

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

JASON L. SHAW, SR.
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

MINUTES CITY OF PALATKA March 24, 2016

Proceedings of a Regular meeting of the City Commission of the City of Palatka, Florida, held on the 24th day of March, 2016.

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; Police Chief Jason Shaw; Planning Director Thad Crowe; Airport Manager John Youell, Public Works Director 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 – 2/24/16; 3/10/16 – Commissioner Norwood moved to adopt the minutes as read. Commissioner Campbell seconded the motion, which passed unopposed.

1. **PUBLIC RECOGNITION/PRESENTATIONS**

INTRODUCTIONS – 2016 Miss Florida Scholarship Pageant Winners and Azalea Pageant Queen - Marsha Tracy, Pageant Director, was present to introduce the 2016 Miss Florida Scholarship Pageant Winners and the Azalea Pageant Queen. Miss Florida Azalea Jasmine Martin and Azalea Miss Outstanding Florida Teen Olivia Foster will represent the Azalea Pageant in the Miss Florida and Florida Outstanding Teen pageants this year.

SPONSOR RECOGNITION – Florida Power & Light – 2016 Azalea Festival Mayor's Reception – Mark Garman was present to receive a plaque in recognition for FPL's sponsorship of the 2016 Azalea Festival Mayor's Reception.

PROCLAMATION – Aviation Appreciation Month, April, 2016 – John Youell, Airport Manager, was present to accept the proclamation, which was read and issued by Mayor Hill. Mr. Youell invited the public to visit the Airport; they welcome visitors year-round.

PROCLAMATION – Mayor's Day of Recognition – April 5, 2016 – Lisa Valukevitch, CIS, Bud McInnis, CIS and Mrs. Jenkins, a grandparent volunteer at Moseley Elementary, were present to receive the proclamation, which was read and issued by Mayor Hill. Ms. Valukevitch thanked Mayor Hill and the Commission for their recognition and Communities in Schools for their

participation. They partner with the Putnam County School District. Reverend Don Hanna, also present, assists them with various programs. She thanked all the volunteers who provide an incredible service. Volunteers are 55 and over; they serve in schools and work with kids who need extra academic and social skills development. They provide active listening and unconditional love and this reduces behavioral referrals.

PROCLAMATION – U-Turn Anti-Drug & Alcohol Week – April 10 – 16, 2016 – Casey Caison was present to receive the proclamation, which was read and issued by Mayor Hill. Mr. Caison provided a brief history and update on the U-Turn Program, which originated at Southside Baptist Church in 2011-12. It has grown into a community-event, now held at the John Theobald Sports Complex. This is an anti-drug & alcohol addiction event in its sixth year, and benefits people who are ready to make a U-turn in their lives away from drug and alcohol addiction. They gave out their first scholarships in 2015 for ministry college and Teen Challenge recovery programs. They address prevention & awareness and provide referrals.

PROCLAMATION – Garden Club 75th Anniversary Day – April 2, 2016 – Kalia Baillene and members of the Palatka Garden Club were present to receive the Proclamation, which was read and issued by Mayor Hill. Ms. Baillene said they are honored and pleased to serve the community. They are part of the national organization of garden clubs, which was started in the 1950's. They are involved in environment, conservation, horticultural events and are concerned about the environment. They will have a celebration on April 2 from 11 to 1 with refreshments and demonstrations for adults and youth.

2. PUBLIC COMMENTS – (limited to 3 minutes – no action will be taken on topics of discussion)

Luke Taft, Palatka Arts Council said April 9th the March of Dimes, Bicycle Festival and Arts Council 4th Annual Chalk Explosion will take place. This is a celebration of street painting. Everyone is invited to come check out the art, create art and compete for prizes. They are designated by the State to promote the Arts throughout Putnam County. Mayor Hill said Mr. Taft has been very proactive in promoting activities involving the arts in Palatka, including involving the youth. One of their impediments is transportation for the youth.

