

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 June 23, 2016

Proceedings of a Regular meeting of the City Commission of the City of Palatka, Florida, held on the 23RD day of June, 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; Fire Chief Mike Lambert; Planning Director Thad Crowe; Public Works Manager Jonathan Griffith

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

INVOCATION & PLEDGE OF ALLEGIANCE – Elder James Matthews, Pastor, Passionate Worship Center, Inc. of Palatka

APPROVAL OF MINUTES – 5/26/16 & 06/09/16 regular meetings, 6/7/16 & 6/8/16 Town Hall meetings - Commissioner Campbell moved to adopt the minutes as read. Commissioner Borom seconded the motion, which passed unopposed.

1. **PUBLIC RECOGNITION/PRESENTATIONS**

RECOGNITION - Clean It Up! Green It Up! Organizers, Sponsors & Participants – organizers and supporters of the May 21st County-wide Clean it up! Green it up! Clean up were recognized and presented with certificates of recognition by Mayor Hill, assisted by Commissioner Campbell. Mayor Hill expressed his appreciation for all the work and organization that went into the event, wherein some 500 participants picked up some 9,250 lbs of garbage throughout the county. Those recognized were as listed in the Agenda Package (filed).

EMPLOYEE RECOGNITION – Employees of the Quarter - City of Palatka Blue Crab Festival Duty Staff – Kenny Eubanks, Mike Shazel, Robert Smith, Mandi Tucker and Brandi Ryster were present for recognition by Mayor Hill, assisted by Commissioner Campbell. Recognized in absentia were Kenneth Andrews, Tim Brooks, Germaine Douglas, Jaufees “Jay” Jackson, Jerome Johnson, Johnnie Lewis, Pete Lindsey, Charles Poole and Herman Meitz. All employees being recognized by the City Commission were presented with a Certificate and gift card.

2. PUBLIC COMMENTS

Elizabeth Van Rensburg, 310 S. 3rd Street, thanked the Putnam County Historical Society, partners with the City on bringing the Smithsonian Institute Traveling Waterways Display, which has been on display at the St. Johns River Center and will be there until July 9th. She said the Putnam Co. Historical Society has put up posters, handed out flyers, posted items on its Facebook page and website, and visited local radio stations. They have gotten a lot of free publicity through their new program on WPLK which is broadcast on Friday mornings. Last Friday a half-page full color ad appeared in the St. Augustine Record and Palatka Daily News. Another ad will appear in those publications tomorrow. The ads have helped spike attendance. They also have an ongoing lecture series at the Bronson Mulholland House. The next lecture is Saturday at 1 pm and they are free to the public. If anyone is interested in volunteering during the exhibit hours, they can. Georgia Pacific has partnered with the Historical Society and City of Palatka on sponsoring the exhibit.

3. CONSENT AGENDA

- a. **Adopt Resolution No. 2016-12-41** authorizing the execution of a Fireworks Display Contract in the amount of \$18,000 with Fireworks by Santore for the 4th of July Fireworks Display
- b. **Adopt Resolution No. 2016-12-42** authorizing the Mayor and City Clerk to execute and attest the renewal of Florida Department of Corrections Work Squad Agreement #W1001 to provide one inmate work squad to the City of Palatka for a one-year term beginning August 24, 2016
- c. **Reappoint Roberta Correa and Elizabeth Van Rensburg to the Palatka Historic Preservation Board** as members representing the South Historic District and North Historic District, respectively, for three-year terms expiring June, 2019 (incumbent representatives)

