

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 September 10, 2015

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 10th day of September, 2015.

PRESENT:

Mayor	Terrill L. Hill
Commissioner	Mary Lawson Brown
Commissioner	Rufus Borom
Commissioner	Justin Campbell
Commissioner	James Norwood, Jr.

Also Present: City Manager Terry Suggs, 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; Fire Chief Mike Lambert

CALL TO ORDER – Mayor Hill called the meeting to order at 6:10 p.m.

INVOCATION – Dr. Ken Johnson, Executive Director; Rodeheaver Boys Ranch
Moment of Silence in recognition of victims of September 11 Terrorist Attacks

PLEDGE OF ALLEGIANCE – Lance Dollar

APPROVAL OF MINUTES – 8/6/15 Fire Assessment Forum; 8/6/15 Regular meeting; 8/18/15 Called Meeting; 8/31/15 Budget Workshop – Commissioner Campbell moved to adopt the minutes as read. Commissioner Brown seconded the motion, which passed unopposed.

PUBLIC RECOGNITION/PRESENTATIONS

Student Volunteer Recognition – Joshua Allen & Zephaniah Torrance, Data Busters, Inc. – Mandi Tucker joined Mayor Hill in recognizing Joshua and Zephaniah, summer volunteers at the St. Johns River Center. Mayor Hill said he dedicated the majority of his summer at the River Center, doing everything from data collection to clean up to facilitating the grand opening. They were there every day on time and stayed late. He presented a Distinguished Community Service Award and Center T-shirt to Mr. Allen. Mr. Torrance was not present for the presentation and received his award in absentia. Mr. Allen's family was also present and was acknowledged.

2. PUBLIC COMMENTS

Len Freeman, 422 River Street, said he has a real estate background, retired. He has heard Palatka is listed as a "dying city" according to census records showing declining population. Surrounding counties and towns are experiencing growth. There are many unoccupied residences around town due to various reasons. They don't know exact statistics. They need to know if population is still declining and why these houses are empty. Many foreclosures are

being picked up by the banks and are not on the market. They need to find out why. He suggests they put together a group of real estate professionals and true professionals to examine this matter and identify funds to do this.

Lois Sullivan, 712 S. 18th Street, agrees with Mr. Freeman. There are many homes coming up on tax auction in the City. She recommends looking at water rates and be aware that many people cannot afford taxes and water rates. The City is not clean and needs to be cleaned up. Mayor Hill said they have a Palatka Pride clean up initiative that goes out in the community on a monthly basis and cleans up private properties. They are cleaning up the Riverfront on Sept. 19th at 8 am. He invited her to attend those meetings. Ms. Sullivan said the street sweeper needs to come around more often; then there wouldn't be weeds growing up in the streets.

3. CONSENT AGENDA

- a. **Adopt Resolution No. 2015-11-61** accepting the proposal to renew the City's health & dental insurance with FloridaBlue (Blue Cross/Blue Shield) for the policy period of 10/1/2015 through 9/30/2016 and authorizing the City Manager to execute all documents facilitating renewal thereof
- b. **Adopt Resolution No. 2015-11-62** authorizing the PPD Application for the Bureau of Justice Assistance 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – County Solicitation (\$13,325 with no match)
- c. **Adopt Resolution No. 2015-11-63** authorizing the execution of the Victims of Crime Act (VOCA) Grant for the PPD in the amount of \$37,942 for FY 2015-16 to fund a full-time Victim Advocate position
- d. **Adopt Resolution No. 2015-11-64** authorizing the use of Special Cemetery Funds in an amount not to exceed \$10,000 for Tree Removal Project at Westview Cemetery and awarding a bid in the amount of \$8,500 to Above and Beyond Tree Service for tree removal at Westview Cemetery, and authorizing up to \$1,500 additional for project addendums, if any
- e. **Adopt Resolution No. 2015-11-65** setting hangar and office rental rates at Palatka Municipal Airport
- f. **Adopt Resolution No. 2015-11-66** adopting the 2015 Putnam County Mitigation Plan
- g. **Grant permission** to exceed allowable noise levels for Special Events Permit #15-29, 7th Annual Veteran's Appreciation Bass Tournament on Saturday, 9/19/15 – Joseph Nickol, Agent for Bass Capital BassMasters, Applicant
- h. **Authorize closure of certain streets** to vehicular traffic and waive application deadline for Special Events Permit No. 15-33, Florida Healthiest Weight 5K Walk/Run, 9/26/15 from 7 am to 11 am – Mary Garcia, Agent for Putnam County Health Department
- i. **Grant permission** to exceed allowable noise levels and authorize closure of certain streets to vehicular traffic for Special Events Permit No. 15-05, Azalea City Cruise-In, 10/10/15 from 7 a.m. to 7 p.m. – Phil Vaughn, Agent for Azalea City Cruisers, Applicant
- j. **Grant permission** to exceed allowable noise levels and authorize closure of certain streets to vehicular traffic for Special Events Permit #15-27 – Artoberfest/Bartram Frolic, 10/17/15 from 10 am to 5 pm and 10/18/15 from 11 am to 5 pm – Marcia Marinello, Agent for Keep Putnam Beautiful & Bartram Trail Conference

Commissioner Borom moved to pull Item 3(j) for discussion and approve all other items as recommended. Commissioner Campbell seconded the motion, which passed unopposed.

