

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

MINUTES CITY OF PALATKA September 10, 2009

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 10th day of September, 2009

PRESENT: Mayor Karl N. Flagg
Commissioner Mary Lawson Brown
Commissioner Allegra Kitchens
Commissioner Vernon Myers, Jr.
Commissioner James Norwood, Jr.

Also Present: City Manager Elwin C. Boynton, Jr.; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Police Chief Gary Getchell; Fire Chief Mike Lambert; Building & Zoning Administrator Debbie Banks; Parks & Cemeteries Director Jeff Norton; Water & Sewer Distr. Supt. Rhett McCamey; Golf Pro Spanky Aaron.

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

INVOCATION and Recognition of Victims of 9/11 attack – The Reverend Jason Carter, Youth Pastor, Victory Christian Fellowship Church, led the invocation. Arms and Colors were presented by Palatka Police Department and Palatka Fire Department Color Guard. Mayor Flagg asked all to stand and contemplate a moment of silence in recognition of those civilians and public safety employees who lost their lives on September 11, 2001.

PLEDGE OF ALLEGIANCE – Woody Boynton

APPROVAL OF MINUTES – 8-27-09 – Commissioner Brown moved to adopt the minutes as read. Commissioner Myers seconded the motion, which passed unopposed.

1. PUBLIC RECOGNITION

Volunteer Recognition - Oak Hill Park Clean-up Neighborhood Project – Jesse Thomas, Jane Thomas, Lee Gore, Terry Gore, Jared Chesser and Officer Mylinh Reeves. Officer Reeves recognized these citizens and others who helped make the Oak Hill Park beautiful, saying they do it to keep the neighborhood safe. Mayor Flagg read a memorandum from Jeff Norton, Parks Supt., recognizing their success in creating a park on a vacant lot adjacent to W. Oak Drive, and named all those involved in the project (filed). Commissioner Brown said many times communities want to know what the City will do for them, but she is always delighted when citizens take the initiative to do for themselves. These individuals are also participating in the Neighborhood Gardens program. She hopes this will inspire other citizens and neighborhoods to take similar initiatives. Mayor Flagg said they can't say enough of Officer Reeves and the job she does representing the City of Palatka.

Retirement Recognition - Lenwood McCullars, Water & Sewer Distr. – 10 years – Mayor Flagg recognized Mr. McCullars years of service.

2. **PUBLIC COMMENTS –**

Daniel R. Ziem, Sr., 401 Olive Street, said he'd like to know what will happen to the \$50,000 that was given to the Blue Crab festival. They are supposed to provide an accounting of those funds. Mayor Flagg said there will be a report and it is forthcoming. The information that was submitted is being analyzed by staff and the public will receive a synopsis of the report.

Mr. Ziem said yard sale signs are not being taken down and he'd like enforcement on removing the signs from trees, power poles and street signs. Mayor Flagg said regarding signage, it is the desire of the Commission and Code Enforcement staff that citizens voluntarily comply. It is always good to recognize the need to raise awareness at the same time.

Roxanne Weeks, 501 S. 17th Street, Palatka, said she filled out a speaker comment card asking to speak at this meeting, and received a call a week later to meet with Mr. Boynton and Mayor Flagg. She was unable to do so and would like to reschedule that meeting. She wants to talk about corruption, malfeasance and cover-up in the Palatka Police Department. She has hundreds of pages of documentation to back up what she alleges. This is an 8-year pattern with the PPD. There are other citizens that feel this way, but all fear retaliation, which she has experienced. She'd like to see a review board established to look into this. Mayor Flagg asked the City Attorney if this is the proper forum to hold this discussion, being that these are legal matters, and in light of her statement that she has hundreds of pages of documents regarding this and her assertion that she is represented. Mr. Holmes said there is nothing to prohibit City officials from meeting with her, but there could be a better avenue to make those complaints. It could be the City is not the proper avenue. Mayor Flagg noted she has made numerous allegations, for which she claims to have documentation. He asked her what she is seeking, and if she is asking to state her case, or if she intends to sue the City. She answered she intends to sue the City. Mayor Flagg said if that is the case, they don't need to meet with her outside a courtroom setting, and should each follow the advice of their respective attorneys. She said she was told that it is her right to request the City Commission appoints a citizens' review panel, and this is what she would like to discuss. Mayor Flagg said they are open to meeting with her regarding the citizens review board. Mr. Holmes said once a citizen alerts the city to the fact they plan to sue, things are placed on a different level than that of a citizen coming in to discuss policies, procedures, etc. Once she has placed the City on notice of her intent to sue, it is his obligation not to discuss with her anything in reference to her lawsuit. If her request is to discuss, in concept, establishing a citizen review board, and no certain instances, incidents or allegations, it is his advice not to discuss these matters with her. Ms. Weeks stated her attorney will be present. Mayor Flagg said in that case it is crucial that Mr. Holmes be present, and her attorney can contact Mr. Holmes to set that meeting up.

