# **City Commission Meeting**

December 4, 2018

6:30 pm

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

Mayor Nugent called the meeting to order at 6:31 pm.

This was the first regular meeting of the month. Members present included Mayor Daniel W. Nugent, Commissioner Tommy Chastain and Commissioner Shannon Smith. Also present were Police Chief Jeff Johnson, City Manager Bob Milner, City Attorney Dan Sikes and City Clerk Ricky Thompson. Commissioner Janice D. Mortimer was absent due to illness and Commissioner Wilbur Waters was absent due to work.

Mayor Nugent asked for the presentation of the Audit Report from Brad Million with Reddish & White. Mr. Million asked the commissioners to turn to page 50 of the Audit Report. He said the revenues were less than budgeted. Mr. Million said the Intergovernmental Programs that consist of grants are hard to predict. He said fortunately the expenditures were less than budgeted also. Mr. Million said the net change was a negative $127,645. The transfers to the General Fund from the Utility Fund equaled $437,864. Mr. Million said because of the loan proceeds the city came in $372,355 ahead of what was budgeted. Mr. Million referred the commissioners to the ratio analysis handout for the utility fund. He said the operating revenues have stayed consistent at around $11,000,000. Mr. Million said operating expenses have increased due to the sludge removal and hurricane expenses. He said there was an increase of 287,000 due to the net pension liability. The operating income was $299,469 which was less than the last few years. Mr. Million said the unrestricted net position was $2,119,806. He said debt is decreasing so that is an improvement. There were some challenges for the Accounting Department with turnovers and illnesses which caused some delays. Mr. Million said there were a number of adjustments that needed to be made so hopefully those can be addressed this fiscal year. There were unbalanced journal entries and an inconsistent methodology for paying health insurance premiums causing further delays. Mr. Million said hopefully that has been resolved moving forward. Mr. Thompson said he believes it has been resolved. Mr. Million said some dates were input with the wrong year by the Purchasing Department causing cash balances and payables to be out of balance. The last issue was coordination of pension information required for the state reports. Mr. Million said the impact from the GASB Implementation will not be as bad this year. Mr. Million asked if there were any questions. Commissioner Chastain asked if there should be separate accounts for electric, gas, sewer and water. Mr. Million said it is kept separate in Munis but it’s not practical to have separate accounts because they are billed together. Commissioner Smith asked about the Munis update. Mr. Thompson said we are now up-to-date. Mr. Million said it resulted in some delays. Mayor Nugent thanked Mr. Million for the Auditor Report.

Mayor Nugent asked if there were any additions or changes to the agenda. There were none.

Mayor Nugent asked the commissioners if there was anything they wanted removed from the consent agenda. There was not. Mayor Nugent entertained a motion to approve the November 6, 2018 Employee Handbook Workshop Minutes. Commissioner Chastain made a motion to approve the Workshop Minutes. It was seconded by Commissioner Smith. The motion passed 3-0. Mayor Nugent entertained a motion to approve the November 6, 2018 Commission Meeting Minutes. Commissioner Chastain made a motion to approve the Commission Meeting Minutes. It was seconded by Commissioner Smith. The motion passed 3-0.

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

Mayor Nugent 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 city 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.”

Raymond Hunt of 6646 SW 160th Street, Starke, Florida addressed the commission concerning the safety of school children at Southside Elementary School. He said the street lighting around the school is insufficient. Mr. Hunt volunteers at the school and it is pitch black in the morning when the children are coming to school. He said there is a field across from the school and some of the children walk from the field to the school. Mr. Hunt is asking the city to put a streetlight on the pole on the northeast side of the school. Mayor Nugent asked Mr. Milner to look into the streetlight. He said Mr. Milner is having the lines at the crossings at the school repainted. Mayor Nugent asked Chief Johnson about the School Resource Officer. Mr. Hunt said the officer works the crosswalk on State Road 100. Mr. Milner said he would look at the lighting tonight. Mayor Nugent thanked Mr. Hunt for bringing the issue to the commissioner’s attention. Commissioner Smith thanked Mr. Hunt.

Pam Whittle from the North Florida Regional Chamber of Commerce addressed the commission regarding the Christmas Parade and activities. She said the parade will be Saturday, December 8, 2018 at 6:00 pm. Mrs. Whittle said several downtown businesses will have open houses before the parade. Mr. Thompson said he is picking up the candy on Friday morning that will be given out during the parade. Mrs. Whittle said the tree lighting at the square will be at 7:30 pm following the parade. Mr. Thompson said he has the plaques for the float contest. Mrs. Whittle asked Chief Johnson if Major Warren had made arrangements with CSX Railroad. Chief Johnson said he has. Mrs. Whittle thanked the commissioners. Mayor Nugent asked Mr. Milner to check the low power line by the Post Office. Mr. Milner said he would look into it.

