

Commission Meeting Minutes
February 15, 2022
5:30 pm

Mayor 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 Smith will lead us in prayer and the Pledge of Allegiance.

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

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

Mayor Mortimer asked for agenda changes. There were none. Mayor Mortimer entertained a motion to approve the agenda. Commissioner Smith made a motion. It was seconded by Commissioner Waters. The motion passed 4-0.

Mayor Mortimer entertained a motion to approve the consent agenda. The consent agenda consisted of the minutes of the February 1, 2022 Commission Meeting, the Suwannee River Economic Council Vendor Agreement, the ABS Contract for Biofermentation and the commissioner bill review. Commissioner Smith made a motion. It was seconded by Commissioner Roberts. The motion passed 4-0.

Mayor Mortimer asked for any emergency items. Mr. Mullins said there is the well pump repair at the southwest tower. Mayor Mortimer entertained a motion to approve the emergency repair. Commissioner Smith made a motion to approve the repair for \$27,668. It was seconded by Commissioner Waters. The motion passed 4-0.

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." Mayor Mortimer said there is one form but it deals with an item under public hearings so it will be addressed at that time.

Mayor Mortimer called for old business. There was none.

Mayor Mortimer called for public hearings. She asked Donald Lee Hardenbrook to come forward regarding redistricting. Mr. Hardenbrook said there is a discrepancy at the north end of the city where districts 2 and 3 run together. He said there are three houses that are not shown on the map. Mayor Mortimer asked Mr. Mullins if he knows where the discrepancy is. Mr. Mullins said yes. He said the legal description will be followed when it becomes available. Mr. Hardenbrook said he is no longer on the Planning & Zoning Board but he appreciates being able to have served. The Commissioners expressed appreciation for Mr. Hardenbrook's service. Mr. Mullins said the houses in question will be in district 3. Mayor Mortimer asked if there were any additional comments from the public. There were none. Commissioner Smith asked what the next step is. Attorney Martin said to create an ordinance. Commissioner Smith asked if the new districting will be in place before the up-coming election. Clerk Crosby said yes.

Attorney Martin addressed Ordinance Number 2021-17. He said the ordinance came before the commission for first reading at a previous meeting. It was then sent to the Department of Economic Opportunity who suggested revisions. It was determined that the revisions were not needed so it is here tonight for second reading. Attorney Martin read Ordinance Number 2021-17 by title. Mayor Mortimer entertained a motion. Commissioner Smith made a motion to pass Ordinance Number 2021-17. It was seconded by Commissioner Waters. The motion passed 4-0.

Attorney Martin addressed Ordinance Number 2022-02. He said it aligns the city's election with the state and county primary election dates to allow the Bradford County Supervisor of Elections to run the city's election. Attorney Martin asked if the commission would like to consider the ordinance on first reading. They said they would. He read the ordinance by title. Mayor Mortimer entertained a motion. Commissioner Smith made a motion to pass the ordinance on first reading. It was seconded by Commissioner Waters. The motion passed 4-0.

Mayor Mortimer asked for the city clerk report. Clerk Crosby asked for approval of the ranking sheets for the RFP for finance and accounting consulting services. He said there was only one respondent. Commissioner Smith made a motion to approve the ranking sheets. It was seconded by Commissioner Roberts. The motion passed 4-0. Clerk Crosby asked for approval of the contract for finance and accounting consulting services. He said it is covered in the budget because it is less than the previous contract. Mayor Mortimer entertained a motion. Commissioner Smith made a motion to approve the contract. It was seconded by Commissioner Roberts. Mayor Mortimer said this contract begins on March 1, 2022. She asked if the other contractor has been given notice. Clerk Crosby said their contract ends on February 28, 2022. Mayor Mortimer said the contractor being hired is second to none. The motion passed 4-0.

