

COMMISSION MEETING

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

Mayor Woods called the meeting to order. Present were Commissioner Wilbur Waters, Commissioner Carolyn B. Spooner, Commissioner Danny Nugent, City Clerk Ricky Thompson, Police Chief Jeff Johnson, City Attorney Dan Sikes, City Manager Tom Ernharth, and Fire Chief Tom Rowe. Commissioner Tommy Chastain was not in attendance.

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

Mayor Woods entertained a motion to adopt the minutes for Commission Meeting September 8, 2015.

Commissioner Nugent asked for one correction in the discussion of Recreation.

Clerk Thompson stated one word; from attack to attract.

Commissioner Nugent made the motion second by Commissioner Waters;

Motion passed 4-0.

Mayor Woods entertained a motion to adopt the minutes from the 2015-2016 Fiscal Year Tentative Budget Hearing September 8, 2015.

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

Mayor Woods entertained a motion to adopt the minutes from the Budget workshop September 1, 2015.

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

Mayor Woods asked for Mr. Tim Taylor to step forward and address the commission with his concern.

Timothy Taylor, 105 Harutha Street, Starke, Florida; Is a coach for the PopWarner Cowboys football team and was present to discuss the youth sports programs in Bradford County and the facilities that facilitate them. He would like to have a meeting between the City and County to discuss some of the issues about making a field for football.

Mayor Woods commented that this was the issue last year and the Parent Athletic Association was scheduling times for you all to use the fields.

Mr. Taylor responded no we get pushed out.

Commissioner Spooner was also under the same impression as Mayor Woods that the Parent Athletic Association is working with the other associations to schedule people to use the fields.

Mr. Taylor stated he wants to meet with the City and County together to get everyone on the same page and the cost is shared.

The issue is that there is no facility to host the football programs. The baseball programs are running year round.

The RJE Facility is private property and the City cannot go and mow the grass or line the field.

Mayor Woods asked Mr. Taylor to get with the County and schedule a workshop and the city will attend, it was also noted to invite the Parents Athletic Association as well.

Clerk Thompson suggested meeting with Brad Chapman about using the football and soccer fields.

Mr. Taylor responded we can until the baseball needs them and then we have to leave.

Commissioner Waters added the City has had recreation and has tried to get the County to assist with it for the past 10 years; we have spent \$600,000 plus a year with no help from them when 76% of the children in the programs had been from the County.

Mr. Taylor added he will get with the County and schedule a meeting.

Chief Johnson requested to switch his items on the agenda around.

First he asked to move a part time officer to full time. It would be no additional cost to the budget at this time. He has spoken to some employers and he is fixing to lose three officers.

He has been instructed that he is to bring any hiring to the commission.

This officer is going to replace an officer that will be leaving.

Mayor Woods responded if he is part time currently and there are no letters of resignations from the officers that are leaving. The new budget has been passed and the part time officer to go to full time should not happen until you have received a letter of resignation from one of the officers that will be leaving.

It was suggested to give provisional approval; that upon the determination of one of the officers the chief mentioned about leaving that the chief has provisional approval to go ahead and move the part time officer to full time status.

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

Chief Johnson presented the letter for signature on the Edwards Bryne Memorial Jag Grant, called the Operation Crime Reduction through the Bradford County Sheriff's Office.

The money comes to the Sheriff Department and the Sheriff must get approval from the Cities to use the funds. He is not sure how the money is spent but does know it is used for the narcotics investigations.

Mayor Woods stated we will take care of the signatures.

Chief Johnson received an email regarding the Starke Police Department City Occupational Protection Program; it will pay for \$30,000 worth of overtime to the officers. It cannot be used for calling someone in to cover but can call someone in to work 4,5,6 hours to write occupational, child restraints, personal restraints those types of citations.

Chief Johnson requested a motion to approve the mutual consent for the police officers pension.

Motion was made by Commissioner Nugent, second by Commissioner Waters; Commissioner Spooner asked for clarification of the consent order.

Chief Johnson explained the recent changes made to the Chapter 175 & 185 monies. Those funds are used for minimum benefits, the remaining monies have to be used now for some type of defined contribution program such as a share plan, 13th check. Both of our plans are ahead of the schedule we already have our share plan so we need to have a mutual consent by statue.

Mayor Woods asked for the vote; Motion passed 4-0.

Mr. Ernharth requested to reset the rate stabilization from 0.046 to 0.0455 for next year due to fuel cost dropping. We had to give back over \$300,000 alone in the month of September. The billing cycle of September there will be no rate stabilization at all so we would like to start the 0.0455 with the October bills. Commissioner Spooner made the motion to approve the 0.0455, second by Commissioner Waters; passed 4-0.

