

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



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

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT.

**DONALD E. HOLMES**  
CITY ATTORNEY

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

**MINUTES**  
**CITY OF PALATKA**  
June 9, 2011

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 9<sup>th</sup> day June, 2011.

**PRESENT:**

Mayor	Vernon Myers
Commissioner	Mary Lawson Brown
Commissioner	Allegra Kitchens
Commissioner	Phil Leary
Commissioner	James Norwood, Jr.

Also Present: City Manager Elwin C. Boynton, Jr.; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matthew Reynolds; Planning Director Thad Crowe, Fire Chief Mike Lambert

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

**INVOCATION** – Jim Melfi, Habitat for Humanity Director

**PLEDGE OF ALLEGIANCE** – Mr. Normand Jutras

**APPROVAL OF MINUTES** –5/26/11 Regular Meeting – Commissioner Brown moved to adopt the minutes as read. Commissioner Kitchens seconded the motion, which passed unopposed.

- PUBLIC RECOGNITION/PRESENTATIONS** – Mayor Myers introduced Jim Melfi, Executive Director, Putnam County Habitat for Humanity, saying Mr. Melfi became interested in the USDA home rehabilitation program, and got the local Habitat for Humanity involved. He has made this program more accessible to the citizens. He invited Mr. Melfi to talk about the program.

Jim Melfi, Habitat for Humanity, 4011 S. 19<sup>th</sup> Street, Palatka, said they are processing applications for loans and grants for very low income people. The applications are very difficult to fill out. Since they've started they've fielded more than 250 inquiries. They've submitted 29 applications. Of those, 16 were accepted, 13 were denied, and they have 34 pre-qualified homeowners ready with application, pending release of program funds. One homeowner's work has been completed. The Program is short on dollars at this time. They will continue to process these applications. They appreciate the City for publicizing this. They are committed to spending \$2.5 million in US Dept. of Agriculture funds. As to the hold up, the USDA received

half of their budget in October, and the 2<sup>nd</sup> half of their budget hasn't been released due to ongoing budget talks in Washington. It is allocated under a program called the 504 Home Repair Program. Putnam County is fortunate in the sense they are completely under the rural development grid. Commissioner Brown said the weatherization grant sometimes will do windows and doors, and this is done through Community Action. Mr. Melfi said they do have money; USDA can do weatherization, but he gets referrals from Community Action as they can't start a job if the roof currently leaks. He works in concert with Mr. Edwards of the Community Action program. Mayor Myers said this is a wonderful program and he appreciates Mr. Melfi taking the mystique out of filling out federal applications. It is up to them to publicize that these programs are available. Mr. Melfi concurred. He has contacted Congressman Mica's office about getting the money released; they ultimately don't know when the money will be released, but have made the appropriate calls.

## 2. PUBLIC COMMENTS

J. Normand Jutras, 412 Mulholland Park, said he addressed the Commission some time ago regarding a stimulus package for infill lots. There are available TIF funds through the CRA for this. It's time to address this. Economic times are tough. If you can fill in empty lots, there will be things happening in a few years. Today's taxes on a vacant lot may be \$500. With any improvements, the future taxes could be abated over a certain time, but they will bring in more tax dollars eventually. This benefits the community. The City needs to put together a stimulus package on infill lots.

## 3. CONSENT AGENDA:

- a. **Authorize execution of a contract with Fred Fox Enterprises, Inc. in the amount of \$60,000** for General Administration Services for the Florida Energy Efficiency Conservation Block Grant #ARS027, per results of a Request for Qualifications
- b. **Authorize execution of a Conservation Easement granted to FDEP** to offset impacts to wetlands and other surface waters and protect a mitigation area by retaining a suitable habitat for fish, plants or wildlife, in connection with the Riverfront Park Dock and Boat Ramp Improvements FDEP Permit, per City Manager's recommendation/FDEP Requirements
- c. **Reappoint Lynda Little Crabill to the Palatka Historic Preservation Board for a three-year term** to expire June, 2014 (sole applicant).
- d. **Designate Phil Leary as voting delegate** and Mary Lawson Brown as alternate voting delegate to the 2011 FLC Annual Conference, August 11 - 13, 2011

Commissioner Kitchens moved to approve the Consent Agenda as presented. Commissioner Norwood seconded the motion, which passed unopposed.

