

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 October 8, 2015

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 8th day of October, 2015.

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

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; Grants Administrator Jonathan Griffith

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

INVOCATION & PLEDGE OF ALLEGIANCE - The Reverend Don Hanna, Pastor; St. James United Methodist Church

APPROVAL OF MINUTES – 9/24/15 – Commissioner Norwood moved to adopt the minutes as read. Commissioner Campbell seconded the motion, which passed unopposed.

1. **PUBLIC RECOGNITION/PRESENTATIONS**

PROCLAMATION – Pilot International Day – October 18th – Members of the Palatka Pilot Club were present to receive the Proclamation, which was read and issued by Mayor Hill. Barbie McKinney, Club President, said one of their main service projects is partnering with EH Miller School to purchase handicapped playground equipment, and they recently donated \$5,000 to the City of Palatka for its Riverfront Park Playground. Mayor Hill congratulated members present on their civic service and dedication to the community.

SAR FIREFIGHTER OF THE YEAR – John R. Brown, Sons of the American Revolution, introduced Jerry Hampton, President, St. Augustine Chapter of SAR, which also has responsibility for Putnam County. Mr. Hampton said their mission is to keep America great and keep the American Dream alive through recognition for patriotism and value of American citizenship. Assistant Fire Chief Mark Lynady and Fire Captain Ronnie Collier were recognized as SAR Firefighters of the Year. Mr. Hampton read the letters of nomination submitted by Chief Lambert. Chief Lambert said they have over 60 years of dedicated service to the City of Palatka between them; they are both retiring within the year and will be missed.

CHECK PRESENTATION – Florida Parks Service/FDEP Florida Recreation Development Grant (FRDAP) – Mark Giblin, Manager, Ravine Gardens State Park presented a ceremonial check in the amount of \$50,000 to Mayor Hill, Jonathan Griffith and Terry Suggs. Mr. Giblin noted this is a competitive grant that funds the acquisition or development of parklands. They funded 105 projects throughout Florida this year. Putnam County received five of the grants. Mr. Griffith said this will fund the first nature-based playground in NE Florida, a creative play setting. Mayor Hill thanked Mr. Griffith for his efforts, noting this is the 3rd time he's applied for this grant.

2. PUBLIC COMMENTS

Sam Willis, 1309 Crill Avenue, spoke regarding the Planning Board's recommendation to change the zoning on 521 - 523 S. 13th Street. He stated he represents the neighborhood. They are opposed to amending the zoning of R-1A to Public Buildings and Grounds. They believe their neighborhood would be negatively impacted by this change.

3. CONSENT AGENDA

- a. **Authorize the closure of certain streets to vehicular traffic for Special Events Permit No. 15-39** - Trot for Hope two-mile run, November 26, 2015 from 7:00 a.m. - 11:00 a.m. - Race Smith, Inc; Billy Hasselman, Applicant
- b. **Grant permission to exceed allowable noise levels for Special Events Permit No. 15-40** - outdoor showing of Billy Graham's "My Hope America" movie, November 7, 2015 from 4:00 p.m. until 7:00 p.m.- Bound for Glory Cafe, Applicant; Roberta Sprague, Agent
- c. **Authorize to exceed allowable noise levels and close certain streets to vehicular traffic for Special Events Permit No. 15-36** - Christmas Parade, November 27, 2015 from 6:15 p.m. until 9:00 p.m. - Downtown Palatka Inc; Sam Deputy, Applicant.
- d. **Approve request items for Special Events Permit # 15-41 - Palatka Main Street "4th Saturday Downtown Cruise In"** for regular occurrences: 10/24/15, 11/28/15, 12/26/15, 1/23/16, 2/27/16, 3/26/16, 4/23/16, 5/28/16, 6/25/16, 7/23/16, 8/27/16, and 9/24/16 from 5:00 p.m. until 8:00 p.m. - Palatka Main Street, Inc/Harris Berns-Cadle, Applicant
 - a. Grant permission to waive the Class B special event application deadline.
 - b. Grant permission to exceed allowable noise levels throughout the duration of event.
 - c. Allow the closure of the 900 block of St. Johns Avenue for the event.
- e. **Adopt Resolution No. 2015-11-72** rejecting responses received to RFP 2015-04, Palatka Golf Club Restaurant Expansion and Improvements, and directing Staff to reissue a Request for Proposals

Commissioner Norwood asked to pull Item 3(e) for discussion. Mayor Hill said Mr. Salmons wishes to discuss Item 3(d). Commissioner Norwood moved to approve Consent Agenda Items 3(a) through 3(c) as recommended. Commissioner Campbell seconded the motion, which passed unopposed.

