

COMMISSION MEETING

□ □ □ □ □ □ □ □ □ □ □ □

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 she will acknowledge them for their comment.

Mayor Spooner called the meeting to order. Present were Commissioner Wilbur Waters, Commissioner Travis Woods, Commissioner Tommy Chastain, Commissioner Danny Nugent, City Clerk Ricky Thompson, Police Chief Jeff Johnson, Fire Chief Tom Rowe, and Finance Director Alicia McMillan.

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

Mayor Spooner entertained a motion to accept the minutes of the City Commission Meeting September 23, 2014.

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

Mayor Spooner entertained a motion to accept the minutes of the Final Budget Hearing September 23, 2014.

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

Mayor Spooner entertained a motion to accept the minutes of the Strategic Planning Workshop September 23, 2014. She requested more of the discussions with the brain storming be added.

Commissioner Woods made the motion to approve the minutes with additional discussion added, second by Commissioner Nugent; passed 5-0.

Mayor Spooner recognized the following employees for their years of service.

JOHN RILES, POLICE DEPARTMENT – 5 YEARS

KYLE JERRELS, WASTEWATER TREATMENT PLANT – 10 YEARS

JOAN HALL, POLICE DEPARTMENT – 25 YEARS

Attorney Lex Sanders was present to administer the oath of office to Commissioner Nugent, Commissioner Woods, and Commissioner Waters.

He ask the commissioners to raise their right hand and repeat after him.

I do solemnly swear, an affirm that I will support, protect and defend the constitution and government of the United States and of the State of Florida, that I am duly qualified to hold office under the constitution of this state and I will well and faithfully perform the duties of city commissioner of the City of Starke on which I am now about to enter, so help me god.

Clerk Thompson requested to add two items to Section 9, City Clerk of the agenda; adding item F, Change Order number 3 and item G Change Order number 4.

These items were received late today and he provided copies to the commissioners. The change orders are for the 144th Street Utility Relocation.

Also Chief Rowe requested to add an item; he received an email today relating to a grant.

Mayor Spooner entertained a motion to add the emergency items to the agenda.

Commissioner Nugent made the motion, second by Commissioner Woods; passed

5-0.

Mayor Spooner read the proclamation for Public Power Week.

WHEREAS, we, the citizens of City of Starke, place high value on local control over community services and therefore have chosen to operate a community-owned, locally controlled, not-for-profit electric utility and, as consumers and owners of our electric utility, have a direct say in utility operations and policies; and

WHEREAS, the City of Starke Electric Utility provides our homes and businesses with reliable, efficient, and cost-effective electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates; and

WHEREAS, the City of Starke Electric Utility is a valuable community asset contributing substantially to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness; and

WHEREAS, the City of Starke Electric Utility operates a dependable and trustworthy utility whose local governance provides many consumer protections and continues making our community a better place in which to live and work, as well as helping protect the global environment;

NOW, THEREFORE BE IT RESOLVED: that the City of Starke Electric Utility will continue to work to bring lower-cost, safe, and reliable electricity to community homes and businesses just as it has since 1890, the year when the utility was created to serve all the citizens of the City of Starke; and

BE IT FURTHER RESOLVED: that the week of October 5-11 be designated the 28th annual Public Power Week in order to honor the City of Starke Electric Utility for its contributions to the community and to make its consumer-owners, policy makers, and employees more aware of its contributions to their well-being and how it makes their lives powerful; and

BE IT FURTHER RESOLVED: that our community joins hands with more than 2,000 other public power systems in the United States in this celebration of public power and recognition that the City of Starke Electric Utility is good for consumers, business, the community, and the nation.

Adopted by the Starke City Commission in regular session at Starke, Florida on this 7TH day of October 2014.

CITY OF STARKE CITY COMMISSION

ATTEST: _____
Ricky Thompson, City Clerk

By: _____
Carolyn B. Spooner, Mayor

Commissioners: Tommy Chastain
Daniel Nugent
Wilbur L. Waters
Travis V. Woods

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

Chief Rowe announced they received a grant through Fire House Sub for \$21,139.11; and requested approval to accept the grant.

Commissioner Nugent made the motion to accept the grant, second Commissioner Woods; passed 5-0.

Chief Johnson stated on the agenda there is a type of vin numbers of the vehicles. The first requested to remove the following vehicle from surplus.

