

## COMMISSION MEETING

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

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

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

Vice Mayor Spooner entertained a motion to adopt the minutes from the May 17, 2016 City Commission meeting.

Commissioner Woods made the motion, second by Commissioner Waters; Motion passed 4-0.

Clerk Thompson added a new agenda item based on the Resolution 2015-04 adopted November 18, 2014, which request a motion be made at the beginning of a meeting to adopt the agenda.

Clerk Thompson requested the correction of the date to June 7<sup>th</sup> and to add item 5B for Victory Chapel request for a boot drive.

Motion was made by Commissioner Woods to accept the agenda with the changes and corrections, second by Commissioner Chastain; passed 4-0.

Vice Mayor Spooner ask for a motion to approve the following boot drives.

Bradford Parents Athletic Association for Saturday, June 25, 2016.

Commissioner Waters made the motion to approve the boot drive, second by Commissioner Woods; passed 4-0.

Victory Chapel for Saturday, June 11, 2016.

Commissioner Woods made the motion to approve the boot drive, second by Commissioner Waters; passed 4-0.

Under citizen participation Bill Dampier representing the American Legion Post 56 and VFW 1016 addressed the commission regarding the cannon that is located at the point of Walnut Street and Highway 301.

The cannon is being moved to be sandblasted, repainted and reinstalled at the location within 10 days. He gave a brief history of the cannons significance.

Chief Rowe stated the roof should be completed with the installation of the gutters they are finishing today.

Chief Johnson reported he along with Mr. Ernharth attended the CTST Meeting on Thursday and the big item of discussion was the possible collapse of the drain pipe under Highway 301 and Pratt Street.

Within a month a camera will be run to make sure that is the issue and if that is the issue there will be some coordination between DOT and the City.

The other item was the material for the work at the State Route 100 has not arrived so the work will not begin on Friday.

When the materials arrive they will schedule it to begin on a Friday at 5 PM and if everything goes on schedule it will reopen at 5 PM Wednesday.

Vice Mayor Spooner informed Chief Johnson that with school getting out for the summer she asks for the officers to patrol so the dirt bike riding doesn't increase in the area.

Mr. Ernharth introduced Tim Norman and Kellen Lindsey from Mittauer to discuss the SRF Loan agreement.

Kellen Lindsey addressed the commission regarding the SRF for the sewer rehab and sewer evaluation rehab project. The application was submitted in March and received the agreement May 27<sup>th</sup>, which is being presented tonight.

We received an email indicating DEP is looking to revise the agreement to add an advance payment option.

Mr. Lindsey requested tentative approval for the agreement.

Vice Mayor Spooner entertained motion to approve the agreement.

Commissioner Chastain made the motion to authorize Vice Mayor Spooner to sign the document, second by Commissioner Woods;

Commissioner Chastain asked when the revised agreement comes will the commission need to approve it.

Mr. Lindsey responded no it is the one section that will be changed and I explained it to you.

Motion passed 4-0.

Mr. Ernharth presented the tree trimming bid award for the electric distribution. One bid was received and opened on Thursday, May 26, 2016; Core Services from Tennessee with a local office in Jacksonville. The bid amount was \$109.45 per hour.

He recommended the bid be approved.

Commissioner Waters made a motion to approve the bid awards to Core Services at \$109.45 per hours, second by Commissioner Chastain;

Commissioner Chastain asked who will provide the list of which lines will need to be done?

Mr. Ernharth responded the line crew will ride the lines and put a list together.

Commissioner Waters stated if we have any bring the request to Mr. Ernharth.

Motion passed 4-0.

Concerned Citizens of Bradford County (CCBC) requested a \$1,000 donation. Mr. Ernharth reported it is the last \$1,000 for contributions.

Mr. Ernharth reported CCBC requested funds at the beginning of the fiscal year but they were exempt from the policy under the one request per year.

Commissioner Chastain made the motion to approve the request, second by Commissioner Woods; passed 4-0.

Mr. Ernharth presented Resolution 2016-10, forgoing the competitive bidding for sludge hauling, he read it by title.

#### RESOLUTION 2016 - 10

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STARKE, FLORIDA AUTHORIZING THE CITY MANAGER TO RETAIN SLUDGE HAULING SERVICES BY FORGOING THE COMPETITIVE BIDDING PROCEDURE IN ACCORDANCE WITH SECTION 2-238 (a) OF THE CODE OF ORDINANCES FOR THE CITY OF STARKE; PROVIDING FINDINGS OF THE CITY COMMISSION; PROVIDING DIRECTION TO THE CITY CLERK; AND PROVIDING AN EFFECTIVE DATE.

