

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

April 28, 2011

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 28th day April, 2011.

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

ABSENT: Commissioner Phil Leary

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, Police Chief Gary Getchell, Fire Chief Mike Lambert

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

INVOCATION – Rosie Harrell, Treasurer, Greater Palatka Ministerial Association and Coordinator, Putnam County National Day of Prayer. Mrs. Harrell announced a National Day of Prayer would be held on Thursday, May 5 at 12:30 p.m. at the Courthouse. This is a county-wide event.

PLEDGE OF ALLEGIANCE - Commissioner Norwood

APPROVAL OF MINUTES – 04/05/11 Workshop; 04/14/11 Regular Meeting Kitchens, Brown

1. **PUBLIC RECOGNITION/PRESENTATIONS:**

PROCLAMATION: National Health Care Decisions Day – April 29, 2011 – Patient Care Representatives of Haven Hospice of Palatka were present to receive the proclamation, which was read and issued by Mayor Myers. The Patient Care Manager said they appreciate being able to take care of patients in Putnam County. They offer decisions based upon the "five wishes," which includes the Living Will, Advanced Directives, and the like. They encourage everyone to make these decisions early so their loved ones aren't faced with them during stressful times.

2. **PUBLIC COMMENTS** – There were none.

3. **CONSENT AGENDA:**
- a. **Authorize execution of Scope & Fee Proposal with Ayres Associates in the amount of \$58,000.00** for engineering services for the WWTP Aeration Basin System Improvements, per results of RFQ & City Manager's recommendation.
 - b. **Authorize renewal of Dept. of Corrections Work Squad Contract #WS533** for Inmate Work Squad eff. Oct 1, 2011 through Sept. 30, 2012 - \$116,008.00/yr (2 squads – Streets & Parks)

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

4. **RESOLUTION/PUBLIC HEARING** adopting the Evaluation and Appraisal Report (EAR) for the Palatka Comprehensive Plan; stating the intent of the Commission to amend the Comprehensive Plan based upon recommendations contained in the report; and approving transmittal of the report to the Department of Community Affairs in accordance with Section 163.3191, Florida Statutes – Adopt - ***PUBLIC HEARING CONTINUED FROM APRIL 14, 2011***

Eric Anderson, NEFRC, introduced Ameera Sayeed, Sr. Planner with NEFRC. Mr. Anderson said there has been a year-long process in developing this document. The Evaluation and Appraisal Report is essentially a review of the City's Comprehensive Plan and is a pre-cursor to updating it, as required by DCA. They make recommendations based upon how well the Comprehensive Plan serves the community. DCA will then consider those recommendations. The actual plan update will take place within 18 months after adoption of this EAR document. Some of the things that are considered are local major issues; goals, policies and objectives and how well they are being achieved; and the shortcomings and successes of the Plan.

Mr. Anderson said the EAR is broken into five different sections as follows:

Section A - Introduction

Section B - Community-Wide Assessment, which actually contains an assessment of the individual elements within the Comprehensive Plan;

Section C - Five Local Major Issues

Section D - Special topics

Section E - Summary of Recommendations, which compiles all the recommendations from the report within specific elements of the Comprehensive Plan that will be addressed as part of the comprehensive Plan update.

After adoption of this document, it will be sent to DCA as well as other reviewing agencies, and DCA will issue a Preliminary Sufficiency Report within 60 days. If they have any questions to be addressed the City will have 30 days to address them, and then a Final Sufficiency Report will be issued within 90 days. Once that has been received, the City will have 18 months to update its Comprehensive Plan.

Thad Crowe, Planning Director, said the Agenda Packet contains an updated version of what the Commission has been provided several times. The Planning Board held a public hearing on April 5, which was continued to April 11, and provided recommendations. These meetings focused on EAR Section B (7) – Assessment of Elements, and Section C – Issues Analysis. The "Major Issues" listed were identified at previous meetings, approved by the City Commission, and received DCA concurrence. They are Historic Preservation, Economic Development, Transportation Level of Service, Trails and Parks, and Annexation & Municipal Boundary. The two main tasks in these sections is to evaluate each Goal, Objective and Policy (Section B-7) and to frame each Major Issue and provide a series of recommendations associated with those Issues (Section C). The recommendations under "Major Issues Analysis" are not mandatory, but are

recommendations at this point and simply must be considered at the time of EAR-based amendment adoption.