2005 Ford Crown Vic, Vin 2FAFP71W65X145463

Commissioner Waters made the motion to approve the vehicle be removed from surplus, second by Commissioner Woods; passed 5-0.

Chief Johnson requested to surplus the following vehicle.

2005 Ford Crown Vic, Vin 2FAFP71W65X14545

Commissioner Waters made the motion to approve the vehicle be removed from surplus, second by Commissioner Woods; passed 5-0.

Chief Johnson informed the Commission the department received two grants; the VOCA which is a continuous grant of \$37,068. Mr. Lewis will continue to be the victim advocate under this program.

We also received the COP grant (CHPS) \$250,000 for salary and benefits for one new officer and one officer we could lose. The cost to the city for the next three years will be \$5,486 per officer.

Commissioner Chastain asked what happens to the officer after the three years if the budget can't handle them?

Chief Johnson responded they have to be held for a year.

Commissioner Waters made the motion to accept the COPS grant, second by Commissioner Chastain; passed 5-0.

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

Commissioner Waters offered a motion to pay the bills, second by Commissioner Woods; passed 5-0.

The owners of a piece of property on Brownlee Road ask if the City would be interested in purchasing. It is next to the Thomas Street Park.

Commissioner Waters added he received the phone call and was ask if the City would be interested in this property, it comes off of State Road 16 into the park.

Commissioner Chastain state the City is not in the recreation business any longer do we need to purchase additional property?

Mayor Spooner added it would expand the park we currently have to allow future use by the community.

Commissioner Waters suggested for the Clerk to contact the owners and see what price they would take for the property, and report back at the next meeting.

A list of minutes found in the state audit that had not been approved and placed in the minute book; he requested approval of the minutes.

Mayor Spooner believes the minutes for the 2010 Audit Report Workshop was approved at the May 3, 2011.

Commissioner Chastain made the motion to approve the workshop minutes only at this point so the other meeting minutes can be studied due to any voting that may have taken place, second by Commissioner Nugent; passed 5-0.

Clerk Thompson presented change order #2 for the 144th & US 301 utility relocation request approval.

Commissioner Waters made the motion to approve change order #2, second by Commissioner Woods; passed 5-0.

Clerk Thompson provided information on items he has been working on and ask if there were any questions.

Mayor Spooner referenced the project list and the item on Crum Street, Keller Street, and Estelle Street to be looked at for a DOT sidewalk project and Old Lawtey Road to be repaved as an emergency route.

Clerk Thompson responded DOT will be here in two weeks, and they requested we hold off on making a firm decision on Call Street to see if the department will be able to provide additional funds. Plus talk to the city about new Small Community Outreach Program (SCOP) for streets that cities are eligible for not just the county.

Clerk Thompson presented Change Order #3 for the 144th & US 301 utility relocation. This change order was initiated by DOT due to a conflict of a traffic

signal mast arm would be in the way of utilities. They stopped work for one day and it cost \$4,283.

Commissioner Nugent made the motion to approve change order #3, second by Commissioner Chastain; passed 5-0.

He requested approval for Change Order #4 for the same project. The water line that needs to be cut off and tied into the new water main put in for Vystar cannot be completely shut down without cutting off restaurants South and being without water for 6 to 8 hours.

Commissioner Waters made the motion to approve the change order #4, second by Commissioner Chastain;

This will bring the total for the city on this project \$182,848.47. Clerk Thompson responded yes, but this is reimbursed back from the County who is paid from the State. Motion passed 5-0.

Commissioner Chastain mentioned Clerk Thompson provided a copy of the utility permit for the work to do the lift station on US 301 for the new Badcock Store. The permit is approved for 90 days; if needed would we apply for an extension. Clerk Thompson responded yes we would have to apply for the extension. Commissioner Chastain asked if he needed anything from the board to get the extension. Clerk Thompson responded no he can apply just as he did for the Call Street project.

Mayor Spooner asked Clerk Thompson to discuss the sidewalk on 301. Clerk Thompson reported the project is done and it did require a lot of fill dirt.

Commissioner Chastain stated there was one time we discussed staggering our meter reading. Now that we are down to two people would that be to their advantage to do that.

Clerk Thompson responded he will need to go and look at the original information from Green Cove. He will take another look at their information.

Mayor Spooner stated Attorney Sanders was absent due to a medical reason. She read Resolution 2014-26 by title for the Utility Deposits Policy.

