

City Commission Meeting
April 17, 2018
6:30 pm

Commissioner Nugent offered a prayer and led the Pledge of Allegiance.

Mayor Mortimer called the meeting to order at 6:30 pm.

This was the second regular meeting of the month. Members present included Mayor Mortimer, Commissioner Chastain, Commissioner Nugent, Commissioner Waters and Commissioner Woods. Also present were City Attorney John Cooper, City Manager Bob Milner and Police Chief Jeff Johnson. City Clerk Ricky Thompson was absent because of medical reasons.

Mayor Mortimer asked if there were any additions or changes to the agenda. Attorney Cooper asked to remove Item 11. C. through KK. Mayor Mortimer entertained a motion to approve the agenda with the deletions. Commissioner Waters made a motion. It was seconded by Commissioner Woods. The motion passed 5-0.

The Consent Agenda consisted of the April 3, 2018 Commission Meeting Minutes, the Geraldine King Fulfillment of Contract, the Geraldine King Satisfaction of Mortgage, the DOT State Highway Lighting Agreement and the use of the square by Madison Street Baptist Church on Sunday, May 6, 2018. Mayor Mortimer entertained a motion to approve the consent agenda. Commissioner Woods made a motion to approve the consent agenda. Commissioner Chastain seconded it. Commissioner Chastain asked to move Item 5. D. the DOT State Highway Lighting Agreement to Item 9. C. so it can be discussed. Commissioner Woods withdrew his motion. Commissioner Chastain withdrew his motion. Commissioner Woods made a motion to approve the consent agenda with Items A, B, C and E. Commissioner Chastain seconded it. The motion passed 5-0.

Mayor Mortimer asked if there were any emergency items. There were none.

Mayor Mortimer read the statement for citizen requests "The City of Starke welcomes you to this meeting. This time is set aside for our citizens and general public to address the commission. This is not a question or answer time. It is not a political forum, nor is it a time for personal accusations or derogatory remarks to or about city personnel. If you would like to address the commission please complete a form, come to the podium when you are called, speak into the microphone and state your name and address for the record. Please also limit your comments to not more than 3 minutes. Your participation is welcomed." There were no citizen requests.

Mayor Mortimer asked for the City Clerk Report. Commissioner Woods met with the Bond Trustees and made a motion to pay the bills. Commissioner Waters seconded it. The motion passed 5-0. Mr. Milner addressed the Shriner's Club Boot Drive on Saturday, April 28, 2018 from 9:00 am to 1:00 pm and Saturday, October 20, 2018 from 9:00 am to 1:00 pm with a rain date of Saturday, November 3, 2018 from 9:00 am to 1:00 pm. Mayor Mortimer entertained a

motion to approve the boot drives. Commissioner Waters made a motion. Commissioner Woods seconded it. Mayor Mortimer asked Chief Johnson if he had any concerns. He did not. The motion passed 5-0. Mr. Milner addressed the North Central Florida Regional Hazardous Materials Response Team. Mr. Milner provided the commissioners with a copy of Ordinance No. 401 Hazardous Materials Cost Recovery for review. Mayor Mortimer entertained a motion to approve the agreement. Commissioner Woods made a motion. Commissioner Chastain seconded it. The motion passed 5-0. Mr. Milner addressed the 2017-2018 Fiscal Year Budget Update. He said CPA John-Paul Ledford would like to know if the commissioners would accept the budget summary on a regular basis instead of the full budget. Commissioner Chastain wants a detailed budget every other month. Commissioner Waters agreed. Commissioner Woods wants a detailed budget every quarter. Commissioner Nugent wants to know when a negative amount occurs. Commissioner Chastain asked who he needs to see when he has questions. Mr. Milner said Mr. Ledford. Mayor Mortimer said Mr. Ledford needs to attend the commission meetings when the budget is on the agenda. The commissioners agreed to receive a detailed budget every other month. Mayor Mortimer said the commissioners need to make decisions about who works for who. Commissioner Waters said they discussed this in Mr. Milner's office 6 to 8 month ago. Commissioner Woods said he does not believe Mr. Ledford should be moved from the City Clerk's Office. He has always been able to ask Mr. Ledford questions and receive answers concerning the budget. Commissioner Chastain would like to have a workshop to discuss the duties and who they fall under. He thinks the budget falls under the City Manager's Office. Mr. Milner said he is suppose to present the budget each year. Commissioner Chastain said he does not get answers to the questions he asks about the budget. Commissioner Nugent said when Tom Ernharth was the City Manager the budget fell under the City Manager's office. Mayor Mortimer said she does not want finance to fall under the City Manger's Office just the budget. She said they need more consistency when developing the budget. Commissioner Woods agreed. Commissioner Waters said that Mr. Thompson has been out sick for a long time now. He would like to wait until Mr. Thompson returns. Commissioner Woods said Mr. Thompson will be back on June 5th. Commissioner Chastain suggested having a workshop before Mr. Thompson returns from sick leave. Commissioner Nugent said he does not mind waiting until Mr. Thompson returns but he would like Mr. Milner to start looking into the budget. Commissioner Chastain asked if the 2016-2017 budget has been closed out yet. Mr. Milner said he thinks the budget has been closed out but is not ready for the auditors to review it. Mayor Mortimer asked Attorney Cooper if he would do the research on the City Clerk's duties according to the City Charter. Attorney Cooper agreed.