Askew Vickers, 207 N. 18th Street, asked Mayor Flagg about an instance where a gentleman who lives on Lundy Road asked the City to put up a noise buffer in the form of a six-foot fence along his property on Lundy Road during discussion regarding annexation of property for a condo development next to his property, and was told a six foot fence wasn't allowed.

Debbie Banks, Building & Zoning Administrator, said for fences there is a six foot height limit requirement for anything to the rear of a parcel and four feet height limit to the front of the parcel. Mr. Vickers asked why fences around the PHA are higher than six feet in the rear. They are over eight feet tall. He said he inquired at PHA as to why this was and was told they could do what they want to do. Mrs. Banks said the PHA is not allowed to do whatever they

want to do. She is not aware whether or not they obtained a variance; that is an option for any property owner.

Mr. Vickers said he spoke with Mr. Boynton regarding a driveway apron for some property at 1001 N. 16th Street. Mr. Boynton had told him he would look into it. Mr. Vickers said his son has to drive across the sidewalk to access his property.

Mr. Vickers said he spoke to Commissioner Norwood regarding the fence around a retention pond at his church. He understands the Church is not required to have a fence, but it is more important to do the right thing and what seems right, rather than follow regulations. Commissioner Norwood said it is not the city's pond but Calvary's pond. Mr. Vickers said it is about doing right. He was elected to do right. He is a deacon at that Church.

Regarding red light cameras, Mr. Vickers said putting cameras on the lights is not much different than having Death Valley days by putting traffic lights in Death Valley with wagon trains. There are cameras on 30 traffic lights.

3. **CONSENT AGENDA:**

- a. **Authorize execution of Renewal Agreement for the Provision of Supplemental Police Services with PHA** for crime prevention services, per Police Chief
- b. **Authorize execution of Amendment #1 to SJRWMD Cost-Share Agreement #24924 for a \$600,000 increase** in funding for completion of the Lower River Basin Reuse Project for a Zero Discharge Option, per City Manager
- c. **Authorize approval of Flint Construction Contract CO #1 in the amount of \$21,692.00**, for a total contract amount of \$240,527.00, for Tilghman House Renovation, per Robert Taylor, Project Manager
- d. **Authorize Supplement #3 to Ayres Associates' Contract 30-1602.03 in the amount of \$28,585.05** for Reuse System Engineering Services, per City Manager
- e. **Authorize execution of Modification to FEMA Subgrant Agreement #07HM-0@-04-64-02-031**, Project #1561-80-R, Zeagler Drive Drainage Project, to decrease the drainage project contract allowance by \$16,769.00, extend the period of the agreement, and modify the budget and scope of work, per City Manager
- f. **Authorize execution of FEMA Hazard Mitigation Grant #10HM-23-04-64-02-002, Proj. #1561-080-R, in an amount not to exceed \$112,820.00** (local share \$36,667.00) for Zeagler Drive Drainage Project, Phase II, per City Manager
- g. **Authorize execution of FDLE Edward Byrne Memorial Justice Assistance Grant in the amount of \$97,389.00** for Palatka Crime Response and Analysis Program, per Police Chief
- h. **Authorize execution of Final Change Order #7 to Commercial Industrial Corp. decreasing the contract amount by \$146,559.82**, for a total contract amount of \$1,783,784.66, for the Reuse System Extension Phase II, per City Manager
- i. **Authorize execution of Amendment #1 to CDBG Contract #09DB-4N-04-64-02-N14, Dunham Street Water Line Project**, reducing matching fund requirement by \$131,799.92 to a new total of \$27,419.72, increasing the amount of program income included in the match from by \$11,219.64 to a total of \$102,000.00, and amending the scope and budget, per Fred Fox, Grant Administrator
- j. **Authorize execution of Agreement for Service in the amount of \$23,680.00 with Northeast Florida Regional Council** to develop a Historic Preservation Element and Economic Development Element for adoption into the Comprehensive Plan
- k. **Authorize execution of an Agreement for Service for Technical Planning Assistance** per fee schedule
- l. **Issue Permit to exceed noise levels established by Chapter 30, Palatka Code of Ordinances to Trinity Baptist Church** for Worship Under the Stars Event to be held