Mayor Nugent asked for the City Clerk Report. Mr. Thompson said Commissioner Chastain met with the Bond Trustees to review the bills. Commissioner Chastain made a motion to pay the bills. Commissioner Smith seconded it. The motion passed 3-0.

Mr. Thompson addressed the September 2018 Florida Municipal Electric Association electric rate comparison. Mr. Thompson said the City of Starke had the lowest electric rate for the month of September of the 33 cities in the Florida Municipal Electric Association.

Mr. Thompson addressed the October 2018 Florida Municipal Electric Association electric rate comparison. Mr. Thompson said the City of Starke had the fifth lowest electric rate for the month of October of the 33 cities in the Florida Municipal Electric Association.

Mr. Thompson addressed the electric fuel adjustment for the 2018-2019 fiscal year. Mr. Thompson said the fuel adjustment is $45.50 per 1,000 kilowatt hours. Mr. Thompson said there have been no issues at that rate. He recommends leaving it at $45.50 per 1,000 kilowatt hours. Commissioner Chastain made a motion to use $45.50 per 1,000 kilowatt hours as the fuel adjustment for the 2018-2019 fiscal year. It was seconded by Commissioner Smith. Commissioner Smith asked Mr. Thompson to explain the benefits of keeping the rate at $45.50 per 1,000 kilowatt hours. Mr. Thompson said the fuel adjustment is a passthrough cost meaning we cannot make a profit on it. He said the fuel adjustment is regulated by the Public Service Commission. Mr. Thompson said we would have to get approval from them to change the fuel adjustment so it is beneficial to keep it the same. The motion passed 3-0.

Mr. Thompson asked to table Item 9.E. Contract Issues and Item 9.F. Employee Evaluation Discrepancies due to the absence of 2 of the commissioners. Mayor Nugent agreed.

Mayor Nugent asked for the City Manager Report. Mr. Milner welcomed Mr. Thompson back and said his thoughts and prayers are with Mr. Thompson’s mom. Mr. Milner introduced Scott Anaheim who started working for the city December 3, 2018 as the Director of Operations. Mr. Anaheim said he worked for Jacksonville Electric Authority for 33 years. He worked his way up to Director of Operations and Maintenance. Mr. Anaheim will be looking into wastewater and water and resolving administrative orders and consent orders from the Department of Environmental Protection. Commissioner Smith welcomed Mr. Anaheim.

Mr. Milner addressed the agreement with Mittauer and Associates for engineering services. Tim Norman with Mittauer and Associates said he met with the Department of Environmental Protection regarding a consent order for effluent violations at the wastewater treatment plant due to a variety of reasons. Mr. Norman informed them of our long-term plan for the wastewater treatment plant and their response was favorable. Mr. Norman said the agreement for engineering services is for the resurfacing of Orange Street and for drainage improvements through a grant from the Department of Transportation. He said the contract is for $122,000 to design, survey, permit and bid for construction. Mr. Norman said a separate firm will oversee the construction. Mayor Nugent entertained a motion to approve the agreement. Commissioner Chastain made a motion to approve the agreement. It was seconded by Commissioner Smith. Commissioner Chastain asked about the permitting fees. Mr. Norman said the permitting fees would be for the drainage improvements. Commissioner Chastain asked about repairs to water and sewer lines before the resurfacing. Mr. Milner said they would review the findings by J & H Waterstop Utilities before resurfacing. Mayor Nugent asked about postponing the project until school is out in the summer. Mr. Thompson said now is the time to save on mobilization fees because the Department of Transportation has crews here for the bypass. The motion passed 3-0.

Mr. Milner addressed the payment for emergency repairs at Clark Street and Thompson Street. He said a manhole had to be rebuilt at a cost of $9,800. Mayor Nugent entertained a motion to approve the payment. Commissioner Smith made a motion to approve the payment. It was seconded by Commissioner Chastain. The motion passed 3-0.

Mr. Milner addressed the approval of special services contracts. Mr. Milner asked to pull the contract with Nora Thompson so it can be for an as needed basis. Attorney Sikes said the contract for John Sasser cannot be approved because it has a stamped signature on it. Mr. Milner agreed to pull all the contracts and bring them before the commission at the next meeting.

