

Commission Meeting Minutes
June 15, 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 second 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 City Manager John Holman, Police Chief Jeff Johnson, City Attorney Clay Martin, Deputy Clerk Lisa Terry and Line Crew Supervisor Steve Warren. Operations Director Scott Anaheim attended via GoToMeeting. Commissioner Daniel Nugent was absent due to military service.

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

Mayor Smith asked for agenda changes. Ms. Terry asked to add item 9.E. appointment of a voting delegate to the Florida League of Cities Annual Conference and item 9.F. use of the square by Sheriff Smith for a BBQ rib cookoff on August 28, 2021. She asked to change item 10.D. to information only. Commissioner Mortimer said there are two requests from the Downtown Merchants for use of the square. Mayor Smith asked to add those as well. Mr. Holman asked to add item 10.H. legislative funding update. Commissioner Mortimer made a motion to approve the agenda with changes. It was seconded by Commissioner Waters. The motion passed 4-0.

Mayor Smith entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the June 1, 2021 Commission Meeting. Commissioner Waters made a motion to approve the consent agenda. It was seconded by Commissioner Chastain. 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 introduced Jim Hanson. Mr. Hanson said he and Ken Parker had a virtual meeting to consult on the applications for the city manager

position. Mr. Hanson said 17 applications were received 16 of them were timely. They are recommending candidates Leonard Housley, Seth Lawless, Drew Mullin and Paul White for interviews. Candidates that are qualified but not recommended are Michael Foote, Kenneth Griffin and Patrick Marsh. Mr. Hanson said these are just recommendations and the commission can interview anyone they want. He suggested interviewing in about 30 days and performing background checks before the interviews. Mr. Hanson recommended holding interviews on a Thursday and Friday. Commissioner Mortimer asked if the binder contains applications for all the applicants or just the ones recommended. Attorney Martin said all the applicants. Mayor Smith asked for the wishes of the board. Commissioner Waters said he would like to move forward with interviews. Attorney Martin suggested having a special meeting next Tuesday. Commissioner Mortimer asked if Commissioner Nugent will be back then. Mr. Holman said he does not know. Commissioner Mortimer said she would like to have a full board. Mayor Smith said he will be on vacation during the July 6th meeting. Commissioner Mortimer said she will be too. Commissioner Mortimer suggested moving the July meetings to the 13th and 27th. The commissioners thanked Mr. Hanson. Mayor Smith said the meeting this afternoon was informative. Commissioner Mortimer asked about the meeting. Attorney Martin said it was a meeting of the senior advisors. Commissioner Mortimer asked for a copy of the recording. Ms. Terry said she will provide one.

Mayor Smith called for public hearings. There were none.

Mayor Smith asked for the City Clerk Report. Ms. Terry said Commissioner Waters reviewed the bills. Commissioner Waters made a motion to approve paying the bills. It was seconded by Commissioner Chastain. The motion passed 4-0.

Ms. Terry said the commissioners have a copy of the proposed early voting advertisement. Commissioner Mortimer asked that contact information to be added and Bradford County Supervisor of Elections Amanda Seyfang approve the advertisement. Ms. Terry said she would take care of that.

Ms. Terry addressed resolution number 2021-59 MYPAPERLESSOFFICE agreement for payroll services. She asked Andrew Laflin who attended via GoToMeeting to answer any questions. Mr. Laflin said it does not affect the pricing in the approved master services agreement with EmCentrix. Attorney Martin said it achieves what was needed for the contract. He read the resolution by title. Mayor Smith entertained a motion to approve the resolution as read by title. Commissioner Waters made a motion. It was seconded by Commissioner Mortimer. Commissioner Chastain asked Attorney Martin to explain how we ended up with this contract. Attorney Martin said the agreement with EmCentrix is for payroll processing. He said this is for the financial handling of the payroll. Commissioner Chastain asked about the \$10 fee per employee. Attorney Martin said that is set out in the EmCentrix agreement. Commissioner Chastain asked about additional fees. Attorney Martin said that is only for additional services. The motion passed 4-0.

