

## COMMISSION MEETING

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

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

Mayor Nugent entertained a motion to adopt the minutes from Commission Meeting November 17, 2015.

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

Mayor Nugent asked if anyone need to address the commission under citizen participation; hearing none he proceeded.

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

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

Chief Johnson provided a copy of the donation of sick time policy. Stephen Murphy has run out of sick time as of the pay date of December 3<sup>rd</sup>. He requested approval for donation of sick time to cover him until February 7, 2016.

He requested the commission approve it as an emergency item for the agenda and approval of the donation of the sick time.

Commissioner Woods made the motion to make the item and emergency, second by Commissioner Spooner; passed 5-0.

Commissioner Woods made the motion to approve the sick time donation, second by Commissioner Spooner; passed 5-0.

Chief Johnson reported he has provided figures to the City Clerk regarding the part time officer he would like to move to full time.

Attorney Sikes suggested placing the item on the agenda in January.

Commissioner Spooner referenced the sale of insect tobacco and if the issues was being addressed.

Chief Johnson responded yes they are aware of the issue and it is being addressed. He also reported the cars should be here December 15<sup>th</sup> and should be on the road 3 weeks after that.

Mr. Ernharth presented a plaque to Mark Crawford on behalf of the city for application of the years of service on reporting on behalf of the City of Starke, and classified him as the sixth commissioner.

Mr. Ernharth reported the contractor for the roofing project at the fire station was present to answer any questions.

Mr. Harvey Phillips, 22434 NW State Road 16, Starke; he provided drawings to the commissioners.

To change from a gable to hip style roof on the West end of the building is \$4,500 there is more labor and materials. The tie in; the new roof meets the roof on the existing building he put a little detail on it by cutting the metal and place new flashing to tie into the new roof system. It will flow down off the walls and transitions to the gutters front and back.

The hip roof will be stronger because the prevailing winds come from the west/southwest.

Trusses can be placed to make a roof over the front door.

Wind load will be 130 MPH

Mr. Ernharth requested a motion to approve at the cost of \$56,000.

Mayor Nugent asks if the cost included the trusses that have been discussed?

Mr. Phillips responded no it will be a little work.

Mayor Nugent entertained a motion to approve the bid.

Commissioner Waters made the motion, second by Commissioner Spooner;

Commissioner Chastain asks about the additional insulation.

Mr. Phillips responded there should be no need for additional insulation with the vented ridge cap and to put more insulation will cause moisture and mold. Motion passed 5-0.

Mr. Ernharth presented the draft of the Nuisance Ordinance that would create a special assessment district to enter private properties, abate nuisances and go after their non-ad voluram taxes. This will help us with some of the properties such as the bowling alley.

Attorney Sikes added the ordinance is going to the County Commission for comments. Section 12 might be able to be removed but will wait to hear back from the County. We will have it advertised for reading.

Mr. Ernharth presented the bids for the Capital Equipment. The bids were opened this morning for a loader backhoe and mini excavator; both items are in the 2016 budget. We recommend the backhoe bid be awarded to D Equipment Company of Lake City with a bid of \$57,260.

We recommend the mini excavator bid be awarded to Bobcat of Jacksonville in the amount of \$22,484.23.

Beard Equipment submitted a bid which was \$1,000 less the Bobcat however the Bobcat deal is in the best interest of the City based on the comparable product and is a later year model 2014 with 300 hours on it.

The one from Beard was a 2009 and had more hours.

\$84,000 was budget for these pieces of equipment and the total is \$79,744.23, giving a budget savings of \$4,400.

Mayor Nugent entertained a motion to award the bids.

Commissioner Waters motioned to approve the bid for the backhoe of \$57,260, second by Commissioner Chastain;

Commissioner Woods asked if this back hoe was the one reviewed at the yard.

Mr. Ernharth responded yes and JW Whittle reviewed the structure and mechanical aspects and recommend awarding with the changes recommended.

Motion passed 5-0.

Mayor Nugent requested a motion to award the bid for the mini excavator.

Commissioner Waters asked if Bobcat has been demoed?

Mr. Ernharth responded no

Commissioner Water recommended not going forward with the bid award until the equipment can be demoed.

Mayor Nugent requested a motion.

Commissioner Waters made the motion to table this item to the next meeting for the demo and inspection, second by Commissioner Chastain; passed 5-0.

Mr. Ernharth presented the letter to BCR for approval for signatures and mailing. The issues we experience have been a discussion over the past few years with no resolution.

Commissioner Waters suggested putting a date in the letter to have the issues resolved or the City will pursue legal action.

Attorney Sikes suggested changing the format of the letter from I too we. He also suggested placing wording in the letter that the commission will be meeting on a date to discuss if BCR is in compliance with the contract and possible action.

After additional discussion Mr. Ernharth and Attorney Sikes will revise the letter for the commissioners to sign and mail to BCR.

Commissioner Woods made the motion to approve sending the letter after the necessary changes have been made, second by Commissioner Waters; passed 5-0.

Mr. Ernharth discussed the CRA update; the first step is to do a necessity report. Within the report we will need to have the new boundaries established. He provided a map showing the existing CRA boundaries highlighted in yellow, which was mostly residential. He spoke with the Chamber and they highlighted areas that need improvement. The main area seems to be Highway 301 due to it's the main gateway into our city.

He suggested a workshop to discuss the boundaries for the new CRA. A new baseline year will be established for the taxes.

