VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

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

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

MINUTES
CITY OF PALATKA
January 13, 2011

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 13th day of January, 2011.

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

Also Present: Elwin C. Boynton, Jr.; Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matthew Reynolds; Police Chief Gary Getchell; Fire Chief Mike Lambert; Fire Marshal Mark Lynady; Building& Zoning Director Debbie Banks; Airport Manager John Youell

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

MOMENT OF SILENCE – in recognition of Congresswoman Giffords and the other victims of the Tucson, Arizona shooting tragedy.

INVOCATION – The Reverend Dennis Childers, Chaplain, Hospice of the Nature Coast

PLEDGE OF ALLEGIANCE – Commissioner Phil Leary

APPROVAL OF MINUTES – 12/9/10 regular meeting; 12/20/10 special called meeting – Commissioner Brown moved to adopt the minutes as read. Commissioner Kitchens seconded the motion, which passed unopposed.

1. **PUBLIC RECOGNITION**

PROCLAMATION recognizing City of Palatka's 158th Birthday – Mayor Myers read the proclamation into the record.

CERTIFICATE OF ACHEVEMENT for Excellence in Financial Reporting – Finance Dept. – Matt Reynolds introduced Holly Harris and Susan Leverette, Accounting Clerks, and Barbara Hall, Payroll Clerk. Mayor Myers said this award represents recognition from the Florida Government Finance Officers' Association (FGFOA) for the highest standard in financial reporting for government entities. Mr. Reynolds recognized his staff and said they worked hard to achieve this award. Mayor Myers presented the certificate of recognition to Mr. Reynolds and his staff, and noted the framed Certificate will go on the wall in the commission room

IEMO CERTIFICATE OF COMPLETION – Mayor Myers presented Commissioner Leary with a Certificate of Completion for the John Scott Daily Florida Institute of Government Institute for Elected Municipal Officials (IEMO), a three-day training Institute, which he attended in October. Commissioner Leary thanked Mr. Boynton for allowing him to attend, noting there is a great deal of training that goes into this and this is one of the best courses in available.

2. **PUBLIC COMMENTS**

Jason Brown, 212 Moseley Avenue, St. Johns Auto Body, Inc. said he is scared, concerned and frustrated for his business. The Commission closed 16th Street several months ago at the request of Beck Chevrolet. His family was told by Beck representatives during the meeting there would be no problem with their using the closed road for access to his shop. A few months ago they had a tractor/trailer roll over on US 17. They brought the wreckage to their yard. The company that owned the equipment came to pick up the wreckage with four large pieces of equipment. In order to load the equipment, they had to park one of the trucks on the closed portion of 16th Street. While they were loading the trailer, the Putnam Co. SO was contacted by a representative of Beck Chevrolet and a complaint was made that they were blocking 16th Street. While the hearings concerning the closing of this street were going on, they were told Beck would try to work this out with them. The contentiousness has already started, and this is what he and his family were afraid of. He is getting the law called on him and on those coming to take vehicles from his yard. He asked when he can come speak to someone about this.

Mayor Myers said the City Manager will set up a meeting with him. Commissioner Kitchens asked if the Putnam County Sheriffs Office was called, or if it was the Palatka Police Dept. Mr. Brown said he thought it was the SO but can't be sure. He said cars are offloaded for Beck Chevrolet there on that street all the time. Mayor Myers asked him to provide the date of this incident to the City Manager at the time the meeting takes place so they can pull the report.

Askew Vickers, 207 N. 18th Street, said he hopes that, under this new administration, they will all be able to listen to each other, and constructive criticism will be well taken. They should find a way to work with the community in a better way. With the new leadership, he hopes they can do better than in the past to look for different ways to improve their way of life. The citizens should get what they deserve from this commission.

John Youell, Airport Manager, said they held an open house/fly-in at the Airport on Saturday, and the community was invited to attend. This was teamwork at its best. They have an airport the City can be proud of, showcase and market to the aviation industry to create jobs. He recognized the members of the Airport Advisory Board, who are instrumental in the improvements and who have volunteered countless hours of their time to the City. He said Vice Mayor Brown also serves as commission liaison on that Board, and City Manger Boynton has been instrumental in bringing the recent improvements to fruition. He acknowledged the help of Andrew Holesko, Airport Engineer with Passero Associates, who attends the Airport Advisory Board meetings monthly and comes onsite whenever needed.