October 10, 3 pm to 10 pm, at the Fred Griffin Amphitheater (William McNaught, Agent), per Special Events Coordinator

m. Issue Permit to exceed noise levels established by Chapter 30, Palatka Code of Ordinances to Keep Putnam Beautiful for Artoberfest/Home & Garden Show at the Palatka Riverfront Park, for the following dates:

Saturday, Oct. 3	9:00 a.m. to 5:00 pm.
Sunday, Oct. 4	1:00 p.m. to 5:00 p.m.

Mr. Boynton asked to pull Item 3(j) from the consent agenda. Commissioner Myers moved to approve all items on consent as recommended except Item 3(j). Commissioner Kitchens seconded the motion, which passed unopposed.

Consent Agenda Item 3 (j) - Authorize execution of Agreement for Service in the amount of \$23,680.00 with Northeast Florida Regional Council to develop a Historic Preservation Element and Economic Development Element for adoption into the Comprehensive Plan - Mr. Boynton requested the Commission delay execution of this contract for six weeks or so, as there has been some discussion regarding the need to hire additional Planning personnel. Commissioner Kitchens moved to table Consent Agenda Item 3(j). Commissioner Norwood seconded the motion, which passed unopposed.

4. **PUBLIC HEARING – TRIM Calendar** - Tentative Budget and Proposed Millage Rate (8.65) - Mayor Flagg opened the Public Hearing. It was noted that the actual proposed millage rate of 8.65 comes in at -6.09 percent below the rolled-back rate, which is less than the rolled back rate. The budgets have been on file in the Clerk's office for the public's inspection.

Levy Ordinance No. 09 – 42 - 2009/10 Budget year – 1st Reading The Clerk read an ordinance entitled AN ORDINANCE LEVYING TAXES FOR THE YEAR 2009 TO RAISE THE NECESSARY REVENUE TO DEFRAY THE EXPENSES OF THE CITY OF PALATKA FOR THE FISCAL YEAR 2009 - 2010. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Myers seconded the motion. A roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Myers, Norwood and Mayor Flagg, yes; Nays, none. The ordinance was declared passed on first reading.

Appropriation Ordinance No. 09 - 43 – 2009/10 Budget year – 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, MAKING AN APPROPRIATION OF MONIES FOR THE OPERATING EXPENSES OF THE CITY OF PALATKA FOR GENERAL ADMINISTRATION OF THE SEVERAL GOVERNMENTAL DEPARTMENTS OF THE CITY, AND FOR CONTRIBUTING TO THE SEVERAL SINKING FUNDS OF THE CITY TO PAY INTEREST ON AND PROVIDE FOR THE RETIREMENT OF THE OUTSTANDING BONDS AND OTHER FIXED OBLIGATIONS OF THE CITY, AND FOR PALATKA GAS AUTHORITY, FOR AND DURING THE FISCAL YEAR A.D. 2009-10. Commissioner Kitchens moved to pass the ordinance on first reading as read. Commissioner Brown seconded the motion. A roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Myers, Norwood and Mayor Flagg, yes; Nays, none. The ordinance was declared passed on first reading.

5. **PRESENTATION OF SEPT 10, 2009 COMMUNITY REDEVELOPMENT AGENCY MEETING:**
- Approve South Historic District Annual Plan Modification
 - Approve CBD TIF Fund Allocation of \$3,000 for Larimer Arts Ctr. Projection System
 - Approve CBD TIF Fund Allocation of \$14,970 to reimburse City of Palatka General Fund for St. Johns Avenue Drainage Project Engineering Contract Expenditures
 - Palatka Main Street/City of Palatka/CRA Contract – Authorize for Execution
 - Putnam County Chamber of Commerce/CRA Contract – Authorize for Execution

- f. CRA Needs Assessment Report, including the Central Business District, North Historic District and South Historic District (separate attachment) – Adopt as revised

Mr. Boynton noted the CRA met today at 4:00 and made recommendations to adopt all requests for action as shown and recommended. (Note: The minutes of that meeting are hereby incorporated into this record by reference.) Commissioner Brown moved to consent to adopt all actions as recommended by the Community Redevelopment Agency. Commissioner Kitchens seconded the motion, which passed unopposed.