- 3 (j). **Grant permission** to exceed allowable noise levels and authorize closure of certain streets to vehicular traffic for Special Events Permit #15-27 – Artoberfest/Bartram Frolic, 10/17/15 from 10 am to 5 pm and 10/18/15 from 11 am to 5 pm – Marcia Marinello, Agent for Keep Putnam Beautiful & Bartram Trail Conference - Commissioner Borom said there is a concern with this event going on during church hours. Mr. Crowe said that issue did not come up during the special events meeting. Commission Borom said the request is to wait until after church services

are concluded to begin this event on Sunday; after 12:30 or 1 p.m. The applicant was not present. Commissioner Borom moved to approve Item (j) with time to begin on Sunday stipulated at 1:00 p.m. Commissioner Campbell seconded the motion which passed unopposed.

4. **REQUEST to allow Farm to Family Outreach Program to set up a mobile farmer's market at the Price Martin Center parking lot on Monday afternoons – Betsy Freeman, Representative (Cont. from 8/18/15) – Mayor Hill said this was continued based upon questions concerning zoning. Thad Crowe, Planning Director, said at this time the zoning code is very strict regarding outdoor sales and does not permit this type of operation. They have proposed a comprehensive approach to this dealing with all food trucks and produce stands associated with convenience stores. They are engaging with the Health Department, looking at what other communities do, and have placed this on the Planning Board agenda for October. They anticipate bringing an ordinance to the 2nd meeting in October. They can take emergency action to approve this or treat this as a special event and permit it accordingly.**

Commissioner Norwood said there are various stipulations for the community center as to what types of activities are allowed there. Mr. Crowe said they have not found anything to prohibit this on those grounds. Commissioner Brown said she spoke with Mr. Thompson as this is the intermodal transportation hub; Mr. Thompson said he just asks that they ask them for direction on where to park the truck so as not to block their operations. Mayor Hill said this is an innovative opportunity to improve the health of the community through purchasing incentives. They need to treat this as an urgent matter and do this wherever they can in the community. This is a health initiative and until they address community health, they cannot address the issues that co-exist with bad health. Mr. Homes said he has a problem conceptually passing any measure allowing it to violate its own ordinance. He is in favor of a zoning change to allow food marts in various zoning districts. He has no problem with this being in commercial zoning. Mr. Crowe said they can permit this as a special event until the ordinance can be changed. Mr. Suggs concurred with Mr. Holmes and cautioned that Price Martin is not the only location they will want to set up; they will want to set up in other locations, and need to take all future sites into consideration. He asked Mr. Crowe to work with Mr. Holmes to hold a first reading on September 24 and then take this to the Planning Board on Oct 6 and adopt on Oct. 8. Mr. Holmes said they can look at that possibility.

Ms. Freeman said they did this with St. Johns County through a memorandum of agreement. They supported this for their population. She can look at other locations. The Price Martin is a great location because of its proximity to targeted neighborhoods. The City can even give them a list of sites they want this available, where it would be permissible. They are currently starting with one afternoon per week. They are amenable to starting their operation in November. They work under a nutrition grant for low-income/poverty neighborhoods. Most of the produce comes from Hastings. Under this grant they match SNAP benefits dollar for dollar. In the interim they can ask a private business who wants to offer up a parking lot can allow this. Mr. Holmes said if the parking lot is not zoned properly it won't be permitted. He suggested they get with Staff, find out how many events they want to hold until this change can be made, and get it permitted under a Special Events permit. Ms. Freeman said she can get them whatever information they need. Mr. Holmes said they need an estimate of activity level and attendance. Ms. Freeman said they only have one truck; sometimes the local health department comes out and holds demonstrations and provides other services. They have a truck, some tables, and a tent. At this time they are only looking at the Price Martin Center as their location focus. There was consensus to have her work with Staff.