Mark Lawson, PA, Consultant, provided an update on the Fire Assessment Program and the City's fiscal stewardship, saying they went through this process last fall. They mailed out notices and bills, which call for a public hearing on 4/14/16. This will be advertised in the newspaper tomorrow. Nothing has changed; they will use the same approach without a change in assessment. They are following exactly what was laid out in the resolutions. This is a process similar to the budgeting process. Questions can be directed to Mr. Suggs and Mr. Reynolds.

3. CONSENT AGENDA

- a. **Adopt Resolution No. 2016-12-24** authorizing the Mayor and City Clerk to execute and attest Change Order No. 9 with Scherer Construction of North Florida, LLC in the amount of \$1,496.00 to modify cane bolt access height for hangar improvements at the Palatka Municipal Airport (100% grant funded)
- b. **Recommend appointment of Richard B. Stackpole, Jr. to Putnam County Library Board** for the remainder of a three-year term expiring 6/2016 and an additional three-year term expiring 6/30/2019.
- c. **Code Enforcement Board Appointments:**
 1. **Accept Andrew Kiley's resignation** from Code Enforcement Board as member with Real Estate Experience (appointed to Gas Authority Board 1/2016).
 2. **Appoint Butch Puryear** as Regular Member with Real Estate Experience to the Palatka Code Enforcement Board for the remainder of a term expiring 9/2016 and an additional 3 year term to expire 9/2019 (currently serves as Alternate #2)

- d. **Grant permission to exceed allowable noise levels and close S. 14th Street between Crill Ave & Diana Drive for Special Events Permit No. 16-21** - Easter Egg Hunt, March 27, 2016 from 12 noon - 6 pm - One Direction Car Wash/Gregory Napier, Applicant
- e. **Grant permission to exceed allowable noise levels for Special Events Permit No. 16-27** - Greater Palatka Ministerial Association Easter Sunrise Service, March 27, 2016 from 6:00 am to 8:00 am - Greater Palatka Ministerial Association/Rev. Don Hanna, Applicant
- f. **Grant permission to exceed allowable noise levels for Special Events Permit No. 16-24,** Florida Bass Federation Bass Tournament Saturday, April 9, 2016 and Sunday, April 10, 2016 from 5:00 am until 4:00 pm - Florida Bass Federation Joseph Nickol, Applicant.
- g. **Grant permission to exceed allowable noise levels for Special Events Permit No. 16-22** - U-Turn Community Outreach, April 16, 2016 from 11 am to 4 pm to be held at the Putnam County John Theobald Sports Complex (Triangle Park) - Southside Baptist Church, Applicant; Casey Caison, Agent
- h. **Grant permission for the consumption of alcoholic beverages within the City of Palatka Riverfront Park for Special Events Permit No. 16-19,** Annual Mug Race Party, May 6, 2016 from 7 am to 11:59 pm - alcohol consumption area is identified as the Riverfront Park, 301 River St. (as shown on the site plan) - Palatka Yacht Club; David Girardin, Applicant
- i. **Authorize closure of certain streets to vehicular traffic for Special Events Permit No. 16-20** - 5K Fun Run, May 7, 2016 from 6 am to 11 am - Putnam County School District; Nikki Hawthorne, Applicant.
- j. **Approve request items for Special Events Permit No. 16-23** - Wolfson Children's Bass Tournament - Thursday, May 19, 2016 to Saturday, May 21, 2016 from 4:00 am until 7:00 pm - Paul Hamilton, Applicant;
 - 1. Grant permission to close boat ramp from 5:00 pm Friday, 5/20/16 to 7:00 am. Sat. 5/21/16
 - 2. Grant permission to exceed allowable noise levels 4:00 a.m. to 7:00 p.m. May 19 – 21, 2016
 - 3. Grant permission to close Memorial Parkway from Reid Street to S. 2nd Street on Saturday 5/21/16 from 4 am to 7 pm

Commissioner Norwood moved to approve all items on the Consent Agenda with the exception of Item 3(e). Commissioner Campbell seconded the motion, which passed unopposed.