Mr. Milner addressed the approval of the Interlocal Agreement for the Provision of Police and Fire Radio Dispatch Services. Mayor Nugent asked Attorney Sikes if the changes the commissioners requested had been made. Attorney Sikes said the changes were in section 5.C and 5.D. of the contract. He said the agreement is in five-year periods. During that time the contract price can increase by no more than 3 percent per year. Mayor Nugent asked commissioners if they wanted to bring this item back at the next meeting. Commission Chastain said he would like all the commissioners to be present for the approval agreement. Mayor Nugent asked Mr. Milner to have the agreement on the agenda for the December 18, 2018 Commission Meeting. Commissioner Chastain said if the contract is increased by 3 percent each year for 5 year the contract amount would be around $155,000. Then it could increase by any amount. Mayor Nugent asked if anything had been worked out for billing the county for fire services provided by the city. Mr. Milner asked if the commissioners want him and Attorney Sikes to put something together for billing the county for fire services. The commissioners do.

Mr. Milner addressed the construction meeting with the developers of the Holiday Inn Express. He said representatives from the county and Commissioner Chastain will be in attendance. Mr. Milner is asking for permission to meet with the developers. Mr. Milner said they would like to meet with the owners to discuss annexation. Commissioner Chastain asked if the commission would give permission for Mr. Milner to approach the owner of the adjoining property to offer property tax abatement to annex. Mayor Nugent said he does not have a problem with it. Commissioner Smith agreed. Commissioner Chastain asked Attorney Sikes if they would need to bring each instance to the commission. Attorney Sikes said that would be the right way to finalize it once it is negotiated. Commissioner Chastain asked when Mr. Milner and Attorney Sikes could meet with the owner. Attorney Sikes suggested that he, Mr. Milner and Commissioner Chastain meet with the owner next week.

Mr. Milner asked the commissioners to let him know if they will be participating in the Christmas Parade. He said Fire Chief Gary Wise and his staff are doing a great job getting the fire truck ready for the parade. Mr. Milner asked Chief Wise to come to the podium to talk about the big wreath on the lawn of the fire station. Chief Wise said the 7-foot wreath is promoting fire safety during the holiday season. He said the wreath has 5 green bulbs. If there is fire damage to a business or a residence 1 of the green bulbs is replaced with a red bulb. Chief Wise said the goal is to keep the wreath green. He said the Bradford County Telegraph will run a story each week during the month of December promoting the wreath and fire safety.

Mr. Milner said the selection of an alternative for the new wastewater treatment plant will be on the agenda for the next meeting.

Mr. Milner said the Christmas Luncheon for the city employees will be December 21, 2018 at 12:00 pm. He asked permission to close city hall at that time. Mr. Milner said there will be signs letting customers know of the closing and the $5 late fee will not be assessed until Wednesday, December 26, 2018. Commissioner Smith made a motion to close city hall at 12:00 pm on December 21, 2018. It was seconded by Commissioner Chastain. The motion passed 3-0.

Mayor Nugent asked for the Police Chief Report. Chief Johnson said there was a State Trooper hit on I-95. He asked everyone to drive carefully. He said the southbound lanes of US Highway 301 are now going through where the traffic light will be and soon the northbound lanes will be as well. Chief Wise said there have been 2 overturned semis at the north end of the construction of the bypass.

Mayor Nugent asked for the Attorney’s Report. Attorney Sikes wants to meet with Chief Wise to discuss billing the county for fire services. Chief Wise agreed to meet with Attorney Sikes next week.

Commissioner Chastain asked Mr. Milner about the $2,400 from WCA for the damage done to the pole. Mr. Milner said after meeting with the officials with Gainesville Regional Utilities there is no proof that it was WCA’s fault.

Commissioner Chastain asked about a 5-year plan for our electrical system. Mr. Milner said he asked Florida Municipal Power Agency and they have not done one but he thinks they would be a logical choice.

Mayor Nugent asked about damage done to the other property by WCA. Mr. Milner said they have put down millings and replaced the culvert.

Commissioner Smith asked about the Bella Rose Event rental place where they do weddings. He has 2 concerns. He asked that the owners be provided with the ordinance concerning noise. Commissioner Smith is also concerned about parking on the street and the lack of lighting. Mr. Milner said he would get with Chief Johnson and talk to the owners.

Commissioner Chastain asked for the status on the Special Magistrate. Mr. Milner said she will be here for the December 18, 2018 Commission Meeting.

Mayor Nugent asked Chief Johnson about safety for the Christmas Parade. Chief Johnson and his staff will be working to insure the safety of everyone in the parade.

Mayor Nugent said he has put Commissioner Smith on the Communities in Schools Board and he knows he will do a good job.

There being no further business, the meeting was adjourned at 7:52 pm.