

## **Regular City Commission Meeting (Tuesday, December 21, 2021)**

*Generated by Amanda Brown on Tuesday, December 21, 2021*

### A. MEETING OPENER

Procedural: 1. Call To Order - Roll Call

-Meeting called to order by Mayor Jack Schenck at 6:00 PM

-Present: Vice Mayor Redman, Commissioner Stegall, Commissioner Sirmones, Commissioner Beasley, City Manager Dale Walker, City Attorney John Maine IV, and Mayor Jack Schenck

-Absent: None

Procedural: 2. Opening Prayer

-Prayer led by Vice Mayor Redman

Procedural: 3. Pledge of Allegiance

-Pledge led by Mayor Schenck

Action: 4. Approval of The Agenda Format

-Motion to approve the agenda format made by Commissioner Beasley and seconded by Vice Mayor Redman.

Unanimous Approval.

### B. CITIZEN INPUT

Information: 1. Provision for Citizen Input

-None

### C. AGENDA ITEM NUMBER

Action (Consent), Minutes: 1. Consent Agenda

-Motion to approve the consent agenda in one motion made by Vice Mayor Redman and seconded by Commissioner Stegall. Unanimous Approval.

Action: 2. Financial Reporting for Period ending November 30, 2021

Recommended Action: Motion to accept the financial report for October 1, 2021, to November 30, 2021

-Report presented by Mike Cotter. Results are in line with expectations. Audit of year-end books began today and should be done within the next two weeks.

-Motion to accept the financial report for October 1, 2021, to November 30, 2021, made by Commissioner Sirmones and seconded by Commissioner Stegall. Unanimous Approval.

Information: 3. Recognition by Northeast Florida League of Cities

-NFLC Board of directors. Tony Brown of Keystone Heights, Jake Hill of Lake City, Rufus Borum of Palatka, Betsy Jordan, Executive Director of the League and Danny Nugent, Vice Mayor of the City of Stark presented a plaque to board member Fred Sirmones for 2020-2021. Ms. Jordan thanked the City for hosting the December meeting and Christmas dinner. Photos with NFLC Board were taken.

Information: 4. 2021 Main Street Christmas Display Contest Winners

-3rd Place Debbie Osborn

-2nd Place Simply Blessed

-1st Place - Terry's Florals

-Mayor Schenck awarded each business with a framed certificate and award check. Photos were taken.

Information: 5. Employee Longevity Recognition

-Mayor Schenck recognized employees with long-standing employment with the City.

-Mathew Kelley was recognized for seven years of service.

-Willie Henderson was recognized for nine years of service.

-Cody Douglas was recognized for thirteen years of service.

-Alonzo Cal Stewart was recognized for twenty years of service.

Action: 9. Engineering Services Agreement - Design Phase

Recommended Action: Motion to accept the Engineering Service Agreement from Mittauer and Associates, Inc and to authorize the Mayor to sign on behalf of the City.

-Action Item Nine is being addressed out of agenda order to allow the presenter, Greg Lang to make his presentation early.

-Greg Lang with Mittauer and Associates, Inc. Consulting Engineers presented background data regarding the evaluation of the city's sewer systems to provide information about the locations of damaged sewer lines. The study was funded with a grant from DEP. The next phase, the design phase, if approved will allow Mittauer to design the repair and rehabilitation needed for the system. Some of those repairs will require roads to be torn up and repaired with new blacktop and others may be repaired with a liner to save money. In the last year, 64,000 feet of sewer line was televised and studied and a large amount needs to be rehabilitated. To meet this need, the design phase will offer two projects to maximize the grant percentage while moving toward the next phase. Mittauer will design two projects, seek construction grant funding, then seek funding for 2nd project once it is shovel-ready. Mr. Lang stated that he is seeking the Commission's approval for the planning and design phase of the project. The City has been awarded \$1.2 million. \$974,000 or 80% of the cost will be grant-funded and the remaining 20% is to be amortized in a loan over 20 years at 0% interest. This creates an annual debt payment of \$11,331. Mittauer and Associates will do the design, prepare applications, and provide info on the scope of services that will be presented to the Commission. The grant funding would be sought next year.

-City Manager Dale Walker asked Mr. Lang if the cost for Mittauer to do all the sewer lines would be about \$20 million?

-Mr. Lang responded that the 64,000 lineal feet is an enormous amount to repair and it is estimated that to rehabilitate the lines in the older part of the city is estimated to cost \$20 million. The most grant funding that is typically approved is around \$5 million, which would create a huge debt burden for the city. So Mittauer will work to make 2 projects that will fit in the \$5 million scope and work to get grant funding at 80%. The Mittauer and Associates engineering services agreement is also paid for through the grant at 80%.

-Motion to accept the Engineering Service Agreement from Mittauer and Associates, Inc. and to authorize the mayor to sign on behalf of the city made by Commissioner Stegall and seconded by Commissioner Beasley.

-Unanimous Approval

Action: 11. State Revolving Fund Amendment 3

-Action Item Eleven addressed out of agenda order to follow Item Nine, due to their related nature.

-Motion to approve Amendment 3 to the State Revolving Fund Loan Agreement made by Vice Mayor Redman and seconded by Commissioner Stegall.

-Unanimous Approval.

Action: 6. Ordinance 2021-11 - Second Reading - Amendment to the Comprehensive Plan

-Motion to approve the second reading of Ordinance Number 2021-11 by Title Only amending the text of the Comprehensive Plan made by Commissioner Stegall.