Ms. Terry addressed the New River Solid Waste Association increase in tipping fees. She said this is an annual increase that is usually absorbed by WCA. Commissioner Mortimer asked when the contract with WCA is up. Mr. Holman said 2023.

Ms. Terry addressed the voting delegate for the Florida League of Cities Annual Conference. She said the voting delegate is usually the mayor. Mayor Smith asked if the vice mayor could serve as an alternate. Ms. Terry said she believes that is how it has been in the past. Commissioner Waters made a motion to appoint Mayor Smith as the voting delegate with Vice Mayor Mortimer as an alternate. It was seconded by Commissioner Mortimer. The motion passed 4-0.

Commissioner Mortimer made a motion to approve the square use by Sheriff Smith on August 28, 2021 for a BBQ rib cook-off. It was seconded by Commissioner Waters. The motion passed 4-0.

Commissioner Mortimer made a motion to approve the square use on October 23, 2021 for a planning meeting for the Great Pumpkin Escape. She asked what time the meeting is. Michael Heeder said it is at 6:00 pm. Commissioner Mortimer asked if it is open to everyone. Mr. Heeder said it is open to the public. It was seconded by Commissioner Waters. The motion passed 4-0.

Commissioner Mortimer made a motion to approve the square use on October 30, 2021 to host the Great Pumpkin Escape. It was seconded by Commissioner Waters. The motion passed 4-0.

Mayor Smith asked for the City Manager Report. Mr. Holman addressed resolution number 2021-57 entering into an agreement with Florida Municipal Power Agency for the lineworker safety program. He said the training is significantly discounted. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Mortimer made a motion to approve resolution number 2021-57 as read by title only. It was seconded by Commissioner Waters. Commissioner Mortimer asked if the training will be in person or virtual. Mr. Warren said it will be in person. The motion passed 4-0.

Mr. Holman addressed the American Recovery Act strategic planning. He said the purpose tonight is to gather information and scoring. Attorney Martin said the scoring sheets need to be entered into the record for the meeting. Commissioner Mortimer asked about additional contracting services. Mr. Holman said that is for accounting services from Aclarian. He said it could also be used for subcontractors to catch up with cleaning ditches. Commissioner Mortimer asked about federal and state grant match for projects. Mr. Holman said it could be used for FRDAP. Commissioner Mortimer said she does not believe federal funds can be matched with federal funds. She asked Mr. Holman to provide actual amounts for each item. Mr. Holman said he will provide them Tuesday night. Attorney Martin asked for a motion to enter the scoring documents into the record. Commissioner Mortimer made a motion. It was seconded by Commissioner Chastain. The motion passed 4-0.

Mr. Holman addressed resolution number 2021-56 authorizing issuance of sewer revenue bonds in an amount not to exceed \$10,676. Attorney Martin read the resolution by title. Commissioner Chastain made a motion to approve the resolution. It was seconded by Commissioner Waters. The motion passed 4-0.

Mr. Holman addressed the city/county joint workshop on June 17, 2021. He said an agenda has been provided.

Mr. Holman addressed resolution number 2021-58 the sprayfield lease termination agreement. He said Mr. Holtzendorf has agreed to vacate in 2 months. Mayor Smith asked Attorney Martin if he is ok with the agreement. Attorney Martin said yes. Commissioner Chastain asked if the original agreement had a 30-day termination clause. Attorney Martin said there was no termination clause at all. Commissioner Chastain asked if Mr. Hotzendorf paid the taxes. Mr. Holman said yes. Attorney Martin read the resolution by title. Mayor Smith entertained a motion to approve the resolution. Commissioner Chastain made a motion. It was seconded by Commissioner Waters. The motion passed 4-0.

Mr. Holman addressed the COVID-19 update. He said the state has gone to weekly updates instead of daily and the governor will decide on whether to continue the state of emergency.

Mr. Holman addressed the detour route. He said the Alligator Creek bridge project should be completed by August.