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

4. **REQUEST** for Letter of Commitment for historic restoration grant match funds – Gary McGriff, Bethel AME Church of Palatka, asked for a commitment letter for Bethel AME for a special category grant. He would like a public notice to be made as to the availability of CRA funds for grants, and asked when the notice will be given. He would like to know when the CRA funds will be available. Mayor Hill said he can go onto the website and see what is available. This is not the CRA meeting; they are not dealing with allocation of CRA funds here. Those TIF program funds are not available at this time. They will provide public notice on when those funds are available. When the notices go out, he can apply for those funds. Commissioner Borom said it will be difficult to get funds committed before July 1; they can put his request into the next cycle, which will be next year. Commissioner Norwood moved to deny the request for a Letter of Commitment for historic restoration grant matching funds for Bethel AME Church. Commissioner Borom seconded the motion, which passed unopposed.
5. **REQUEST** for Contract Amendment to allow upper floor residential or commercial at 105 S. 2nd Street (Moragne Building) - Charles and James Land, LLC as prospective purchaser and limited agent for Riverfront Development Group, LLC – Kevin Sharbaugh, 501 Atlantic Avenue, Interlachen, for Riverfront Development Group, said he is here with regards to a request for permitted uses under paragraph 27.1, which gives the City the sole discretion to allow for a change in use or development as envisioned in Exhibit C to the Agreement (filed). This shows that the first floor of all four buildings is identified as commercial. The second and third floors are residential. They want to change the development and use restrictions. The City put this clause into the contract in order to maintain a strong voice in the development. Pages 2, 3 and 4 of Exhibit C show residential uses on the second and third floors.

Mr. Sharbaugh said they have recently been approached by a buyer for the Moragne building. The buyer would like the option to put commercial and residential use on the second and third floors. Whether the uses are modified is up to the City. The Moragne building is the building on St. Johns Avenue, which is the retail core, and where the City is more interested in commercial development. RDG wants to accommodate the desires of the potential buyer. They request the City's agreement to this change. Should the Commission agree to this, RDG will appear before the Planning Board to request a conditional use permit for commercial and residential on the second and third floors. The buyer is Charles and James Land, LLC.

Mayor Hill asked if the modification will affect any of the dates. Mr. Sharbaugh said it will not; they are on target to fulfill their obligations. As to moving forward, they have to have a contractual closing between RDG and the purchaser. The purchaser would take the property subject to the pre-existing agreement with RDG. That is fully understood by all parties.

Thad Crowe, Planning Director, said the current conditional use the City Commission ratified allows for 16 residential units, with six allowed in the Moragne building. The recommendation going to the Planning Board will be to have at least one residential unit in the Moragne building. They will need a major modification to the approved conditional use for this. Mr. Holmes asked Mr. Crowe to speak to the zoning in the absence of that conditional use permit. Mr. Crowe said DR zoning has a clause that each building is limited to two residential units. The 100 Block would have 8 units by right, but they were allowed 16 units with the conditional use. The only restriction on offices is that each office use is limited to 10 or less employees. But for the conditional use permit, this is the allowed zoning. The conditional use permit limits the total number of residential units on upper floors. Mr. Crowe said the 10 employee limit applies to the "core" zoning. This has no effect on required parking as office and commercial don't have parking requirements.

Commissioner Brown said she hopes the rest of the buildings will contain some retail. Commissioner Norwood said this fits more into the vision they originally had for Riverfront Square. He said they spent a long time talking about making sure the project is viable and asked if that is still the case. He asked if this is approved tonight, how soon the Planning Director will receive plans. Mr. Sharbaugh said they are on the Planning Board agenda for July 5. Once they receive the contract amendment, they can go forward with the conditional use permit. Once the contract between the buyer and the developer is in place they will start developing building plans.

Commissioner Campbell concurred with the comments of the Commission and said he is in agreement with the change. Mayor Hill said he hopes to see this sale close. Mr. Sharbaugh said this request is to allow this possible outcome. The current plan is still in place.

Commissioner Borom moved to grant approval of the proposed Developer Agreement Contract Amendment #2 to allow residential or commercial development of the upper floors of 105 N. 2nd Street (The Moragne Building). Commissioner Brown seconded the motion, which passed unopposed.