6. **RESOLUTION** 08-59 authorizing an application for a Florida Recreational Development Assistance Program Grant in the amount of \$200,000.00 to increase recreational options at the Old Palatka Water Works Environmental Center – Adopt – The Clerk read a resolution entitled A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR FEDERAL FISCAL YEAR 2010-11. Mr. Boynton said this grant will provide environmental education & recreational enhancements, resurface Whitewater Drive, build a compost toilet and will promote bike and recreational trails. This will eventually be part of greenways and trails and will link up the Ravine Gardens. Commissioner Kitchens moved to adopt the resolution as read. Commissioner Myers seconded the motion. A roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Myers, Norwood and Mayor Flagg, yes; Nays, none. The resolution was declared adopted.
7. **PUBLIC HEARING** – 3895, 4001, 4003 and 4005 Reid Street – Planning Board Recommendation to Annex, Amend the Future Land Use Map and Future Land Use Element from Putnam County Urban Serve to City of Palatka Industrial, and Rezone from Putnam Co. Industrial City of Palatka Industrial with a Planned Unit Development Overlay – Palatka Vest, LLC, applicant - Mayor Flagg noted there has been a request to continue this public hearing to a time certain of Sept. 24 and October 8, the next two meetings. Commissioner Brown moved to continue the Public Hearing on the following items to a time certain of September 24, 2009:
- a. Annexation Ordinance #09-35 – Adopt -
 - b. Land Use Amendment Ordinance #-09-36 - Adopt
 - c. Rezoning Ordinance – 1st reading
- and to continue 2nd reading of Item (c), the rezoning ordinance, to a time certain of October 8, 2009. Commissioner Myers seconded the motion. A roll-call vote was requested and taken, with the following results: A roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Myers, Norwood and Mayor Flagg, yes; Nays, none. The motion was declared passed.
8. **ORDINANCE** rezoning 2403 Tommy Avenue from Putnam Co. R-1A to Palatka R-1A (single family residential) – Lorraine Wetherington & Marcia A. Carr, owners – 2nd Reading, Adopt – Kitchens, Myers - 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 PROPERTY IN SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY R1-A (SINGLE FAMILY RESIDENTIAL) TO CITY R1-A (SINGLE FAMILY RESIDENTIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE. Commissioner Kitchens moved to adopt the ordinance on second reading as read. Commissioner Myers seconded the motion. A roll – call vote was taken, with the following results: Commissioners Brown, Kitchens, Myers, Norwood and Mayor Flagg, yes; Nays, none. The ordinance was declared adopted.

