

Commission Meeting Minutes
April 6, 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 Chastain 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 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. Commissioner Danny Nugent was absent.

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

Mayor Smith asked for agenda changes. Commissioner Mortimer asked to add early voting for the upcoming election after citizen requests as item 6.A. Clerk Thompson asked to change items 9.C. and 9.D. from motion to approve to discussion. Mr. Holman asked to add item 10.G. Orange Street bid opening for discussion only. 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 Chastain. Commissioner Chastain asked Clerk Thompson why the change to discussion. Clerk Thompson said there needs to be hard bids. Commissioner Chastain asked about the contract for cleaning city hall. Attorney Martin said the new bids could be for all facilities and the current contract could be cancelled with 30-days-notice or a request could be made for bids for the police and purchasing department. Mayor Smith suggested bids for the police and purchasing department and keeping the current contract for city hall. The motion passed 4-0.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the March 16, 2021 Special Commission Meeting and the March 16, 2021 Commission Meeting. Commissioner Chastain made a motion to approve the consent agenda. It was seconded by Commissioner Mortimer. 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 early voting for the upcoming election. Commissioner Mortimer said she has been asked by citizens why there is no voting in the precincts for the city elections. She said in light of COVID she reached out to Bradford County Supervisor of Elections Amanda Seyfang to explore options. Commissioner Mortimer said they discussed early voting with Clerk Thompson and Ms. Seyfang has offered to use her office for the early voting location. She asked Ms. Amanda Seyfang to share the information she has. Ms. Seyfang said this would be a one-time use option because it would conflict with the Bradford County election next year. She said 876 Starke residents receive vote by mail ballots. Ms. Seyfang said there would be no additional cost if the early voting was held during her office hours. Commissioner Mortimer asked for an estimate for each option. Ms. Seyfang said with three polling places the cost would be approximately \$7,820. With no changes the cost would be \$3,780. The cost for a Saturday to Saturday early voting option would be \$6,014. Mayor Smith asked about a Monday to Saturday early voting. Ms. Seyfang said that would be up to the commission because of the city charter. Mayor Smith asked for an estimate for Monday to Saturday early voting to be voted on at a later date. Commissioner Mortimer thanked Ms. Seyfang for all her hard work.

Mayor Smith called for old business. Attorney Martin reviewed the proposed local preference in procurement ordinance. Mayor Smith said he would like the match to be 5%. Commissioner Waters agreed. Attorney Martin asked if there is consensus. Commissioner Mortimer said yes. Mayor Smith asked Attorney Martin to make the change and bring it back before the commission.

Mayor Smith called for public hearings. Attorney Martin addressed Ordinance Number 2021-11 amending the future land use map. 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 Waters said no. Commissioner Chastain said no. Mayor Smith said no. Commissioner Mortimer said no. Attorney Martin administered the oath to Mr. Holman. Attorney Martin read the title of Ordinance Number 2021-11. Mr. Holman said the owner believes the property is improperly zoned. He said it has been approved on first reading. Attorney Martin asked if there were any party interveners. There were not. Mayor Smith entertained a motion to approve the second reading of Ordinance Number 2021-11 as read by title. Commissioner Waters made a motion. It was seconded by Commissioner Mortimer. The motion passed 4-0.

Attorney Martin addressed Ordinance Number 2021-12 rezoning from single family to medium density and community commercial. Attorney Martin read the title of Ordinance Number 2021-12. Mr. Holman said this is a zoning ordinance for second reading for the Dempsey Motel. Attorney Martin asked if anyone wished to speak on this. There was no response. Mayor Smith entertained a motion to approve the second reading of Ordinance Number 2021-12 as read by title. Commissioner Waters made a motion. It was seconded by Commissioner Chastain. The motion passed 4-0.

Attorney Martin addressed Ordinance Number 2021-13 dissolution of the Community Redevelopment Agency. He read the ordinance by title. Commissioner Waters made a motion

to approve the ordinance on first reading. It was seconded by Commissioner Chastain. The motion passed 4-0.

Commissioner Waters asked to move to item 10.C. the site plan application for Faith Baptist Church. Mr. Holman said the plan is for a new sanctuary and meets all the requirements of city code. He said Suwannee River Water Management District has approved the plan. The contractor came forward and said the plan is for a 5,000 square foot facility. Mayor Smith entertained a motion to approve the site plan. Commissioner Waters made a motion. It was seconded by Commissioner Mortimer. The motion passed 4-0. Commissioner Waters excused himself from the meeting.

Mr. Holman asked to move to item 10.A. engineering update on the wastewater collection system. Kelly Saikollem with Woodard & Curran said the design and permitting is in the final stages. She said the goal is to have a State Revolving Fund hearing in May. Mr. Holman said the invoices that were behind on payments as far back as June 26, 2020 came from Justin deMello with Woodard & Curran and were not forwarded to him. He said they are being forwarded now. Commissioner Chastain asked how this happened. Mr. Holman said it came up during a dinner meeting with Mr. deMello and the invoices were then forwarded to Mr. Holman and he forwarded them to Clerk Thompson. Commissioner Mortimer said the invoices were sent to the city and forwarded to Mr. Holman in a short time frame. She asked Ms. Terry to provide copies of the emails to the other commissioners. Mayor Smith said it has been worked out and the invoices are being paid.

