

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 Travis Woods, City Clerk Ricky Thompson, City Manager Tom Ernharth, Fire Chief Tom Rowe, and Police Capitan Barry Warren. Commissioner Wilbur Waters, Police Chief Jeff Johnson and City Attorney Dan Sikes, were not present.

Mayor Nugent gave the invocation and led the pledge of allegiance to the flag.

Clerk Thompson requested to add an item to the agenda under City Manager; Item G Budget Amendment.

Mayor Nugent entertained a motion to adopt the minutes from Commission Meeting November 3, 2015.

Commissioner Chastain made the motion, second by Commissioner Spooner; passed 4-0.

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

The Commission was presented with the Resolution adopt the Citizen Advisory Task Force. Clerk Thompson read by title.

Resolution 2016 - 03

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STARKE, FLORIDA ESTABLISHING A CITIZEN'S ADVISORY TASK FORCE TO ADVISE ON COMMUNITY IMPROVEMENTS FUNDED BY THE COMMUNITY DEVELOPMENT BLOCK GRANT, FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM AND OTHER STATE AND FEDERAL PROGRAMS, AS APPLICABLE; APPOINTING MEMBERS TO IT; PROVIDING FOR INDEFINITE TERMS; REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH AND RECITING AN EFFECTIVE DATE.

Commissioner Woods made the motion to adopt Resolution 2016-03, second by Commissioner Chastain;

Mayor Nugent stated for the record two of the board members are relations and will abstain from voting.

Commissioner Spooner ask for Esther Kelly be added to the list.

Motion passed 3-0.

Chief Rowe stated that it was brought to his attention there was concern with the fire truck not being at the fireworks display. For the record the fire truck had to respond to a 911 call and if the commission would like to make changes he would have to bring off duty personnel to cover the fireworks.

Chief Rowe recommended having two firefighters called in to cover the firework displays.

Capitan Warren informed the commission they are scheduled and all set for the Christmas Parade, Black Friday and all the festivities. He will send out notifications for the Shop With A Cop.

Commissioner Spooner mentioned the speed of the motorcycles that run down Old Lawtey Road and Pine Street.

She also inquired of the plans in place due to the recent terrorist attacks.

Capitan Warren responded the department is notified any anything in the area.

Mr. Ernharth requested to table item 8A, the contractor was unable to attend.

He requested permission to bid for the Capital Equipment placed in the budget consisting of a back hoe and excavator.

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

Mr. Ernharth requested approval of an emergency purchase and sole source purchase for the Vac-Con Truck. He has discussed this purchase with finance. Commissioner Woods made the motion to approve the purchase to replace the tank, second by Commissioner Chastain;

A discussion was held on the options to get the truck to Orlando for repair; low boy, hiring a driver, etc.

Commissioner Woods amended his motion to include the expense of transporting the truck to Orlando, second by Commissioner Chastain; passed 4-0.

Mr. Ernharth requested approval for emergency report to Pat Marlin Drive; the road is collapsing. Quotes received Grims \$140,000 and Denmark \$120,450 He recommended the emergency purchase go to Denmark.

This would be replacing sewer and water lines and repairing and repaved. Commissioner Woods made the motion to approve the quote received from Denmark, second by Commissioner Chastain; Commissioner Chastain asked if they are working with the residences it will affect. Mr. Ernharth responded it affects four customers; the contractor will reconnect the sewer every evening, and provide access to the homes during construction. Mr. Ernharth will monitor this. Motion passed 4-0.

Mr. Ernharth gave his Bi-Monthly Report; the high lights BCR system is down and the problems are getting worse with no support. After discussion Mr. Ernharth was instructed to keep a paper trail of the events between the City and BCR.

DOT Overpass feasibility study to be completed by beginning of December and community meeting the beginning of January.

We received SRF Funding paperwork through DEP; we will submit loan documents asking for \$850,000 and they will forgive 71% so the City's share would be \$200,000. Part of this we can do the smoke testing, cleaning, videotaping and develop the plan to address the consent order.

The pump station is in place at the new Badcock building and is waiting on the control panel.

The City will install a backflow preventer as part of the water connection at an additional cost \$4,000. The installer must be certified to install and the city is not which will be an additional \$4,000.

If there is a request for anything additional it is to come before the commission for approval.

Mr. Ernharth requested a street closure for Joes Tire Truck show January 2, 2016; this is same type of event held last year.

Commissioner Chastain made the motion to approve the street closure, second by Commissioner Spooner; passed 4-0.

Mr. Ernharth presented the 2014 - 2015 budget amendments for approval.