PUBLIC HEARINGS

5. **FIRST PUBLIC HEARING – TRIM CALENDAR: FY 2014-2015 Proposed Budget and Millage Rate for 2015/16 Budget Year – 6.9967 mills proposed – Mr. Reynolds**

RESOLUTION setting the proposed FY 2015-16 Millage Rate (6.9967 proposed) – Adopt (Final Adoption of Millage Rate set for 9/24/15) – the Clerk read a resolution entitled A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, PUTNAM COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR THE CITY OF PALATKA, PUTNAM COUNTY FOR FISCAL YEAR 2015-2016; AND PROVIDING FOR AN EFFECTIVE DATE in its entirety. Commissioner Borom moved to adopt the Resolution as read. Commissioner Campbell seconded the motion. Mr. Reynolds said they did not make changes to Airport, Sanitation or Golf funds. In the Utility Fund there was a consensus not to increase water & sewer rates, which results in a negative Fund balance of \$360,000. There was an increase in the transfer from Water to General Fund; however they have had to add a transfer from General to the Utility Fund to make up for the lack of rate increase, which results in \$260,000 budgeted from reserves to make the transfer. This creates a General Fund operating deficit, decreasing reserves to \$560,000, or 6% of operating expenses. The next slide shows the transfers going out of the general fund for Golf Course, Utility Fund and Airport.

Mr. Suggs said the resolution in front of them is for the adoption of the proposed millage rate. This discussion really concerns the next item, which is adoption of the budget. At this time they are discussing adoption of the millage rate. Mr. Reynolds said the decrease in revenues by the decrease in millage is offset by the Fire Assessment. Mayor Hill opened the floor for public comment. There being no public comment offered, he closed the public comment portion of the public hearing. There being no further discussion, a roll-call vote was taken, which yielded the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, yes; Nays, none. The Resolution was declared adopted.

RESOLUTION accepting the proposed FY 2015-16 Budget – Adopt (Final Budget Adoption scheduled for 9/24/15) – The Clerk read a resolution entitled A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA OF PUTNAM COUNTY, FLORIDA ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2015-2016, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE. Commissioner Norwood moved to adopt the Resolution as read. Commissioner Campbell seconded the motion. Mayor Hill opened the floor for public comment. There being no public comment offered, he closed the public comment portion of the Public Hearing and opened commission debate.

Commissioner Norwood said tonight someone prior spoke about water rates and how they have been raised over the years. They have one of the lowest water rate structures in the State. They need to address the crumbling water infrastructure. The utility fund needs to take care of itself. At some point they are going to have to increase rates. The high quality of the water they produce is not transferring to the homeowner. Some of their pipes date back to the 1800s. They can't continue to put this off. They have to fix the infrastructure. If individuals have ideas as to how they can go about doing this without raising rates, they are open for those ideas. There may be grant opportunities available to address the City's infrastructure needs. Mayor Hill agreed, noting \$356,000 creates a significant gap. They can't continue taking money from reserves. They have a \$28 million cost to upgrade their infrastructure. Their water fund is not self-sustaining at this point and should be. The fire assessment reduces the millage. The citizens will see that benefit by the 2nd year. There will be some additional revenues from that. Everyone this year needs to understand they need to make decisions that not all will be happy with. They need to raise rates. They are bringing in new positions and creating additional efficiencies. He asked for a motion to include a 10% increase in rates. Commissioner Norwood said he asked staff to make sure they have exhausted all other avenues and resources before implementing an increase on water bills. Mr. Reynolds said they have been looking through every single fund for many months, including staffing levels in all utility funds. They dug down to line item detail. That is what they do every year. Operating costs are operating costs. Mr. Suggs concurred saying they have spent an exhaustive amount of time looking for ways to lower costs. He recommends

they take a serious look at the position the City is in. They began the year at 8% of reserves. They are going to deplete reserves down to 6%, and are already around 12% lower than state recommended reserve levels. They have done all they can to cut. Commissioner Norwood said he has no problem increasing rates if they dedicate the increase to replacing utility infrastructure.

Commissioner Brown said she asked that they talk to governmental entities to see if they would do their part in helping with the fire assessment and asked if that will close the gap in the reserves. Mayor Hill said they can't talk about speculative dollars; they need guaranteed dollars. He agrees they need to have those conversations regarding the fire assessment. They need to address an increase in utility rates. He asked what they have set aside for infrastructure. Mr. Suggs said a 10% increase will take them from a deficit to a positive of around \$6,000. They just don't want to take this fund backwards and need to keep it moving forward. Discussion ensued regarding citizens' ability to pay fees and utility rates. Mayor Hill said the fire fee is designed to provide a reprieve on equitable distribution of what's in place now. They can't pass a budget with a hole in reserves. If they make those decisions this year, they don't have to make them next year. They are lowering the millage rate and putting an assessment in place to create significant savings for the citizens next year. For the first time in 15 years the millage rate has gone down. This means savings for every citizen. This is apart from the water bill.

Mr. Reynolds said Enterprise Funds are supposed to be self-sustaining. When the General Fund transfers money to the Utility Fund, this is the same as what they are doing with the Golf and Airport Funds, only to a greater extent. Mayor Hill said they can't be totally dependent upon grants. They need to allocate funds to infrastructure improvement. The long term solution is to raise rates. Mr. Reynolds said they have grants like CDBG and possibly USDA if they can get a waiver on population caps. They can't get grants to address operating losses, only infrastructure replacement. Commissioner Norwood said if they do get a grant, there is a match required. Commissioner Borom asked if there are cuts they can make to airport and golf course funds. Mr. Reynolds said in Airport they tried to raise fuel rates; as a result, fuel sales plummeted and nearly stopped. That is the only place the Airport makes money other than hangar rentals. The new hangars will help some. With the golf course, they can't just increase rates or play will stop.