6. **RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST A MEMORANDUM OF UNDERSTANDING BETWEEN THE MISS FLORIDA AZALEA SCHOLARSHIP PAGEANT, INC. (MFASP) AND THE CITY OF PALATKA FOR THE FUNDING AND CONSTRUCTION OF A SPLASH PAD AT THE RIVERFRONT PARK –** Marcia Tracy, 112 Timber View Drive, Palatka, was present on behalf of Florida Azalea Queens. They are working on obtaining their non-profit 501c3. The organization would like to raise \$75,000 for the construction of a Splash Pad. She has sent the dimensions to the company, who has informed her they don't do "linear" splash pads with water running through it. They are calling the

fundraiser "Bling the Crown." They are doing fundraisers throughout the community. She displayed the logo, which contains 440 squares, which can be sold for \$100 each, which would raise \$4,400. If they do two of these logos, that takes them almost to the \$100,000 goal. The girls would keep \$25,000 for scholarships and pageant expenses. She has received a quote for a \$35,000 base price to construct a splash pad. The water will backflow to the St. Johns but it will be purified before going into the St. Johns River.

Discussion ensued as to maintenance of the project following construction, which would be up to the City. Mr. Griffith said they are paying monthly maintenance on the current fountain, which is around \$350 per month. It would be similar or a little less. Commissioner Brown said she'd like to see this come to fruition. Mr. Griffith said there are two options; one would be to modify the "water runnel" which can be activated at the push of a button. It is a sidewalk with a swale cut into it in the shape of a river. The other option is to go with the splash pad alone at the terminus of St. Johns Avenue in the circle that was constructed in 2009. The radius is approximately 20 feet. It's fairly large.

Mr. Holmes provided comments on the Agreement, noting they are estimating the cost of the splash pad at \$75,000. The document states that if the ultimate design exceeds that, it will have to be "value engineered" to get it down to \$75,000. That can mean many things. They are obligating themselves to build it for \$75,000. If that is not enough, the city is saying it will pay the rest of the cost. The City is agreeing to provide construction and project management services its sole cost. Mr. Griffith said the City will solicit bids, contractors, and make inspections. Mr. Holmes said there is no time frame in the document on when the \$75,000 will be available. There is a termination clause, but with no time frame, that clause is rendered questionable. Mrs. Tracey said she's hoping they will have the money raised by March, 2017. Mr. Holmes suggested they insert a time frame. Mr. Griffith was asked for input into the time frame as to how it fits into the overall plan for the riverfront. Mr. Griffith said he hasn't had time to research the cost of a splash pad. It can range from \$50,000 to \$200,000. He wants to be sure they comply with the FRDAP grant and close that out. As to whether or not the splash pad construction will hold up the FRDAP grant, Mr. Griffith said it might. They will take every step possible to do this without complicating the construction process and make it separate from the grant obligation. If the splash pad goes at the terminus of St. Johns Avenue, they won't have that problem. The grant closes in summer of 2017, about a year from now. Mr. Holmes asked if it's possible to design the project, close it out and leave grass where the splash pad will be, to which Mr. Griffith answered it is. Mr. Holmes advised placing a time frame into the contract and show a deadline of 75 days prior to July 1, 2017. Mr. Griffith said he has a conceptual rendering of a splash pad at the terminus of St. Johns Avenue.

Commissioner Norwood said they need to know the cost and put a timeline in place, if only for budgeting purposes. It was noted that the contract doesn't specify the location of the splash pad. Mrs. Tracey said they want to start fundraising the week of July 1st. Per Mr. Holmes question, Mrs. Tracey said she is comfortable with placing a March 31 deadline for funding into the contract, which she understands gives the City the option to terminate. Commissioner Brown suggested talking to the veteran's organizations, who have expressed an interest in helping raise the money to build the splash pad.