-Title of Ordinance 2021-11 read by Mr. Maines.

-Motion seconded by Vice Mayor Redman.

-Unanimous Approval

Action: 7. Ordinance 2021-12 - Second Reading - Amendment to the Future Land Use Plan Map of the Comprehensive Plan

-Motion to approve the second reading of Ordinance 2021-12 by Title Only amending the Future Land Use Plan map of the Comprehensive Plan made by Vice Mayor Redman.

-Title of Ordinance 2021-12 read by Mr. Maines.

-Motion seconded by Commissioner Stegall.

-Unanimous Approval

Action: 8. Ordinance 2021-13 - Second Reading - Amendment to the official City Zoning Atlas of the Land Development Regulations

-Motion to approve the second and final reading of Ordinance 2021-13 by Title Only amending the official City Zoning Atlas of the Land Development Regulations made by Vice Mayor Redman.

-Title of Ordinance 2021-13 read by MR. Maines.

-Motion seconded by Commissioner Stegall.

-Unanimous Approval.

Action: 10. Fire Hydrant Inspections

Recommended Action:

-A quote from Fortitude Fire Protections is presented to inspect all fire hydrants on an annual basis. Once every five years, a flow test will be performed. The annual cost is \$7,200.

This is a sole-source quote

-Motion to approve the quote from Fortitude Fire Protection for annual inspection of all city fire hydrants and to fund it from the Water Fund made by Commissioner Beasley and seconded by Vice Mayor Redman.

-Unanimous Approval

Action: 12. Equipment Purchase

Recommended Action: Motion to approve the purchase of a loader rake. Motion to approve the purchase of a brush cutter from Ag Pro for \$10,000.

-Motion to approve the purchase of a loader rake from Ring Power for \$12974 and the purchase of a brush cutter from Ag Pro for \$10,000 made by Commissioner Stegall and seconded Vice Mayor Redman.

-Unanimous Approval

#### Information: 13. Employee Survey

-The City's first employee survey was done anonymously and received a 100% response. Overall, employees are proud to be able to work for the city. This will likely be an annual survey.

- Vice Mayor Redman commented that she noticed on employee comments the need to have more meetings and better communication.

-Public Works Director, Cody Douglas agreed with the need to focus on communication between management and employees.

-Ms. Redman stated that better communication will have fewer complaints.

#### Information: 14. Retail Strategies Update

-RS sent a communication that they have reached out to several companies. some say LB is too small of a market. But others, Dnkin Donuts, a gas station, and auto parts store will be coming.

#### Information: 15. Asset Management Plan Status 2020-2021

-City Manager, Dale Walker reminded the commission that last year they approved the asset management plan and the City Manager was charged to develop and keep it going. Regarding hydrant replacements: two are required and 4 have been done. This part of the asset management plan is reviewed by the state revolving fund and that is part of the reason that we are receiving 0% interest on loans.

-Public Works Director, Cody Douglas stated that five more hydrants are about to be placed.

#### Information: 16. Progress Report for Wastewater Treatment Plant

-City Manager, Dale Walker stated that this is the monthly progress report from Mittauer and Associates regarding the Wastewater Treatment Plant progress.

#### Information: 17. Grants

-City Manager, Dale Walker stated that this is a list prepared by M&A regarding grants and commitments for the City.

#### -New Business: 18. Moratorium on Travel Trailers in the City [Not On Agenda]

-Mayor Schenck: There was discussion tabled in October regarding a moratorium on travel trailers in the city possibly due to evictions. These are in violation of the LDRs. Does the Commission want to enforce the LDRs in this matter?

-Open discussion about how this would be done.

-Mr. Maines stated that state courts are more friendly toward the City in enforcing these laws. If they refer to federal law, in panhandling cases, you are cutting off people's way to live and earn money. When you enforce the rule, do you make someone homeless? Going to court over this matter with someone would be expensive. The Commission doesn't have to enforce it or it can be removed from the LDRs.

-Mayor Schenck: We would be talking about eviction? The CDC put an eviction moratorium into effect but the Supreme court overturned that.

-Mr. Maines confirmed that this is not an eviction because we are not landlords but we would potentially be creating homelessness.

-Public Works Director Cody Douglas stated that they would take homes with them and not be homeless.

-Mayor Schenck requests that the City Manager gets with Code Enforcement to move forward on enforcing the issue.

#### D. REPORT OF CITY ATTORNEY

-No Report

#### E. REPORT OF CITY MANAGER

##### Information: 1. City Manager's Report

-City Manager, Dale Walker presented his report mentioning the wastewater treatment plant updates, the employee survey and the Mainstreet decorating contest. Looking forward into the new year, the city is working toward new economic development.

#### F. COMMENTS OR REMARKS BY COMMISSION

-Vice Mayor Redman: Merry Christmas.

-Commissioner Sirmones: Merry Christmas and the parade was great.

-Commissioner Stegall: The parade was well received and the video recieved positive feedback. The decorating contest was also well received. Farm Share resumes on January 8, 2022.

-Commissioner Beasley had no comments.

-Mayor Schenck: Thanks to Amanda for FLOC Christmas Dinner as well as expressed appreciation to city employees for everything they've done.

#### G. ADJOURNMENT

Action: 1. Adjourn

Motion to adjourn made by Vice Mayor Redman and seconded by Commissioner Stegall.

-Unanimous Approval.

-Meeting adjourned at 6:57 PM.