Mr. Youell said the fly-in was a collaborate effort. He recognized Airport staff Donna Franklin and David Tomlinson, and Airport tenants Bud and Sharon Clark, who helped plan this and get the word out; they cooked for and fed between 500 – 600 people that day. He then introduced Charlie Clemens and his wife Perdita, who also helped cook and serve, and Dave McBroom, who also cooked and provided food. Jud and Kim Neufeld also helped with the cooking and serving. Many people attended with their families, and it was quite successful. Many aircraft were in attendance. They raised between $500.00 & $700.00 for the Wounded Warriors Association.

Mayor Myers invited the public to tour the facility, noting great strides have been made at the airport thanks to grant funding, City administration and the volunteer Airport Advisory Board.

3. **CONSENT AGENDA:**
   a. **Authorize expenditure of Law Enforcement Trust Funds in the amount of $1,864.95** for purchase of chairs for PD Training Room, per Police Chief's recommendation
   b. **ITEM PULLED FROM AGENDA**
   c. **Authorize execution of Robert Taylor, Architect Contract Change Order#1 in the amount of $2,045.00** to include Additive Alternate 1 and Energy Grant Accommodations to the Price-Martin Center Roof-Over Project, per City Manager's Recommendation
   d. **Authorize execution of Carter Excavating, Inc. Contract Change Order #1 in the amount of $11,981.90, for a total contract amount of $86,762.03,** for requested changes to Crill & Moseley FEMA Drainage Project, per Project Engineer's recommendation
   e. **Authorize execution of Michael Rourke & Assoc. Extra Work Authorization #1 in the amount of $2,400.00, for a total contract amount of $22,400.00,** for Memorial Drive/Riverfront Stormwater Master Plan Project, per City Manager's recommendation
   f. **Authorize renewal of EAP contract with Dr. Vanessa Townsend & Associates (formerly Dr. S. Dingfelder) in the amount of $3,297.00** for Employee Assistance Program Benefits, per recommendation from Safety Committee
   g. **Award bid and authorize execution of contract with Futch's Landscaping in the amount of $19,475.00** for Palatka Landscape Enhancements Projects, per results of RFP
   h. **Award bid for Riverfront Temporary Floating Docks to lowest apparent bidder and authorize execution of contract for same** per results of RFP
   i. **Award bid to Masci Corporation in the amount of $2,127,577.00** for Wastewater Treatment Plant Improvements, per Engineer's recommendation and results of RFP
   j. **Grant Preliminary approval of schedule of 2011 Class A Festivals, Palatka Main Street/Downtown Palatka Block Parties, Arts Council Summer Concert Series, and City-Sponsored Events** per listing.
   k. **Authorize the Mayor to execute required forms, including a Determination of Exemption & Categorical Exclusion, Release of Funds and Removal of Environmental Grant Conditions on behalf of Palatka Housing Authority's Annual (2011) and 5-Year (2011-2015) Capital Improvement Plans,** and certify their consistency with the Comprehensive Plan for the City of Palatka
   l. **Appoint Tim Wilson to the Palatka Tree Committee** (no set terms – members serve at the pleasure of the Commission)
   m. **Reappoint Skip Lorenzen as City Commission Representative to General Employees Pension Board** for a two-year term to expire 12/31/12 (incumbent – sole applicant)
   n. **Reappoint Tim Parker as City Commission Representative to Police Officers' Pension Board** for a two-year term to expire 12/31/12 (incumbent – sole applicant)
   o. **Concur on Pension Board Appointments as follows:**
      1. Melvin Register as Employee Representative – General Employees Pension Board (elected)
      2. Asst. Chief James Griffith as Police Officer Rep. – Police Officers' Pension Board (elected)
      3. Charles T. Myers, III as 5th Member of Police Officers' Pension Board (chosen by other members)
   p. **Accept David Franke's resignation** from the Code Enforcement Board effective immediately
   q. **Appoint Alex Sharp as Real Estate Rep. to the Palatka Code Enforcement** Board for the remainder of a three-year term to expire September, 2013 (formerly Alternate #2)

   Commissioner Norwood moved to pass all items on the Consent Agenda as recommended. Commissioner Brown seconded the motion, which passed unopposed.