Mr. Holmes suggested a modification to Paragraph 9, at the end of the last sentence, after "project", insert "on or before March 31, 2017." Commissioner Brown moved to adopt the resolution authorizing execution of the contract as amended. Commissioner Campbell seconded the motion. There being no further discussion, a vote was taken and the motion passed unopposed.

PUBLIC HEARINGS:

7. **ORDINANCE** - 7301 Crill Avenue - Planning Board Recommendation to amend the Comprehensive Plan Future Land Use Designation from RM (Residential Medium) to COM (Commercial) - Bldg. & Zoning Dept., applicant – 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 OPF (OTHER PUBLIC FACILITIES) TO COM (COMMERCIAL) FOR 1001 NORTH STATE ROAD 19, LOCATED IN SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Borom moved to adopt the Ordinance as read. Commissioner Brown seconded the motion. Commissioner Norwood noted he was informed that this is necessary as the property appraiser has the zoning listed incorrectly. There being no further discussion and no public comment offered, a voice vote was taken, which yielded the following results: Commissioners Brown, Borom, Campbell, Norwood and Mayor Hill, yes; Nays, none. The Ordinance was declared adopted.
8. **ORDINANCE** - 1001 N SR 19 - Planning Board Recommendation to amend the Comprehensive Plan Future Land Use Designation from OPF (Other Public Facilities) to COM (Commercial) - Bldg. & Zoning Dept., applicant – 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 RM (RESIDENTIAL MEDIUM) TO COM (COMMERCIAL) FOR 7301 CRILL AVENUE, LOCATED IN SECTION 09, 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 discussion and no public comment offered, a voice vote was taken, which yielded the following results: Commissioners Brown, Borom, Campbell, Norwood and Mayor Hill, yes; Nays, none. The Ordinance was declared adopted.
9. **REQUEST** to fund Payroll for Summer Counselors for Police Athletic League (PAL) Summer Camp - Lalita Thomas, Executive Director – Commissioner Campbell declared a voting conflict of Interest per Form 8B, Division of Ethics, declaring he is a member of the PAL Board of Directors. Commissioner Norwood also declared a voting conflict of interest, per Form 8B, Division of Ethics, declaring that his children are enrolled in the summer camp program, and declares this conflict per the recommendation of the City Attorney.

Lolita Thomas, representing PAL, said this summer camp is part of the City's recreation program. They offer employment to high school kids as camp counselors. This is a 7 week program, running through July 28th. Hours are 8:00 a.m. to 3:30 p.m. at the C.L. Overturf Campus. They want to employ 10 kids for 20 hours of work experience and 20 hours of training per week. They are asking for \$15,000 to help cover the payroll.

Mayor Hill said they need to start providing summer jobs for the youth. PAL has a deficit and there is money in the City's recreation program. They are currently re-seeding fields. This is an opportunity for the City to help PAL and support the program. Commissioner Brown moved to authorize \$15,000 in Recreation Funds to fund summer youth counselors for the PAL Summer Camp Program. Commissioner Borom seconded the motion, which passed unopposed.

Capt. Bobby Williams, PPD, said camp is going very well. They started with 40 kids, and are up to around 65 kids now. They believe it will continue to grow when summer school ends. The

shortage affects the scholarship program. They can now provide more scholarships to kids who can't afford the camp fee. Scholarship cost is \$175 per child.

10. CITY MANAGER & ADMINISTRATIVE REPORTS

Mandi Tucker, Facilities Manager, said they have the Smithsonian Exhibit on display at the River Center until July 9th. Their visitor numbers have increased, during Memorial Day weekend over 2,000 people came through. They had 356 visitors come through this past Saturday and 150 on Sunday. They average 60 to 65 visitors per day. When someone schedules a field trip they close the lesson; the most popular at this time is Animals, followed by Wetlands and History of Palatka.

Jonathan Griffith distributed a project status update. Commissioner Borom asked for this to be distributed with the agenda. Mr. Griffith said it will be almost two weeks old by the time the meeting is held. Commissioner Borom asked it be emailed out ahead of the meeting.