Mayor Mortimer asked for the city manager report. Mr. Mullins addressed Resolution Number 2022-16 adopting a local mitigation strategy. He said it was tabled until Commissioner Waters could be in attendance. Attorney Martin read the resolution by title. Mayor Mortimer entertained a motion. Commissioner Waters made a motion to approve Resolution Number 2022-16. It was seconded by Commissioner Smith. The motion passed 4-0.

Mr. Mullins asked the commission to accept the Woodard & Curran drinking water facility plan proposal. He asked Project Manager Justin deMello with Woodard & Curran to come forward. Mr. deMello said they have obtained a 50/50 low interest loan/grant for \$185,000 for the project. He said it offers principal forgiveness at the end. Mr. deMello said it will include removal of lead pipes. Clerk Crosby asked about state funding. Mr. deMello said having the planning document in place will help with funding. Clerk Crosby said we need to prioritize the work needed. He asked about improvements on the north end of town that had previously gone before the legislature. Mr. Anaheim said it was stalled because of COVID. Mayor Mortimer asked because it had been approved if we can move forward with getting it back on the new budget. Mr. deMello said generally yes. Commissioner Smith suggested a workshop. Mayor Mortimer entertained a motion. Commissioner Smith made a motion to direct staff to move forward with the planning proposal. It was seconded by Commissioner Roberts. Clerk Crosby asked Mr. Mullins to bring back to the commission a schedule of when things need to be done. The motion passed 4-0.

Mr. Mullins addressed the vac truck lease. He said the current one is in bad shape. Mr. Mullins said the terms for the lease are \$387,000 paid at once using COVID money. Clerk Crosby said they may not be using COVID money. Mr. Mullins said the document allows them to get the truck with the first payment being due a year from now. Commissioner Waters asked if it is a lease to own. Mr. Mullins said yes. Commissioner Waters asked if it is a new truck. Mr. Anaheim said it is a purchase with a 3 to 5-year payment plan without having to make a payment until next year. He said it is not brand new but is a demo vehicle that can be used for multiple purposes. Commissioner Waters said he is for it but wants Attorney Martin to look at the lease. Attorney Martin asked for the procurement documents as well. Mayor Mortimer asked about the date of February 11, 2022. Mr. Anaheim said they are aware of the meeting schedule. Mayor Mortimer said the old truck is in need of replacement. Clerk Crosby asked if the lease could be approved pending legal review. Attorney Martin said he will bring anything back to the commission that needs to be brought back. Mayor Mortimer entertained a motion. Commissioner Waters made a motion to approve the lease purchase of the vac truck pending legal review. It was seconded by Commissioner Smith. The motion passed 4-0.

Mayor Mortimer asked for the Police Chief Report. Chief Johnson had nothing further.

Mayor Mortimer asked for the attorney report. Attorney Martin said the EPA and DEP have said the city can proceed with tearing down the houses. He said Mr. Mullins has what he needs to procure a contractor.

Commissioner Smith asked about mowing on 301 and SR 16. Mr. Anaheim said DOT has contractors in place and should be moving forward. Commissioner Smith asked about lights on Call Street and the LED upgrades. Mr. Mullins said there is \$26,000 in funding from FMPA for energy efficiency. Mayor Mortimer asked to include the businesses on SR 16 as well.

Commissioner Roberts asked about bathrooms and security at the ballpark. Mr. Mullins said that will be coming to the commission at the next meeting.

Commissioner Waters asked about bids for the sprayfield. Mr. Mullins said he received bids and is proceeding forward with a one-time mowing. Commissioner Waters asked how many quotes were received. Mr. Mullins said three. Commissioner Smith asked when it will be mowed. Mr. Mullins said they are waiting on insurance from the contractor.

Mayor Mortimer said she and Mr. Mullins met with the Governor's staff about needed funding and would like a delegation to go back to Tallahassee. She said Starke will be hosting the Northeast Florida League of Cities dinner on Thursday night. She said the guest speakers will be President Phil Walker and his assistant. She encouraged the commissioners to attend.

There being no further business the meeting was adjourned at 7:01 pm.