioner Nugent said the Northeast Florida League of Cities would like the City of Starke to host the May dinner.

Mayor Smith asked about the Orange Street paving project. Mr. Holman said they are waiting for DOT to approve the plans.

Mayor Smith entertained a motion to adjourn. Commissioner Mortimer made a motion to adjourn. There being no further business the meeting was adjourned at 6:45 pm.