9. **ORDINANCE** rezoning 2405 Tommy Avenue from County R-1A (single-family residential to City R-1A (single-family residential) – Rhoda Harris, owner – 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 A STO THAT CERTAIN PROPERTY IN SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY R1-A (SINGLE FAMILY RESIDENTIAL) TO CITY R1-A (SINGLE FAMILY RESIDENTIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE. Commissioner Myers moved to adopt the ordinance on second reading as read. Commissioner Kitchens seconded the motion. A roll – call vote was taken, with the following results: Commissioners Brown, Kitchens, Myers, Norwood and Mayor Flagg, yes; Nays, none. The ordinance was declared adopted.
10. **ORDINANCE** rezoning 3403 & 3323 St. Johns Avenue from Putnam County CPO (Commercial, Professional Office) and R1A (Single Family Residential) to City of Palatka C-1A (Commercial Neighborhood District) – A Women’s Resource Center, owner – 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 A STO THAT CERTAIN PROPERTY IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY CPO (COMMERCIAL PROFESSIONAL OFFICE) AND R1-A (SINGLE FAMILY RESIDENTIAL) TO CITY C1-A (COMMERCIAL NEIGHBORHOOD DISTRICT); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE. Commissioner Kitchens moved to adopt the ordinance on second reading as read. Commissioner Myers seconded the motion. A roll – call vote was taken, with the following results: Commissioners Brown, Kitchens, Myers, Norwood and Mayor Flagg, yes; Nays, none. The ordinance was declared adopted.
11. **ORDINANCE** rezoning 3832 Reid Street from Putnam County C-2 (Commercial) and AG (Agricultural) to City of Palatka C-2 (Intensive Commercial) – Putnam Lanes, Inc., owner – 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 PROPERTY IN SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY C-2 (COMMERCIAL) AND AG (AGRICULTURAL) TO CITY C-2 (INTENSIVE COMMERCIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE. Commissioner Brown moved to adopt the ordinance on second reading as read. Commissioner Kitchens seconded the motion. A roll – call vote was taken, with the following results: Commissioners Brown, Kitchens, Myers, Norwood and Mayor Flagg, yes; Nays, none. The ordinance was declared adopted.
12. **ORDINANCE** – Rezoning Ashebrooke Estates, 2010 Ashebrooke Lane and 2020 Ashebrooke Lane, from R-4 (Mobile Home/conventional home residential) to R-1 (Single Family Residential) Kenny Downs, 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 CETAIN PROPERTY IN SECTION 10, TOWNSHIP 10 SOUTH, RANGE 26 EAST, FROM R-4 (MOBILE HOME/CONVENTIONAL HOME RESIDENTIAL) TO R-1 (SINGLE FAMILY RESIDENTIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE. Commissioner Brown moved to adopt the ordinance on second reading as read. Commissioner Kitchens seconded the motion. A roll – call vote was taken, with the following results: Commissioners Brown, Kitchens, Myers, Norwood and Mayor Flagg, yes; Nays, none. The ordinance was declared adopted.

Daniel R. Ziem, Sr., 401 Olive Street, asked if this means mobile homes will now be allowed in the City? Mayor Flagg said this rezones property that was formerly zoned to allow mobile homes. It has now been rezoned to allow homes only, and mobile homes will no longer be allowed on these parcels.

13. **ORDINANCE** amending water rates both inside and outside the City Limits, effective October 1, 2009 – 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA BE AMENDED BY REVISING APPENDIX “A” TO SECTION 86-314 AND APPENDIX “A” TO SECTION 86-315 THEREOF, PROVIDING NEW WATER RATE SCHEDULES EFFECTIVE OCTOBER 1, 2009, BOTH INSIDE AND OUTSIDE THE CITY LIMITS RESPECTIVELY; AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Myers seconded the motion. A roll – call vote was taken, with the following results: Commissioners Brown, Myers, Norwood and Mayor Flagg, yes; Commissioner Kitchens, No. The ordinance was declared passed on first reading four in favor, opposed by Commissioner Kitchens.
14. **ORDINANCE** amending sewer rates both inside and outside the City Limits, effective October 1, 2009 – 1st Reading – the Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA BE AMENDED BY REVISING APPENDIX “A” TO SECTION 86-344 AND APPENDIX “A” TO SECTION 86-345 THEREOF, PROVIDING NEW SEWER CHARGES EFFECTIVE OCTOBER 1, 2009, BOTH INSIDE AND OUTSIDE THE CITY LIMITS RESPECTIVELY; AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Myers seconded the motion. A roll – call vote was taken, with the following results: Commissioners Brown, Myers, Norwood and Mayor Flagg, yes; Commissioner Kitchens, No. The ordinance was declared passed on first reading four in favor, opposed by Commissioner Kitchens.
15. **DISCUSSION AND REQUEST FOR DIRECTION** – Palatka Municipal Golf Course Presentation - Mr. Boynton said there was a discussion regarding this matter at the 8/27 meeting. From that meeting, several members of the commission requested he put out an RFQ to lease or hire a project management team for the golf course. This is now on the agenda for action. The course has still lost over \$100,000 this year, and they believe internally they can balance the budget next year. He has begun formulating an RFQ to lease the golf course and he could have responses as early as early November. His recommendation is that if they would like a cost certain, he can't guarantee that the Golf Course will be self sustaining, and even with an RFQ to lease the course it may or may not be self-sustaining, but at least they will have a known factor. He cannot tell them if they can make \$100,000 or not. Commissioner Brown said she called Mike Sittig, Executive Director of the Florida League of Cities, and he is going to contact Mr. Boynton tomorrow to discuss researching other alternatives to work this through. She'd like to table this item. She asked if someone has held a meeting with all the users to find out what they want and are willing to do to keep this course. Many of the golfers are retired or current business people and should have a stock in helping the City to keep the course. Many are county residents. Commissioner Kitchens said the golf course is a valuable asset as a recreational source. They don't want to lay people off. The Course has lost money in the past through a number of means. The County previously agreed to help pay for the new clubhouse, but then reneged when a several new commissioners were seated. The Golf Course has lost far less this past budget year than in years prior. Nothing is certain. Mr. Boynton said he believes the Golf Course will break even next year. Commissioner Kitchens said if the loan is refinanced to a 20-year term, they will have a 3 to 5% cushion above the break-even point. If they lease the course out or get rid of it, they will cause 10 people to lose their jobs. Even though the leasing entity may say they will keep these folks,