4. **CODE ENFORCEMENT BOARD RECOMMENDATION:** eliminate and reduce the daily fine of $32,050 on 808 N. 18th Street to Costs of Prosecution of $294.64, which have been assessed and paid – Annie Bell Bolling, Trustee, Petitioner for The Bolling Trust – Commissioner Norwood moved to grant the request as recommended by the Code Enforcement Board. Commissioner Kitchens seconded the motion, which passed unopposed.

5. **RESOLUTION** authorizing the Mayor and City Clerk to execute and attest a Joint Participation Agreement with FDOT for Federal Ferry Boat Discretionary Funding for the St. John River Water Taxi/Ferry boat Project and dock Terminal Improvements - (replaces Resolution 8-85 adopted 12/9/10) – Adopt – The Clerk read a Resolution entitled A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST A 'JOINT PARTICIPATION AGREEMENT' WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR FEDERAL

FERRY BOAT DESCRETIONAL PROGRAM FUNDING TO PURCHASE EQUIPMENT AND CREATE THE INFRASTRUCTIURE TO SUPPORT THE CITY OF PALATKA ST. JOHNS RIVER WATER TAXI/FERRY BOAT PROJECT. Commissioner Kitchens moved to adopt the resolution as read. Commissioner Leary seconded the motion. A roll call vote was taken with the following results; Commissioners Kitchens, Leary Brown Norwood and Mayor Myers; yes. Nays; none. The resolution was declared adopted. Commissioner Brown said as long as they work as a team they will be begin to move forward. When federal money is not used, they can go after it, and the City Manager went after these funds. Mayor Myers said these improvements will dovetail into the streetscape improvements. Mr. Boynton said once the funds are approved they will work with the contractor to be sure his plans dovetail with the City's improvements.

6. **PUBLIC HEARING – 7309 Crill Avenue** - Planning Board Recommendation to Annex, Amend the Future Land Use Map and Future Land Use Element from Putnam County Urban Reserve to City of Palatka Commercial, and rezone from Putnam County AG to City of Palatka C-1A – April Annis, Agent for Daryll Futch, owner

ORDINANCE #11-01 annexing 7309 Crill Avenue – Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IN SECTION 09, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE. Commissioner Brown moved to adopt the ordinance as read. Commissioner Kitchens seconded the motion. A roll call vote was taken with the following results; Commissioners Brown, Kitchens, Norwood, Leary and Mayor Myers; yes. Nays; none. Ordinance No. 11-01 was declared adopted.

ORDINANCE #11-02 – 7309 Crill Avenue - amending the Future Land Use Map and Future Land Use Element from Putnam County Urban Reserve to City of Palatka Commercial – Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP AND FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO ONE PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE) IN SECTION 09, TOWNSHIP 10 SOUTH, RANGE 26 EAST FROM COUNTY URBAN RESERVE TO CITY COMMERCIAL, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Kitchens moved to adopt the ordinance as read. Commissioner Brown seconded the motion. Mr. Holmes said all of these come before them with a recommendation from the Planning Board to pass these two ordinances. This property is contiguous to the City. With regards to the land use amendment, the proposed use is one that staff approved and recommended based upon testimony presented at the hearing. The rezoning ordinance follows this land use. All of this is in the record and is present in their packages.

Mr. Leary asked if they should include that in the motion. Mrs. Banks said they've never been aware that this was required in the past. Mr. Holmes said this is a hearing and these are technically hearings they are participating in. He just wanted to cite the information they've based this vote on; they are not voting, "in the blind." Commissioner Brown said if there are other parcels that want to come in, they need to do it, as the new governor is looking to change the rules on this type of procedures. There being no further discussion a roll call vote was taken with the following results; Commissioners Kitchens, Brown, Leary, Norwood and Mayor; yes. Nays; none. Ordinance No. 11-02 was declared adopted.

