

TERRILL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

JAMES A. GRIFFITH
INTERIM 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 23, 2015

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 23rd day of April, 2015.

PRESENT: Mayor Terrill L. Hill
Commissioner Rufus Borom
Commissioner Justin Campbell
Commissioner James Norwood, Jr.

ABSENT: Commissioner Mary Lawson Brown

Also Present: Interim City Manager Allen R. Bush; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matt Reynolds; Interim Police Chief James Griffith; Fire Chief Mike Lambert; Planning Director Thad Crowe; Water Treatment Plan Supt. Melvin Register, Grants & Projects Manager Jonathan Griffith; Main Street Manager Charles Rudd

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

INVOCATION – The Reverend Vivian Johnson, Pastor; Holy Word Revival Center

PLEDGE OF ALLEGIANCE – Commissioner Borom

APPROVAL OF MINUTES – 04/09/15 – Commissioner Norwood moved to adopt the minutes as read. Commissioner Campbell seconded the motion, which passed unopposed.

1. PUBLIC RECOGNITION/PRESENTATIONS

PROCLAMATION – Putnam Co. Law Enforcement Memorial Day – May 7, 2015 — Interim Police Chief James Griffith and former Police Officer Alex Sharp were present to receive the Proclamation, which was read by City Attorney Holmes and issued by Mayor Hill on behalf of the Commission. It was noted the annual Law Enforcement Memorial Day Ceremony will be held on May 7th at 10:00 a.m. at the Ravine Gardens State Park.

STUDENT OF THE MONTH – April, 2015 – Commissioner Borom joined Mayor Hill in presenting certificates of recognition to the following students for academic excellence, leadership, citizenship and attendance at their respective schools:

Jonathan Germany	Browning-Pearce Elementary
Emily Lands	C. L. Overturf, Jr. 6 th Grade Center
Megan Gieselmann	Children's Reading Center Charter School
Vanessa Nguyen	James A. Long Elementary School

Anna Shiffler	Jenkins Middle School
Christian Griffin	Kelley Smith Elementary School
Ethan Sharp	Mellon Elementary School
Hannah Gall	Moseley Elementary School
Deonte' Calhoun	Palatka High School
Reed Rion	Peniel Baptist Academy
Rhiannon Ero	Putnam Academy of Arts & Sciences
Judy Ogden-Booth	Putnam EDGE High School

2. **PUBLIC COMMENTS**

Webster Marlow, Kirkland Street, objected to putting a 160-seat restaurant on the Riverfront operated by a man from Jacksonville.

3. **CONSENT AGENDA**

- a. **Adopt Resolution No. 2015-11-25** to authorize revisions to the USDA RBEG application for renovations to the Golf Course Restaurant and restrooms; revising the grant amount from \$228,862 to \$239,658.07 and amending the FY 2014-15 Budget (\$200,000 grant plus \$39,658.07 match)
- b. **Reject all responses received to the Finance Dept. RFP** to finance the lease/purchase of Police Vehicles and one Sanitation truck, and direct staff to re-solicit proposal to finance the lease/purchase of said vehicles
- c. **Grant waiver of 30-day Class C Application Deadline for Special Events Permit No. 15-26**; Florida Bass Federation Nation Bass Tournament, May 2nd - 3rd, 2015 from 6 a.m. until 5 p.m. - Florida Bass Federation Nation / Joseph Nickol, Applicant

Commissioner Campbell moved to adopt all items on the Consent Agenda as proposed. Commissioner Borom seconded the motion, which passed unopposed.

4. **CITIZEN REQUEST** - Baoshan, Yunnan, China Delegation proposed Official Visit – Sharon Buck
- a. Request to designate Sharon Buck as special liaison to Baoshan Chinese Delegation
 - b. Request to execute Official Letter of Invitation to Delegation from Baoshan, Yunnan, China
 - c. Request to name Baoshan, Yunnan, China as Sister City to Palatka

Sharon Buck, 610 S. 14th Street said this is an opportunity to forge a sister city relationship with a city in China. A delegation from Baoshan, Yunnan wants to come to Palatka to visit General Stillwell's place of birth. These are city officials, commissioners and a Mayor. They will provide their own translator and transportation. This will cost the City nothing. She requests the City Commission name her as Special Liaison to the delegation and authorize execution of the letter inviting them to visit. They will be here for five days.

