

Commission Meeting Minutes
April 20, 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 second 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 and City Clerk Ricky Thompson.

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

Mayor Smith asked for agenda changes. Mr. Holman asked to add item 10.F. joint meeting June 17, 2021 at 5:30 pm. He asked to add item 10.G. surplus building direction. Clerk Thompson asked to add item 9.D. early voting, item 9.E. Edward Byrne grant letter and item 9.F. Christmas tree purchase. Clerk Thompson asked to change item 9.B. from motion to approve to discussion. Commissioner Mortimer asked to move item 9.D. after citizen requests. Mayor Smith entertained a motion to approve the agenda with changes. Commissioner Mortimer made a motion to approve the agenda with the changes. 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 April 4, 2021 Commission Meeting. Commissioner Mortimer made a motion to approve the consent agenda. It was seconded by Commissioner Waters. 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 asked Bradford County Supervisor of Elections Amanda Seyfang to address early voting. Ms. Seyfang said there has been a request for changes to the proposed early voting scheduled. She said early voting from August 23rd to 28th, 2021 from 9:00 am to 6:00 pm would

cost approximately \$5855. Mayor Smith asked Mr. Holman if it would be reimbursable because of COVID-19. Mr. Holman said it could be a recoverable item. Clerk Thompson said \$5,000 is budgeted. Ms. Seyfang said addition costs could occur because of returned ballots. Commissioner Mortimer asked if the contract will be on the next agenda. Attorney Martin said it will be with the changes. Mayor Smith entertained a motion to approve early voting. Commissioner Mortimer made a motion to approve early voting from August 23rd to 28th, 2021 from 9:00 am to 6:00 pm at a cost of \$5855. It was seconded by Commissioner Nugent. The motion passed 5-0.

Mayor Smith called for old business. Commissioner Mortimer said the meter readers were moved to the clerk's office but changes need to be made to the ordinance to separate duties. Attorney Martin said he needs guidance on the needed changes. Mayor Smith suggested Attorney Martin, Clerk Thompson and Mr. Holman meet so they are on the same page. Commissioner Chastain said the city manager should be over cutoffs to keep politics out of it.

Mayor Smith called for public hearings. Attorney Martin addressed Ordinance Number 2021-14 local preference. He read the ordinance by title. Mayor Smith entertained a motion to approve Ordinance 2021-14 on first reading by title only Commissioner Nugent made a motion to approve the ordinance on first reading. It was seconded by Commissioner Waters. 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 Resolution Number 2021-40 the contract with Paychex. Mayor Smith asked Clerk Thompson what concerns caused him to change this item from motion to approve to discussion. Clerk Thompson said it was Attorney Martin who had concerns. Attorney Martin said after reviewing statutes he believes this would be subject to Florida's Public Records Act and the city and the vendor are required to put certain provisions in the contract. He said it places responsibility on the vendor to maintain certain records as public records and provide them to the city. Attorney Martin said in this case Paychex said they could not agree to have that language in their contract so that is his concern with the document. Commissioner Chastain asked if the CPA company has looked at this agreement. Clerk Thompson said they have looked at it but he has not asked them to approve it. He said they provide the service but he does not want to go that route. Clerk Thompson said public records falls on us so we have to provide them and keep them for fifty years. Commissioner Chastain said if we are going to use this company he would like our CPA to review it. He asked Attorney Martin if there is a notice of termination in the contract. Attorney Martin said there is a thirty day termination clause. Clerk Thompson said they will do a data dump when requested. Commissioner Mortimer asked if we called any of the people on the list they do business with. Clerk Thompson said we just got the list yesterday but we can. Commissioner Mortimer said they have eight entities in Florida they do business with. She asked Attorney Martin how they managed to do that without this being discovered. Attorney Martin said the issue is not whether Paychex does a good job doing

payroll. He said the problem is the provision of the Public Records Act and that requires the contract to have certain specified language in it. Mayor Smith suggested rebidding. The commissioners agreed.

Clerk Thompson addressed the city manager search. Attorney Martin said the clerk's office should receive the applications. Commissioner Nugent said he would prefer to have an operations manager. Mayor Smith said Mr. Anaheim is able to support the city manager. Attorney Martin asked if the commissioners want to use the senior advisors from Florida Municipal Power Agency. Mayor Smith said he would like to use the senior advisors. Mayor Smith asked how much it cost last time. Former City Manager Bob Milner said about \$5,500. Commissioner Waters made a motion to move forward with the senior advisors not to exceed \$5,000. It was seconded by Commissioner Chastain. The motion passed 5-0. Attorney Martin suggested approving the job description. Mayor Smith entertained a motion to approve the job description. Commissioner Waters made a motion. It was seconded by Commissioner Mortimer. The motion passed 5-0. Attorney Martin asked for a motion to allow him to move forward. Commissioner Mortimer made a motion to allow Attorney Martin to move forward. It was seconded by Commissioner Waters. The motion passed 5-0.

