

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT.

**DONALD E. HOLMES**  
CITY ATTORNEY

*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*

**MINUTES**  
**CITY OF PALATKA**  
April 10, 2014

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 10<sup>th</sup> day of April, 2014.

**PRESENT:** Mayor Vernon Myers  
Commissioner Mary Lawson Brown  
Commissioner Allegra Kitchens  
Commissioner Phil Leary  
Commissioner James Norwood, Jr.

Also Present: City Manager Michael J. Czymbor; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matt Reynolds; Police Chief Gary Getchell; Fire Chief Mike Lambert; Planning Director Thad Crowe; Grants/Projects Manager Jonathan Griffith; Main Street Manager Charles Rudd; and Streets & Sanitation Supervisor Ed Chandler

**CALL TO ORDER:** Mayor Myers called the meeting to order at 6:00 p.m.

**INVOCATION** – The Reverend Dan Phillips, Pastor, Lemon Heights Baptist Church

**PLEDGE OF ALLEGIANCE** – Commissioner Leary

**APPROVAL OF MINUTES** – 3/27/14 – Commissioner Kitchens moved to adopt the minutes as read. Commissioner Brown seconded the motion, which passed unopposed.

**1. PUBLIC RECOGNITION/PRESENTATIONS:**

**PROCLAMATION** – Safe Digging Month – April, 2014 – Ed Chandler, Supervisor, Streets & Sanitation Department, was present to receive the Proclamation, which was read and presented by Mayor Myers. Mr. Chandler said it's very important to call 811 before starting any project that involves digging. It will save time and money.

**PROCLAMATION** – National Health Care Decisions Day – April 16, 2014 – Rebecca Slobovian, Volunteer Coordinator, Haven Hospice, was present to receive the Proclamation, which was read and presented by Mayor Myers. Ms. Slobovian said she brought copies of "The Five Wishes" with her, and these are available on their website. This is a wonderful gift you can give your family, to make these healthcare directive decisions in advance so that they don't have to.

**2. PUBLIC COMMENTS** – There were none.

**3. CONSENT AGENDA:**

- a. **Adopt Resolution 2014-10-60** awarding the bid for the purchase of sixteen (16) police vehicles from AutoNation, Bartow Ford, Rountree-Moore Chevrolet, Beck Ford and Beck Chrysler and authorizing purchase of vehicles
- b. **Adopt Resolution 2014-10-61 authorizing the issuance of Special Events Permit No. 14-17** for the 2014 Blue Crab Festival; setting forth provisions of the permit, granting permission to serve/consume alcohol on public right-of-way, exceed allowable noise levels, authorizing closure of certain streets to vehicular traffic during the Festival events, and setting advance and other permit fees
- c. **Approve request items for Special Events Permit No. 14-29, Earth Day**, to be held at the Waterworks Environmental Education Center on April 19, 2014 from 11:00 a.m. until 3:00 p.m. – Roger Sandoz, Applicant
  1. Grant waiver of Class B Event Application Deadline (at least 60 days prior to event)
  2. Grant permission to exceed allowable noise levels throughout the duration of event
- d. **Approve request items for Special Events Permit No. 14-31, Water Works Education Environmental Center Advisory Group Center "Benefit Jazz Concert"** on April 11, 2014 from 4:00 p.m. to 7:00 p.m. – Shann Purinton, Applicant
  1. Grant waiver of Class B Event Application Deadline (at least 60 days prior to event)
  2. Grant waiver of Class B Event Application Deadline (at least 60 days prior to event)
- e. **Approve special request items for Special Events Permit No. 14-33, Central Putnam Ministerial Association Easter Sunrise Service**, April 19, 2014 from 6:00 a.m. to 8:00 a.m. – Central Putnam Ministerial Association; Rev. Karl N. Flagg, Applicant
  1. Grant waiver of Class B Event Application Deadline (at least 60 days prior to event)
  2. Grant waiver of Class B Event Application Deadline (at least 60 days prior to event)
- f. **Reappoint Brenda Bivins to the Palatka Housing Authority Board** for an additional three-year term to expire April 12, 2017 (incumbent)
- g. **Appoint Kathy Griffin to the Community Redevelopment Agency (CRA) as Downtown Palatka, Inc. Representative** for the remainder of a four-year term vacated by Alex Sharp, to expire 12/31/14

Commissioner Brown moved to pull Item 3(a) from the Consent Agenda for discussion and pass all other Consent Agenda items as presented. Commissioner Leary seconded the motion, which passed unopposed.