Mr. Ernharth presented the Dollar Tree revised site plan. They made some revisions to the parking lot and grading. Mittauer provided a letter stating all issues have been addressed and it is ready for approval.

Commissioner Waters made the motion to approve the site plan, second by Commissioner Spooner; passed 4-0.

He presented an emergency purchase for the BCR System at the cost of \$25,096.88; this will be scheduled for work in September so this will fall under the 2015 budget.

Commissioner Nugent made the motion to approve the emergency purchase,
Second by Commissioner Spooner;

Commissioner Spooner commented she was reading the procedure and fourth
paragraph stated this procedure applies to purchases over \$500.

Clerk Thompson responded yes that is correct and this is considered an emergency
and BCR is a sole source provider.

Motion passed 4-0.

Mr. Ernharth requested permission to bid for the lift stations. This is included in
the 2016 Budget.

Commissioner Waters made the motion to approve going out for bid, second by
Commissioner Spooner; passed 4-0.

He also requested permission to go out for bid for the roof replacement on the Fire
Station and this is also included in the 2016 budget. He is bidding to go from a flat
roof to a slanted roof.

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

Mr. Ernharth presented Resolution 2015-09 and read by title

RESOLUTION 2015 - 09

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STARKE,
FLORIDA ESTABLISHING A POLICY AND PROCEDURE FOR MAKING
CONTRIBUTIONS TO NON-PROFIT ORGANIZATIONS WITHIN THE
CORPORATE LIMITS OF THE CITY OF STARKE, FLORIDA; PROVIDING
FINDINGS OF THE CITY COMMISSION; PROVIDING DIRECTION TO
THE CITY CLERK; AND PROVIDING AN EFFECTIVE DATE.

We have talked about this and tabled this resolution several times. The
commission wanted to wait until the budget was approved and the funding in
place. The policy is attached and is constant with the discussions and the changes
have been made based on comments received from the commission. He had added
Concerned Citizens at one point as an invention and was not authorized to do that.
If the commission wishes to put them in he can make the change just needs
direction to do that.

Commissioner Spooner addressed item 4 on the attachment to amend to read; CIS
of Bradford County and Concerned Citizens Inc. shall be exempt.

It was discussed a few meetings back to include them because they do provide the
same service.

Mr. Ernharth asked for the consensus if it is to be changed before we table the resolution.

Commissioner Spooner made the motion to amend item 4 of the policy to include after CIS of Bradford County and Concerned Citizens Inc. shall be exempt; Commissioner Nugent asked will Concerned Citizens be able to get the \$1,000 each year.

Attorney Sikes answered they will be the same as CIS.

Motion was second by Commissioner Nugent; passed 4-0.

The resolution was tabled to October 6th.

Mr. Ernharth presented the Equipment and Vehicle Lending and Support Interlocal Agreement with the County for approval.

Commissioner Waters made the motion to approve the agreement, second by Commissioner Spooner;

Commissioner Nugent asked if there was an agreement and our grader got tore up and we ended up not having a grader. He wants to make sure that within this agreement the City Manager has a proper word in with how our equipment will be maintained.

Clerk Thompson responded it would be the same thing and basically what they are trying to accomplish is that if the County borrows equipment from us that if need be we insure the equipment along with the county and the same thing if they borrow equipment from us.

Attorney Sikes added he and Clerk Thompson had a conversation with County Attorney Will Sexton to discuss the insurance issues. The bottom line is each side will guarantee that the borrowed equipment will be returned in proper operating order.

Mayor Woods asked for a vote the motion passed 4-0.

Mr. Ernharth had a couple of issues to bring up from his Bi-Weekly report. Judge Pierce is retiring so we will need to look at finding another magistrate to handle the code enforcement issues.

He spoke to Attorney Sikes and he stated that in many cities the city attorney would be the magistrate. If it is something the commission would be interested in he would like to place it on the agenda for approval at the October 6th meeting. Attorney Sikes added he would do it at no cost to the city and on a case by case basis.

He also mentioned the Firefighters contract we will have that ready for the October 6th meeting as well.

He is working on sidewalk projects.

Will get with the stakeholders and schedule a strategic planning meeting.

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

Commissioner Waters made the motion to pay the bills, second by Commissioner Spooner; passed 4-0.

He presented RFP recommendations for approval

The CDBG Grant Administrator; the submissions were re-ranked and the firm of HMM Consulting LLC, Andy Easton & Associates had the highest score and is the committees recommendation for award.

Commissioner Spooner commented that this had already been done.

Clerk Thompson responded it was but there was a protest from one of the other grant writer. So they were re-ranked and came up with the same person.