General Fund - Revenues

Cash Carry Forward: (\$305,800); Franchise Fee Communications \$15,000; State Grant \$48,000; Other Charges Services \$8,000; Judgments and Fines Other Court Orders \$15,000; Cash Carry Forward \$305,800; Contributions and Donations \$7,000; Other Miscellaneous Revenues \$8,000; total amendment and carry forward \$101,000.

General Fund – Expenses

Legislative Personnel Services \$15,500; Comprehensive Planning Operating Expenses \$11,000; Other General Government Personnel Services \$17,700; Other General Government Operating Expenses \$33,300; Law Enforcement Personal Services \$109,600; Law Enforcement Operating Expense \$170,300; Fire Control - Personal Services \$42,000; Fire Control - Operating Expenses (\$35,000); Fire Control - Capital Outlay \$ (\$78,000); Other Public Safety - Personal Services \$44,600; Debt Service – Principal \$37,200; Debt Service – Interest \$4,500; Parks and Recreation \$34,100 for a total amendment of \$101,000 for the general fund.

Transportation Trust Fund:

Budget Reserve Carry Forward (\$118,100); Cash Carry forward \$118,000; Total Revenues \$118,100; Road and Street Facility Capital Outlay \$118,100; Total Expenditures \$118,100; Budget Reserves (\$118,100)

Special Revenues Impact:

Budget Reserve Carry Forward (\$6,200); Cash Carry forward \$6,200; Total Revenues \$6,200; Other Economic Environment - Capital Outlay \$6,200; Total Expenditures \$6,200; Budget Reserves (\$6,200)

Commissioner Chastain made the motion to adopt the Budget Amendments for fiscal year 2014 - 2015 as presented; second by Commissioner Woods; passed 4-0.

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.

He presented a Credit Card Usage Policy for approval. It was one of the findings listed in the State Audit Report;

Commissioner Spooner requested Section C under Procedure be changed to read
The City of Starke will not use credit cards in lieu of the normal purchasing procedures of the City of Starke.

Mayor Nugent entertained a motion to adopt the Credit Card Usage Policy with the corrections as stated by Commissioner Spooner.

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

Clerk Thompson requested permission to host the North East Florida League of Cities Meeting/Dinner event in February 2016.

Commissioner Woods made the motion, second by Commissioner Spooner; Mayor Nugent suggested using the Armory to hold the event due to the cost being less.

Motion passed to hold the event 4-0.

Clerk Thompson provided the update on the State Audit findings. There are three remaining items; 1. Finding 3 Personnel Manual, it is with the Mr. Ernharth for his second review, comments and changes. 2. Finding 14 Enterprise Fund Financial Condition, he and John Thiemann are working on establishing an amount that we will strive to keep for the 45 days. 3. Finding 21 Employee Classifications, Mr. Ernharth is working on his departments, Chief Johnson is working on his, and we are hoping to have this completed at the same time the employee handbook is ready.

Commissioner Chastain asked the commission on their thoughts for fire works for the Fourth of July.

He asked when the bonus will be distributed.

Clerk Thompson responded they will be given out the Wednesday before Thanksgiving so the employees have them for Black Friday.

Commissioner Chastain requested the status of the new Code Enforcement Ordinance.

Mr. Ernharth responded it was provided to Attorney Sikes to make corrections.

Commissioner Chastain ask the status of the CRA

Mr. Ernharth reported he is working on Find the Necessity Report which is the first step.

Commissioner Chastain ask if we have heard anything more about the upgrade for Comcast.

Clerk Thompson and Mr. Ernharth responded they both have tried to make contact but have not received anything.

Commissioner Woods asked Mr. Ernharth the status of the schooling for Code Enforcement.

Mr. Ernharth responded he checked with the contact information he was provided for the Building Association, they do not do the training for Building and Zoning but he is setting her up for the Code Enforcement school.

It was suggested to check with the Bradford County Manager and Alachua County if they would know of training for Building and Zoning.

Commissioner Spooner asked the status of the permeant records retention project. Clerk Thompson responded there was only one RFP received. One of the companies Commissioner Spooner met with is willing to come and do a demo. She ask if there was anything additional needed for the Christmas festivities. Clerk Thompson spoke with Lawtey Choir but have not received confirmation. Commissioner Woods asked if they can get some help with handing out candy. Mayor Nugent suggested if we don't hear back from Lawtey if Madison Street or First Baptist would help out with the music. Commissioner Woods will make contact with Madison Street. Commissioner Spooner mentioned to Chief Rowe someone has been setting a fire in the culvert at Old Lawtey and Crum Street. She thanked everyone for the participation in the Veterans Day Celebration.

Mayor Nugent thanked everyone for the participation in the Veterans Day Celebration.

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 Spooner; passed 4-0.

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

Attest: _____
Ricky Thompson, City Clerk