

Commission Meeting Minutes
March 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 I 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 Danny Nugent and Commissioner Wilbur Waters. 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, Deputy Clerk Lisa Terry and City Clerk Ricky Thompson. Commissioner Janice D. Mortimer was absent.

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

Mayor Smith asked for agenda changes. Attorney Martin asked to remove item 11.A. Mayor Smith entertained a motion to approve the agenda with the change. Commissioner Waters made a motion to approve the agenda with the change. It was seconded by Commissioner Chastain. The motion passed 4-0.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the February 23, 2021 Commission Meeting. Commissioner Chastain made a motion to approve the consent agenda. It was seconded by Commissioner Nugent. The motion passed 4-0.

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. Attorney Martin said about a year ago the commission expressed an interest in changing the local preference ordinance. He said they could allow a local bidder to be awarded the bid if within 5 percent of the lowest bid as long as the amount does not exceed \$25,000. Attorney Martin said there could be stipulations to meet local business status such as employing a percentage of Starke residents. Mayor Smith said he likes where this is going. Attorney Martin said a bidder must request local preference upon

submission of a bid. He said exceptions to local preference would be piggybacks, emergency and noncompetitive bids. He also said the city can waive local preference at the beginning of the bid process. Commissioner Chastain asked if the policy and procedure needs to be changed. Attorney Martin said it can be addressed at the next meeting. Mayor Smith suggested this be brought back as old business at the next meeting.

Mayor Smith called for public hearings. Attorney Martin addressed Ordinance Number 2021-10 a text change initiated by the city. He gave instructions for the quasi-judicial hearing. Attorney Martin asked the commissioners if they have had any ex-parte communications regarding this matter. Commissioner Chastain said no. Commissioner Nugent said no. Commissioner Waters said no. Mayor Smith said no. Attorney Martin administered the oath to Mr. Look. Attorney Martin read the title of Ordinance Number 2021-10. Mr. Look said this is the second reading of the ordinance. He said it deals with accessory structures and limits the size but not the number of accessory structures. Mr. Look said the change has been approved by the Planning & Zoning Board. Attorney Martin asked if anyone would like to speak in regards to this matter. There was no response. Mayor Smith entertained a motion to approve the second reading of Ordinance Number 2021-10. Commissioner Nugent made a motion. It was seconded by Commissioner Waters. The motion passed 4-0.

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 Nugent. The motion passed 4-0.

Clerk Thompson addressed the Christmas tree purchase. He said the price has been discounted by 40 percent. Commissioner Nugent made a motion to approve the purchase. Mayor Smith asked about the use of the CRA funds. Attorney Martin said the purchase could be approved tonight and the city could request reimbursement from the CRA funds. Clerk Thompson said the decorations are included with the tree. The motion was seconded by Commissioner Waters. The motion passed 4-0.

Clerk Thompson addressed the vehicle purchase for the meter department. He said he wanted to bring this back before the commission now that the 2019 audit has been completed. Commissioner Nugent said a side-by-side golf cart could be used. Commissioner Waters said side-by-side golf carts are not good in the rain. Mayor Smith asked about the Ford Explorer currently being used by the meter department. Clerk Thompson said it is in bad shape. Mayor Smith entertained a motion to approve the vehicle purchase. Commissioner Waters made a motion to approve the vehicle purchase. It was seconded by Commissioner Chastain. The motion passed 3-1. Commissioner Nugent opposed the motion.

Clerk Thompson addressed Resolution Number 2021-35 extension of the agreement with Aclarain for financial services. Mayor Smith asked if they could approve the bid instead. Attorney Martin said they could approve the bid and vote on the contract at the March 16, 2021 meeting. He said they would need a motion to table this item. Mayor Smith entertained a

motion to table item 9.D. Commissioner Nugent made a motion to table the resolution. It was seconded by Commissioner Waters. The motion passed 4-0.

Clerk Thompson addressed the RFP for cleaning services. Attorney Martin said the commissioners could accept the rankings with the option to negotiate with the second company if a contract cannot be agreed upon with the first company. Commissioner Chastain made a motion. It was seconded by Commissioner Nugent. Commissioner Waters asked about local preference. Attorney Martin said the conditions were not met. The motion passed 4-0.

Clerk Thompson addressed the RFP for financial services. He said Aclarian was the only company to respond. Attorney Martin said the commission could accept the sole response and direct staff to negotiate a contract. Commissioner Nugent made a motion. It was seconded by Commissioner Waters. Mayor Smith asked for questions. Commissioner Waters asked Clerk Thompson if the RFP was hand delivered to local businesses. Clerk Thompson said yes. The motion passed 4-0.

Clerk Thompson addressed the city manager resuming responsibility for utility reporting. Mayor Smith asked how long the clerk's office has been doing the reports. Ms. Terry said since 2017. Mayor Smith suggested doing a few reports per month. Commissioner Chastain asked about moving purchasing to the city clerk's office. Mr. Holman said they are looking into this. Attorney Martin said it may require changes to ordinances.

Mayor Smith asked for the City Manager Report. Mr. Holman addressed the COVID-19 update. He said first responders can now receive the vaccine.

Mr. Holman addressed the detour routes. He said there has not been any change. He said they will be advertising for bids for the Orange Street project. Mayor Smith asked if they will be advertising in more than just the Bradford County Telegraph. Mr. Anaheim said they will be advertising in the Dodge Report also.

Mayor Smith asked for the Police Chief Report. Chief Johnson said there have been accidents due to the construction.

Mayor Smith asked for the City Attorney Report. Attorney Martin had nothing further.

Commissioner Waters asked Mr. Holman about the Archibald Thomas Bridge dedication. Mr. Holman said the city was invited.

Commissioner Chastain said he got the voter counts from the Bradford County Supervisor of Elections. He said district 1 has 884, district 2 has 540, district 3 has 1,025, district 4 has 646 and district 5 has 621 voters. Attorney Martin said the US Census data will not be available until fall.

Commissioner Chastain asked about the bids for biofermentation at the wastewater treatment plant. Mr. Anaheim said they will be going out next Thursday.

Commissioner Chastain asked about the developer agreement. Mr. Holman said they are working on it.

Commissioner Chastain asked about the water study done in September. Mr. Holman said he and Mr. Anaheim have a meeting on drinking water next week.

Commissioner Chastain asked about the land purchase on Call Street. Mr. Holman said they are working on it.

Commissioner Chastain asked about the Tampa water system being hacked. Mr. Anaheim said there was a generic password and they believe it was an inside job. He said our system is manual and he has talked to SCADA about cyber security.

Commissioner Chastain said there is an FPL telephone pole in the middle of the sidewalk on North US Highway 301. Mayor Smith said it has been there for over a year. Mr. Holman said he is working with Mr. Anaheim on a solution.

Commissioner Waters asked about the trailer across the street from Southside Elementary School. Attorney Martin said he is working with Mr. Look to have it condemned.

Commissioner Nugent said the Edwards Road Park needs lights at the crossing.

Commissioner Nugent said the Northeast Florida League of Cities needs to know who is attending the March 18, 2021 dinner in Green Cove Springs by March 11, 2021. He said they would like the City of Starke to host the May dinner.

Mayor Smith asked about the sprayfield lease. Mr. Holman said he is sending notice to the leasee. Mayor Smith asked about collecting past due funds. Attorney Martin said it may not be economically feasible.

Mayor Smith entertained a motion to adjourn. Commissioner Waters made a motion to adjourn. There being no further business the meeting was adjourned at 7:37 pm.