Commissioner Norwood said he would support adding a water rate increase provided money is allocated to infrastructure replacement, noting they have an issue with water quality due to age of pipes. This is a health issue as well. Commissioner Borom said they are having at least two breaks a month; \$75,000 doesn't address much infrastructure. They really don't have any other option except to increase rates. As to monthly rates, Mr. Reynolds said that will depend upon water usage; it will come to around \$6 per month for a minimum bill.

Mayor Hill said there is an increase on what is being allocated at the Golf Course. They are going to set a date for a workshop on the golf course. He doesn't believe they need to increase that allocation for this year. They need to allocate what they allocated in 2013. They need to cut \$28,000 from the golf club and reallocate that to utilities. Mr. Suggs said this is a proposed budget for FY 2015-16 to make that fund whole. They may find they don't need that much money as the year progresses. If they didn't have to replace a certain piece of equipment, they can save that money and lower the amount of the transfer. This is their best effort to make sure the funds are whole. As to the Airport, their transfer depends on fuel rates and hangar rentals and cost of purchasing fuel. If the Golf Course can achieve higher revenues from restaurant sales and lower maintenance costs, they won't need as much money for operating. These numbers are based upon historical numbers. There were expenses this year that won't occur next year. He suggested they pull \$50,000 from Golf and pull \$75,000 from the increase in water rates and put \$125,000 towards infrastructure replacement and improvements. Mr. Reynolds said from an accounting standpoint, if they are decreasing the amount from the Golf Fund, they will still have to transfer that money to the Utility Fund. There was consensus if there is a rate

increase they will obligate \$125,000 towards infrastructure replacement. Commissioner Norwood moved to amend his motion to provide for a 10% increase water rates per staff's recommendation, committing \$75,000 of the increased revenue for infrastructure improvements, lowering the Golf Course allocation by \$50,000, transferring that \$50,000 to the Utility Fund, and set aside a total of \$125,000 for utility infrastructure improvements. Commissioner Campbell seconded the motion.

Mary Rees, 2509 Fairway Drive, said she does not need twice per week garbage pickup. They may save some money going to once a week pickup. The County only picks up once per week.

Ray Skarvowski, 105 W. St. Johns Terrace, East Palatka, said as people come here, revenue picks up. People will buy property because they have cash, and not live in government housing. He sees revitalization for Palatka. As people bring industry in, the new industry will bring the money to improve infrastructure. He asked everyone to pray for the City.

There being no further public comment and no further discussion, a roll-call vote was taken, which yielded the following results: Commissioners Borom, Campbell, Norwood and Mayor Hill, yes; Commissioner Brown, No. The Resolution as amended was declared adopted four in favor, opposed by Commissioner Brown.

6. **PUBLIC HEARING** – 107 Mungin St, 300 Poinsetta Ave. and underdeveloped S. Palm Avenue Parcel #12-10-26-7000-0050-0030 - Planning Board Recommendation to Annex 107 Mungin St and assign commercial land use and planned unit development zoning to all three properties, from Putnam County C-1 (Commercial Neighborhood) – Charles N. and Linda Johnson Bennett, Owners; Palatka Building & Zoning, Applicant

ORDINANCE annexing 107 Mungin Street – 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 107 MUNGIN STREET, LOCATED IN SECTION 12, 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 Campbell moved to pass the ordinance on first reading as read. Commissioner Brown seconded the motion. There being no discussion and no comment, a roll-call vote was taken, with the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The ordinance was declared passed on first reading.

ORDINANCE rezoning 107 Mungin St, 300 Poinsetta Ave. and underdeveloped S. Palm Avenue Parcel #12-10-26-7000-0050-0030 from Putnam County C-1 (Commercial) to City Planned Unit Development – 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 C-1 (GENERAL COMMERCIAL), C-1 (GENERAL COMMERCIAL), AND R-3 (MULTI-FAMILY) TO CITY PUD (PLANNED UNIT DEVELOPMENT) FOR THE FOLLOWING PROPERTIES (RESPECTIVELY): 107 MUNGIN STREET, 300 POINSETTA AVENUE AND UNDEVELOPED SOUTH PALM AVENUE PROPERTY KNOWN AS PARCEL NO. 12-10-26-7000-0050-0030 (SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Campbell moved to pass the ordinance on first reading as read. Commissioner Brown seconded the motion. There being no discussion and no comment, a roll-call vote was taken, with the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The ordinance was declared passed on first reading.

