

TERRILL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



CITY of Palatka FLORIDA

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

TERRY K. SUGGS
CITY MANAGER

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

MINUTES CITY OF PALATKA June 25, 2015

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 25th day of June, 2015.

- PRESENT:**
- | | |
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| Mayor | Terrill L. Hill |
| Commissioner | Mary Lawson Brown |
| Commissioner | Rufus Borom |
| Commissioner | Justin Campbell |
- ABSENT:** Commissioner James Norwood, Jr. (City Business)

Also Present: 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; Projects Manager Jonathan Griffith

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

INVOCATION & PLEDGE OF ALLEGIANCE– The Reverend Dan Phillips, Pastor; Grace Fellowship of Palatka

APPROVAL OF MINUTES – 6/11/15 – Commissioner Brown moved to adopt the minutes as read. Commissioner Campbell seconded the motion, which passed unopposed.

- PUBLIC RECOGNITION/PRESENTATIONS**
- PUBLIC COMMENTS** – There were none.
- CONSENT AGENDA**
 - Adopt Resolution No. 2015-11-37** amending the regular meeting date of the CRA to the 2nd Monday of each even month at 5:00 p.m.
 - Adopt Resolution No. 2015-11-38** authorizing the Mayor and City Clerk to execute and attest Change Order No. 4 with Scherer Construction of North Florida, LLC in the amount of \$3,917.10 to add emergency exit and egress lighting associated with hangar improvements at the Palatka Municipal Airport (100% grant funded)
 - Adopt Resolution No. 2015-11-39** awarding a bid to Nextran Truck Center of Jacksonville in the amount of \$289,257.25 for the purchase of a 2016 Mack MRU633 Refuse Collection Truck/Hercules Front Loader with integrated Compressed Natural Gas (CNG) Tanks

- d. **Adopt Resolution No. 2015-11-40** authorizing the execution of a Fireworks Display Contract in the amount of \$18,000 with Fireworks by Santore for the 4th of July Fireworks Display
- e. **Adopt Resolution No. 2015-11-41** authorizing the reimbursement of expenses associated with procuring police department vehicles to the General Fund with tax-exempt financing proceeds
- f. **Adopt Resolution No. 2015-11-42** authorizing the execution of a Professional Services Agreement with MCCi for the purchase, installation and support for a Laserfiche Document Imaging/Management System software and services
- g. **Reappoint Christine Bolden as PHA Resident Representative to the Palatka Housing Authority Board** for a four-year term to expire April 14, 2019
- h. **Recommend to the Putnam County BOCC the appointment of Annie Svetlik to the Putnam County Library Board** for a three-year term to expire June 30, 2018
- i. **Adopt Resolution No. 2015-11-43** authorizing application for a \$1.5 million, interest-free loan with 20-year repayment terms to fund Wastewater Treatment Plant (WWTP) Improvements, and authorizing the Mayor to request FDEP's release of \$75,000 previously approved funds to fund the design-build of the WWTP Improvements, per discussion and consensus provided at the 6/24/15 Workshop, and authorizing negotiations for design-build and engineering consultant contracts for said Project

Commissioner Brown requested Item 3(h) be pulled for discussion. Mayor Hill requested Item 3 (i) be pulled for discussion. Commissioner Borom moved to approve Consent Items 3(a) through (g) to be adopted as recommended. Commissioner Campbell seconded the motion, which passed unopposed.

3(h). Recommend to the Putnam County BOCC the appointment of Annie Svetlik to the Putnam County Library Board for a three-year term to expire June 30, 2018 – Commissioner Brown asked the Clerk to remind Mrs. Svetlik that although this is a County Board, she will be representing the City of Palatka and its interests on this Board. The Commission would like to know about the things that come before this Board beforehand. Commissioner Campbell moved to recommend the appointment of Annie Svetlik to the Putnam County Library Board for a three-year term to expire June 30, 2018. Commissioner Borom seconded the motion, which passed unopposed.