Mr. Holman addressed the legislative funding update. He said the documents should be ready for the July 13, 2021 meeting. Mr. Holman said this is \$500,000 in effluent treatment funding. Commissioner Mortimer asked if we requested funds. Mr. Holman said we applied as an appropriation request. Mayor Smith suggested changing the August meeting dates as well as July to get back to every 2 weeks. Commissioner Mortimer asked when budget workshops will begin. Mr. Homan said he will suggest dates at the next meeting. Commissioner Mortimer said the next meeting is next Tuesday. Mr. Holman said he will suggest dates at the July 13th meeting. Mayor Smith asked if a motion is needed to change the dates. Attorney Martin said a motion laying out the dates would be appropriate. Commissioner Mortimer made a motion to hold a special meeting next Tuesday, June 22nd at 5:30 pm and to change the July meeting dates to the 13th and 27th at 5:30 pm and the August meeting dates to the 10th and the 24th at 5:30 pm. It was seconded by Commissioner Chastain. The motion passed 4-0.

Mr. Holman said he has met with the development authority to discuss options for the Douglas Building. He would like to get a tour of the building and will send possible dates to the commissioners. The tour will be advertised so the commissioners can attend.

Mayor Smith asked for the Police Chief Report. Chief Johnson asked to keep the family of Donnie Nettles in prayer as he passed away. He said the service is Saturday at 4:00 pm at the Sampson City Church of God. Chief Johnson said there have been wrecks all over the city.

Mr. Warren said the agenda should have had the purchase of a bucket truck on it. He said the purchase has been in the budget for 2 years. He said they are down to 1 working bucket truck. Mr. Holman said it will be on the next agenda. Mayor Smith asked if we could go out for bids. Mr. Warren said he already has bids. Mr. Holman said he needs to confirm the funding is available. Commissioner Mortimer said it sounds like an emergency. She asked if a motion is needed. Attorney Martin said there needs to be a clear motion. Commissioner Mortimer made a motion to authorize Mr. Warren and Mr. Anaheim to receive bids for a bucket truck. It was seconded by Commissioner Waters. The motion passed 4-0.

Mayor Smith called for the City Attorney Report. Attorney Martin said a proposed revised ordinance for closing and abandoning streets adjacent to a property is in the meeting packet. He said property owners could make a recommendation and the commission could hold a hearing. The street could then be split down the middle and granted to the adjacent property owners.

Attorney Martin said there are sample agendas for review to be brought back at a future meeting.

Attorney Martin said Commissioner Mortimer has been provided samples for employee recognition programs. Commissioner Mortimer asked that the other commissioners be provided with the same documents.

Commissioner Chastain said there was a question about code enforcement and liens. Mr. Holman said he will provide the information to the clerk's office.

Commissioner Chastain asked about Crown Castle. Mr. Homan said he is getting more information.

Commissioner Waters had nothing further.

Commissioner Mortimer said there is a citizen who has no vehicle parking because there is no driveway or access. Mr. Holman said they should have access to the roadway if the property is landlocked. Commissioner Mortimer said she will setup a meeting with the citizen.

Commissioner Mortimer said at a Legislative Committee Meeting in Orlando a representative with Drive Electric Florida presented ways to assist municipalities with getting car charging stations. She has contact information if they can make a presentation at a future meeting.

Commissioner Mortimer asked for prayers for County Commissioner Carolyn Spooner and family for the passing of her youngest brother who left a wife and 14-year-old daughter.

Mayor Smith asked for an update on the properties across the street from Southside Elementary School. Mr. Holman said he is hoping to have them demolished before school starts back.

Mayor Smith asked about energy information for citizens and businesses. Mr. Holman said FMPA will do an energy audit. Mayor Smith asked Mr. Holman to proceed with it.

Commissioner Mortimer asked about demolition of the house on North Street. Mr. Holman said Attorney Martin needs to review it. Commissioner Mortimer said Mr. Holman says one thing at one meeting and another thing at the next. She said this demolition was supposed to be proceeding at the same pace as the others.

Mayor Smith entertained a motion to adjourn. Commissioner Mortimer made a motion to adjourn. There being no further business the meeting was adjourned at 7:27 pm.