ORDINANCE rezoning 7309 Crill Avenue from Putnam County AG to City of Palatka C-1A – 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALTKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 09, TOWNSHIP 10

SOUTH, RANGE 26 EAST; FROM COUNTY AG (AGRICULTURE) TO CITY C-1A (NEIGHBORHOOD COMMERCIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE. Commissioner Kitchens moved to pass the ordinance on 1st reading. Commissioner Leary seconded the motion. Commissioner Norwood asked what the owner intends to do with the property, and asked if they'd provided a design and if the proposed use is a match for other surrounding properties. Mrs. Banks said they intend to build a child care facility. It is in compliance with code and compatible with surrounding property. East of this is a gas station/convenience store, across the street is Villa Farms, and behind that are single family homes and Kelly Smith Elementary. The owner plans on having enough space and caretakers for 94 children. It will be a plus for the City.

Commissioner Leary said, in looking at the staff report, the County's land use designation is urban reserve but the zoning is AG, which is an inconsistent use for the land. It's not a good designation. He supports the project. There being no further discussion a roll call vote was taken with the following results; Commissioners Kitchens, Leary, Brown, Norwood and Mayor Myers; yes. Nays; none. The ordinance was passed on first reading.

7. **ORDINANCE** amending the Palatka Code of Ordinances to revise Section 2-250.185(b), Police Officer Benefit Group Pension Amount Formula - 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALTKA, FLORIDA, REVISING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY REVISING SECTION 2-250.185(b), POLICE OFFICER BENEFIT GROUP PENSION AMOUNT FORMULA; AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on 1st reading. Commissioner Kitchens seconded the motion. A roll call vote was taken with the following results; Commissioners Norwood, Kitchens, Brown, Leary and Mayor Myers; yes. Nays; none. The ordinance was passed on first reading.

8. **ADMINISTRATIVE REPORTS**

a. City Commission Appointments – Boards and Committees - City Clerk – Mr. Boynton said he'd like to modify the Greenways & Trails liaison from Commissioner Brown to Commissioner Leary. Commissioner Brown said she started with this but she's happy to pass this to Commissioner Leary. Commissioner Leary said he's served on the State panel on this; there will be changes to this program and they need to be at the table on those. There are several trails designated by the State legislature; the old SEC railroad is now designated as a Trail. There was recently a groundbreaking for a segment in the W. Putnam area. There is a US Trail designation through the Ocala Nation Forest, which is a fascinating trail. As a recreational component of State, county and local government, this has been a planning priority. The Cross Florida Greenway also comes through Putnam County, which has been well-utilized. Commissioner Myers said they recently completed a segment from Keystone Heights to Grandin; he and his wife biked the route round-trip; it is a beautiful trail and it can be walked, jogged or biked. It's really gorgeous. The State is building a bridge for the trail on Hwy 100 now. Commissioner Brown moved to approve the list of recommended appointments as amended. Commissioner Kitchens seconded the motion, which passed unopposed.

ON-GOING PROJECTS: Mr. Boynton said the Commission approved several contract and work order amendments tonight for ongoing projects that were listed on the Consent Agenda. They are as follows:

As to the Price-Martin Center Roof project, Mr. Boynton said they've been waiting on the energy grant to come in for over a year. It came in last week. They requested the architect change the plans and specs to add a roof-top AC unit to the current project.

Mr. Boynton said The Crill-Moseley FEMA Drainage Project is basically completed. The cold weather prevented completing the asphalt patches, but this project is essentially complete. The change order they approved allowed them to modify some of the drainage improvements.

Mr. Boynton said the Riverfront Project is moving forward; SJRWMD requested an additional piece for a stormwater prevention plan, which is normally done by the contractor; SJRWMD wanted the engineer to submit that piece. They are awaiting the FDEP environmental review to come back; once that is received the entire project will go out to bid. They will work around the festivals; this will be under construction in April.

Mr. Boynton said the Landscaping project consists of trees at the courthouse, golf course, and the fill–in of some missing trees in the Main Street corridor. This project will wrap-up in mid-March.

Mr. Boynton said the Wastewater Treatment Plant Improvement Project grant provides the City with $2.1 million to allow the City to treat every bit of its wastewater at the 3.5 mgd WWTP capacity level, as it was designed, and so that all the wastewater can be used for reuse. This will add additional filters and end-of-pipe treatment to allow an additional 15 – 20 years of end treatment capacity for the WWTP. This project was 100% funded by SJRWMD.