- 3(e). **Grant permission to exceed allowable noise levels for Special Events Permit No. 16-27** - Greater Palatka Ministerial Association Easter Sunrise Service, March 27, 2016 from 6:00 am to 8:00 am - Greater Palatka Ministerial Association/Rev. Don Hanna, Applicant – Commissioner Norwood moved to grant permission as requested. Commissioner Campbell seconded the motion, which passed unopposed.
- 4. **RESOLUTION** concurring on the reorganization of the Palatka Police Department – Adopt – Mayor Hill said there has been a lot of discussion on the reorganization of the PD, which was presented to the Commission on March 10th. The City Commission does have the authority to address this along with the Police Chief and City Manager. The promotions have already been made so it is almost secondary that they look at this. Discussion ensued as to the necessity of passing a resolution on this item as the reorganization and promotions are already in place.

There was no action taken on the Resolution, which was not read.

Chief Shaw introduced new patrol officers Shelby Misamore, Andrew Snyder, and Ryan Liles. He introduced Toby Williams, Captain of Patrol, and Brad Forsythe, Captain over Special Operations. He said Andrew Snyder is a returning officer and welcomes the opportunity to return.

- 5. **DISCUSSION** - Martin-Mency, LLC Contract for Bus Stop Benches - Patrick Mency, St. Johns, Florida, said his company places benches in public right of way on which local businesses advertise. They have been doing this all over Florida since 1999. This helps local businesses

and doesn't cost the city anything. They make their money back through advertising placed on the benches. Commissioner Norwood noted the last time they had these benches there were issues with the benches, as the type of benches placed weren't the ones they agreed to be placed. Mr. Mercy said they were temporary benches.

Mr. Holmes said they didn't have a positive experience in 2009/10 when they tried this before. The memo in their agenda package (filed) explains some of the situation. He is particularly concerned with the fact that the issue with the benches weren't what was required. They weren't removed when the City asked they be removed, and the City had to remove and store them. He understands that the past doesn't necessarily repeat itself, but they did not have a good experience with Mr. Mercy. The benches he delivered were not the benches that were promised and there were other issues with the Building Department regarding style, safety and placement. A number of issues were raised by the business community. They had a lot of back and forth correspondence. Commissioner Brown said they weren't actually placed where bus stops were located. Mr. Mercy said the contract stated they would place temporary benches and then order permanent benches within the first six months. Discussion ensued as to approved locations of benches and concerns with the terms of the contract not being met.

Thad Crowe, Planning Director, said the Planning Board has to approve each location of the benches. They consider safety as well as a number of other factors. The Building Department will look at all those aspects. Discussion ensued as to advertising content and whether or not they would be treated as signs or benches. Mr. Crowe said bus stop benches with advertising are allowed. Mayor Hill said he advertised on them and received a lot of positive feedback. The major issue seemed to be whether the benches could be placed in the right of way. Another issue was the construction material used in the bench. He was a proponent of the bench as an affordable alternative to billboards. Mr. Suggs noted they should look at off-site advertising requirements.

Mr. Mercy said they are in Clay County in Green Cove Springs. Those are steel decorative benches. It was noted Mr. Mercy is proposing concrete and wood benches for Palatka. Commissioner Norwood said they need to be sure the benches are placed at the bus stops. He would like to be sure they maintain a 25-foot radius around the benches for trash, etc. Commissioner Brown voiced her objection to concrete and wood benches. There was concurrence from the Commission. Mr. Holmes asked Mr. Crowe, should the Planning Board go forward and Mr. Mercy proposes 50 sites on one application, how they will handle logistically advertising 50 different locations with 50 different legal descriptions. Mr. Crowe said they have treated similar items with one application with multiple locations. Discussion ensued on putting benches at school bus stops. Mr. Crowe said the Planning Board has jurisdiction over any location. There was Commission consensus that they be located at bus stops only.