- 3(d). **Approve request items for Special Events Permit # 15-41 - Palatka Main Street "4th Saturday Downtown Cruise In"** for regular occurrences: 10/24/15, 11/28/15, 12/26/15, 1/23/16, 2/27/16, 3/26/16, 4/23/16, 5/28/16, 6/25/16, 7/23/16, 8/27/16, and 9/24/16 from 5:00 p.m. until 8:00 p.m. - Palatka Main Street, Inc/Harris Berns-Cadle, Applicant
 - a. Grant permission to waive the Class B special event application deadline.
 - b. Grant permission to exceed allowable noise levels throughout the duration of event.
 - c. Allow the closure of the 900 block of St. Johns Avenue for the event.

Commissioner Norwood asked if there were any conflicting City events. Keondra Wright said there were not. Commissioner Norwood moved to issue the permit as requested. Commissioner Campbell seconded the motion, which passed unopposed.

- 3(e). **Adopt Resolution No. 2015-11-72** rejecting responses received to RFP 2015-04, Palatka Golf Club Restaurant Expansion and Improvements, and directing Staff to reissue a Request for Proposals.

John Salmons, sole respondent to the RFP, said everyone thought the restaurant was going to be Corky Bells until they bowed out. He and his wife decided to put in a response to the restaurant RFP after being told by others in the restaurant business locally that no one local would apply. They submitted a proposal. Clearly the RFP was slanted towards an established restaurant. There is a sentence that states that "if" someone has restaurant experience they should submit three years of financial and historical data. That tells him the City was not expecting only respondents with restaurant experience. The other option is to award him the contract and allow them to move forward with operating the restaurant and they will then pay some of the City's bills. They have a good concept and aren't planning on failing.

Mr. Holmes said he has known Mr. Salmons for many years and has an enormous amount of respect for him personally and professionally. He noted the restaurant business is difficult to exceed at. He asked if he has prepared a business plan for operation of the restaurant. Mr. Salmons said if you include the utilities they would be paying, it would pay for itself. It is an existing business. They would open for breakfast, lunch & dinner and will serve as much fresh food as they can. They plan to operate a steak house. He'd like to change the signage at Crill & Moseley to an electronic sign. They will aggressively market the restaurant. He has never managed a restaurant before, but has been learning restaurant operations from TJ Smith at Beef O'Bradys. He has not done any projections but has historical data on the golf course's restaurant operation. He plans to expand liquor sales at dinner.

Mr. Suggs said this item is on tonight's agenda at the Commission's request at the 9/24 meeting, due to the limited experience of the lone proposer. Commissioner Norwood said the RFP had a criteria; the respondent did not meet all of the criteria. He asked if the City is willing to lower the criteria in the next RFP so he can resubmit. He noted restaurant experience was required per the RFP and moved to approve Item 3(e) as stated. Commissioner Campbell seconded the motion, which passed unopposed.

PUBLIC HEARINGS

4. **PUBLIC HEARING:** 163 Comfort Road - Planning Board Recommendation to Annex and assign residential land use and zoning to parcel, from Putnam County IH (Industrial Heavy) to City R-1A (Single-Family Residential) - Pumpcrete America, Inc., Owner; Palatka Building & Zoning Dept., Applicant. Mayor Hill opened the public hearing.

ORDINANCE annexing 163 Comfort Road - 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 163 COMFORT ROAD, LOCATED IN SECTION 37, TOWNSHIP 9 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. There being no discussion or public comment offered, a voice vote was taken, which yielded the following results: Commissioners Norwood, Campbell and Mayor Hill, Yes; nays, none. The Ordinance was declared passed on first reading.

ORDINANCE rezoning 163 Comfort Road from Putnam County IH (Industrial Heavy) to City R-1A (Single-Family Residential) 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 IH (INDUSTRIAL HEAVY) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR THE FOLLOWING PROPERTY: 163 COMFORT ROAD (SECTION 37, TOWNSHIP 9 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 discussion or public comment offered, a voice vote was taken, which yielded the following results: Commissioners Norwood, Campbell and Mayor Hill, Yes; nays, none. The Ordinance was declared passed on first reading.

5. **PUBLIC HEARING:** 276 N US 17 - Planning Board Recommendation to Annex and assign commercial land use and zoning to parcel, from Putnam County IH (Industrial Heavy) to City C-2 (Commercial Intensive) - Beck/Sloan Properties, Inc., Owner; Palatka Building & Zoning Dept., Applicant. Mayor Hill opened the public hearing.

