

Commission Meeting Minutes
January 19, 2021
5:30 pm

Vice Mayor Janice D. Mortimer 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 Chastain will lead us in prayer and the Pledge of Allegiance.

This meeting was the second regular meeting of the month. Members attending included Vice Mayor Janice D. Mortimer, Commissioner Tommy Chastain and Commissioner Daniel Nugent. Also present were Director of Operations Scott Anaheim, Police Chief Jeff Johnson, Code Enforcement Officer Jeff Look, City Attorney Clay Martin, Deputy Clerk Lisa Terry, Clerk Ricky Thompson and Executive Assistant Dan Williams. City Manager John Holman and Mayor Shannon Smith attended by phone.

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

Vice Mayor Mortimer asked for agenda changes. Attorney Martin asked to add item 3.A. Resolution Number 2021-31 after the approval of the agenda. He asked to add item 3.B. consideration of special request by Mayor Smith. Commissioner Castain made a motion. It was seconded by Commissioner Nugent for discussion. He said the resolution was not voted on to be brought before the board. Attorney Martin said there was a discussion on this at the last meeting among the 3 commissioners who were present. He said this was requested by Mayor Smith so he can participate in the meeting. Vice Mayor Mortimer said she does not have a problem with it because it will allow as many commissioners as possible to handle the city's business. Attorney Martin said the motion is to add the items to the agenda. Vice Mayor Mortimer called for a vote. The motion passed 3-0.

Attorney Martin read the title of Resolution Number 2021-30. He said this creates a process for the city to implement extraordinary circumstances to allow phone or electronic media participation in a meeting and be able to vote. Attorney Martin said it does not allow the person to count toward a quorum. He said a quorum must be present in the room. Vice Mayor Mortimer entertained a motion to approve Resolution 2021-30. Commissioner Chastain made a motion the Approve Resolution 2021-30. It was seconded by Commissioner Nugent. The motion passed 3-0.

Attorney Martin addressed Mayor Smith's request to attend the meeting via phone conference. Vice Mayor Mortimer entertained a motion to approve the request. Commissioner Nugent made a motion to approve the request. It was seconded by Commissioner Chastain. The motion passed 3-0.

Vice Mayor Mortimer entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the December 15, 2020 Commission Meeting and the Minutes of the January 5, 2021 Commission Meeting. Vice Mayor Mortimer said she found the

minutes of the December 15, 2020 meeting to be satisfactory. Commissioner Chastain made a motion to approve the consent agenda. It was seconded by Commissioner Nugent. The motion passed 4-0.

Vice Mayor Mortimer asked for any emergency items. There were none.

Vice Mayor Mortimer 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." Chrissy Allen-Thompson of 301 East Call Street in Starke gave an overview of the Christmas on Call Street event. She said she would like for next year's Christmas parade to begin at Bradford High School and end on Call Street. She said she would like the Christmas decorations to be put up by Veteran's Day next year.

There was no old business.

Attorney Martin gave instructions for the quasi-judicial hearing for the first reading of Ordinance Number 2021-10. He asked the commissioners if they have had any ex parte communications regarding this matter. Commissioner Nugent said no. Commissioner Chastain said no. Vice Mayor Mortimer said no. Mayor Smith said no. Attorney Martin administered the oath to Mr. Look. Attorney Martin read Ordinance Number 2021-10 by title. Mr. Look said an extensive review of the land development code resulted in a change to the text so that no more than 35 percent of a property is roofed. He said that the change to the land development code has been brought to the Planning and Zoning Board and been approved by them. Vice Mayor Mortimer entertained a motion to approve Ordinance Number 2021-10 as read by title for first reading. Commissioner Nugent made a motion. It was seconded by Commissioner Nugent. The motion passed 4-0.

Vice Mayor Mortimer asked for the City Clerk Report. Clerk Thompson said Vice Mayor Mortimer reviewed the bills as well as Bond Trustee Jim Lewis. Vice Mayor Mortimer said she found everything to be in order. Commissioner Chastain made a motion to approve paying the bills. It was seconded by Commissioner Nugent. The motion passed 4-0.