Allegra Kitchens, 1027 S. 12th Street, said initially the Commission thought it was a splendid idea, but then started encountering complaints from the County and State. They were placed without permits. Once they discovered the numerous issues with advertising and sign ordinances, they reconsidered. It took quite a bit of negotiation with Mr. Mercy and his attorney to get out of the contract. They weren't being placed where any buses stopped.

Mayor Hill said they can move forward with discussions and close the gaps based on past experience. Discussion ensued concerning the handout provided by Mr. Mercy (filed). It was noted the City can allow placement in the State right of way as long as a contract is in place. Mr. Mercy was directed to negotiate with Mr. Holmes and appear before the Planning Board. Mr. Holmes said he wants to make sure Mr. Mercy has permission to go forward with a contract before he goes to the Planning Board. There was consensus to move forward.

6. **DISCUSSION/DIRECTION – Cemetery Benches and Rules –** Mr. Suggs said this continues from the conversation held regarding cemetery benches held at the March 10th meeting. They cleaned up the rules and changed nothing as to content and material except for placement of benches at Oak Hill West. They eliminated a lot of unnecessary language. They need to hold a discussion on moving forward on allowing benches and other items at the cemetery. Mayor Hill said they cleared up redundant language. The conversation needs to be held on approved materials for benches in the future and whether or not to grandfather existing benches that are not granite or marble. Discussion ensued regarding maintenance.

Discussion ensued regarding current rules and enforcement as well as administrative control over documentation, permitting and rules, and documenting that lot owners receive rules. It was noted that the primary proposed change in the rules was to allow benches at the foot of lots at Oak Hill West. Commissioner Campbell moved to send this to the cemeteries advisory group and ask them to make a recommendation on benches. Commissioner Norwood seconded the motion, which passed unopposed. Commissioner Campbell also asked to include a recommendation on curbing for the entrance/exit loop at Oak Hill West to keep vehicles from driving across that section of gravesites during funerals.

7. CITY MANAGER & ADMINISTRATIVE REPORTS

PROJECTS UPDATE:

Southern Riverfront Improvement Grant Update – Mr. Griffith said the Southern Riverfront Improvements Phase V needs to be reinstated to use some of the water taxi funds on restrooms. They will not get another extension on that \$300,000 grant, which comes up this summer. He has reached out to Mr. Lagassee and Mr. Suggs on this. Discussion ensued on reasons for not having been able to put a contract with Mr. Lagassee in place. The scope seems to be a “moving target.” Discussion was held regarding the scope of services for riverboat operator. Mr. Griffith said staff has negotiated a scope and fee with an architect for the restroom building that will come before them for approval. They are resubmitting the FWC boating improvement grant for the fuel farm under the Commission authorization they received several months ago, but are not specifying the location. They are arranging inspections on boat #2 and verifying that Lagassee’s captain and crew have met all requirements for the boat operation. There was a consensus that bathrooms are needed at the riverfront. There was also consensus that they need to lock down the scope of the services required from the dockmaster/operator before they can discuss the scope of the improvements to be made. It was noted that one boat has been delivered and they are close to delivery on the second boat.

Main Street Drainage - At the request of Commissioner Borom they’ve looked at a bird bath or drainage pond on Main Street. They’ve looked at various estimates in order to get positive drainage in front of the car wash at 9th & Main and have the cost down to around \$4,000. They don’t have funds to address this type of Capital projects. There are other storm water projects that take priority. Commissioner Borom said this stems from the improvements on the bike trail made by the State and County. They need to resolve those issues. The Better Place Plan has funds that could be used for this purpose. Instead of the water draining down the street, the water settles in the driveway of the car wash. There was consensus that they need to be business friendly and support businesses by taking care of public works issues. Mr. Griffith said they have made multiple requests for assistance from the County and don’t believe they are going to get any results.