Commissioner Campbell said he was a student in China for six months and thinks this is a good opportunity to forge relations. As to the benefits of becoming sister city, Ms. Buck said they instigate a dialogue between cities and hopefully it will promote commerce. There is no cost to this. If a delegation from Palatka wants to travel to China to visit Baoshan, they can. Sister cities forge international relationships. Mr. Bush said the Mayor and other Commissioners from Palatka Russia came over to examine Palatka's form of government and they've had some exchange students from Palatka Russia.

Commissioner Norwood moved to approve Item 4 (a), (b) and (c) as requested. Commissioner Campbell seconded the motion, which passed unopposed.

5. **RESOLUTION** affirming support of the Palatka Housing Authority's application for the 2015 Federal Home Loan Bank of Atlanta Competitive Affordable Housing Program – Adopt – ***tabled on 4/9/15 to a time certain of 4/23/15*** – The Clerk read a resolution entitled **A RESOLUTION OF**

THE CITY OF PALATKA, FLORIDA, AFFIRMING SUPPORT OF THE PALATKA HOUSING AUTHORITY'S APPLICATION FOR THE 2015-2017 FEDERAL HOME LOAN BANK OF ATLANTA COMPETITIVE AFFORDABLE HOUSING PROGRAM. Commissioner Norwood moved to adopt the resolution but to add the word "role" to resolution No. 2 to mirror the staff report, as in "...a joint meeting to discuss the future role of public housing..." Commissioner Borom seconded the motion.

Allegra Kitchens, 1027 S. 12th Street, said at the last meeting there was a discussion regarding a partnership with the PHA regarding 11 houses that were developed under this program, that are on the tax rolls, and there was a discussion wherein the homes were to be rentals for 15 years. If they are to be home ownership houses, the resolution should specify that. Mayor Hill said they have to be purchased within 5 years.

John Nelson, Executive Director, Palatka Housing Authority, said this program is a sales program, not a rent-to-own program. The people will be pre-qualified to purchase the homes prior to the homes being rehabilitated or constructed. This is strictly a sales program. Mayor Hill said he, Mr. Nelson and Mr. Griffith met on this matter and all agree that this is an excellent opportunity to increase homeownership in the City.

There being no further discussion or comment, a voice vote was taken on the motion, which yielded the following results: Commissioners Borom, Campbell, Norwood and Mayor Hill, yes; Nays, none. The Resolution was declared adopted as amended.

6. **PUBLIC HEARING – 3314 Crill Avenue – Planning Board Recommendation to Annex and Rezone from Putnam County CPO (Commercial, Professional, Office) to City C-1A (Neighborhood Commercial) – Drs. Errol and Andrea Findlater, owner; Palatka Building & Zoning Dept, Applicant**

ORDINANCE annexing 3314 Crill Avenue - 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 3314 CRILL AVENUE, LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Campbell seconded the motion. Mr. Holmes asked why the City is being shown as the applicant. Mr. Crowe said in 2013 the Commission endorsed a policy of treating applications for voluntary annexation as administrative actions. The City absorbs some of the cost for annexation. This information is contained in the staff report. There being no further discussion or comment, a roll call vote was taken, which yielded the following results: Commissioners Borom, Campbell, Norwood and Mayor Hill, yes; Nays, none. The Ordinance was declared passed on first reading.

ORDINANCE rezoning 3314 Crill Avenue – 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY CPO (COMMERCIAL PROFESSIONAL OFFICE) TO CITY OF PALATKA C-1A (NEIGHBORHOOD COMMERCIAL) FOR 3314 CRILL AVENUE (SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Campbell seconded the motion. There being no further discussion or comment, a roll call vote was taken, which yielded the following results: Commissioners Borom, Campbell, Norwood and Mayor Hill, yes; Nays, none. The Ordinance was declared passed on first reading.

7. **ORDINANCE** Amending Zoning Code Section 94-147, 94-148 and 94-149 to allow schools by conditional use permit in certain commercial zoning districts – 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ALLOWING SCHOOLS BY CONDITIONAL USE PERMIT IN THE C-1A, C-1, AND C-2 ZONING DISTRICTS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Borom seconded the motion. Mayor Hill opened the floor for discussion.