ORDINANCE annexing 276 N. US Hwy 17 - 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 276 NORTH US 17, LOCATED IN SECTION 37, TOWNSHIP 9 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 Norwood seconded the motion. There being no discussion or public comment offered, a voice vote was taken, which yielded the following results: Commissioners Norwood, Campbell and Mayor Hill, Yes; nays, none. The Ordinance was declared passed on first reading.

ORDINANCE rezoning 276 N. US Hwy 17 - 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 IH (INDUSTRIAL HEAVY) TO CITY C-2 (COMMERCIAL INTENSIVE) FOR THE FOLLOWING PROPERTY: 276 NORTH US 17 (SECTION 37, TOWNSHIP 9 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 Norwood seconded the motion. There being no discussion or public comment offered, a voice vote was taken, which yielded the following results: Commissioners Norwood, Campbell and Mayor Hill, Yes; nays, none. The Ordinance was declared passed on first reading.

6. **PUBLIC HEARING:** Property at northwest corner of Lane and Williams Streets - Parcel # 01-10-26-5200-0170-0010 - Planning Board Recommendation to Annex and assign residential land use and zoning to parcel, from Putnam County R-1A (Residential Single-Family) to City R-1A (Single-Family Residential) - The Latest Dirt, Lic., Owner; Palatka Building & Zoning Dept., Applicant

ORDINANCE annexing property at NW Corner of Lane & Williams Streets - 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 A PARCEL LOCATED AT THE NORTHWEST CORNER OF LANE AND WILLIAMS STREETS, LOCATED IN SECTION 1, 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. There being no discussion or public comment offered, a voice vote was taken, which yielded the following results: Commissioners Norwood, Campbell and Mayor Hill, Yes; nays, none. The Ordinance was declared passed on first reading.

ORDINANCE rezoning property at NW Corner of Lane & Williams Streets - 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 R-1A (RESIDENTIAL SINGLE FAMILY) TO CITY R-1A (SINGLE FAMILY RESIDENTIAL) FOR THE FOLLOWING PROPERTY: PARCEL AT NORTHWEST CORNER OF LANE AND WILLIAMS STREETS (SECTION 1, 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 discussion or public comment offered, a voice vote was taken, which yielded the following results: Commissioners Norwood, Campbell and Mayor Hill, Yes; nays, none. The Ordinance was declared passed on first reading.

7. **ORDINANCE** – Planning Board Recommendation to assign Planned Unit Development zoning to 401 Pine Street and parcels to east, #01-10-26-8650-0010-0500 and #01-10-26-8650-0010-0100 from M-1 (Light Industrial) – Monica Sher, Owner; Palatka Building & Zoning, Applicant – 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 AS TO THAT CERTAIN PROPERTIES LOCATED IN SECTION 1, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 401 PINE STREET AND A SECOND LOT LOCATED TO THE IMMEDIATE EAST, FROM M-1 (LIGHT INDUSTRIAL) TO PUD (PLANNED UNIT DEVELOPMENT, OVER THE COMMERCIAL FUTURE LAND USE MAP DESIGNATION); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Campbell moved to adopt the ordinance on 2nd reading as read. Commissioner Norwood seconded the motion. There being no discussion or public comment offered, a voice vote was taken, which yielded the following results: Commissioners Norwood, Campbell and Mayor Hill, Yes; nays, none. The Ordinance was declared adopted.
8. **ORDINANCE** amending Appendix "A," Fee Schedule of the Code of Ordinances to increase Water & Sewer Rates FY 2015-16 Budget Year – 2nd Reading, Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING APPENDIX A (FEE SCHEDULE) OF THE MUNICIPAL CODE OF THE CITY OF PALATKA AS IT PERTAINS TO FEES AND OTHER CHARGES RELATING TO: WATER RATES GENERALLY, BOTH INSIDE AND OUTSIDE THE CITY LIMITS; SEWER RATES GENERALLY, BOTH INSIDE AND OUTSIDE THE CITY LIMITS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE OF OCTOBER 1, 2015. Commissioner Norwood moved to adopt the ordinance on 2nd reading as read. Commissioner Campbell seconded the motion. There being no discussion or public comment offered, a voice vote was taken, which yielded the following results: Commissioners Norwood, Campbell and Mayor Hill, Yes; nays, none. The Ordinance was declared adopted.
9. **COMMISSION DISCUSSIONS**
Proposed amendment to Municipal Code, Ch 94, Art III, Div 3, Building Exterior Standards for new construction on major city thoroughfares, to provide for initial appeal or waiver request to City Manager - Commissioner Norwood said this amendment will help to speed the process up and makes the City more efficient in the permitting and appeals process. Commissioner Campbell concurred. Mayor Hill said they are looking for opportunities to bring additional businesses in, and don't want to put up barriers while increasing standards. This affords citizens an opportunity to move forward in business endeavors. There was consensus to bring this back to the next meeting for action.
10. **CITY MANAGER & ADMINISTRATIVE REPORTS**