## 4. ACCEPT CRA RECOMMENDATIONS for TIF Expenditures/Business as follows:

- a. **FUND** Palatka Elks Lodge 2010 Building Improvement Grant (BIG) Program application (CBD) – Tabled from 10/14/10 - Jonathan Griffith, Acting Main Street Mgr.
- b. **RE-ALLOCATE** \$16,200 from 2010 marketing budget to fund Billboard Campaign on I-95 (CDB) – Angela Murtagh, Downtown Palatka, Inc.
- c. **AUTHORIZE** \$12,000 be set aside for installation of traffic actuators at signalized intersections on St. Johns Avenue (CBD) – Woody Boynton, CRA Director
- d. **ALLOCATE** \$15,000 to assist with funding the cost of 4<sup>th</sup> of July Fireworks Display at the Riverfront Park (CBD) – Woody Boynton, CRA Director
- e. **APPROVE** changes to Building Improvement Grant (BIG) Program (CBD) – Jonathan Griffith, acting Main Street Manager
- f. **APPROVE** Main Street Manager Job Description and authorization advertisement of position opening (CBD) – Woody Boynton, CRA Director

- g. **AUTHORIZE** transfer of Central Business District TIF funds in the amount of \$200,000 to Better Place Fund for a one-time payment on the Frank George Apartments Purchase/Demolition Loan (CBD) – Woody Boynton, City Manager
- h. **APPROVE** SHNA Live Here, Work Here Program (SHD) – Michael Gagnon

Commissioner Norwood moved to accept CRA recommendations on items (a) through (g), tabling item (h) SHNA Live Here, Work Here Program, per the recommendation from the CRA. Commissioner Kitchens seconded the motion, which passed unopposed.

- 5. **RESOLUTION** supporting the Federal Recreational Trails/Safe Routes to School Programs and opposing the modification of federal funding to these programs – Adopt – THE CLERK READ A RESOLUTION ENTITLED A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SUPPORTING THE FEDERAL RECREATIONAL TRAILS PROGRAM AND SAFE ROUTES TO SCHOOL PROGRAM, OPPOSING THE MODIFICATION OF FEDERAL FUNDING FOR ANY OF THESE PROGRAMS TO A GENERIC BLOCK GRANT ALLOCATION TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND PROVIDING AN EFFECTIVE DATE. Commissioner Kitchens moved to adopt the resolution as read. Commissioner Brown seconded the motion. A roll call vote was taken with the following results: Commissioners Kitchens, Brown, Leary, Norwood and Mayor Myers; yes. Nays; none. Resolution 09-03 was declared adopted.
- 6. **ORDINANCE** amending Chapter 42, Article III of the Palatka Municipal Code to revise the “False Alarm” Ordinance – 1<sup>st</sup> Reading - Staff recommendation to table 1<sup>st</sup> reading to June 23, 2011 – Commissioner Norwood moved to table 1<sup>st</sup> reading to June 23, 2011. Commissioner Kitchens seconded the motion, which passed unopposed.

#### 7. **ADMINISTRATIVE REPORTS**

**Project Prioritization Workshop** in preparation for USDA Community Visioning Meeting – City Manager & Staff – Mr. Boynton asked The Clerk to address this item. Ms. Driggers said the US Department of Agriculture has asked the City to host a “Community Visioning Meeting.” This is a meeting wherein all community “partners” are invited to a meeting, consisting of a tour and discussion of City-wide economic development priority projects with a goal of securing either USDA assistance or community assistance, or both, on a short-list of projects. They met with USDA officials and have set a date for July 11<sup>th</sup>. This meeting will be held at the Golf Club. It will begin at 9:30 a.m. with a tour. Participants will return to the Golf Club around noon for a lunch meeting with City and USDA officials and will discuss projects and how they can be brought to fruition. It should last until around 3:30; this is an all-day meeting. The City has been asked to put together a prioritized list of 10 projects to take into this meeting. The goal of this meeting is to pare the list down to about three projects, with the help of the community and USDA officials, and secure USDA and community support to make them a reality. The Commission should think about what projects they would like to include on this list so they can finalize the list at the June 23<sup>rd</sup> meeting. Staff will add their suggestions.

