

## COMMISSION MEETING

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Mayor Woods announced that if anyone in attendance wishes to speak regarding a motion she asked for them to stand or raise their hand and she will acknowledge them for their comment.

Mayor Woods called the meeting to order. Present were Commissioner Wilbur Waters, Commissioner Carolyn B. Spooner, Commissioner Tommy Chastain, Commissioner Danny Nugent, City Clerk Ricky Thompson, City Attorney Dan Sikes, City Manager Tom Ernharth, and Fire Chief Tom Rowe. Police Chief Jeff Johnson was absent.

Commissioner Nugent gave the invocation and led the pledge of allegiance to the flag.

Mayor Woods entertained a motion to adopt the minutes for Commission Meeting March 24, 2015.

Commissioner Chastain made the motion second by Commissioner Nugent; passed 5-0.

The following requested for boot drives at US 301 and State Route 100.

Bradford Parent Athletic Association for April 18, 2015.

Commissioner Waters made the motion to approve, second by Commissioner Nugent; passed 5-0.

Bradford Pop Warner for May 2, 2015.

Commissioner Waters made the motion to approve, second by Commissioner Nugent; passed 5-0.

Bradford Pop Warner for August 8, 2015.

Commissioner Chastain made the motion to approve, second by Commissioner Spooner; passed 5-0.

Shands Starke requested approval for a 5K Glow Run for Relay for Life April 18<sup>th</sup>

Commissioner Chastain made the motion to approve, second by Commissioner Spooner; passed 5-0.

Request for Fireworks at the high school graduation ceremony Friday, June 5, 2015 at 8:00 PM.

Commissioner Nugent made the motion to approve the fireworks, second by Commissioner Spooner; passed 5-0.

Mr. Scott Roberts representing the Starke Shrine Club to request a boot drive for Saturday, April 11, 2015.

Commissioner Nugent made the motion to approve the boot drive for the Shrine Club, second by Commissioner Waters; passed 5-0.

Clerk Thompson reported Chief Johnson requested to table the item due to his absence.

City Manager Ernharth presented the zoning consultant agreement for approval. Commissioner Nugent made the motion to approve the contract, second by Commissioner Chastain; passed 5-0.

He presented a vehicle for surplus from the gas department; 1999 Dodge Dakota 1B7FL26X1YS614282.

Commissioner Spooner made the motion to approve the vehicle for surplus, second by Commissioner Chastain; passed 5-0.

He presented information for a culvert policy. Currently the property owner purchases the culvert. The city installs the culvert and when we are finished we place lime rock on it. The property owner is to finish the culvert.

The City typically installs 10 culverts per year with the property owner purchasing the culvert at an average cost of \$229.

The City would then install the culvert utilizing a three (3) man crew and it typically takes about

Five hours to complete the installation with a limestone cover. If we would provide a permanent asphalt cover, it would take about 1.5 cubic yards of cold patch at a cost of about \$100 or less.

The property owner purchases the culverts from Jackson Building Supply because they offer delivery and other places do not. However, they do not sell the slanted or mitered end treatments and this would cost an additional \$100.

Florida Department of Transportation requires the slanted culverts on state roads but this requirement does not extend to City streets.

According to Mittauer, the FDOT prefers the mitered or slanted end sections because they are less of a hazard at higher speeds and for aesthetic reasons because it fits better into the lay of the land and uses less concrete.

Christy had asked other Cities within our area how they handle culverts within their jurisdictions and the following are the results of this survey:

CITY OF NEWBERRY – Replaces equally to what was there before only.

CITY OF GREEN COVE SPRINGS – They seldom replace. When they install culverts they require their engineer to tell the size of pipe and the depth of installation. Once installed they cover with limerock and then asphalt so they do not have anything going in their stormwater system

CITY OF MACCLENNY: EMAIL QUOTE: “The city does not have a lot of culvert replacement. We tell the customer the size that the culvert has to be, but not any other requirements. In new development the developer installs the culverts usually with concrete on the side of the culvert. “

After a discussion the current policy for culverts will stay as is; straight edge culvert, place lime rock on the top and if the property owner would like cold patch it would be an additional charge.

City Manager Ernharth presented information for an alternative for the 301 Pump Station for the new Badcock property. The alternative will be to bore under US Highway 301 from the South side to the North side for an estimated cost of \$69,000 compared to the \$400,000 or the pump station.

The time frame will be a 60 days for design, 30 days for DOT permits, and 90 days maximum for bidding it out.

This alternative would save the city money; we would not have the need to go out for a loan; Financial Advisor John Thiemann felt we could come up with the money to pay for the alternative.

Mayor Woods requested a motion to reject the bids received for the pump station. Commissioner Spooner made the motion to reject the bids for the 301 Pump Station, second by Commissioner Waters; passed 5-0.

Commissioner Spooner made the motion for the City Clerk to go out for bid for the alternative of boring under US Highway 301, second by Commissioner Chastain; passed 5-0

City Manager Ernharth discussed his State of the City report. Some issues are the water line leaks and breaks as well as the waste water plant. The employees that

are in the DROP and will be leaving in a few years; we need a succession and retention plan for the employees.

Clerk Thompson reported the Bond Trustees met along with Commissioner Chastain and recommended the bills be paid.

Commissioner Chastain made the motion to pay the bills, second by Commissioner Nugent; passed 5-0.

He presented a revised Safety Policy and the new section for the annual Safety Pay.

Commissioner Nugent made the motion to approve the revised Safety Policy, second by Commissioner Waters; passed 5-0.

He provided the Wire Transfer procedure for approval. Up to \$75,000 one approval is needed over \$75,000 two approvals are needed. This procedure will have more oversight on all the transfers.

Commissioner Waters made the motion to approve the procedure, second by Commissioner Chastain; passed 5-0.

Attorney Sikes provided information relating to liability for the culverts.

Mayor Woods asked if anything additional needed to come before the board. Hearing none, she called for a motion to adjourn.

Commissioner Chastain made the motion to adjourn the meeting, second by Commissioner Nugent; passed 5-0.

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Travis V. Woods, Mayor  
Commissioner Tommy Chastain  
Commissioner Daniel Nugent  
Commissioner Carolyn B. Spooner  
Commissioner Wilbur L. Waters

Attest: \_\_\_\_\_  
Ricky Thompson, City Clerk