Mr. Boynton said the City worked with the County on the Temporary Dock project. This will provide temporary dockage for the bass tournament. That added amenity will keep this and other tournaments coming back. This allows the boats to line up on the dockage and the boaters can walk up onto the amphitheater.

Mr. Boynton thanked Police Chief Getchell for his communications with the owner of a piece of property River Street that was vandalized, and the homeowner that called the problem in. He stepped in and defrayed a lot of confusion on that, and did a good job.

Mr. Boynton said this past Saturday an article appeared in the Palatka Daily News concerning travel budget overages. Two years ago, each Commissioner had a $2,000 budget for travel. They reduced it to $1,000 without knowing what their travel requirements would be. They should have administratively changed this depending upon the Commission and their legislative travel load. It is easy for the Finance Director to make carte-blanche administrative changes at the end of the year. Many Commissioners do much of their travel at their own expense and he applauds them in their judicious use of travel allowances. The City needs to have an active role at the State and Federal level to get Palatka the attention it needs. They will continue to work with the $1,000 budget line item, and if they need balance adjustments, that's what will be done. Each have used time and resources in a way to make the most of them.

The Clerk said she will be setting up appointments on Tuesday for each commissioner to come in and discuss his/her evaluation with the City Manager, beginning at 1:30 p.m., on a first-come, first-serve basis.

9. **COMMISSIONER COMMENTS**

Commissioner Kitchens welcomed Mayor Myers to his first meeting as Mayor, and Commissioner Leary to his first meeting as a Commissioner.

Commissioner Brown said Mayor Myers will be the forth mayor she's served with.

Commissioner Brown noted there are visitors with Banana Boat Tour Company in the audience. This is the tour company that will be operating the ferry boat. They brought some visitors with them from out of the country, who are also here tonight.

Fred Trepper, 209 N. Industrial Loop, LaBelle, FL, Banana Boat Tour Co., said his company won the bid to operate the taxis. He is a musician and is really interested in putting a music hall someplace around the waterfront. They are looking at 210 N. 3rd Street. He passed around photos of a Wurlitzer Organ that he hopes will be placed there. They are fairly certain they can acquire the organ. They believe this is a nice fit for the project. If he can receive their blessing, he'd like to entertain people and feed them after the tour, and then put them on tour buses if they'd like. They can offer various packages. His guests, Nadia and Gerard, are European musicians from Antwerp, Belgium, and just finished up a seven-year stint as cruise ship entertainers. He'd like them to run the music hall, as he will be running the tour business. He asked if The Commission would like something like this in place.

Mayor Myers said, generally speaking they are in favor of any enhancements for the Downtown area. Commissioner Brown said this project was brought in to attract other people to bring commerce to the City.

Commissioner Brown noted the presence of Tim Parker, Property Appraiser, in the audience.

Commissioner Leary said he's received calls on abandoned, foreclosed houses around the City. Code Enforcement is working on addressing these things, as is the Police Dept. He recommends the City appoint a neighborhood revitalization task force to address issues like this. From a planning standpoint, the neighborhoods they have within the downtown area are going to be an important component of revitalization. He's talked so some people who would be interested in serving on such a board. They need to look at impediments to revitalization in their own Code and incentives for revitalization. He'd like to bring a list of people interested in serving on this and he will chair it. Mayor Myers concurred.

Commissioner Norwood said he's beginning to see lots of shopping carts abandoned on the side of the roads. Many individuals are pushing them down the road. He wants to be sure this does not get out of hand again, as in the past. If any member of City staff sees them, they need to be reported and picked up. Mayor Myers said several years ago they directed efforts to alleviate this and the situation improved. Commissioner Kitchens said they strengthened the ordinance to provide for fines and redemption fees.

Commissioner Norwood welcomed Commissioner Leary; he is looking forward to working with him. They have an opportunity to continue to move the City forward, and will be working with Mayor Myers in his leadership role.

10. **ADJOURN** – There being no further business to discuss, the meeting was adjourned at 7:08 p.m. upon a motion by Commissioner Brown, seconded by Commissioner Kitchens.

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