Commissioner Brown asked how many cars the PD now has, and how often they purchase new cars, and how fuel efficient these cars will be. Chief Getchell said they now have around 36 – 37 cars. They replaced cars based upon need. They have some that are leased and they are replaced as they come off lease. These are all leased and are being replaced. Commissioner Brown asked if they are all going to have the feature on the trunk that tells you if a tag is expired. Chief Getchell said that as a prototype and they are considering that as an add-on for next budget year. They had amazing results on it. Per Commissioner Leary's questions regarding local preference on bids, Chief Getchell said they accepted the lowest bids. They had an option of going with a local dealer for all purchases, which would have secured them a 3% discount, but that would still have come in at 20% over the lowest prices they received. They send out a competitive bid package asking people to meet or exceed State Contract Pricing. Many companies failed to put everything they asked for in their proposal, so those bids were automatically rejected as they did not meet the minimum specifications. On some vehicles, like the van, that was the only company that bid on the van. There being no further discussion, Commissioner Brown moved to approve Item 3a, award of bids for police vehicles. Commissioner Leary seconded the motion, which passed unopposed.

4. **COMMUNITY DEVELOPMENT AGENCY BUSINESS** – April 10, 2104 meeting:

**Award Façade Grants as follows:**

1. \$9,000.00 to Shelly Trust Management for 322, 324 and 326 St. Johns Avenue
2. \$3,290.00 to Badcock Home Furnishings & More for 1000 St. Johns Avenue

Commissioner Norwood moved to approve the Façade Grants as voted upon and recommended by the CRA. Commissioner Leary seconded the motion, which passed unopposed.

**Resolution No. 2014-10-62** amending the FY 2013/14 City of Palatka Central Business District and North Historic District TIF Budget for site amenity improvements – Adopt – The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AMENDING CENTRAL BUSINESS DISTRICT and NORTH DISTRICT TAX INCREMENT FUND BUDGETS FOR FY 2013-2014 FOR SITE AMENITY IMPROVEMENTS. Commissioner Norwood moved to adopt the Resolution as read. Commissioner Leary seconded the motion. There being no discussion or comment, a roll-call vote was taken, with the followings results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, yes; Nays, none. The Resolution was declared adopted.

5. **RESOLUTION** declaring as surplus the 2006 Sterling Front-loader Sanitation Collection Unit #73 and accepting a bid from Nextran Truck Center of Jacksonville in the amount of \$261,090.63 for the purchase of a 2014 Mack MRU633 Refuse Collection Truck/Hercules Front Loader with integrated Compressed Natural Gas (CNG) tanks – Adopt – The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AWARDDING THE BID FOR THE PURCHASE OF POLICE DEPARTMENT VEHICLES TO AUTONATION FOR THE PURCHASE OF ELEVEN PATROL VEHICLES; TO BARTOW FORD FOR THE PURCHASE OF ONE K-9 VEHICLE; TO ROUNTREE-MOORE FOR THE PURCHASE OF ONE CARGO VAN; TO BECK FORD FOR THE PURCHASE OF TWO SUPERVISOR'S VEHICLES; TO BECK CHRYSLER FOR THE PURCHASE OF ONE ADMINISTRATIVE VEHICLE. Commissioner Norwood moved to adopt the Resolution as read. Commissioner Kitchens seconded the motion. There being no discussion or comment, a roll-call vote was taken, with the followings results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, yes; Nays, none. The Resolution was declared adopted.
6. **RESOLUTION** awarding the bid for to finance the lease/purchase of a sanitation truck and police vehicles to Bank of America and authorizing the Mayor, City Manager and appropriate Staff to execute and attest the Lease/Purchase Agreement and all other documents in connection therewith – Adopt – The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE/PURCHASE AGREEMENT WITH BANK OF AMERICA, N. A., AS LESSOR, AND SEPARATE SCHEDULES THERETO FOR THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT WITHIN THE TERMS HEREIN PROVIDED; AUTHORIZING THE EXECUTION AND DELIVERY OF OTHER DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION. Commissioner Kitchens moved to adopt the Resolution as read. Commissioner Leary seconded the motion. Mr. Czymbor thanked Mr. Reynolds and the financial advisor, noting this finance rate is slightly lower than last year's rate, and after five years the City owns the vehicles. This was a very good process. There being no further discussion or comment, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, yes; Nays, none. The Resolution was declared adopted.