RESOLUTION 2014 - 26

A RESOLUTION OF THE CITY COMMISSION OF STARKE, FLORIDA, AMENDING POLICY FOR THE ADMINISTRATION OF THE STARKE UTILITY DEPARTMENT; ESTABLISHING MASTER DEPOSITS AND TEMPORARY UTILITY SERVICE POLICY; AMENDING POLICY AND REQUIREMENTS FOR BILLING EXTENSIONS; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, the Starke City Commission previously adopted Resolution 2008-08 in February 2008; and

WHEREAS, the Starke City Commission seeks to amend policy for utility deposits and billing procedures established by Resolution 2008-08; and

WHEREAS, the Starke City Commission desires utility deposits to be set at prudent levels which minimize economic loss to the City without overburdening customers;

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

Section 1. Deposits for Utility Services

a. The residential utility service deposit shall be \$200.00.

b. The commercial utility service deposit shall be calculated as the average monthly charge for utility service for the most recent 12 month period multiplied by (2) two.

c. New commercial utility customers shall provide a preliminary deposit in an amount to be determined by procedure as documented by the City Clerk. Said deposit will be effective for six months. At the close of the six month period, the city clerk shall collect a deposit calculated as the average actual charge for utility services for the six month period multiplied by (2) two.

d. Commercial utility service deposits may be re-evaluated to ensure that commercial utility deposits comply with the mythology detailed in Paragraph (b).

Section 2. Master Deposits and Temporary Service

a. Customers managing multiple utility accounts may place a "Master Deposit" exclusively for the purpose of securing temporary service to accounts. Such Master Deposit shall be \$100.00.

b. Temporary service connection is permitted to customers who have placed a Master Deposit with the City and requires the connection fee be paid at the time temporary service is requested for each location. If temporary service is used for (7) seven calendar days or less per connection, the customer shall be charged consumption rates only. If temporary service exceeds (7) seven calendar days per connection, the base rate together with consumption charges shall apply.

Section 3. Returned Check Fees

In the event that a utility customer's check is returned due to insufficient funds, the city clerk shall collect a returned check fee prior to reinitiation of utility services. For all checks in the amount of \$300.00 or less, the returned check fee shall be \$30.00. For all checks in an amount greater than \$300.00, the returned check fee shall be \$30.00, plus 5% of the face value of the returned check.

Section 4. Connection Fees

- a. New connection fee for electrical service shall be \$25.00.
- b. New connection fee for water service shall be \$15.00.
- c. New connection fee for natural gas service shall be \$20.00.
- d. Reconnection fee of \$15.00 per service
- e. Additional after hours fee \$45.00.

Section 5. Meter Tampering

In the event that a utility customer's meter was found to have been tampered with, there is a minimum charge of \$100.00 before service will be restored.

Section 6. Billing Extensions.

a. All utility customers shall be allowed to extend the time for payment of their utility bills twice per calendar year. The extended period of time shall not exceed seven (7) days. All requests for extension shall be made on or before the 29th day of the billing month.

b. **Quarterly Billing** – Residential Customers not living in the dwelling that are current and in good standing with respect to their utility account may apply for quarterly billing. An additional deposit shall be required and shall be calculated as the average monthly charge for utility service for the most recent 12 month period multiplied by (4) four.

Section 7. Effective Date

This resolution shall become effective immediately upon adoption by the Starke City Commission.

RESOLVED AND ADOPTED with a quorum present and voting, by the City

Commission of the City of Starke, Florida in regular session, this 7TH day of
October, 2014.

CITY COMMISSION OF THE
CITY OF STARKE, FLORIDA

CAROLYN B. SPOONER, Mayor
WILBUR WATERS, Commissioner
TRAVIS WOODS, Commissioner
TOMMY CHASTAIN, Commissioner
DANNY NUGENT, Commissioner

ATTEST:

RICKY THOMPSON, City Clerk

Commissioner Chastain ask about putting this in place for six months and see if it works before putting it in full force.

Commissioner Woods made the motion to approve Resolution 2014-26, second by Commissioner Waters; 5-0.

Mayor Spooner stated due to Attorney Sanders absence the Executive Session will be cancelled for tonight.

Mayor Spooner talked about the accomplishments over the past year and felt we are heading in the right direction to move forward.

Commissioner Chastain asked Chief Johnson about Code Enforcement working with the police department or coming under the department's umbrella. Is that something we can look at in the coming months.

Chief Johnson responded if that is something the commission wants to do we can discuss it.