Commissioner Woods mentioned the issue of less taxes going into the general fund which will cause additional burden to that fund.

Commissioner Chastain responded the amount that will go into the CRA will be amount above the current level. That shouldn't put a burden on the general fund.

A workshop was scheduled January 19<sup>th</sup> at 6:00 PM.

Kelan , Mittauer & Associates; was present to discuss SRF Funding. In September a request for inclusion was sent to DEP for the Clean Water Program, for funding of the planning stage of the sewer system evaluation and rehabilitation project.

In November DEP held a hearing for scoring of who may be able to be funded this fiscal year; Starke was funded and is on the list Tim Norman is passing out. The City was awarded \$835,986 for the planning phase based on the cost estimates that were provided. Also on the list is the number \$647,137 which is the amount of principal forgiveness. The remaining is a low interest loan with repayment starting way down the line.

These funds are for the planning phase, which is the first phase of three phases. Phase one Planning will be the evaluation; smoke testing the gravity lines throughout the city; then clean then and televise them making a report to be reviewed to find the problems.

A facility plan will be put together after the evaluation is completed, this will get through the planning phase then determine the best course of action for the City to take.

Phase two Design; would be to put an engineering plan together to go to construction. Working on the DEP loan application and a resolution the commission will need to approve, as well as a legal opinion from the city attorney and they will have an engineering contract for the work involved.

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

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

He requested permission to apply for the Water Project Grant that he was informed about through Representative VanZant's Office. This is \$1 million appropriations and if received will be put toward the planning phase of the sewer project.

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

He introduced Mr. Andy Easton for the first public hearing on the CDBG grant. It was advertised but missed the agenda.

Mayor Nugent opened the public hearing.

Mr. Easton passed out the agenda for the hearing. The purpose of the hearing is to receive any comments.

Part of this hearing is to explain the Community Development Block Grant is. It is Federal funding that goes to the State of Florida for local governments to submit applications to receive the funding to assist small communities.

Small percentages of the applications get funded for small communities and the city will need to do whatever you can to be competitive; one being to hold this public hearing.

Mr. Easton explained each category; Housing Rehabilitation, Neighborhood Revitalization, Commercial Revitalization, and Economic Development.

There is no action needed by the commission the purpose of the hearing is to explain the grant program.

Mayor Nugent asks if there was any discussion, hearing none he closed the public hearing.

Mr. Easton explained one activity needed to make the application more competitive is to have a Citizen Advisory Task Force (CATF). There was a meeting but were not enough members to be competitive. Additional applications are being submitted and the CAFT will meet again. The members that met earlier discussed the city moving forward with the Neighborhood Revitalization category. Additional member are needed to be competitive and they will meet.

Clerk Thompson reported he has tried to make contact with Comcast to discuss the upgrade that was to be completed in November. He did speak with a couple of gentlemen and he should have an answer by the end of the week on the status of the upgrade.

Clerk Thompson reported he spoke with Fireworks by Santorum about the July fireworks and he is booked up for July 4<sup>th</sup>. He made contact with a company Sky Lighters in Ocala with an office in Gainesville and they will be getting back to him.

Commissioner Waters asked if the Badcock land deal has been done?

Mr. Ernharth responded no, but they have moved into the building on Black Friday and under the agreement we take over the old building property 30 day after the CO is issued. It should be around mid-January.

Commissioner Chastain asked the board to think about having the VFW turn the old Badcock building into a museum and bring the canon off of Highway 301.

He suggested putting something in our building standards that would require new building to have brocades to prevent automobiles driving into buildings.

He asked what will happen to the driveways when the road is removed in Green Acres.

Mr. Ernharth responded we will put it back as we found it; concreate will get concreate, etc. But if the culvert is replaced on the customer request the customer will purchase the culvert the city will put it in and cover it but the customer will have to have the finished product (black top, concrete) replaced the cost will be the customers not the city.

He termed the culvert as private for the resident to enter their private property over the city right of way.

Commissioner Chastain asks for it to be placed on the agenda for vote of what the city would pay for when replacing drives over the culvert.

Commissioner Chastain mention a State Senator is proposing cities to get involved with EMS service.

Chief Rowe stated the certificate of need is what it is called and the counties are in control of it. There is some time before that will happens.

Commissioner Waters asked Commissioner Chastain about his comments relating to the VFW. He wanted to make sure everyone was aware of his thoughts about that building...parking lot for the downtown.

Commissioner Chastain responded the museum is for the small building and still make the parking lot.

Commissioner Woods was under the impression restrooms will be put in the small building along with storage in the remaining part.

Mayor Nugent stated when the city takes over the building we will hold workshops to discuss the options and what our plans are.

Commissioner Spooner stated if we held our strategic planning session these are the issues we would address. When will the date be set for the strategic planning? Mayor Nugent responded a date has not been set and now Mr. Ernharth has been working on it in his office.

The Christmas Lunch will be held December 18<sup>th</sup> and for the recognitions to be done at that time.

She asks the status of the document scanning.

Mayor Nugent asks for the commissioners to provide their list of streets and sidewalks for repair to Mr. Ernharth to review and prioritize.

Someone for the audience recommended Orange Street to be paved due to the amount of traffic that is on it and the poor shape it is in.

Mayor Nugent asked if any additional information needed to be brought in front of the board. Hearing none he entertained a motion to adjourn.

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

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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