they likely will not. All they've put into this venture will be lost. They have a chance to break even by refinancing.

Commissioner Myers said the Golf Course is a valuable asset as a recreational facility and provides incentive to locate here. They should pursue an RFQ to see what options are available and to gauge any interest that can be garnered. They need to reach new players to increase revenue and decrease expenses, or a combination of both. It's questionable as to whether or not the Golf course will break even. They need to look at all the options.

Commissioner Norwood concurred with Commissioners Kitchens and Myers, and said they can't close the door on any options. He asked how they will cover the current deficit. Mr. Boynton said for FY 8/09 deficit the money will come from the General Fund. Commissioner Norwood said they have a marketing issue and need a marketing professional tell them how to market the course, improve membership, etc. They have identified the problem and need to look for a solution.

Spanky Aaron, Golf Pro, said they did hold a membership drive at the beginning of the fiscal year. They solicited all the major businesses -- GP, FPL, and the Hospital, among others. They are still in contact with them. The drive netted them about 40% of what they needed. They will keep those members and continue to add new members. The 2009/10 budget is not based on any new memberships. Mayor Flagg said none of them want to get rid of the golf course, lay off employees, etc, but they cannot afford to keep providing the level of subsidy they have experienced in the past. They need to choose the best of the best options and would be remiss not to pursue minimally this RFQ. Mr. Holmes said it is an RFP. Mayor Flagg said they want not only someone with the money to operate the golf course, but also the experience to operate the golf course. They need a project management team. Mr. Holmes said an RFQ means you have a project in mind and are seeking qualifications to do the specific job. If they are looking for a management firm, that's an RFQ. If they don't know what they want to do, they need proposals, or an RFP. Mr. Boynton said the RFQ gets the individuals through the door and then you can negotiate the elements of the proposals. At the onset, an RFP takes a lot more time and effort to put together as you have to have all elements present in the proposal. An RFQ would be a little quicker. Discussion ensued on the merits of an RFP vs. an RFQ. To answer Commissioner Kitchens' question, Mr. Boynton said the money has not yet come from the General Fund to cover this deficit, but will come from the General Fund at the end of the fiscal year so that the deficit is not carried over to the next year, as was the practice by the past administration. All that money was repaid to the General Fund last year through a loan taken by the Golf Course Fund. As of 10/1/08, there was no money owed to the General Fund to cover that debt. They began the current fiscal year with the expectation that they could balance the budget and had every intention to do so. Mayor Flagg said for the past decade they've been saying one more year; that era has come and gone. They need to take some action. He asked the City Manager and Attorney to decide whether it will be an RFQ or RFP and bring that recommendation to the next meeting. Commissioner Myers said there are golf course management companies that have many different programs they can suggest. They should consult with them. In the letter received from Billy Casper Golf, three or four options were given, with one recommendation. There are other companies that will do that. Commissioner Kitchens moved to bring a recommendation back to the Commission on putting out the request, whether for qualifications or proposals, on Sept. 24, 2009. Commissioner Myers seconded the motion, which passed unopposed.

16. **CONCURRENCE ON CITY MANAGER'S RECOMMENDATION** to appoint Matthew Reynolds as City of Palatka Finance Director effective October 1, 2009 – Mr. Boynton said an interview team consisting of himself, Ruby Williams, Betsy Driggers, Gary Getchell and Mike Lambert

interviewed four candidates for this position. Mr. Reynolds was the top candidate selected by the committee. He brings that selection before the Commission for concurrence tonight.