Commissioner Chastain recommended making the fines stiffer to get people's attention. Also the retention pond that is the county's look to see if it can be turned into a beatification project.

There are issues relating to utility bills on rental properties and we need to discuss this and get it straight.

Ms. McMillian explained the procedure that is in place.

Commissioner Chastain suggested finding out what other cities are doing to handle this situation. Clerk Thompson will have the information gathered and a workshop will be scheduled to discuss.

Mayor Spooner asked if anything additional needed to come before the board; hearing none Mayor Spooner adjournment/sine/die.

Commissioner Waters made the motion to adjourn/sin/die, second by Commissioner Woods; passed 5-0.

Mayor Spooner called the meeting back to order. She stated that at this time the board nominates a new mayor and vice mayor for the upcoming year.

Commissioner Woods made the motion for Travis Woods for the 2014- 2015 Mayor, second by Commissioner Chastain;

Mayor Spooner nominated Commissioner Chastain for Mayor. Nomination died due to the lack of a second.

Mayor Spooner stated there is a nomination on the floor for Commissioner Woods as Mayor with a second; nomination passed 4-1, Mayor Spooner voted for Commissioner Chastain.

Commissioner Waters made the nomination for Commissioner Chastain for the 2014 – 2015 Vice Mayor, second by Commissioner Woods; passed 5-0.

Commissioner Spooner passed the gavel to Commissioner Woods.

Clerk Thompson presented the following permit fee reduction resolutions for adoption; he read by title.

RESOLUTION NO. 2015-01

A RESOLUTION OF THE CITY OF STARKE REQUESTING THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT TO REDUCE PERMIT FEES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the 1994 Legislature enacted Chapter 2 18.075, Florida State Statutes, allowing reduction of permit processing fees for counties with a population of 50,000 or less on April 1, 1994, until such counties exceed a population of 75,000 and municipalities with a population of 25,000 or less, or any county or municipality not included within a metropolitan statistical area, upon certification by that county or city that the cost of the permit processing fee is a fiscal hardship; and

WHEREAS, the Governing Board of the Suwannee River Water Management District has adopted the section 40B- 1.706(3), Florida Administrative Code, to implement Chapter 218.075, Florida State Statutes regarding reduction of fees; and

WHEREAS, the City of Starke has a population of 5,530; and

WHEREAS, the City of Starke certifies that it qualifies for permit processing fee reduction for the Fiscal Year October 1, 2014 through September 30, 2015, due to the following factor.

- (1) Per capita taxable value is less than the statewide average for the current fiscal year.
- (2) Percentage of assessed property value that is exempt from ad valorem taxation is higher than the statewide average for the current fiscal year.

WHEREAS, this factor is supported by the attached document.

NOW, THEREFORE, BE IT RESOLVED, that the City of Starke does hereby request that the Suwannee River Water Management District reduce the processing fee for public purpose projects to a fee not to exceed \$100 permit fee for each occurrence for the 2014 – 2015 Fiscal Year.

PASSED AND ADOPTED THIS 7th DAY OF OCTOBER 2014, A.D.

CITY COMMISSION

CITY OF STARKE

**Commissioner Tommy Chastain
Commissioner Danny Nugent
Commissioner Carolyn B. Spooner
Commissioner Wilbur Waters
Commissioner Travis V. Woods**

Travis V. Woods, Mayor

ATTEST: _____
Ricky Thompson, City Clerk

Commissioner Spooner made the motion to adopt Resolution 2015-01, second by Commissioner Chastain; passed 5-0.

RESOLUTION NO. 2015-02

**A RESOLUTION OF THE CITY OF STARKE REQUESTING
THE DEPARTMENT OF ENVIRONMENTAL PROTECTION
TO REDUCE PERMIT FEES; AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the 1994 Legislature enacted Chapter 2 18.075, Florida State Statutes, allowing reduction of permit processing fees for counties with a population of 50,000 or less on April 1, 1994, until such counties exceed a population of 75,000 and municipalities with a population of 25,000 or less, or any county or municipality not included within a metropolitan statistical area, upon certification by that county or city that the cost of the permit processing fee is a fiscal hardship; and

WHEREAS, the Florida Statutes allow a reduction of fees by the Department of Environmental Protection; and

WHEREAS, the City of Starke has a population of 5,530; and

WHEREAS, the City of Starke certifies that it qualifies for permit processing fee reduction for the Fiscal Year October 1, 2014 through September 30, 2015, due to the following factor.