Discussion ensued on prioritizing various projects and individual complaints. Mr. Suggs said they will put the projects and costs down on paper and will bring the projects to the Commission to prioritize them.

River Street Wall – Mr. Griffith said they can drop one section of the wall without endangering the structure. He needs some sort of indemnification document from the owner that holds the city harmless if they have to access the property. They have a verbal agreement but want a written agreement. Mr. Holmes said he will draft that. It was noted that this is a Streets project and that department is understaffed. There was consensus to bring this back to the next meeting.

They are addressing a concrete repair for a currently not utilized driveway to Askew Vickers' property on N. 17th Street.

Mr. Suggs reported the following:

- Commissioner Laibl has set up a meeting on Monday at the River Center at 5 pm for the River Keeper's visit. The public is invited. The topic is river protection. Mr. McCann is giving a presentation on the WWTP effluent system.
- He gave a 2.5 hr presentation at the Trinity United Methodist Church regarding current city projects and economic development.
- The Baoshan, Chinese delegation wants to come back to the City of Palatka. This is above his level of authority. They are asking for an official invitation letter from the City so they can travel. There was consensus to decline to write the letter.
- He has received a proposed contract from Beckler and Poliakoff, which he will transmit to the City Attorney for recommendations next week. He will try to get this on the next agenda.
- The RFP for the Crystal Cove Paving Project is under development.
- They will be closing City Hall at 2 p.m. tomorrow in observance of Good Friday. This has been done in the past. Notice has been posted and the press has been notified.
- Today he closed on a house inside the City Limits. He thanked his wife Julie for her support throughout this process. The house will be undergoing minor renovations before they officially move in.

8. COMMISSIONER COMMENTS

Commissioner Brown requested the City Manager speak to Rick Leary about St. Johns Avenue from the College to Zeagler Drive. It is very bumpy and needs resurfacing.

Commissioner Brown said Katie Ross, Representative for Senator Bill Nelson, will be here on April 12th. If anyone wants to meet with her at that time they can. She'd like a list of places to take her to see. The first place she will take her will be the WWTP.

Commissioner Norwood said he'd like to see the Public Works Department do an assessment of small projects to bring to the Commission for direction so they can start moving forward.

Commissioner Campbell wished everyone a Happy Easter.

Commissioner Borom said he attended his first meeting of the County Better Place Oversight plan. They have a little over \$9 million in the coffers. There are no planned projects for that money. The City should make a request for those unallocated funds, especially for improvements on St. Johns Avenue. Of the total funds received, 83% goes to the County. The remaining 17% is split between the municipalities according to population. As the City uses those funds, they should document that usage on the website. He'd like to get that history before June.

Regarding evaluations for city manager, Commissioner Borom said he has a package that contains a generic city manager performance evaluation which he received from FLC. They want to be sure they are focusing on their priorities. He'd like to set up a workshop to talk about this matter. He'd like to see at least two performance evaluations per year, as well as feedback from

department heads. Following discussion there was consensus to wait until the HR Director is in place. Regarding the HR Director, Mr. Suggs said they are still working on finding the right person for the job.

Mayor Hill said this past weekend was a great weekend for the City of Palatka with the Azalea Golf Tournament and BassMasters Elite Tournament in town. They had Palatka people working together to accommodate people and bring in tourism. Germaine Douglas and Jonathan Filion worked tirelessly on behalf of the City throughout the event.

To highlight community cooperation, Mayor Hill said local angler Cliff Prince pulled local angler Terry Scroggins into his spot and allowed him to fish it because his live well stopped working and he had to stop fishing for the day. The entire community came together for the greater good.

9. **ADJOURN** - There being no further business to discuss, the meeting was adjourned at 8:30 p.m. by Mayor Hill.

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