Matthew Reynolds, candidate, 120 Quail Lane, Palatka, said he was born and raised in Palatka and attended Palatka schools. He graduated from UNF with a degree in Finance. He appreciates the opportunity to serve in this capacity. Commissioner Brown moved to concur on the City Manager's recommendation to appoint Matthew Reynolds as Finance Director for the City of Palatka effective October 1, 2009. Commissioner Kitchens seconded the motion. A roll-call vote was requested and taken, with all members of the Commission voting in the affirmative.

17. **ADMINISTRATIVE REPORTS**

Police Chief Gary Getchell said he learned Tuesday that they were notified that there is a probability there will be budget cuts for the Weed & Seed Program funding. They received notice that their program had been funded, but Congress is looking at reallocating the national allocation. People who want to see this program continue and wish to see that the City receives all the funding necessary to continue it need to start writing letters to members of Congress urging them not to cut Palatka's funding. He said he has directed his staff to e-mail each commissioner with sample letters. They have begun the process of transitioning the Weed & Seed program to have other entities take up the reins, as was originally designed. If they lose their funding, the Program and transition will stop in mid-stream. They need to receive the full funding as promised. If they have questions, please contact Officer Jason Shaw. He can provide statistics regarding volumes and services provided. All those programs are at risk. Commissioner Brown asked him to fax the information to her.

Mayor Flagg asked Water & Sewer Supt. Rhett McCamey as to the status of the tie-in in front of the former Central States Diversified building. Mr. McCamey said they will get back on that project in two weeks; his department experienced the retirement of two key employees, which slowed progress, but they are back on track now.

Commissioner Myers commended Mr. McCamey for letting area businesses and residents know the status of the water shut off due to that work being performed. As a businessman in the area that depends upon water, he very much appreciated it. It was a very conscientious thing to do.

The Clerk reminded the Commission of upcoming events. Sept. 17 the City will host the September meeting of the Northeast Florida League of Cities. On Sunday, Sept. 20 there will be an open house at the Old Water Works Environmental Education Center from 2:00 pm to 5:00 pm. The public is invited to that event. Mrs. Williams' retirement dinner is scheduled for Sept. 25 at noon at the Larimer Arts Center. The City has scheduled its annual Employee Safety Appreciation and Awards Luncheon for Oct. 2 at the Price Martin Center.

Mr. Boynton thanked Christy Sanford and Shann Purinton for their work on putting together the FRDAP grant application for the Old Water Works Environmental Education Center, which was on tonight's agenda for approval.

Mr. Boynton said Michael Redd & Associates has tentatively scheduled their first charrette for October 6; that date will be confirmed tomorrow. This is the first of a minimum of two charrettes they will hold.

Mr. Boynton reported that the automatic meter read system will be changed out by the beginning of October. They are presently laying conduit to the water tower and hooking in the fiber optic system. They will be advertising water service interruptions in the newspaper. Also,

construction on the Dunham Street water line will begin next week. The Water & Sewer Distribution Department will oversee all these improvements.

Mr. Boynton said the Clock Tower was struck by lightning last week. The Parks Manager has contacted The Verdin Co., the manufacturer, regarding its repair, and parts have been ordered. The time has been set on 12:00 to let people know it is not working, and not just off. He asked that the newspaper notify the citizens that the clock tower was struck by lightning and will be repaired.

18. **COMMISSIONER COMMENTS**

Mayor Flagg asked for an update on the CSX railroad crossings and their bumpiness. Mr. Boynton said CSX will not give him a definitive time on the repairs to the Reid Street/Hwy 17 RR crossings. The permitting was at issue. The CSX traffic team can take that up at their next meeting. They fixed the rest of the crossings; they are not perfect but are better. He can ask CSX representatives to meet with them regarding the crossings. He has not received further complaints on any of the crossings since they fixed the River Street crossing.

Commissioner Brown said she distributed a report on the Community Gardens project. They have created goals & objectives and a mission statement. They are looking at rules and regulations for people using the garden. The Heights neighborhood will plant a garden on the property behind the Post Office, and the Oak Hill Drive neighborhood residents have already started working their plot. The South Historic District wants to do one on an available plot of City property. Calvary Baptist Church is also looking to do a plot, and the Palatka Housing Authority is interested in the program. Three master gardeners have volunteered to work with these groups.