- (1) Per capita taxable value is less than the statewide average for the current fiscal year.
- (2) Percentage of assessed property value that is exempt from ad valorem taxation is higher than the statewide average for the current fiscal year.

WHEREAS, this factor is supported by the attached document.

NOW, THEREFORE, BE IT RESOLVED, that the City of Starke does hereby request that the Department of Environmental Protection reduce the processing fee for public purpose projects to a fee not to exceed \$100 permit fee for each occurrence for the 2014 - 2015 Fiscal Year.

PASSED AND ADOPTED THIS 7th DAY OF OCTOBER 2014, A.D.

**CITY COMMISSION
CITY OF STARKE**

**Commissioner Tommy Chastain
Commissioner Danny Nugent
Commissioner Carolyn B. Spooner
Commissioner Wilbur Waters
Commissioner Travis V. Woods**

Travis V. Woods, Mayor

ATTEST: _____
Ricky Thompson, City Clerk

Commissioner Waters made the motion to adopt Resolution 2015-02, second by Commissioner Chastain; passed 5-0.

RESOLUTION NO. 2015-03

**A RESOLUTION OF THE CITY OF STARKE REQUESTING
THE DEPARTMENT OF ECONOMIC OPPORTUNITY TO
REDUCE PERMIT FEES; AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the 1994 Legislature enacted Chapter 2 18.075, Florida State Statutes, allowing reduction of permit processing fees for counties with a population of 50,000 or less on April 1, 1994, until such counties exceed a population of 75,000 and municipalities with a population of 25,000 or less, or any county or municipality not included within a metropolitan statistical area, upon certification by that county or city that the cost of the permit processing fee is a fiscal hardship; and

WHEREAS, the Florida Statutes allow a reduction of fees by the Department of Economic Opportunity; and

WHEREAS, the City of Starke has a population of 5,530; and

WHEREAS, the City of Starke certifies that it qualifies for permit processing fee reduction for the Fiscal Year October 1, 2014 through September 30, 2015, due to the following factor.

- (1) Per capita taxable value is less than the statewide average for the current fiscal year.
- (2) Percentage of assessed property value that is exempt from ad valorem taxation is higher than the statewide average for the current fiscal year.

WHEREAS, this factor is supported by the attached document.

NOW, THEREFORE, BE IT RESOLVED, that the City of Starke does hereby request that the Department of Economic Opportunity reduce the processing fee for public purpose projects to a fee not to exceed \$100 permit fee for each occurrence for the 2014 - 2015 Fiscal Year.

PASSED AND ADOPTED THIS 7th DAY OF OCTOBER 2014, A.D.

**CITY COMMISSION
CITY OF STARKE**

**Commissioner Tommy Chastain
Commissioner Danny Nugent
Commissioner Carolyn B. Spooner
Commissioner Wilbur Waters
Commissioner Travis V. Woods**

Travis V. Woods, Mayor

ATTEST: _____
Ricky Thompson, City Clerk

Commissioner Chastain made the motion to adopt Resolution 2015-03, second by Commissioner Waters; passed 5-0.

Commissioner Chastain referenced the Auditor General report and one concern was the IRS and Police Cars. He suggested a workshop to discuss issues with police cars.

Commissioner Spooner stated the board needs to move forward with the City Manager position.

Mayor Woods ask to schedule a workshop to discuss the City manager applicants. He has spoken to Clerk Thompson and expressed concerns. The committee that Commissioner Spooner picked has selected good candidates for the position. He ask the other commissioners if they had a name which they would want to discuss to provide it to Clerk Thompson.

He also has done some research on one of the candidates which was dismissed from another city and he didn't feel our city manager should have been dismissed from another city.

Commissioner Spooner added if a person is left go from a job due to a position no longer available or discontinued is different than someone getting left go due to job performance.

Mayor Woods stated for background checks be done on the candidates being interviewed to make sure they are upstanding citizens so we can set them up for interviews.

Clerk Thompson added we have to have their permission and social security number and driver's license to do the background check.

Mayor Woods suggested doing internet searches on the candidates.

A workshop was scheduled for Monday, October 13, 2014 at 6:00 to discuss the applicants.

Clerk Thompson added the City Attorney RFQs deadline is 4:30 on that day do you wish to review those as well.

Mayor Woods stated they will review the City Attorney applicants as well.

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 Spooner; passed 5-0.

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

Attest: _____
Ricky Thompson, City Clerk