Mayor Smith asked for the City Clerk Report. Clerk Thompson said Commissioner Chastain reviewed the bills. Commissioner Chastain made a motion to approve paying the bills. It was seconded by Commissioner Mortimer. Commissioner Chastain asked why purchases were made at the Ace Hardware in Keystone Heights when there is an Ace Hardware in Starke. Mr. Anaheim said he will find out. The motion passed 5-0.

Clerk Thompson addressed Resolution Number 2021-357 the fund balance policy. Attorney Martin read the resolution by title. Mayor Smith said this clears up some of the audit findings. He entertained a motion to approve the resolution as read by title. Commissioner Mortimer made a motion. The motion was seconded by Commissioner Chastain. Commissioner Chastain questioned the reference to rate adjustments. Attorney Martin said they would still require a public hearing. The motion passed 3-0.

Clerk Thompson addressed cleaning services proposal with Amelia Building and Maintenance for the police department. Mayor Smith suggested going out for bids for the other facilities. Attorney Martin asked if they would like to keep the contract for city hall. Mayor Smith said yes. Commissioner Mortimer said yes. Commissioner Chastain said yes.

Clerk Thompson addressed the project and grant accounting software quote. Clerk Thompson said Tyler Technologies is the sole supplier because it needs to integrate with the current software. He said the cost is \$11,052. Commissioner Mortimer asked how the project and grant

accounting is done now. Clerk Thompson said manually. Mayor Smith entertained a motion to approve the software purchase. Commissioner Mortimer made a motion. It was seconded by Commissioner Chastain. The motion passed 3-0.

Clerk Thompson addressed the proclamation making April Water Conservation Month. He read the proclamation. Mayor Smith entertained a motion to approve the proclamation. Commissioner Chastain made a motion. It was seconded by Commissioner Mortimer. The motion passed 3-0.

Mayor Smith asked for the City Manager Report. Mr. Holman addressed the digester cleaning and valve repair for the wastewater treatment plant advertisement for sealed bids. Mr. Anaheim said the work needs to be done to proceed with the plant improvements. Mayor Smith entertained a motion to approve the advertisement. Commissioner Mortimer made a motion to approve the bid advertisement. It was seconded by Commissioner Chastain. The motion passed 3-0.

Mr. Holman addressed the spray field lease agreement with AAA Hay. He has contacted Mr. Holtzendorf who has offered \$12,250. Mr. Holman would like to negotiate a settlement. Clerk Thompson said Mr. Holtzendorf has paid the property taxes. Mr. Anaheim said the Department of Environmental Protection has a problem with using the land for cows. Mayor Smith asked Mr. Holman to visit the site, get concerns and close this out.

Mr. Holman addressed the COVID-19 update. He said there is nothing new but he would like to provide updates every two weeks. Mayor Smith suggested providing an update only when there is new information.

Mr. Holman addressed the detour routes. He said road closures are being held off until next weekend.

Mr. Holman addressed opening the bids for the Orange Street Project. He said there are two bids one for \$1,977,177 and one for \$1,882,171. He said they are being reviewed by the engineers and he will have an update at the next meeting.

Mayor Smith asked for the Police Chief Report. Chief Johnson addressed the taser replacement program. He said the tasers they have are 11 years old. He said only one company provides them. Mayor Smith asked Chief Johnson to work out the details and bring this back before the commission.

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

Commissioner Mortimer expressed appreciation to Mr. Anaheim and the employees for work done on Harutha Drive. She asked Clerk Thompson to provide sample of appreciation for employees files.

Commissioner Mortimer said she was asked if city employees could volunteer to work at the early voting location.

Commissioner Chastain asked Mr. Holman about filling the position for the Code Enforcement Officer. Mr. Holman said he will advertise for it next week.

Commissioner Chastain asked about the house across from Southside Elementary School. Mr. Holman said he is working on both of them.

Commissioner Chastain asked Mr. Holman to contact the county about the State Surplus Building on South US Highway 301 and bring the information to the next meeting.

Commissioner Chastain asked about the developer's agreement. Mr. Homan said he is working with the developers of the apartment complex.

Commissioner Chastain asked for a six-month budget at the next meeting.

Commissioner Chastain asked about mowing. Mr. Holman said he just hired two new inmate supervisors.

Commissioner Chastain asked about utility reports. Mr. Holman said he is working on it.

Commissioner Chastain said the parking striping downtown needs to be repainted and flower beds and bushes need to be maintained.

Mayor Smith said State Road 16 needs to be maintained.

Commissioner Mortimer asked Mr. Holman if he had contacted Nora Thompson about planning & zoning in the interim. Mr. Holman said no. Commissioner Mortimer asked when he is going to follow the board's instructions. Mr. Holman said he will follow the board's instructions. Commissioner Mortimer said it has been three weeks. Mr. Holman said he knows it has been three weeks.

Commissioner Mortimer asked about the meter reader ordinance. Attorney Martin said he will bring it to the next meeting.

Mayor Smith entertained a motion to adjourn. Commissioner Mortimer made a motion to adjourn. There being no further business the meeting was adjourned at 8:20 pm.