Commissioner Brown said she receives complaints from residents who have to pay a business to take their phone or light bill payments. These locations keep moving. She'd like FPL and Southern Bell to put in a local office to handle payments, or allow those payments to be taken here at City Hall in the Water Department.

Commissioner Norwood asked if the City is receiving stimulus money. Mr. Boynton said they received stimulus money to mill and resurface St. Johns Avenue from Palm Avenue to SR 19, and all of Moseley Avenue. FDOT has been held up on this work by their own rules. All ADA ramps will also be transformed during the process. The St. Johns Ave. section has gone out for bids; Moseley Ave was recently reallocated and should be out for bid soon. Those are the only two projects where the City had directly received stimulus money; the rest has been received through traditional methods.

Commissioner Myers said, regarding utility bills, he can never talk to a human being when he calls those folks, and concurs that they need local representation.

Mayor Flagg noted this meeting will not be televised, and the City is not under contract with WJGV to televise its meetings. The citizens expect to see these meetings televised. He asked what they can do to strengthen this relationship to ensure a back-up plan for when Mr. Harrell cannot attend. Commissioner Kitchens said he had told her he might be able to come to this meeting. She pays for these meetings and receives a discounted rate. Mr. Harrell comes to every meeting he can. Once he sent his son when he couldn't attend. He's had some lightning strikes that have affected his service. She expected him to be here tonight. She pays for this personally. Mayor Flagg commended her for the relationship and service, saying they want to give the citizens TV access to all their meetings. Rather than one commissioner hiring the service, the City should enter into a contractual arrangement to provide these services.

Commissioner Brown said the cable television franchise promises a certain amount of public service time.

Chief Getchell said several years ago his department purchased a state-of-the-art video production lab. Their intent was to do public information spots about crime prevention and other public information. By Federal law, they are guaranteed access to public access channels. That is administered through the County. Their secondary design was to go further than public information spots and do shows on current events and showcase things the City does well. They can produce videos and do field interviews. They focus on crime, and the Plan was to have volunteers do this. Officer Reeves has been tasked with getting this program up and running through volunteers. They are working with the high school students to get the program moving. Their first production will be about the youth volunteer program. This will be a High School class project. From there they will begin public information spots. As long as they know within a few hours when the need arises for them to tape meetings, they can do it. They can do these meetings themselves. Commissioner Kitchens said she cannot continue to do this after next year. She receives a discount and receives two copies of the videos. Due to the economy and budget cuts she has not pressed having the City take over the expense. Mayor Flagg requested this issue be placed on the Sept. 24 meeting agenda for the City to begin video recordings of its own meetings beginning the first meeting in January. Chief Getchell said they can make a number of copies to distribute. The public can watch this live by signing on to their computer or turning on their television. There is a lot of technology they can provide. They can store meetings on the website. There are many people looking for volunteer opportunities and they need an equal mix of students and adults. School lets out for the summer and students move on. Anyone interested should contact the PD. Mayor Flagg asked if volunteers can be prescreened. Mayor Flagg said do criminal history checks on all volunteers and don't allow convicted felons to volunteer. There could be future opportunities for convicted felons, but not in currently.

Commissioner Brown said other cities have made promotional videos about their towns. They can do that, also. She brought a video back which was made by another city and produced by non – professionals, which was very effective.

Chief Getchell said they can also do composite portraits for departments. They do their own portraits for reports, etc. They can make commissioner portraits. Commissioner Kitchens said it has been her directive to WJGV to air these videos unedited, and that is her requirement. If meetings are edited and not shown fully, she will bring WJGV back to video. She wants the full meetings shown. Chief Getchell said the issue is programming; they have certain timeslots they are allowed. Sometimes they may have to edit meetings to show the full meetings. Commissioner Kitchens said the School Board and Gospel Vision can work around that and show the meetings in two sessions. Chief Getchell said if they save the information to their server, pictures and film takes up more space than what's on a piece of paper. They will need storage space and will need to edit to conserve space. Commissioner Kitchens said she only wants a complete video to take to Gospel Vision for broadcast.

19. **ADJOURN** - There being no further business to discuss, the meeting was adjourned at 8:10 p.m. upon a motion by Commissioner Kitchens.