

Commission Meeting Minutes
October 5, 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 Waters will lead us in prayer and the Pledge of Allegiance.

Mayor Smith called the meeting to order at 5:31 pm.

Judge Tatum Davis administered the Oath of Office to Commissioner Janice D. Mortimer and Commissioner Scott Roberts. Judge Davis administered the Oath of Office to City Clerk Jimmy Crosby. Judge Davis administered the Oath of Office to Police Chief Jeff Johnson.

This meeting was the first regular meeting of the month. Members attending included Mayor Shannon Smith, Commissioner Janice D. Mortimer, Commissioner Danny Nugent, Commissioner Scott Roberts and Commissioner Wilbur Waters. Also present were Director of Operations Scott Anaheim, City Clerk Jimmy Crosby, Police Chief Jeff Johnson, City Attorney Clay Martin, City Manager Drew Mullins, Deputy Clerk Lisa Terry and Finance Director Tonya Wainwright.

Mayor Smith entertained a motion to elect a mayor. Commissioner Waters made a motion to elect Commissioner Mortimer as mayor. It was seconded by Commissioner Nugent. The motion passed 5-0.

Mayor Mortimer entertained a motion to elect a vice mayor. Commissioner Waters made a motion to elect Commissioner Nugent as vice mayor. It was seconded by Commissioner Smith. The motion passed 5-0.

Mayor Mortimer introduced City Manager Drew Mullins. She welcomed him to the city. Mr. Mullins expressed appreciation. Mayor Mortimer asked for agenda changes. Mr. Mullins had none. Clerk Crosby had none.

Mayor Mortimer entertained a motion to approve the agenda. Commissioner Roberts made a motion. It was seconded by Commissioner Nugent. The motion passed 5-0.

Mayor Mortimer entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the September 21, 2021 Commission Meeting. Commissioner Waters made a motion. It was seconded by Commissioner Smith. The motion passed 5-0.

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

Mayor Mortimer called for the presentation of the audit by James Moore & Company. Brendan McKittrick came forward and thanked the commission for the opportunity. He presented the audit. Clerk Crosby thanked the staff and commissioners for the city being financially sound.

Mayor Mortimer thanked Clerk Thompson and staff. Mayor Mortimer entertained a motion to approve the audit. Commissioner Smith made a motion. It was seconded by Commissioner Nugent. The motion passed 5-0.

Mayor Mortimer called for the FRDAP Gant presentation by Doug Sanders. He said the grant applications need to be submitted by Friday. Mr. Sanders said there are two \$50,000 grants. One for the splash pad and one for Thomas Street Park. Mayor Mortimer asked if \$50,000 is the maximum they can apply for. Mr. Sanders said it is without having a matching contribution. Mayor Mortimer asked what the matching amounts for the grants will be if they apply in the future. Mr. Sanders said it depends on the circumstances. Mayor Mortimer said she would like to apply for more for the Thomas Street Park. Commissioner Waters asked if the railing at the splash park will be part of the grant. Mr. Anaheim said it is one of the improvements. Mayor Mortimer thanked Mr. Sanders.

Mayor Mortimer called for Florida Department of Transportation representative David Tyler to talk about safety improvements for the bypass. Mayor Mortimer said she met Mr. Tyler during a Northeast Florida Regional Planning Council Meeting and asked him to speak to the commission. Mr. Tyler said there have been fifty-three crashes on the bypass with thirty-three having vehicle damage only, nineteen had injuries and one was fatal. He said most crashes occurred on the south end. Commissioner Waters said he would like green arrows on the turns at the south end. Mayor Mortimer said there needs to be lighting at the entrance and off roads. Commissioner Nugent said the lane changes need to be brighter. Mayor Mortimer said she is looking forward to improvements.

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." Mark Williams from 117 South Thompson Street came forward to address the construction hurting business in downtown Starke. He said the construction trucks are taking up the parking in city lots. Mr. Anaheim said they are already working on the issue. Mayor Mortimer asked if there is a time limit for parking. Mr. Williams said there is not. Mayor Mortimer said there should be. Mr. Williams said the lighting that was taken out by a semi at Walnut Street and Madison Street has not been put back up. Mr. Anaheim said they took the old lighting out to keep it from being damaged. Mr. Williams asked about the dirt median in front of Sapp's Station and the grassy area. Mr. Anaheim said he will get with the inmate crews.

Mayor Mortimer introduced Alicia McMillian, President of the Concerned Citizens of Bradford County and Glenda Ruise, Vice President of the Concerned Citizens of Bradford County. Mrs. Ruise thanked the commission for all the positive things that have been done because of community support. She said because of their support and Andy Easton and Doug Sanders they are in a position to get some improvements done to the RJE Center. Mrs. Ruise asked for

continued support to keep the facility up in the future. Mayor Mortimer said she appreciates the mission of the Concerned Citizens of Bradford County and their support of the youth in the community.

Mayor Mortimer introduced County Commissioner Carolyn Spooner. Mrs. Spooner congratulated the board members and said she looks forward to working with them as their county Commissioner. She thanked Mayor Mortimer and the City of Starke for getting the streets cleaned up and she thanked Kayla Young for her work cleaning up code violations. Mayor Mortimer thanked Commissioner Spooner and said she shared with Mr. Anaheim her appreciation for the road crew who has been short staffed for some time but is fully staffed and working hard to clean up the city streets.

Mayor Mortimer called for old business. There was none.