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WHEREAS, the City Commission of the City of Starke entered into an agreement on March 17, 2009 with BCR Environmental (now Nuterra/BCR) for the treatment and disposal of bio-solids to "Class AA" standards; and

WHEREAS, the Nuterra/BCR Neutralizer System has failed to live up to the expectations of the City of Starke; and

WHEREAS, the failure of the Nuteerra/BCR Neutralizer System has caused solids to accumulate within the City of Starke Wastewater treatment Plant; and

WHEREAS, the City Commission finds that it needs to retain Sludge Hauling Services to remove the excess solids from the plant; and

WHEREAS, the City Commission finds that it must act expeditiously to avoid any violations of its FLDEP Permits;

WHEREAS, Section 2-238 (a) of the Code of Ordinances states that the City Commission may adopt a resolution authorizing the city manager to pursue the negotiated acquisition of goods and/or services upon a specific finding that the competitive bidding is not in the city's best interest because such goods and/or services cannot be reasonably acquired by that process and that negotiated purchase will provide the most effective and efficient use of city funds.

NOW THEREFORE, be it resolved by the City Commission of the City of Starke, Florida as follows:

Section 1. Adoption and Appointment.

The City Commission of the City of Starke hereby authorizes the City Manager to negotiate the services of East Star Industries Inc to remove 100,000 gallons of solids from the plant with a spending limit of \$15,000 and forego the competitive bidding process.

Section 2. Authority for Resolution.

The City Commission of the City of Starke, Florida adopts this resolution pursuant to the authority granted by the City of Starke Code of Ordinances and the power and authority granted to the City Commission under Florida law.

Section 4. Findings of the City Commission.

The City Commission of the City of Starke, Florida hereby specifically finds that the adoption of this resolution to waive the competitive bidding procedures for City of Starke herein is made in good faith; and is in the best interest of the City of Starke, Florida.

Section 5. Direction to the City Clerk.

The City Clerk is directed to ensure that the waiver and appointment contained herein is immediately filed.

Section 6. Effective Date of Resolution.

This resolution shall be effective immediately upon adoption by the City Commission of the City of Starke, Florida.

RESOLVED AND ADOPTED with a quorum present and voting by the City Commission of the City of Starke, Florida this 7<sup>th</sup> day of June 2016.

City of Starke  
City Commission

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Carolyn B. Spooner, Vice Mayor

Daniel Nugent, Mayor

Tommy Chastain, Commissioner

Travis V. Woods, Commissioner

Wilbur Waters, Commissioner

Carolyn B. Spooner, Commissioner

ATTEST:

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Ricky Thompson, City Clerk

Commissioner Woods made the motion to adopt Resolution 206 – 10, second by Commissioner Waters; passed 4-0.

A draft letter was presented to the commission for review and approval. The letter is addressed to BCR and written by Attorney Nissen.

Mr. Ernharth suggested the letter be placed on the attorney's letterhead and he sign it or it will just look like the letter that he sent in December.

Commissioner Woods made the motion to approve the letter with the recommendations from Mr. Ernharth, second by Commissioner Chastain; passed 4-0.

Mr. Ernharth introduced Engineer Tim Norman to discuss BCR alternatives.

He presented three solutions for BCR; 1. Hauling liquid from the digester which would require lime stabilization that meet regulations. Can be done by East Star Environmental that charges .21 cents a gallon could cost up to \$399,000 for the first year.

2. Aerator is needed to meet the Class B. Would need air piping, put diffusions in the tank and use the 360 HP blowers. By doing this we would destroy some solids and have 1.65 million gallons to be hauled in the first year. The capital cost \$150,000 plus operating cost and hauling cost. Mr. Ricks would offer .09 cents a gallon for a long term hauling \$164,000 a year with an annual capital cost of \$216,400 per year compared to the \$399,000.

3. To incorporate the digester and to purchase the sludge dewatering box. It is a roll off dumpsters with a filter and palimer. Pump sludge into it water drains out. After its full and the water is drained off the dumpster is hauled to a landfill. The capital cost would be \$100,000 and the digester \$270,000; \$14,000 hauling and tipping fee at landfill \$52,000. The total for this is \$180,700.