Mr. Boynton asked the Commission to get their priorities to the Clerk by the middle of next week, so they can compile the potential list and bring it before the Commission for action at the next meeting. This is a great opportunity to push some of these projects forward. Commissioner Brown said she would like to look at technical assistance money for business incubators. There is property available on 11<sup>th</sup> St. for this. Commissioner Leary said Rep. Machek is a good friend of his and his family goes way back in Putnam County. He cautions them about too much enthusiasm, as next year’s budget is going to be tight.

**BOAT RAMP IMPROVEMENTS** - Mr. Boynton said the DEP issued the notice of intent to issue the boating improvement grant program additional dockage and expansion of the boat ramp. During the last application process, the City ranked high enough to receive 100% funding; he hopes they will receive similar ranking now. They hope to see this project take off in the fall. Commissioner Leary asked the length of the conversation easement. Mr. Boynton said it is .049 acres, or 2124 sq. ft.

**RIVER TAXI UPDATE** – Mr. Boynton said last week, during a conversation with FDOT officials, he learned FDOT was concerned that the money had not been appropriated properly at the Federal level. They met Monday to discuss the issue. An amendment request has been made to the FHWA, which was approved on Monday. They are now looking at the possibility that the contract with the boat refurbishing contractor, which was entered into earlier this year, may need to be resigned. Before any payment occurs they may need to wait, and he has advised the contractor of this. The contractor is also anxious to move forward; they continue to caution him and reassure him the contract they have with FDOT is solid and reimbursement is in place. The contractor understands this.

Commissioner Brown said there is also money in that grant for docking improvements; Mr. Boynton said they are looking at two different locations. They want to be sure the money is in place; the gangway on the boat may suffice to meet this requirement.

Commissioner Leary said the contractor met with him yesterday; apparently he is under some duress. He asked if they need Commission approval to ratify this. Mr. Boynton said the contract was ratified, or approved, several months ago; the funding is in place, but the money wasn't properly allocated at the Federal level. The FDOT is not the problem; they are an asset. Within the next week this should all be resolved. Commissioner Brown requested they all be notified when this is resolved. They want to get their dates in line to begin the promotional campaign. Mr. Boynton said he has assured the contractor that due to the delay, the contract completion date will be extended past December, 2011. Mayor Myers said it is reasonable to extend this due to the delays he's suffered. Commissioner Leary said they can possibly time the launching of the boats with the 2012 Azalea Festival. Regarding the naming of the boats, Commissioner Brown said they will hold a contest for that.

## 8. **COMMISSIONER COMMENTS**

Commissioner Kitchens said Cade Beck, the child that was recently killed in the ATV accident, is former Planning Director Debbie Bank's step-grandson. She asked she and her husband Gator, Cade's grandfather, be remembered in prayer. Also, pray for rain.

Commissioner Brown said they have started the 5<sup>th</sup> Community Garden. The Palatka Daily News was gracious enough to do an article in the paper about the Calvary Church garden, and she thanked them for that.

Mayor Myers said he a member of the Regional Transportation Study Commission. He is one of two Putnam County representatives, they represent seven counties. The purpose of the commission is to develop a Regional Transportation Plan for the 7-county area. It may involve a creation of a regional transportation authority. Putnam County is the only county which has no interstate going through it any portion of it. Clay County technically also doesn't, but the interstate is so close to its county line, it affectively does. Putnam County needs to bring its regional transportation needs to the table; they need strong representation. They don't want all the funds and resources to go to Duval County. A public meeting will be held in June at the County Commission meeting room. He will get the date to the Clerk for distribution. They all need to go and show their concern and support.

9. **ADJOURN** – There being no further business to discuss, the meeting was adjourned at 6:40 upon a motion by Commissioner Brown

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105