3(i). Adopt Resolution No. 2015-11-43 authorizing application for a \$1.5 million, interest-free loan with 20-year repayment terms to fund Wastewater Treatment Plant (WWTP) Improvements, and authorizing the Mayor to request FDEP's release of \$75,000 previously approved funds to fund the design-build of the WWTP Improvements, per discussion and consensus provided at the 6/24/15 Workshop, and authorizing negotiations for design-build and engineering consultant contracts for said Project – The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE SUBMISSION OF LOAN DOCUMENTS TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) CLEAN WATER REVOLVING LOAN FUND IN AN AMOUNT NOT TO EXCEED \$75,000 FOR ENGINEERING DESIGN FUNDS FOR WASTEWATER TREATMENT PLANT (WWTP) UPGRADES; AUTHORIZING STAFF TO NEGOTIATE DESIGN-BUILD CONTRACTS AND ENGINEERING CONSULTANT CONTRACTS WITH BCR ENVIRONMENTAL AND AYRES ASSOCIATES RESPECTIVELY; AND AUTHORIZING THE DEVELOPMENT AND SUBMITTAL OF A CONSTRUCTION-PHASE LOAN APPLICATION TO FDEP FOR CLEAN WATER REVOLVING LOAN FUNDS IN AN AMOUNT NOT TO EXCEED \$1.5 MILLION TO FUND THE CONSTRUCTION PHASE OF SAID WWTP IMPROVEMENTS. Jim Christopher, BCR Environmental, was present for questions. Mayor Hill said the Resolution includes the financial aspect of contracting with David Kemp/Ayres Associates to come on board with this Project. His fee will be part of the \$75,000 that will initially be released.

Jonathan Griffith, Projects Manager, said Mr. Reynolds and Mr. Kemp contacted FDEP today regarding the loan and deadlines. They confirmed that they need to get the loan documents in. They can submit a letter asking for an extension for a few extra days after the deadline, as there are mitigating circumstances. The City wishes to engage Ayres Associates as its 3rd party consulting engineer; Ayres has served in that capacity for the past six years. The \$75,000 from FDEP includes enough money to contract with Ayres directly for the planning phases. The \$1.5 million includes money for the construction engineering. Mr. Christopher said they were aware that Ayres would do the program management and oversee the project; they will hire an external engineer for the design and Ayres would approve those plans as the program manager.

David Kemp, Ayres Associates, was present for questions. Mayor Hill asked him if he is clear on the scope of services to be provided by Ayres. Mr. Kemp said there have been discussions regarding the participation of Ayres with BCR on the Project to assist on engineering and for oversight to make sure that the City's interests are protected. That is how they plan to move forward. The construction phase is a different funding situation. The intent is to have that oversight. Mayor Hill noted that is included in the Resolution. Commissioner Borom said they want to add in the terms of the contract that the project cost won't exceed the \$1.5 million. There being no further discussion, Commissioner Brown moved to adopt the Resolution as read. Commissioner Campbell seconded the motion. There being no further discussion or comment, a voice vote was taken with the following results: Commissioners Borom, Brown, Campbell and Mayor Hill, yes; Nays, none. The Resolution was declared adopted.

4. **CRA BUSINESS: RESOLUTION** amending the FY 2014-15 CRA/TIF Budget to include Southern Riverfront Festival/Infrastructure Improvements – The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AMENDING THE CENTRAL BUSINESS DISTRICT TAX INCREMENT FUND BUDGET FOR FY 2014-2015 TO FACILITATE THE RIVERFRONT INFRASTRUCTURE IMPROVEMENTS . Commissioner Brown moved to adopt the Resolution as read. Commissioner Borom seconded the motion. There being no comment or discussion, a voice vote was taken with the following results: Commissioners Borom, Brown, Campbell and Mayor Hill, yes; Nays, none. The Resolution was declared adopted.

PUBLIC HEARINGS:

5. **ORDINANCE** amending Chapter 26, Elections, Section 26-5 to amend the residency requirement for qualification from one year to six months prior to qualification – 2nd Reading, Adopt – The Clerk read an Ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 26 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, TO AMEND SECTION 26-5, QUALIFYING FOR OFFICES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. Commissioner Brown moved to pass the ordinance on second reading as read. Commissioner Campbell seconded the motion. There being no discussion or comments, a roll-call vote was taken, which yielded the following results: Commissioners Borom, Brown, Campbell and Mayor Hill, yes; Nays, none. The Ordinance was declared adopted. Commissioner Brown asked the Supervisor of Elections to visit the Commission more often.
6. **RESOLUTION** authorizing the execution of an Interlocal Agreement with the City of Jacksonville, Florida, approving the City of Jacksonville's issuance of tax-exempt Health Care Facilities Revenue Bonds to Genesis Health, Inc., a Florida not-for-profit corporation, to finance the acquisition and cost of construction, installation, and equipping a health care facility (Brooks Rehabilitation), which is located in Palatka, Florida – Adopt – City Attorney Don Holmes said the City was contacted by representatives of Rogers Towers, PA and advised that in order for this bond issue to be let, a resolution needed to be passed by the affected municipalities, including