Allegra Kitchens, 1027 S. 12th Street, said she spoke in favor of this before the Planning Board and supports it now.

Ray Spofford, 132 Elgin Road, East Palatka, agent for Putnam Academy of Arts Sciences, said they have a consumptive use permit contingent upon the passage of this legislation.

There being no further comment and no discussion, a roll call vote was taken, which yielded the following results: Commissioners Borom, Campbell, Norwood and Mayor Hill, yes; Nays, none. The Ordinance was declared passed on first reading.

8. **ORDINANCE** Amending Zoning Code Section 94-147, 94-148 and 94-149 to allow clubs, lodges and fraternal organizations in PBG-1 zoning – 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ALLOWING CLUBS, LODGES, AND FRATERNAL ORGANIZATIONS BY RIGHT IN THE PBG-1 ZONING DISTRICT; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Campbell seconded the motion. There being no discussion or comment, a roll call vote was taken, which yielded the following results: Commissioners Borom, Campbell, Norwood and Mayor Hill, yes; Nays, none. The Ordinance was declared passed on first reading.

9. **CITY MANAGER & ADMINISTRATIVE REPORTS**

Recommendation to appoint Willie Jones to City Manager Search Committee – Commissioner Campbell moved to appoint Willie Jones to the City Manager Search Committee as the 6th member. Commissioner Borom seconded the motion, which passed unopposed.

Mr. Bush distributed his memorandum (filed) noting the City received 56 applications. The Senior Advisor is reviewing all applications and preparing a matrix of qualifications. The Commission has been given a copy of all applications. They will prepare a short list of 10 applicants, and if the Commission wants to add someone to the short list they can. Applicants will be listed by qualification and education. He hopes to have a short list by next week and hopes to convene the committee the following week for interviews, which they expect will take two days. Those interviews will produce a short list of three or four for final interview by the Commission, who will appoint a City Manager.

Staff Request for clarification of City Commission's position regarding preferred size of restaurant to be included in Riverfront development – Don Holmes & Jonathan Griffith – Mr. Holmes said he has requested clarification regarding the size of the restaurant. At the last meeting the motion was to move forward with the project with the idea that the restaurant be downsized from the 150-seat restaurant to something smaller of around 60 seats. There are others who don't share that opinion. They want clear direction from the Commission. It is his understanding that the ramifications of downsizing the restaurant were not made clear. There will be an impact on the grant.

Jonathan Griffith, Grants Manager, said DEO has received the application; the site visit is scheduled for May 7. Within 30 days of the site visit the City can expect a contract from DEO. The City then has 60 days to submit the participating party agreement and return the grant contract. If they change the operator or restaurant operator that is a material change. They will have to resubmit the application under the next cycle, which affects the community needs score. The City can consider reducing the number of seats but it is more appropriate to renegotiate this when they start developing a contract after the award by DEO. According to the grant application, they are on the hook for 35 jobs. They can expend less grant funds while building the project and can return some of the funds. They will only be on the hook for the number of jobs required based upon the amount of grant funds expended.

Discussion ensued regarding negotiations with the Boathouse Marina. Mayor Hill said the negotiations were to take place with Mr. Bush and the City Attorney. If there is feasibility on negotiating a smaller restaurant, and the restaurant operator is willing to operate a smaller restaurant they can move forward in that fashion.

Mr. Holmes said it is his understanding that Mr. Lagassee is going to use profits from the restaurant to compensate for other services he has offered to provide. If there are smaller profits from the restaurant he has asked that other concessions be provided, as in money, to offset the losses from the marina and boat operation. If they get to that point, they can negotiate on offsetting the decreased profit from the restaurant. He asked how much time they have to renegotiate the project. Mr. Griffith said they have 100 days from today to accept the contract and return it to DEO. Negotiations with the contractor have to be complete in order to receive the grant contract. After the grant is received, the City has more flexibility in working with the contractor. If they renegotiate it and make material changes, the City will have to resubmit. Hypothetically, you can enter into a contract with the intent to submit amendments from time to time. As the project develops, they can submit amendments specifying the actual size of the operation. Mayor Hill said it is easier to figure out allowable parameters now than to say they are staying with the status quo without exploring other options. They have to look at all viable options. Part of the intent of the motion was that there would be exploration as to finding a means of getting the restaurant size down to provide some form of satisfaction to all parties who have expressed an interest. This provides a level of comfort with the process. It has to be done in good faith. If all else fails, they can re-qualify for the grant. Time is not of the essence.