7. **RESOLUTION** Adopting authorizing the execution of Change Order #2 to the Poseidone, LLC Contract Agreement for the completion of the riverboats refurbishment/renovation of Vessel #1 and substitution of a pontoon-style vessel for Vessel #2 – Adopt – The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING AND ADOPTING CHANGE ORDER #2 FOR PROJECT (REFURBISH/RENOVATE PALATKA WATER TAXIS - FDOT FINANCIAL PROJECT #410572-1-94-90) TO THE CONTRACT BETWEEN THE CITY OF PALATKA, FLORIDA AND POSEIDONE, LLC OF TAVARES, FLORIDA FOR THE REFURBISHMENT AND RENOVATION OF RIVERBOAT VESSELS, AND AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AND ATTEST SAID CHANGE ORDER #2. Commissioner Brown moved to adopt the Resolution as read. Commissioner Kitchens seconded the motion and said she conferred with Mr. Holmes on this resolution regarding securing FDOT's consent to the Change Order, since part of this is funded through an FDOT grant. She said he advised her that there should be language written into the Change Order making it contingent upon FDOT's written approval. Mr. Holmes said he did speak with her on this, and advised her that since the City is operating under a contract, and it's been decided that the configuration of one of the boats should be changed, and the other boat should be a pontoon, they needed agreement by and between the Contractor, the Bond Company, and FDOT. They have reached an agreement to get the vessels completed. It is his understanding that all parties are on board with this agreement. He received an e-mail regarding the Bond Company's agreement to the Change Order. He recommended that if FDOT had not approved this prior to the meeting, they should add this clause to the Agreement. Mr. Czymbor said paragraph 2 of the Resolution deals with consent by FDOT and they have received tentative approval from FDOT on the Change Order today. The Contractor has also consented to the Change Order.

Jonathan Griffith, Project/Grants Administrator, showed the latest photos of Vessel #1, taken by Robert Byrd, the City's marine inspector. They are currently painting the hull, finishing the windows, adding ornamentation and putting mechanical components into the boat, including a "fake" paddlewheel. The shafts and props are installed. The interior of the boat is being finished. Right now there is only one access point, in the front, and the operator asked they put an access place on both sides in the rear to accommodate loading and unloading on other docks such as those at area waterfront restaurants, depending upon the approach point.

There being no further discussion or comment, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, yes; Nays, none. The Resolution was declared adopted. Mayor Myers said FDOT has been extremely cooperative throughout this entire process. They have been good partners to the City.

#### **PUBLIC HEARINGS:**

8. **ORDINANCE** amending Chapter 94, City of Palatka Zoning Code, Division 3, Article 3 to add building exterior standards on major city thoroughfares - First Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 94 OF THE CODE OF ORDINANCES, DIV. III, ARTICLE 3, SUPPLEMENTAL DISTRICT REGULATIONS, TO ADD PROVISIONS FOR EXTERIOR BUILDING STANDARDS FOR NEW CONSTRUCTION ALONG MAJOR CITY THOROUGHFARES; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Leary moved to pass the ordinance on first reading as read. Commissioner Norwood seconded the motion.