RIVERFRONT PROJECTS REPORT - Jonathan Griffith distributed a Project Status Report (filed). Mayor Hill asked for an update on the Hotel. Mr. Griffith said there's been limited progress in the past month; they can't have any more finished trade come in and start until the building is water-tight. They are moving back to the project site next week and site work will proceed. It is projected to be finished by January, 2016. As to the 100 Block, that is at a standstill until Mr. Diamond approaches the Commission about a contract revision or produces a letter of credit. They are going to hold off on road re-construction until after Blue Crab Festival. As to permits, the building official has everything he needs for the work that has been done thus far. Other permits have not been issued. There are some contractual requirements that have not been met. Mayor Hill said the developer may be approaching the Commission about modifying the letter of credit requirement.

As to the riverboats, the Coast Guard inspected Boat #2 today; he will provide an update on that early next week.

POLICE CHIEF SEARCH – Mr. Suggs said applications have closed. There are 48 applicants; 26 from Florida and four from Putnam County. They will now begin reviewing qualifications and narrowing down the list. As to the process, after list has been narrowed down, they will forward out a questionnaire the applicants will respond to and return, which will narrow the field further to a list of candidates for interview. Prior to extending an invitation for interview they will perform background checks on those applicants.

Mr. Suggs said he and Mr. Reynolds met with DOC. They currently have two inmate squads under contract at around \$59,000 each. DOC has offered an opportunity to continue receiving an inmate work crew at no cost for the contract that renews in January, and will provide an additional 5 to 6 man work crew at no additional cost. They will work towards getting the other contract fee waived.

11. **COMMISSIONER COMMENTS**

Commissioner Borom and he met in St. Augustine with Senator Travis Hutson, who will work with the City on getting grant dollars for infrastructure. They are trying to overcome population thresholds. There is a meeting on the 13th to draft legislative language for a bill to offer specific assistance to the City.

Commissioner Norwood asked for criteria to be drafted to determine when the City will pursue a partner on the golf course, or make a decision on leasing or selling the golf course.

Commissioner Norwood said there is a bill being filed to force municipalities to hold general elections in November of odd years. They need to look at drafting a statement for the League in support of home rule powers. They need the authority to set their own election dates based upon the needs of the community.

Palatka has drastically improved aesthetically. There is a noticeable difference and many people are noticing the difference in the community's appearance. There is still work to be done.

Mayor Hill said he and Staff have had a number of conversations on what is happening in Parks and Streets departments. On N. 14th Street there was a training program that dealt specifically with demolition through nuisance abatement. Five or six employees took part in that training; they learned how to work with heavy equipment. A house was torn down; Frank Bellamy owned the house; before he passed way he was a critical part of making sure the City was clean.

They have had meetings with Senator Tony Hill and other potential partners concerns infill and housing projects through USDA grants. People throughout the State see opportunities in Palatka; at least three different entities want to come in with projects to help meet housing needs.

Staff in all departments have adjusted to change. Mr. Suggs has met the challenge throughout the transition. They are seeing change.

Commissioner Campbell concurred with all previous comments saying Palatka has taken a much-needed turn due to staff and citizens taking a hands-on approach. He is grateful to those supportive individuals for their encouragement.

He extended an invitation to the public to come to Moseley Elementary for a ribbon cutting and dedication of Moseley's "Live Positively" Fitness Center on October 16 at 9:30 a.m. He will be one of the instructors in the new facility. City and County representatives will be present. Students will be giving demonstrations.

Commissioner Norwood said he will be traveling on Monday and Tuesday; he will not be attending Mondays CRA meeting.

Regarding the retention pond on 19th Street, Mayor Hill said that has been addressed.

Mayor Hill said on Oct 31st Palatka Pride is hosting a fall festival at Hank Bryan Park. They have partnered with SJRSC and the Health Department, and are looking for other community partners. They are doing a clean-up of Hank Bryan from 8 am to 10 am that morning, and from 10 am to 12:00 noon they are holding a fall festival. They will also hold a costume contest in keeping with the "Green" theme, and will have a prize for the student with the best costume made out of recycled items. They want to make this a large event for the community.

12. **ADJOURN** – There being no further business to discuss, Mayor Hill adjourned the meeting at 7:10 p.m.

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