7. **PUBLIC HEARING** – 416 Mission Road – Planning Board Recommendation to Annex, Assign single-family residential land use and R1-A zoning to the property – Chang Yen, owner; Palatka Building & Zoning, applicant

ORDINANCE annexing 416 Mission Road – 1st reading – The Clerk read a corrected 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 416 MISSION ROAD, LOCATED IN SECTION 2, 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. All advertising was verified as to the correct ordinance and address and was declared in order by the City Attorney. Commissioner Campbell moved to pass the ordinance on first reading as verified. Commissioner Borom seconded the motion. There being no further discussion and no comment, a roll-call vote was taken, with the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The ordinance was declared passed on first reading.

ORDINANCE rezoning 416 Mission Road to R1-A (Residential Single Family) – 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 AS TO THAT CERTAIN PROPERTIES LOCATED IN SECTION 2, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 416 MISSION ROAD FROM PUTNAM COUNTY R-1A (RESIDENTIAL SINGLE-FAMILY) TO R-1A (SINGLE-FAMILY RESIDENTIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE Commissioner Brown moved to pass the ordinance on first reading as read. Commissioner Borom seconded the motion. There being no comment or discussion, a voice vote was taken, which yielded the following results: – Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The ordinance was declared passed on first reading.

8. **PUBLIC HEARING** - 908 Husson Ave - Planning Board Recommendation to Annex, amend the Comprehensive Land Use from Putnam County UR (Urban Reserve) to City RL (Residential, Low Density) and Rezone from Putnam County R-1A (Residential Single-Family) to City R-1A (Single-Family Residential) - Diane and Randolph Jenkins, owners; Palatka Building & Zoning, Applicant

ORDINANCE annexing 908 Husson Avenue – 2nd Reading, Adopt – 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 908 HUSSON AVENUE, LOCATED IN SECTION 12, 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 Brown moved to adopt the ordinance on second reading as read. Commissioner Campbell seconded the motion. There being no comment or discussion, a voice vote was taken, with the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared adopted.

ORDINANCE – 908 Husson Avenue - amending the Future Land Use Map and Element from Putnam County UR (Urban Reserve) to City RL (Residential, Low Density) – Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE): FROM PUTNAM COUNTY UR (URBAN RESERVE) TO CITY RL (RESIDENTIAL, LOW DENSITY) FOR 908 HUSSON AVENUE (SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN

EFFECTIVE DATE Commissioner Campbell moved to adopt the ordinance 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, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared adopted.

ORDINANCE rezoning 908 Husson Avenue from Putnam County R-1A (Residential Single-Family) to City R-1A (Single-Family Residential) - 2nd Reading, Adopt – 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 R-1A (RESIDENTIAL SINGLE-FAMILY) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR THE FOLLOWING PROPERTY: 908 HUSSON AVENUE (SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to adopt the ordinance on second reading as read. Commissioner Campbell seconded the motion. There being no comment or discussion, a voice vote was taken, with the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared adopted.

9. **PUBLIC HEARING** - 2404 Tommy Ave - Planning Board Recommendation to Annex, Amend the Comprehensive Land Use from Putnam County UR (Urban Reserve) to City RL (Residential, Low Density) and rezone from Putnam County R-1A (Residential Single-Family) to City R-1A (Single-Family Residential) - Vincent McKeever and Edith Velaquez, owners; Palatka Building & Zoning Dept, Applicant

ORDINANCE annexing 2404 Tommy Avenue - 2nd Reading, Adopt – 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 2404 TOMMY AVENUE, LOCATED IN SECTION 13, 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 adopt the ordinance on second reading 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, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared adopted.

ORDINANCE – 2404 Tommy Avenue amending the Future Land Use Map and Element from Putnam County UR (Urban Reserve) to City RL (Residential, Low Density) – Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE): FROM PUTNAM COUNTY UR (URBAN RESERVE) TO CITY RL (RESIDENTIAL, LOW DENSITY) FOR 2404 TOMMY AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Brown moved to adopt the ordinance as read. Commissioner Campbell seconded the motion. There being no comment or discussion, a voice vote was taken, with the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared adopted.

ORDINANCE rezoning 2404 Tommy Avenue from Putnam County R-1A (Residential Single-Family) to City R-1A (Single-Family Residential) - 2nd Reading, Adopt - 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 R-1A (RESIDENTIAL SINGLE-FAMILY) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR THE FOLLOWING

PROPERTY: 2404 TOMMY AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to adopt the ordinance on second reading as read. Commissioner Brown seconded the motion. There being no comment or discussion, a voice vote was taken, with the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared adopted.