Thad Crowe, Planning Director, said this is a housekeeping-type clean-up measure that provides very basic standards for new construction along major roadways. Currently there are none. This is something that is common in other cities. When communities have these standards in place,

new construction will have to consist of something more than just a metal Butler type building. For instance, a new Dollar Store was recently constructed and had a stucco front and metal sides. New standards would require finished sides. Commissioner Kitchens said they want new development, but they keep putting new standards in place for business. She asked that he confirm this only applies to brand-new construction. Mr. Crowe said Walmart is a great example; they had a prototype building 10 -15 years ago, which is now quite different. Municipalities started asking for more and Walmart and other big box stores are cooperating. They know communities want more. This only applies to what is considered new construction. A rebuild that has a value that exceeds half the value of the building is considered new construction. Commissioner Kitchens said she is concerned about this for small businesses. If they had to make major repairs to their building, they may not be able to afford it. She noted the Ordinance contains a provision for waiver or appeal of that standard.

Commissioner Leary said this is State of the Art Planning that brings the City into the 21<sup>st</sup> Century. The cost of this is not that substantial. The results are phenomenal. The new Walmart off Southside Boulevard. in Jacksonville looks like no other Walmart you've seen due to new standards in place. Prior commissions have prohibited billboards in most areas of the City but have put no design standards in place. Commissioner Brown asked if people have to offload on the side of the building instead of the back, what happens. Mr. Crowe said they need to find a way to design the building so that garage or loading docks are on the side or rear. There is flexibility there. Commissioner Kitchens said many ordinances have been on the books for many years. They want to consider that whatever they put on the books today may be on the books for many years to come. Mr. Crowe said these improvements can be achieved at minimal costs.

There being no further discussion or comment, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, yes; Nays, none. The Resolution was declared adopted.

#### **9. CITY MANAGER & ADMINISTRATIVE REPORTS**

Mr. Czymbor said they are beginning the City's 2014-15 budget process.

Mr. Czymbor said The Riverfront Development Group is expected to close on Riverfront Square, or what is known as The 100 Block, the first week in May.

Mr. Czymbor said The PD's first Canine officer is scheduled to start work in May. The second Canine has been procured and will begin training, and will be put into commission shortly following.

**ISO RATING** - Fire Chief Mike Lambert said the City's ISO Fire Protection rating has been a 5 for the past 12 years. They have recently been re-rated and have received an ISO Protection Class rating of 2. The best rating is a 1. Only 2% of all fire departments in the nation achieve a rating of 2. They have improved their training and response times to get ready for this re-rating. It took ISO three months just to compile all the research and assign the new grade/rating. They consider training, response time, equipment, and operating procedures, and grade the water supply and infrastructure, as well as 911 dispatch. He thanked the water department for the upgrades they've made to the City's infrastructure, which is still lacking in some places. The Water Plant is state of the art and will supply more than enough water for many years. The City Manger and other departments supported them in these efforts. His Department and personnel are second to none. It will take a lot of work to continue this 2 rating. They worked very hard to achieve this. They are one of the best departments in the nation. Mayor Myers congratulated him on his leadership. As to fire insurance premiums, Chief Lambert said some rates will adjust down; this takes a little time. A protection rating of 2 is elite. Most of the surrounding County is rated a Protection Class 9. If a

property is annexed into the City, this will result in a 50% reduction of the home or business's fire insurance premium. This is a benefit of annexation.

Discussion ensued concerning notifying all companies who write insurance in the City of the reduction in protection class rating.

Mr. Rudd said the Art Council's Chalk Explosion event will be held this Saturday at the Riverfront.

**10. COMMISSIONER COMMENTS**

Commissioner Brown said she brought some information back from the League's most recent board meeting and left it with Mr. Czymbor. Some of it is information on new software now available for City applications and programs.

Commissioner Leary said he'd like the City to consider recognizing Palatka's National Guard. It is a distinct honor to have a National Guard unit based in your City.

Mayor Myers recognized the presence of Shann Purinton and Platt Drew of the Palatka Waterworks Museum Committee.

**11. ADJOURN – There being no further business to discuss, the meeting was adjourned at 6:50 p.m. upon a motion by Commissioner Kitchens.**

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105