Mayor Mortimer asked for the City Manager Report. Mr. Milner addressed the selection of design and engineering firms for the overpass and bridge projects. Mr. Milner said the Department of Transportation has already selected design and engineering firms for the relocation of the sewer and water utilities. Mr. Milner said the Department of Transportation does not provide firms for the design and engineering for the relocation of electric and gas utilities. Mr. Milner said he has been in contact with Florida Municipal Power Agency to see if they can be of assistance. Mr. Milner suggested using the design and engineering firms selected by DOT for the sewer and water utility relocation. Commissioner Woods suggested using Jones Edmunds. He believes we have a contract with them. Mr. Milner has been in contact with Mr. Thompson and he does not believe there is a current contract with them. Attorney Cooper said if there is not an existing contract the city will need to do a Request for Proposals. Attorney

Cooper asked Mr. Milner if this could be researched before a decision is made. Mr. Milner will research to see if there is an existing contract and have this on the agenda for the next meeting. Mr. Milner addressed the discussion and vote on the former Badcock Building. Mr. Milner recommended keeping the building for storage for now. He would like to do some inexpensive updates to the building. He needs to create a secure area for Human Resource records. Mr. Milner wants to move the Meter Department golf carts out of the Fire Station into the Badcock Building. He asked the commissioners for permission to do some updates and repairs to the building. Commissioner Nugent suggested painting the building and adding the city logo. He also suggested landscaping and lighting. Mr. Milner said they added 2 lights on Monday. Commissioner Chastain asked if we were still scanning documents into a storage system. Mr. Milner said very little scanning is being done to his knowledge. He asked Mr. Milner to come up with a plan to get the scanning completed. Commissioner Woods suggested hiring some students. Mr. Milner said he has already hired 2 college students. He recently hired some students to come in and stuff utility bills. Commissioner Waters said he has received great feedback on the work done to the parking lot surrounding the building. He said he is in favor of taking the building down to create more parking. Commissioner Nugent wants to put an electrical box at the building to be used by emergency vehicles. He feels that the building provides more value than the small amount of parking tearing it down would create. Mayor Mortimer asked if the overpass would affect that building. Mr. Milner said the overpass should only come to the north side of the sidewalk. Mayor Mortimer pointed out that many things with the project have changed so there still could be an impact on the building and the parking lot. Commissioner Woods said he is in favor of keeping the building for storage. He asked Mr. Milner if he had thought anymore about the conversation they had about putting up a fence with 2 gates. Mr. Milner said he will get with Mrs. Whittle with building and zoning to see about putting up a fence. Mrs. Whittle asked the commissioners if they had walked behind the building to see what it would look like if the building was torn down. She said the backs of the buildings that would be exposed do not look good. Commissioner Chastain said when the city obtained the land they had to do a study to see if the land was contaminated. He believes the study said the concrete was not to be disturbed. Commissioner Chastain said we need to be careful so we don't have to clean up the entire site. Mayor Mortimer asked who did the study. Mr. Milner said he would find out who did the study. Mr. Milner asked if he could spend a couple thousand dollars fixing the building up. The commissioners agreed. Commissioner Nugent asked for additional lighting. Mayor Mortimer called for a short recess. Mayor Mortimer called the meeting back to order. Mr. Milner addressed the Department of Transportation State Highway Lighting Agreement. Commissioner Chastain made a motion to accept the agreement. It was seconded by Commissioner Nugent. Commissioner Chastain asked if 90 percent of the lights are working as required by the agreement. Mr. Milner said they are. Commissioner Chastain asked if we will be able to meet the timeline as required by the agreement. Mr. Milner said we would. The motion passed 5-0. Mr. Milner met with the Department of Transportation regarding the traffic lights on US Highway 301 not cycling correctly. They will not be repaired until the milling work is completed. They lengthened the time that the light at SE 144th holds to 2 minutes to increase traffic flow on US Highway 301.