Palatka, to enter into an Interlocal Agreement with the City of Jacksonville on this matter. He was assured that the City would take on no liability for the repayment of the bonds. This will not affect the City's credit rating. It seems there is no downside to the City. It involves the acquisition of a local facility by a larger group that would help assure the continued existence of the local facility due to the assets and market position of the larger group. Representatives of Rogers Towers, PA are here to speak to this.

Tito Smith, Esquire, 131 Kelley Smith Ranch Road, Palatka said he is here representing Rogers, Towers, PA, and introduced a partner in the Firm, Irvin Weinstein, 1301 Riverplace Blvd., Jacksonville, and Jimmy Hardison, Vice President of Brooks Rehabilitation, who will speak to the issue. He noted the facility in question is located on Zeagler Drive.

The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPROVING THE EXECUTION OF AN INTERLOCAL AGREEMENT WITH THE CITY OF JACKSONVILLE, FLORIDA (THE "ISSUER"); APPROVING THE ISSUANCE BY THE ISSUER OF ITS HEALTH CARE FACILITIES REVENUE BONDS (BROOKS REHABILITATION), IN ONE OR MORE TAX-EXEMPT OR TAXABLE SERIES, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$130,000,000, TO FINANCE, REIMBURSE OR REFINANCE THE COSTS OF THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF CERTAIN HEALTH CARE FACILITIES TO BE LOCATED WITHIN THE JURISDICTION OF THE CITY OF PALATKA, FLORIDA, AND OTHER HEALTH CARE FACILITIES LOCATED OUTSIDE THE CITY OF PALATKA, FLORIDA, OF WHICH NOT TO EXCEED \$3,500,000 WILL BE ISSUED FOR THE PURPOSE OF PROVIDING FUNDS TO MAKE A LOAN TO GENESIS HEALTH, INC., A FLORIDA NOT FOR PROFIT CORPORATION, TO FINANCE, REIMBURSE OR REFINANCE A PORTION OF THE COSTS OF THE CONSTRUCTION, INSTALLATION AND EQUIPPING OF SUCH HEALTH CARE FACILITIES TO BE LOCATED IN THE CITY OF PALATKA, FLORIDA; AND PROVIDING AN EFFECTIVE DATE. Mr. Weinstein said this will not obligate the City in any way. It doesn't even obligate the City of Jacksonville except for the money it will receive from Genesis Health/Brooks Rehabilitation. The City's credit won't be affected by this action. The Federal tax code requires that if any bond money is spent in another jurisdiction other than Jacksonville, it is required that the city in which the money will be spent holds a public hearing and the governing body needs to approve the issuance of the bonds. Florida law requires there be an interlocal agreement between the issuing body and the City. Brooks Rehabilitation is buying the assets of Americare Home Therapy, a home health care organization. The home office is located in Palatka. Brooks Rehabilitation is purchasing the license, and a portion of the acquisition price will be allocated to the City. Mr. Weinstein state Mr. Hardison can respond to any specific questions regarding the business plan.

James Hardison, 3599 University Blvd, Jacksonville, said they are in the middle of acquiring Americare Home Therapy, a for-profit home health care agency. Florida is divided up into health care districts. Jacksonville is considered District 4; the biggest district is District 3 and the headquarters for District 3 is located in Palatka. This is the "hub" of that operation. They are seeking to continue that operation. Discussion ensued regarding the amount of the bond issue and how market conditions will affect the issue, and whether or not any refunding will take place.

Commissioner Campbell moved to adopt the resolution as read. Commissioner Borom seconded the motion. Mayor Hill opened the floor for public comments.