10. **PUBLIC HEARING** - 908 N 20th St - Planning Board Recommendation to Annex, amend the Comprehensive Land Use and rezone to City classifications - Gerald and Deborah Ragans, owners; Palatka Building & Zoning Dept, Applicant – **STAFF RECOMMENDATION TO TABLE TO 10/22/15, PER OWNER REQUEST**

- a. **ANNEXATION ORDINANCE** – 2nd Reading, Adopt
- b. **FUTURE LAND USE AMENDMENT ORDINANCE** – Adopt
- c. **REZONING ORDINANCE** – 2nd Reading, Adopt

Commissioner Norwood moved to table readings of Annexation, Future Land Use Amendment and Rezoning ordinances for adoption to a time certain of October 22, 2015, per request of Property Owner. Commissioner Brown seconded the motion, which passed unopposed.

11. **ORDINANCE** prohibiting dogs and other pets from City of Palatka Cemeteries – 2ND Reading, Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING CHAPTER 22 OF THE PALATKA MUNICIPAL CODE ENTITLED CEMETERIES; AMENDING SECTION 22-8 TO PROHIBIT DOGS AND OTHER PETS, OTHER THAN SERVICE ANIMALS; PROVIDING DEFINITIONS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE – Commissioner Norwood moved to adopt the Ordinance on 2nd reading as read. Commissioner Campbell seconded the motion. Mayor Hill opened the floor for comments from the public.

Mary Rees, 2509 Fairway Drive, said as a genealogist and advocate for cemeteries preservation, this is sacred hallowed ground for loves ones and provides a historical perspective for the town. Arlington cemetery is a dog-friendly cemetery. Dogs must be leashed and well-behaved. She is a Find-a-Grave volunteer; this is an organization that preserves cemetery records. For someone living in Colorado who can't find the means to come to Palatka to photograph a headstone, they can put in a request to do that, and one of their volunteers will take and upload the photos. She has served in this capacity as a volunteer for many years all over upstate New York. She could not have done this if she'd had to leave her dog at home. Only once in all those years did she find a sign that said no dogs allowed. If the objection is that dogs are relieving themselves on graves, this is a people behavior problem. This deters the grief process for many. It is quite therapeutic for her to be able to take her dog to her husband's gravesite. If dogs running lose are the problem, they should post warnings, and provide bags for disposal of dog excrement.

Allegra Kitchens, 1027 S. 12th Street, said she loves animals, but the problem was people walking their dogs through the cemetery and not picking up after them. She believes the City should permit people to take animals to visit graves. When Dr. Zeagler died his German shepherd was very upset and grieved for him. She concurred on the proposed permit process for pet visitation.

Commissioner Brown said she is a dog person, and understands that dogs get really attached to people. Sometimes they go through the grief process. They also have a problem with people not respecting gravesites. Commissioner Campbell said those individuals who are currently walking their dogs through the park could come get a permit. He's not sure how they could draw that line. He doesn't see a way to make that happen. Mr. Holmes said if there is interest from the Commission, and given that direction, they can try to come up with an exception for a permit. They can't amend an ordinance on second reading. Commissioner Norwood concurred that there should be a mechanism to allow mourners to take their dogs to visit gravesites. The issue isn't

that they don't want dogs in the cemetery, but it was turning into a dog park, and pet owners were abusing other people's property. It is a pet owner's responsibility to clean up after their pets, not the City's responsibility. Discussion ensued regarding fines. Mr. Holmes said they would need to define criteria to allow pets in the cemetery for visitation. They can add a clause to state the dog has to be there for the purpose of visiting a gravesite and they have to clean up after their pet. He wants to avoid having another permit process. Commissioner Norwood moved to amend his motion to pass the ordinance on second reading and direct the City Attorney to prepare an amendment to the adopted ordinance to allow pets of owners who are visiting specific gravesites. Commissioner Campbell seconded the motion and asked staff to consult with Mrs. Rees regarding her knowledge and background on this matter. Mayor Hill said the amendment seems counterproductive. There being no further discussion or comment, a voice vote was taken with the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared adopted upon an amended motion.

12. **ORDINANCE** amending Chapter 22, Cemeteries; creating provisions for the issuance of burial permits for burials in City cemeteries, and amending Appendix A, Fee Schedule accordingly to cease of City-provided burial services and vault sales – 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING CHAPTER 22 OF THE PALATKA MUNICIPAL CODE ENTITLED CEMETERIES; AMENDING SECTION 22-3, ADDING PROVISIONS FOR VAULTS INSTALLED BY BURIAL SERVICE PROVIDERS, SECTION 22-4, LOT PRICES, TO DELETE VAULT SALES AND INTERMENT SERVICES, SECTION 22-6, RECORDS; ADDING PROVISIONS FOR OPENING AND CLOSING OF GRAVESITES, PERMITS FOR BURIALS REQUIRED, REGULATIONS FOR INTERMENTS AND DISINTERMENTS, AND OTHER REVISIONS TO GENERAL RESTRICTIONS; PROVIDING FOR RENUMBERING OF CHAPTER SECTIONS WHERE NECESSARY; AND AMENDING "APPENDIX A – FEE SCHEDULE" TO DELETE VAULT SALES AND INTERMENT PRICING AND ADD BURIAL PERMIT FEES; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Borom moved to pass the ordinance on first reading as read. Commissioner Norwood seconded the motion.