Clerk Thompson addressed the Edward Byrnes grant. He said he would like the commission to approve the letter and the Mayor to sign it. Commissioner Mortimer asked if the sheriff's office will get the money if the letter is not signed. Chief Johnson said yes. Mayor Smith said he will reach out to the sheriff.

Clerk Thompson addressed the Christmas tree for the Downtown Merchants. He said they were promised a tree and the North Florida Regional Chamber of Commerce does not have funds to contribute. Mayor Smith asked if the Downtown Merchants could contribute funds. Clerk Thompson said they have \$1,200 and \$1,800 is coming from the CRA. Commissioner Mortimer asked when the last tree was purchased. Clerk Thompson said in the 80's. Mayor Smith asked if city funds could be used to purchase a Christmas tree. Attorney Martin said it serves a public purpose but the display should remain secular in nature. Commissioner Chastain asked if the county might go in with the city. Mayor Smith asked Clerk Thompson to reach out to the county.

Mayor Smith asked for the City Manager Report. Mr. Holman addressed Resolution Number 2021-38 Florida Department of Environmental Protection drinking water State Revolving Fund planning competitive grant. He said the interest rate is less than 1%. Mr. Holman said the resolution needs to be adopted to move forward with the grant. Justin deMello with Woodard & Curran said the hearing will be in June. 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 Mortimer. The motion passed 5-0.

Mr. Holman recommended accepting the sealed bids for the Florida Department of Transportation County Incentive Grant Program Orange Street resurfacing and drainage

improvements as submitted. Commissioner Nugent made a motion to accept the bids. It was seconded by Commissioner Waters. The motion passed 5-0.

Mr. Holman addressed Resolution Number 2021-39 entering into a contract with Curt's Construction not to exceed \$1,882,204.83 for the Florida Department of Transportation County Incentive Grant Program Orange Street resurfacing and drainage improvements. 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 Mortimer. Commissioner Nugent asked if anyone had checked on the company. Kellan Lindsey with Mittauer & Associates said they have worked with them in the past and had good results. He said they need to move forward with the project as quickly as possible. The motion passed 5-0.

Mr. Holman addressed the COVID-19 update. He said restaurants and movie theaters are allowed to operate at 100% capacity. He is working on reopening the restrooms at the parks.

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

Mr. Holman addressed the joint meeting with the county. He suggested June 17, 2021 at 5:30 pm at the Charley E. Johns Conference Center. Commissioner Chastain asked for an agenda. Mr. Holman said he will provide one.

Mr. Holman addressed the surplus building. He said the building has been offered to other state agencies. He said the city can submit a letter of interest and requested authorization to prepare the letter. Commissioner Waters suggested using the building for the Orange Street facility. Commissioner Nugent said the Orange Street facility could be used for parking. Mayor Smith asked Mr. Holman to move forward.

Mayor Smith asked for the Police Chief Report. Chief Johnson said the quote to replace all tasers is \$44,338. He said it is sole source. Mayor Smith entertained a motion to approve the purchase. Commissioner Nugent made a motion. It was seconded by Commissioner Waters. The motion passed 5-0.

Mayor Smith asked for the City Attorney Report. Attorney Martin suggested having grapple truck fees on the next agenda.

Commissioner Waters suggested donating to the new woman's shelter. Mr. Holman said he will work with Clerk Thompson.

Commissioner Waters asked for a status on the code enforcement officer position. Mr. Holman said it will be advertised in the telegraph.

Commissioner Mortimer asked for an update on the COVID money from the state. Mr. Holman said he will have information at the next meeting. Commissioner Mortimer said there is a sense of urgency.

Commissioner Chastain asked about the first budget workshop. Mr. Holman said it will be in May. Mayor Smith asked if it will be a zero-based budget. Mr. Holman said yes.

Commissioner Nugent said the city will be hosting the Northeast Florida League of Cities dinner on May 20, 2021 at the convention center.

Mayor Smith entertained a motion to adjourn. Commissioner Mortimer made a motion to adjourn. There being no further business the meeting was adjourned at 8:01 pm.