There being no public comments offered and no further discussion, a roll-call vote was taken, which yielded the following results: Commissioners Borom, Borom, Campbell and Mayor Hill, yes; Nays, none. The Resolution was declared passed and adopted.

7. **STAFF REQUEST FOR DIRECTION** - Evaluation and Appraisal Report (EAR) for the City of Palatka Adopted Comprehensive Plan – 2015 Update Process & Schedule – Thad Crowe, Planning Director, said the City's Adopted Comprehensive Plan has expired. They do have the ability to not update it, or update it, and he is requesting the City update it. They have done a lot of work on this since 2011. They have a good start on this update. They will take it through the process and get Commission input. He recommends the Commission direct staff to continue to update the Plan. This will be a year long process including public hearings. It will go before the Planning Board before coming to the Commission for final adoption. Commissioner Brown advocated for completing the EAR update process. Mayor Hill said this is in line with discussions that took place during the Visioning Session. He supports this wholeheartedly. This was the consensus of the Commission.

8. **STAFF RECOMMENDATION** to accept a proposal from American Data Group (ADG) to merge the City of Palatka's utility billing database with the Palatka Gas Authority's utility billing database – Matt Reynolds, Finance Director, said City staff has been looking at different ways to save money and reduce costs by consolidating and merging services where they can. This is one area that would save the City a significant amount of money. The cost to merge the databases is \$12,400; that will be split with the Palatka Gas Authority. If they merge billing databases they will both see some cost savings on postage, preparation & mailing of utility bills and it makes sense to do so. The Gas Authority's bills looks exactly like the postcard bills the City sends out. He estimates a first year savings on operating cost of \$17,500. There could be more savings when they get further into the process. Some of their staff could be repurposed to other areas. This doesn't exceed procurement policy standards, but he wanted to make the Commission aware of this project. They hope to have this operational by October 1.

Commissioner Brown asked how they will educate people on the changes, and noted some people have both a gas and water bill, and some don't. Reynolds said they don't have a lot of room on the postcards; they are looking at a full letter-sized bill with a return payment envelope. They have a lot more leeway in including a lot of other information and flyers for events as well as other information they want the Community to know about. The postage will cost more, but this will be countered with a net decrease in overall postage by merging both bills and sending out one bill. The Gas Authority's office is designed to take payments; they even have a drive-through window. It makes more sense to take all payments at the Gas Authority instead of trying to retrofit City Hall. It allows the City to have more administrative staff. They can start cross-training staff on Gas Authority and vice-versa to handle both sides of the customer service. They are streamlining the process to get the most benefit out of staff at this time. Commissioner Brown moved to accept the proposal from American Data Group (ADG) to merge the City of Palatka's utility billing database with the Palatka Gas Authority's utility billing database. Commissioner Campbell seconded the motion, which passed unopposed.

9. **CITY MANAGER & ADMINISTRATIVE REPORTS**
Interim Chief James Griffith thanked the members of the City Commission and all who showed up for the Palatka Pride clean up last weekend. They had around 77 people sign up to participate, including football players and other students.

10. **COMMISSIONER COMMENTS**
Commissioner Brown asked to set a meeting in August to start up the business incubator group and to have staff make calls to arrange a meeting for that group. There was consensus to hold an open meeting at the Price Martin Center for that purpose. Discussion ensued regarding a group of students who are learning how to build houses. Mayor Hill said there is a group of students who is willing to partner with the City in order to help them earn their certifications and obtain licensing in painting, landscaping, etc. This will lead to employment opportunities for young people and diversity within the work force.

Commissioner Campbell said in the visioning session they were trying to get through the Water Plant Workshop. They need to immediately go forth with a workshop with regards to the cemetery management.

Commissioner Campbell thanked the Palatka Police Department for hosting the BoyzII Men Group last weekend.

Mayor Hill said he has polled morticians in the area; they are extremely interested in helping the City move forward with cemeteries improvements. They can start to improve services for the bereaved. He asked the Clerk to look at the second week of July to mobilize the cemetery advisory group to come in, meet with the City Manager and start to address issues.

Commissioner Borom said the Crescent City BoyzII Men Group is hosting a cookout and if anyone wants to help with this they are welcomed to, and can contact him for information.

11. **ADJOURN** – There being no further business to discuss, the meeting was adjourned at 6:40 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