Commissioner Campbell said he frequents the cemeteries and has concerns as to the level of services they will be getting from those opening and closing graves. If they are to contract this out to a particular provider, they can be accountable for services. They want to move away from dealing with grey areas. He has dug graves before; he knows he can't dig a grave in a city lot with a shovel because of the consistency of the ground. He asked if they are providing burial service providers with the necessary equipment. Commissioner Brown said she doesn't dig graves, but she supervises the digging. Most of the cemeteries do open and close their own graves. They need to make sure they are marked properly. Most funeral homes would rather do it themselves, and have the equipment to do so. She suggests they try this for a year. Funeral homes would rather sell the vaults. Many funerals are on Saturdays, so this would cut out overtime. The City has a backhoe; there is an art to digging a grave with a shovel. People are moving way from burials and into cremations.

As to the \$150 burial permit fee, Mr. Suggs said this is for marking the grave and administrative services. Discussion ensued as to whether to add this fee to the purchase price of the gravesite, as with many cemeteries, if you purchase a plot, the charge for marking the gravesite is included. As to support from burial service providers, Mr. Suggs noted he and the Clerk met with burial service providers before putting this before the Commission. The burial service providers were in support of the City getting out of the "burial business" as long as the City also stops selling vaults. Commissioner Brown asked staff to look at combining the burial fee with the lot purchase price.

Commissioner Campbell asked how they will take liability into account and if there will be training. Discussion ensued on liability for the city. Mayor Hill said they need to put a waiver in place on

the part of the funeral home. That can be done outside the ordinance. They need to make sure the City is held harmless from injuries and work comp claims for outside workers. Commissioner Brown said marking is critical and the 5 x 10 area needs to be marked out. The providers need to be responsible for not leaving piles of dirt on the graves. There was consensus to have Mr. Holmes draft a waiver for signature by burial service providers.

There being no further discussion or comments, the question was called and a voice vote was taken on the motion to pass on first reading, with the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared passed on first reading as read.

14. **COMMISSION DISCUSSIONS:**

Request to allow Heart of Putnam Food Pantry to locate at Red Cross Offices at 523 S. 13th Street – Jared Dollar, 823 Reid Street, Food Pantry, distributed information regarding this request (filed), saying they have to relocate their operation at the end of this month. They give out food to residents of Palatka. The City's lease with the American Red Cross on the Cooper Building at 13th & Crill states the Red Cross has the ability to request in writing a lease assignment, which they have done. They sent that letter to the Clerk on Sept. 8th. If they aren't able to secure a space, around 16,000 people won't get food. They are all volunteer driven and give food away. It is in the best interest of the citizens that they remain in Palatka. There is a problem with the water, which they will need to get fixed. The property is currently zoned R-1A, as is the Masonic Lodge and Woman's Club and City park next door.

City Planning Director Thad Crowe said this would require some sort of rezoning. Discussion ensued regarding emergency action. Mr. Holmes said this is a nominal fee lease. He has no problem with the lease assignment; this lease is only good for another 3 months anyway. He'd rather they just do a new lease rather than they allow someone to assign a lease. The zoning matter is a must. He doesn't know if this will be a non-issue to those in the area. This will generate traffic from those who are picking up food. This is surrounded by residential zoning and includes other uses. They have to hold a public hearing and give the residents a chance to appear. He has no problem with the Commission agreeing to the lease assignment subject to the terms of the zoning. It is not a question of the use, but the citing or location of the use. They are the type of facility that serves a purpose in the community, which is the criteria to be granted a nominal lease, but you can't allow that to circumvent standard zoning laws. The zoning process will take care of the public hearing.

Sandra Bayless, Heart of Putnam Food Pantry, said this is currently zoned R1 and the Red Cross is currently using it. She asked how this is different for the Red Cross, Woman's Club, Bridge Club and Masonic Lodge. Mr. Crowe said commercial buildings are allowed in residential districts. The uses may be grandfathered in. Mr. Holmes said the Pantry seems to have a substantial amount of traffic and people that are being served. Ms. Bayless said they are open 3 days a week, 4 hours a day, and serve around 75 clients per day. They see clients. They are currently in the back of the Christian Service Center building. They have twelve to fifteen cars at a time in the parking lot; they only give food away. People come in and get groceries, usually 3 bags of food. Clients are on the premises around 20 minutes total. They don't loiter as they have food to take home and refrigerate. People do ride bicycles and come on foot. They have looked everywhere; they received short notice on this move. Their electricity will be turned off on September 28. Their only other option is to close their doors. They have nowhere else to go. The Red Cross came to them with this option. Mr. Holmes said the Commission has an obligation to the residents in the area to give them an opportunity to be heard regarding the change of use. It appears to him that this is a difference in use from what is there now. It should go through the zoning process. If it is a pre-existing non-conforming use, that use will go away when Red Cross moves out. A new tenant would trigger this process. There is no other option.