Thad Crowe, Planning Director, said permitting is picking up, and a new restaurant proposed for downtown is on Planning Board agenda. A new day care is opening up in the next six months on Moody Road. They are starting to see new construction.

Police Chief Shaw invited commissioners to visit PAL summer camp. Tomorrow they are visiting the bowling alley from 1 pm to 3 pm. They are also recruiting guest speakers from the community. If anyone is interested in speaking about careers or opportunities, please see him or Capt. Williams.

Capt. Williams reported on the Washington Street Community Festival, saying the event had a great turnout. Over 25 organizations attended the event; they had tents going all the way down both sides of the street. They had over 200 kids attend. They are in the process of planning National Night Out, which takes place in August. National Night Out is looking to be very successful with good turnout. Chief Shaw said they are building relations and bridging gaps in the community. He will add the Commissioners on the mailing list. These festivals have been welcomed in the various communities.

The Clerk announced the Employee Appreciation Luncheon is scheduled for next Friday, July 1st at the Golf Club.

Mr. Suggs said he and Staff attended a meeting at Representative Van Zant's office on water quality issues. FDEP, SJRWMD, and other water quality and testing entities were there. The outcome was very positive in that the issues raised by various citizens concerning water quality and leachate disposal were unfounded, and the City's water quality is fine. They are testing one well just to appease some folks. It was a very detailed meeting with a positive outcome for the City. The goal of the meeting was to vet concerns and issues which some private citizens have voiced concerning testing done by the City. City staff had a limited role in the meeting; DEP answered most all the questions.

Mr. Suggs said he and other staff had an opportunity to meet with Congressman Ted Yoho. He heard the City was having issues raising funds for the needed WWTP upgrades and he would like to provide assistance. He and elected the officials attended a meeting with Senator Nelson in Jacksonville, and as a result Senator Nelson wants to schedule a conference call with officials to talk about where they are with the waiver request.

Yesterday he attended a Code Enforcement Conference in Orlando with City staff. Bob Hamilton, one of his mentors, a retired City Attorney, retired yesterday from the Code Enforcement Association as Board Attorney after 26 years. He believes in public service.

11. COMMISSIONER COMMENTS

Commissioner Norwood noted the City Manager is coming up on his one year anniversary and is due for his evaluation. That evaluation should be scheduled.

Commissioner Campbell said he's met with Mr. Suggs concerning the Internship Program. Outside of PAL they will have internship positions within City. As of now they estimate five paid positions will be available. Tentatively they have two individuals in mind to start. He hosted a "Movie with Commissioner Campbell" at Palatka Mall Theater; they booked out two shows with kids and parents. He has three more family events planned for the summer. He wants to host a day at the River Center, a day at the bowling alley, and finally a back to school bash.

Commissioner Borom thanked the ROC group for participating in tonight's commission meeting and learning about government. He thanked the community for attending meetings.

Mayor Hill recognized Felicia Nelson with Save Historic Central Academy. Mrs. Nelson said they are in the process of replacing the roof with a permanent roof with funds secured through a State of Florida grant. They are waiting for the contracts to be received, signed and returned. They are working with the PHA, engineers and contractors, and hope to start construction in August. They hope the City will provide continued support for their cause. Mayor Hill said this is a 22,000 sf facility on the Northside and is the oldest African American School in Florida.

Mayor Hill said tonight he and Mr. Suggs attended a ribbon cutting for a new dentist facility and while there heard the rich history of dentistry in Florida.

Mayor Hill said last Saturday's clean up at Lemon Heights was a success. He thanked the Palatka Pride partners, Police and Fire Department staff for their work. The Jacksonville chapter of his fraternity participated and co-hosted a voter registration drive in conjunction with Supervisor of Elections Office. It was a great day for the community and kids. Momentum on cleaning up the community continues.

12. ADJOURN – There being no further business to discuss, the meeting was adjourned at 7:40 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