Mayor Mortimer asked for the Police Chief Report. Chief Johnson said Sergeant Kelli McMahan received a commendation for her handling of a mentally handicapped person being Baker Acted. Sergeant McMahan protected the city, the county and the handicapped person. Chief

Johnson will provide the letter from Sheriff Gordon Smith to any commissioners who wish to read it. Mayor Mortimer asked if the commendation will be presented to Sergeant McMahan in a formal ceremony. Chief Johnson said she has already received it and it is in her file. He wanted to bring it to the commissioner's attention. Chief Johnson said US Highway 301 will only have 2 lanes open just north of the city and just south of the city for around 90 days. Chief Johnson asked everyone to call the Bradford County Sheriff's Office at 904-966-6161 to report pot holes. You will need to let them know if they are in the northbound or southbound lane and where they are as closely as possible. They will be able to get a crew out to fix them within an hour. Chief Johnson said the Police Department will be purchasing new firearms. He has decided to go with Glocks. They will be using approximately \$8,400 out of the Investigative Fund to purchase the firearms. Chief Johnson will get all the details and bring the purchase documentation before the commission at the next meeting. The department will have 4 people working with them from the Upward Bound Program. Chief Johnson reminded everyone about National Police Week. There will be a celebration next Tuesday, April 24 at 6:00 at Madison Street Baptist Church. The guest speaker will be Lawtey Chief of Police Shane Bennett. Commissioner Chastain suggested flying flags downtown to represent fallen officers during National Police Week. The Chief Johnson and the commissioners agreed.

Mayor Mortimer asked for the City Attorney Report. Attorney Cooper addressed the City of Starke Vehicle Use Policy. Attorney Cooper took the city's policy and the Police Department's policy and combined them into one policy. He said the Police Department has already approved it and the commissioners could discuss it or approve it. Commissioner Woods asked about the investigator who lives outside of Bradford County and if he will he be taking his police car home. Chief Johnson said only when he is on call. Commissioner Woods asked for documentation from Chief Johnson saying that this officer will take his vehicle home when he is on call. Attorney Cooper said he could add a clause saying that any exception to the general rule would require notification of the commissioners in writing. Commissioner Waters said Chief Johnson has done exactly what the commissioners asked him to do and he is happy with it. Commissioner Chastain said he is happy with it too. He said the fuel consumption has gone down. Chief Johnson said he would have the fuel consumption numbers at next month's meeting. Attorney Cooper addressed the completion of the police department timesheet review. He provided the commissioners with the letter from the State Attorney's office at the last meeting. The State Attorney's Office has done a review of the timesheets and has found that nothing criminal occurred so it will not be seeking prosecution. Attorney Cooper asked Chief Johnson to consider possible policy changes suggested by the State Attorney's Office. Commissioner Waters said he is happy with the State Attorney's Office's findings. Mayor Mortimer asked Chief Johnson to make sure we never end up in this situation again. Commissioner Chastain asked Chief Johnson to look into how other cities handle their police officers working at VyStar.

Commissioner Waters had nothing further.

Commissioner Woods said National Arbor Day is Friday, April 27, 2018 but because the Bradford County Schools will be closed that day for a Teacher's Planning Day the City of Starke will be celebrating Arbor Day on Thursday, April 26, 2018. The Florida Forestry Service will be giving away seedlings. Commissioner Woods said the city will be getting 2 new palm trees

through a grant with the Florida Forestry Service. Commissioner Woods encouraged the other commissioners to attend. He asked Chief Johnson if he would have officers to escort the train carrying the students from Southside Elementary School to City Hall. Chief Johnson said he would. He asked what time. Commissioner Woods said the students will be leaving the school at 9:00 am and the Arbor Day Celebration will begin at 10:00 am.

Commissioner Chastain asked about the moratorium on gaming rooms. He asked if anyone has reached out to other small cities to see how they handle them. Mr. Milner said he has contacted other cities and asked for their policies regarding gaming rooms. He said he will bring it back before the commission within the moratorium period. Commissioner Chastain asked for an update on the repairs to the wastewater treatment plant. Mr. Milner said he would provide the commissioners with a report at the May 1, 2018 meeting. Commissioner Chastain asked about the substation. Mr. Milner met with Florida Municipal Power Agency and they will be making a proposal for an extension of the services they provide. Commissioner Chastain asked Mr. Milner about the Public Risk Management of Florida Group Health Trust since Brenda Clement is on the board but is leaving the city's employment. Commissioner Chastain asked Attorney Cooper about the city clerk and his duties on the board. Attorney Cooper said the clerk does not have a duty to serve on the Public Risk Management Board. Commissioner Chastain asked about the new garbage service and when it will go into effect. Mayor Mortimer asked when it is supposed to take effect. Mr. Milner said October 1, 2018.

Commissioner Nugent had nothing further.

Mayor Mortimer had nothing further.

The next meeting date was set for May 1, 2018 at 6:30 pm.

There being no further business, the meeting was adjourned at 8:25 pm.