Mr. Dollar asked if they can move into the building but not operate until the zoning law is changed. There was consensus that this is not a problem, as long as they don't operate. Mayor Hill said they will do whatever they can do to accommodate.

Allegra Kitchens, 1027 S. 12th Street, said she worked with Red Cross as a volunteer after Hurricane Katrina. They had tons of clothes and lots of food, and 20 or 30 volunteers and people coming and going continually. The Masonic Hall across the street generates a lot of traffic. The Woman's Club is across the street. This is not a different use. As the Red Cross is willing to allow them to take over the lease, and the Red Cross has already been operating there, she suggests allowing them to take over the Red Cross Lease, get this on the Planning Board to change the zoning for the entire area, and in December they can readdress the lease. It will at least give them relief for three months.

Mr. Holmes said he has no problem with allowing them to store things in the building. The lease is not an automatic assignment; the City has to approve the assignment. Moving things onto the property for storage and having administrative staff there is not his objection, he does not know if their use of this as a food pantry is more or less intense use than the Red Cross currently has. They need to hold a hearing.

RECESS – Mayor Hill received consensus to call a recess at 8:25 p.m.

RECONVENE – Mayor Hill reconvened the meeting at 8:30 p.m. and continued with the Orders of the Day.

Discussion ensued regarding use of City Hall Annex for storage and possible operation of the Pantry with a zoning change. Mayor Hill said the Pantry should contact their insurance carrier to determine whether their carrier would cover them at a new location. Mr. Dollar said they cannot store food in a non air-conditioned building. They have a lot of regulations. They'd like to take over the Red Cross lease, put their things in that building, and not operate.

Commissioner Norwood moved to amend the Orders of the Day to add the item regarding the consent to the assignment of the American Red Cross Lease to Heart of Putnam in order to allow Heart of Putnam to move their possessions into the building but not operate as a Food Pantry until zoning has been addressed. Commissioner Borom seconded the motion, which passed unopposed. Commissioner Brown moved to assign the Lease currently held by American Red Cross to the Heart of Putnam Food Pantry, allow them to move their items into the building for storage purposes, but not operate as a food pantry until zoning issues have been addressed. Commissioner Borom seconded the motion, which passed unopposed.

Future HUD projects – Vice Mayor Brown said for many years she has looked at resources for housing upgrades. While in Atlanta recently she visited the HUD office and spoke to Mrs. Scott Ford, Office Director with HUD, regarding available resources. She has agreed to come to Palatka to meet with them, tour the area and provide guidance on getting more people into clean housing. She will be here on September 15 (later changed to Sept. 16) 10 am at City Hall.

Commissioner Brown distributed an "asset map" (not filed) from another county, noting it is a guide to economic development and what is possible. She has provided the City Manager with contact information for the Housing Finance people. The Housing Assistance Council will help pull housing resources together. At conference they heard about Plum Creek Development, they have completed a large project in Lake City and are looking to begin another in Hawthorne. They have agreed to talk to Palatka about those projects. Plum Creek owns property near their airport and industrial park. Palatka has run water and sewer lines out to the industrial parks.

Commissioner Brown said she'd like permission to get with people from EDA to bring them here to speak to the Commission about economic development, and have Congresswoman Brown hold a workshop on grants and development. Also, there is a new challenge out called "My Brother's Keeper" which is an Obama Administration initiative. There is money available for this mentoring program. This might bring the President to the community. She also has information regarding business incubators. Following discussion the Commission provided general consensus of support for these projects. Mayor Hill said Senator Hill is looking at the same initiative with HUD.

Scheduling of Golf Course Workshop and Crime Task Force Meetings - Discussion ensued regarding meeting dates. Commissioner Brown agreed to reschedule the meeting with Mrs. Ford/HUD to Sept. 16th at 11:00 a.m. There was consensus to schedule the Golf Course Workshop for 5:30 p.m. on Tuesday 9/15 at the Golf Club. The matter of scheduling the Crime Task Force meeting was pushed to the September 24th meeting.

Creation of Oversight Committee – Mayor Hill said he will discuss this on Sept. 24th.

15. **CITY MANAGER & ADMINISTRATIVE REPORTS** – There were none.

16. **COMMISSIONER COMMENTS**

Commissioner Campbell said Moseley Elementary has been awarded an Active Fitness Grant, one of 3 grants awarded in Florida. They are holding a ribbon cutting ceremony on October 16th at 9:30 am at the Moseley campus. They have extended an invitation to the Commission to attend this ceremony, and are trying to get Congresswoman Brown to attend, also.

Commissioner Norwood noted 9/11 memorial services are being held tomorrow at the County Complex at 9:45 a.m.

17. **ADJOURN** – There being no further business to discuss, the meeting was adjourned at 8:55 upon a motion by Commissioner Brown.

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