The commission will hold a workshop on June 21<sup>st</sup> to discuss the options.

Mr. Ernharth reviewed his Bimonthly Report with a couple of issues; he provided a draft of the General Fund and Transportation Trust Budget for 2016 – 2017 that will be discussed at the workshop on June 20<sup>th</sup>. He will be holding a similar workshop in July for the Enterprise fund.

Provided an analysis of the proposal from the firefighters for the economic impact for year 2 and year 3.

Vice Mayor Spooner asked Mr. Ernharth to advertise for the Strategic Planning Meeting.

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 Woods; passed 4-0.

Clerk Thompson introduced Mr. Skip McCall from WCA to discuss the rate increase.

Mr. McCall explained the reason for the increase is a cost adjustment within the agreement. The contract has a provision for a cost adjustment, which allows the contractor to come back on the 4 or 5 year to request a cost adjustment just on the commercial businesses only.

WCA is requesting to use the Consumer Price Index (CPI). It will be 3.3% of the commercial business that equates .17 cents per cubic yard adjustment.

Vice Mayor Spooner the revised language change; it said the operational contract the rate term was October 2013 to September 2016 there would be no rate increase. The original read 2013 to 2018.

Mr. McCall responded it seems to be a typo, the first initial term of the contract was 5 years; 2013 to 2018; we have cleaned up the language.

Commissioner Chastain ask what the additional cost would be to the commercial customer?

Mr. McCall explained it would depend on the size of dumpster. Example if you have a 2 cubic yard dumpster that would be .34 cents multiplied by 4 equals \$1.36. This would take affect October 1, 2016

Vice Mayor Spooner ask for any additional questions. Hearing none she entertained a motion to approve the language.

Commissioner Woods made the motion to approve cleaning up the language, which makes a price change, second by Commissioner Chastain;

After additional discussion Commissioner Chastain withdrew his second and requested research on how the 3.3% CPI was calculated.

Vice Mayor Spooner stated the motion and second has been withdrawn and this item will be deferred to the next meeting.

Clerk Thompson presented a Tipping Increase from New River Solid Waste Association.

After discussion the commission requested a letter be sent to the County Commission refusing the increase.

Clerk Thompson presented the following job descriptions for approval.

There was changes requested from the last meeting and those have been made and is now ready for approval.

Vice Mayor Spooner entertained a motion to approve the Finance Director/Senior Accountant job description.

Commissioner Waters made the motion to approve the description, second by Commissioner Chastain;

Commissioner Woods asked we are looking at 1, 2 & 3 is one person will be doing all three.

Clerk Thompson the three descriptions are for three positions we made some changes to the current payroll Accounts Payable person and the Accounts Receivable..

Motion passed 4-0.

Finance Clerk Payroll/Accounts Payable updated her job description to be more accurate and up to date.

Commissioner Waters made the motion to approve the job description, second by Commissioner Chastain; passed 4-0.

The position of Finance Clerk – Accounts Receivable; in August one of the Cashiers will be leaving for school and Dee Dampier will be retiring. We took the positions and made it a full time position along with some of the items Alicia has been handlings as well as assisting the billing clerk.

Vice Mayor Spooner entertained a motion to approve the job description.

Commissioner Waters made the motion to approve the job description, second by Commissioner Woods; passed 4-0.

Clerk Thompson requested an appointment for the North Florida League of Cities voting delegate.

Vice Mayor Spooner stated it is customary for the Mayor to be the delegate.

Commissioner Waters made the motion to appoint Mayor Nugent, second by Commissioner Woods, passed 4-0.

Commissioner Waters requested Mr. Ernharth to gather additional information regarding the sod farm.

Commissioner Chastain asked if we are still holding sludge at the plant?

Mr. Ernharth responded yes, 100,000 to 200,000 gallons.

The plan will be to get the digester up and running to get it thick until we come up with a plan. We will need to come back to discuss additional hauling.

Commissioner Woods added at the last meeting it was approved to haul what you need to haul.

The second haul will be 13 ½ the first will be 15 cents



Vice Mayor Spooner requested the canal that crosses State Road 16 by Thomas Street park needs cleared up assist the water going through.

Vice Mayor Spooner asked if any additional items needed to come before the board. Hearing none she requested a motion to adjourn.

Commissioner Woods made the motion to adjourn, second by Commissioner Chastain; passed 4-0.

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

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