Clerk Thompson addressed Resolution Number 2021-29 the Aclarian contract extension. Andrew Laflin, President of Aclarian came forward and gave an overview of involvement to move the city forward in the future. He said he has had up to 4 consultants working on the city's audit with Robert Busch serving as the lead consultant. Mr. Laflin said Mike Fitzgerald has been performing an evaluation for potential improvement. He said there is still a lot of work to be done for the 2020 audit and 12 auditor comments for the 2019 audit that need to be addressed. Attorney Martin read the resolution by title. Commissioner Nugent made a motion to approve Resolution 2021-29. It was seconded by Mayor Smith. Commissioner Chastain said they have not been following procedure since October. Attorney Martin said requests for proposals are not required for professional services. Vice Mayor Mortimer called for a vote. The motion passed 3-1. Commissioner Chastain opposed the motion.

Clerk Thompson addressed amending the budget for the fourth vehicle purchase. He asked the commissioners to see the minutes of the January 21, 2020 Commission Meeting. Clerk Thompson said this should come before the board in the same fashion as other budget amendments. Vice Mayor Mortimer asked which budget this is amending. Mr. Holman said it is beyond the 60-day time frame.

Clerk Thompson addressed the request for proposals for cleaning services. He said he has been cleaning city hall since COVID-19 caused the city to lose inmate labor. Vice Mayor Mortimer said Clerk Thompson has done a fantastic job cleaning city hall. She asked if other city buildings would be cleaned as well. Chief Johnson said he would like cleaning services for the Police Department. Commissioner Nugent made a motion to approve the RFP for cleaning services. It was seconded by Commissioner Chastain. The motion passed 4-0.

Vice Mayor Mortimer asked for the City Manager Report. Mr. Williams addressed the golf cart ordinance. He said it has been batted around for months and he is asking for approval to have the ordinance rewritten. Commissioner Chastain made a motion to approve rewriting the ordinance. It was seconded by Commissioner Nugent. The motion passed 4-0.

Mr. Holman addressed the COVID-19 update. He said the Bradford County Health Department will receive 200 vaccines.

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

Chief Johnson addressed the contract for IT services. Vice Mayor Mortimer entertained a motion to approve the contract for IT services. Commissioner Nugent made a motion to approve the contract. It was seconded by Commissioner Chastain. The motion passed 4-0.

Chief Johnson addressed the surplus property to be sold on govdeals.com. Commissioner Chastain made a motion to approve the surplus and sale. It was seconded by Commissioner Nugent. The motion passed 4-0.

Vice Mayor Mortimer asked for the City Attorney Report. Attorney Martin said the city manager contract discussion is a request from Commissioner Chastain. Commissioner Chastain said section 4 paragraph A addressed the evaluation of the city manager. Vice Mayor Mortimer said she is concerned with the timing. She asked Mr. Holman to provide a timeline to meet the criteria. Mr. Holman said he will provide something in the next 60 days.

Attorney Martin addressed Resolution Number 2021-30 appointing individuals to serve on the board of bond trustees. He said the first step is for the commission to nominate citizens to fill

the seats. Commissioner Nugent said he would like to use the existing members. Vice Mayor Mortimer said she would like the existing members to get the longer terms.

Commissioner Waters was absent.

Commissioner Mortimer said there is a house keeping item that was not addressed when the meter readers were moved to the city clerk's office. Attorney Martin said he will look into cleaning it up.

Commissioner Chastain had nothing further.

Commissioner Nugent had nothing further.

Mayor Smith said he has received information on customer service issues over the last few weeks. He asked if there was any training for customer service relations. Clerk Thompson said the supervisor does the training. Vice Mayor Mortimer said she met with Clerk Thompson about an issue and it was helpful to have the complaint in writing.

Commissioner Nugent said the Northeast Florida League of Cities dinner will be held in Starke of February 18, 2021. Vice Mayor Mortimer congratulated Commissioner Nugent on being appointed Vice President of the Northeast Florida League of Cities.

There being no further business the meeting was adjourned at 7:39 pm.