Mr. Holmes said if changing the parties is a substantial deviation of the grant, and one of the parties is Nippers, the first step is to find out if Nippers will do a smaller restaurant. If he says no, they will know that if they want a smaller restaurant, they will be taking Nippers out. If he says no, they can come back to the Commission with that information. The Commission can then decide to change a principal to go with a smaller size restaurant, or stay with the larger restaurant. If you change the size, DEO may request the City to reapply, based upon the pro forma as provided. If Nippers confirms he can do the smaller concept, and DEO accepts it, they are good. There is a chance that DEO will kick it back, and they will have to begin the process over again. The new grant cycle begins May 8. Mr. Holmes said they need to get everyone at the table and ask them these questions straight up. Per the question, there is no signed agreement between Mr. Lagassee and the City at this time.

Commissioner Norwood said he concurs with Mayor Hill's assessment on the motion. He said that anytime items are brought before the Commission, if there are ramifications, those should be pointed out to the Commission at the time. He doesn't want it to have to come back at a later date to re-discuss the issue. If they are going to go into negotiations, integrity is a big issue, and he doesn't like "smoke and mirrors." They have to go in with integrity and responsibility.

John Browning, 119 Browning Lane, East Palatka, said he concurs. If they renegotiate, DEO already recognizes and has stated that they can reapply in the new cycle, which starts in May. That gives them time to know what they want and apply for what they want. It would be a mistake to not present who will be in it and what will be there to DEO. DEO is ready to give the City a grant. If Nippers is not wanted, they need time to renegotiate with another party. Commissioner Norwood noted Mr. Lagassee is not here, as unforeseen circumstances came up preventing his attendance. Mr. Browning said he appreciates Mr. Lagassee's willingness to compromise.

Mr. Bush said Charles Rudd, Main Street Manager, has submitted his resignation. He is leaving May 15th. Mayor Hill thanked him for his service to the community, noting he will be missed. He noted there is always time to rescind it.

10. COMMISSIONER COMMENTS

Mayor Hill said they have their clean up scheduled for Palatka Pride is scheduled for May 9th. They will clean St. Johns Avenue, starting the Riverfront, and it will end on College Road. They are asking organizations throughout the City to come in as partners. Organizations or individuals can contact PPD Officer Mylinh Reeves and notify her if they want to participate. Organizations can create their own teams that will clean up a designated area. They will continue this year-long. The City has to be the catalyst for clean-up and needs to clean up its own right of way so others will take pride in Palatka. They can't invite people to come in if the community is not clean. They need to clean up their own properties. He wants the citizens to do the same. About 20 organizations have committed to this clean up.

He has been concerned with where the City is from a fiscal standpoint, and how fiscally conservative they are with finances. They need to look at doing an audit over all projects going back some years to get an idea of how they can operate more efficiently and establish some internal controls. They can change the way they operate. He will have something on the agenda at the next meeting as to recommendations on an audit so they can get an idea of where they are. They need to be better stewards of funds.

Commissioner Norwood concurred and said the cleanup should be taken a step further. He asked the City Manager to hold staff accountable for making sure the right of ways across the City are being maintained. Mr. Bush said that is one of the purposes of hiring an additional crew. Mayor Hill said they need to get away from their desks and out in the streets. They all need to take charge of the community. They are working short-staffed, but they have to create standards. Commissioner Campbell asked if there is a way to identify crews and break them up into zones, and that way they are responsible for a particular zone. That will start the accountability process. Mr. Bush said he will assign department heads certain sections to do an inventory of streets and bring back recommendations. Mayor Hill said they need to be more aware of what the City looks like. He visits other cities that have signs that invite you to visit certain local destinations, but Palatka doesn't have that.

Mayor Hill said they held a great recreation workshop. They put together a task force from that workshop made up of many organizations that can work together to improvement recreation.

11. **ADJOURN** – There being no further business to discuss, the meeting was adjourned at 7:25 p.m. upon a motion by Commissioner Campbell.

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