Commissioner Spooner made the motion to award HMM Consulting LLC as recommended, second by Commissioner Waters; passed 4-0.

For the City Auditor; City Manager and City Clerk reviewed the auditors and recommend Reddish & White CPA be approved for fiscal years 2015 and 2016.

Commissioner Nugent made the motion to approve the recommendation second by Commissioner Waters;

Commissioner Spooner ask their contract had ended and we had to go back out for RFP in case someone else wanted to submit a proposal?

Clerk Thompson responded exactly

Motion passed 4-0.

City Surveyor for fiscal year 2015 and 2016; received two submittals one was submitted late, the recommendation is to go with Pat Welch Land Surveying.

Commissioner Nugent made the motion to accept the recommendation, second by Commissioner Waters;

Commissioner Waters asked since the one was submitted late would it be disqualified?

Clerk Thompson responded yes.

Motion passed 4-0.

City Clerk presented the following policy and procedures for approval.

Customer Cut Off Procedures

Commissioner Waters made the motion to approve the policy, second by Commissioner Spooner; passed 4-0.

Utility Deposits

Commissioner Nugent made the motion to adopt the policy, second by Commissioner Waters;

Commissioner Spooner asked if the policy was still being done that if someone wanted to move into a residence and there was an outstanding bill that person had to pay that bill.

Clerk Thompson responded we are not permitted to do that and it is not being done anymore.

Motion passed 4-0.

Commissioner Waters referenced that the deposits had been discussed some time back and that some of the business sold out and the new people like the hospital didn't have a deposit due to being a nonprofit. Now that has changed.

Clerk Thompson responded the hospital has come in and talked with me and believe it is unfair that they have to come up with a deposit of one hundred and some thousand-dollar deposit. They are working toward getting a letter of credit. We have received some letters of credit but are some way from receiving theirs.

He presented a new hire form for approval. When a new employee comes on board there is no documentation for payroll .

Mayor Woods requested that new hires come before the commission to be introduced.

The form requires signatures but the signatures are not for approval of the person it is approval of the budget funds.

Commissioner Spooner made the motion to approve the form, second by Commissioner Nugent; passed 4-0.

Clerk Thompson presented an increase in salary form for approval.

Commissioner Spooner made the motion to approve the form, second by Commissioner Waters; passed 4-0.

Clerk Thompson reported the Tourist Development Committee (TDC) agrees to pay for the entire \$5,000 cost for the fireworks on Veteran's Day.

Mayor Woods mentioned a discussion that was held March 18, 2014, when Mrs. Whittle got the position of Code Enforcement, Building and Zoning; at that time it was discussed to move her into the City Managers office with Christy Ramos.

This would assist with covering lunch hour and the half hour from 4:30 to 5:00.

There have been times when no one was in that office.

Now Terry Anderson has been moved up here from purchasing and she and Christy Ramos do the same job.

He feels that Terry Anderson should be moved into the office with Christy Ramos to cover times when no one is in the office and the office could stay open during lunch and someone would be her until 5:00 PM.

Mayor Woods asked the commission if they would like Terry moved up to the office with Christy Ramos?

Commissioner Nugent responded that he likes it the way it is.

Commissioner Waters added he is fine with the way it is. There is no reason to move anyone.

Mr. Ernharth added he takes his lunch at 12 noon, Christy takes hers as 1:00 PM and LaJuan takes hers after 2:00 PM; so the office is covered and now with Terry sometimes she takes lunch at 1:00 and sometimes she does not leave the building. He is comfortable the way that it is. His first day he came to the office at 7:55 AM and was asked why he was not here at 7:30 AM Wilbur and Tommy were looking for you. If you want the office to be 8 to 5 we can change the hours to cover that time period.

To move Terry we would have to run computer and phone lines and new wiring. Mayor Woods stated he had told Mr. Ernharth to do that before, and it should have been done at that time.

Commissioner Waters added he is fine with it as it is.

Commissioner Nugent added the office ran with the Operations Manager and Christy for many years; it's fine the way that it is.

Commissioner Spooner stated she was fine with the situation the way that it is; Terry is located to assist persons.

Commissioner Spooner asked for more force into code enforcement on some of the properties that have weeds and grass growing up.

She would like the crews to work on the culverts to help the water go through and some work be done on Keller Street with milling.

Commissioner Nugent suggested Mr. Ernharth get in touch with Brian Jones to see if we can get some of the milling due to the Governor declaring a natural disaster.

Commissioner Spooner asked where we stand on the road money.

Clerk Thompson responded we have asked for it and we have talked with our engineers about it as well.

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

Commissioner Waters made the motion to adjourn the meeting, second by Commissioner Nugent; passed 4-0.

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

Attest: _____
Ricky Thompson, City Clerk