Mayor Mortimer called for public hearings. Attorney Martin addressed CPA 21-01 Land Use Change Hearing. He said the Planning and Zoning Board needed additional time to review the documents and make a recommendation to the commission so they would like this continued until the November 2, 2021 meeting. Commissioner Nugent made a motion to continue the hearing. It was seconded by Commissioner Waters. Commissioner Waters said the Planning and Zoning Board needs two more people to serve and Carrie Johnson is willing. Attorney Martin said he will draft a resolution to appoint Carrie Johnson to the board. The motion passed 5-0. Mayor Mortimer entertained a motion to appoint Carrie Johnson to the Planning and Zoning Board. Commissioner Waters made a motion. Commissioner Smith seconded it. The motion passed 5-0.

Attorney Martin read the title of Ordinance Number 2021-15 providing for the establishment of "Coach David Hurse Day". Commissioner Waters made a motion to approve Ordinance Number 2021-15. It was seconded by Commissioner Smith. Mayor Mortimer said David Hurse day was last week at the high school. She asked when Homecoming is. Commissioner Smith said November 5, 2021. Mayor Mortimer asked Clerk Crosby to reach out to the school board.

Attorney Martin read the title of Ordinance Number 2021-16 providing for the establishment of "Dr. Pete Gianas Day". Mayor Mortimer entertained a motion to approve the ordinance. Commissioner Waters made a motion. It was seconded by Commissioner Smith. The motion passed 5-0.

Attorney Martin asked the commissioners to refer to the what's in front of them not what's in the packet. He read the title of Ordinance Number 2022-01 establishing the clerk's salary. Attorney Martin said the salary will increase annually with other employees. Mayor Mortimer entertained a motion to approve the first reading of Ordinance Number 2022-01. Commissioner Nugent made a motion. It was seconded by Commissioner Waters. The motion passed 5-0.

Mayor Mortimer asked for the city clerk report. Clerk Crosby said Mayor Mortimer reviewed the bills. Commissioner Smith made a motion to pay the bills. It was seconded by Commissioner Nugent. The motion passed 5-0.

Clerk Crosby said the requests for qualifications for grant administrative services have been ranked. He said there was only one submission for each project and that was by Andy Easton & Associates and they ranked very high. Mayor Mortimer entertained a motion to approve the rankings for the lift station rehabilitation project. Commissioner Smith made a motion. It was seconded by Commissioner Roberts. The motion passed 5-0.

Mayor Mortimer entertained a motion to approve the rankings for the RJE Center renovation project. Commissioner Waters made a motion. It was seconded by Commissioner Roberts. The motion passed 5-0.

Clerk Crosby addressed Resolution Number 2022-01 authorizing submission of the Community Development Block Grant application for renovation of the RJE Center. Mayor Mortimer entertained a motion. Commissioner Waters made a motion. It was seconded by Commissioner Roberts. Attorney Martin read the resolution by title. The motion passed 5-0.

Clerk Crosby addressed the increase in commercial garbage rates. He said it is for informational purposes only. Commissioner Smith asked Mr. Mullins to find out when the garbage contract is up. Mr. Mullins said he would. Commissioner Waters asked Mr. Mullins to contact Skip McCall about trash cans being left in the road.

Mayor Mortimer asked for the city manager report. Mr. Mullins said two effluent pumps need to be replaced under consent order. Mr. Anaheim said the current ones are not running as necessary to keep up with the flow. He said they will be able to be used in the new plant. Commissioner Smith made a motion. It was seconded by Commissioner Waters. The motion passed 5-0.

Mr. Mullins addressed change order number 1 for the Orange Street drainage project. Mr. Anaheim said Walter Lawson messed up on the total which should have been \$6555. Mayor Mortimer entertained a motion. Commissioner Nugent made a motion. It was seconded by Commissioner Smith. The motion passed 5-0.

Mr. Mullins addressed the detour routes. He said there are some closures on State Road 100. Mr. Anaheim said the Orange Street project is still on track for paving over Thanksgiving.

Mayor Mortimer asked for the attorney report. Attorney Martin asked for a motion to approve the request for proposals for a consultant to assist with redistricting. He said procurement could be completed by the second meeting in November with a final plan by March 18, 2022. Mayor Mortimer entertained a motion to approve the proposal. Commissioner Smith made a motion. It was seconded by Commissioner Roberts. Mayor Mortimer asked if the city is in a position where they could not do this. Attorney Martin said it should be done every 10 years

and it hasn't been done in 30 years. Commissioner Nugent asked if it would be wise to wait because of new development. Attorney Martin said the consultant will use a model to anticipate future growth. The motion passed 5-0.

Attorney Martin addressed the Call Street lift station property. He said this project for eminent domain will exceed 8 hours.

Commissioner Nugent had nothing.

Commissioner Roberts said thank you. He looks forward to serving and it is an honor he does not take lightly.

Commissioner Nugent said the Northeast Florida League of Cities dinner is on October 21, 2021 in Palatka. Mayor Mortimer asked Commissioner Nugent what his current position is. Commissioner Nugent said he is the Board of Directors Vice President.

Commissioner Waters welcomed Clerk Crosby and Commissioner Roberts and he is looking forward to next year. He said he appreciates what Clerk Ricky Thompson and Commissioner Tommy Chastain did. He said the fire department received a grant from Firehouse Subs for \$33,500. Commissioner Smith said it is for under water extraction equipment.

Mayor Mortimer said the Department of Transportation representative at the Northeast Florida Regional Planning Council meetings has been communicating with the county. She expressed appreciation for Commissioner Smith serving as Mayor and she looks forward to working with Clerk Crosby, Drew Mullins and Commissioner Roberts. She asked Ms. Terry to reach out to Jackie Moore to provide any information she needs to prepare for serving on the General Pension Board. Ms. Terry said she would contact Mrs. Moore.

Mayor Mortimer entertained a motion to adjourn. Commissioner Waters made a motion to adjourn. There being no further business the meeting was adjourned at 7:31 pm.