Mr. Crowe said the changes and corrections made to the original Draft document and are as outlined in his Memorandum (filed), as discussed during the City Commission Workshop/Planning Board Public Hearing on April 5 and/or April 11th. Most of the changes allow for some flexibility in implementation. He missed one Planning Board recommendation, under Objective C.1.4, under the Housing Element, which states the City shall continue to provide for siting for housing for low and moderate income families, mobile homes and group home facilities. Staff recommended adding the word "appropriate" before siting, as they don't want the City to feel compelled to do this. The Planning Board felt "compatible" was a more descriptive term, and more appropriate. Staff concurs on this, so that change has been incorporated. Another change in the Future Land Use Element is adding density ranges to the residential land use categories. At this time, the medium density residential category states you can go up to 10 units per acre, and high density goes up to 18 units per acre. The change proposed was in the ranges, so the medium density range is 5 to 10 units per acre and only within that range, and the high density range would be within 10 to 18 units per acre. On the ground they have a fair amount of residential areas in high density areas and fewer in medium density areas that are single-family neighborhoods and are not high density. If this change is made, these neighborhoods would become "non-conforming." He'd like to look at this more closely and possibly make this an optional change when making final amendments. They need to be careful with this as they will have a lot of non-conforming uses if the change is made. His only concern is that in the element section, these are very specific items. It's not like the "issues" section, which are only recommendations. He'd like to put some language in there, to be determined by the City Attorney, to provide the City with some protection.

Commissioner Brown said in looking at Section C.1.4, it says mobile homes are allowed, and they don't allow mobile homes in the City. Commissioner Kitchens said they are allowed in nearly every zoning category. Commissioner Brown said the Commission said they didn't want any more mobile homes in the City. They allow pre-fabricated homes, but not mobile homes. There were two mobile home parks that were grandfathered in. Also, when she sat on the Affordable Housing Commission they found that when they put housing in mixed-use areas, people tended to take better care of their properties and communities in mixed use areas. Mr. Crowe said there is a mobile home district in the City. There are some differences between manufactured homes and mobile homes. It's his preliminary opinion that mobile homes are only allowed in R-4 districts, but modular/manufactured homes are allowed anywhere in the City. He has the Building Official looking into this.

PUBLIC COMMENTS – There were none. Mayor Myers closed the public portion of the Hearing.

RESOLUTION – The Clerk read a Resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ADOPTING THE EVALUATION AND APPRAISAL REPORT FOR THE PALATKA COMPREHENSIVE PLAN; STATING THE INTENT OF THE CITY COMMISSION TO AMEND THE COMPREHENSIVE PLAN BASED UPON RECOMMENDATIONS CONTAINED IN THE REPORT; AND APPROVING TRANSMITTAL OF THE REPORT TO THE DEPARTMENT OF COMMUNITY AFFAIRS IN ACCORDANCE WITH SECTION 163.3191, FLORIDA STATUTES. Commissioner Norwood moved to adopt the resolution as read. Commissioner Kitchens seconded the motion. There being no discussion, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Norwood and Mayor Myers – yes; Nays, none. The Resolution was declared adopted.

Mayor Myers closed the Public Hearing.

5. **RESOLUTION** re-emphasizing the City of Palatka's commitment to maintain civility in the conduct of the Public's Business -- Adopt -- The Clerk read a Resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, RE-EMPHASIZING ITS COMMITMENT TO MAINTAIN CIVILITY IN THE CONDUCT OF THE PUBLIC'S BUSINESS. Commissioner Norwood moved to adopt the resolution as read. Commissioner Kitchens seconded the motion. A roll call vote was taken with the following results: Commissioners Norwood, Kitchens, Brown and Mayor Myers; yes. Nays; none. The Resolution was declared adopted.
6. **RESOLUTION** authorizing submittal of a Florida Boating Improvement Fund Grant Application for construction of upgrades to the City Pier Docking and Boat Launch Facilities -- Adopt - The Clerk read a Resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING SUBMITTAL OF A GRANT APPLICATION TO THE FISH AND WILDLIFE CONSERVATION COMMISSION, FLORIDA BOATING IMPROVEMENT FUND GRANT PROGRAM REQUESTING ASSISTANCE FOR CONSTRUCTION OF THE CITY PIER BOAT LAUNCH AND DOCKING FACILITIES IMPROVEMENTS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE. Commissioner Brown moved to adopt the resolution as read. Commissioner Kitchens seconded the motion. Commissioner Kitchens said when it was talking about similar facilities, Crystal Cove and the Palatka Boathouse Marina were left off the list; this is a clerical issue on page 2 of 8 of the application. Also the tie-ups at the Quality Inn were left off. There being no further discussion a roll call vote was taken with the following results: Commissioner Brown, Kitchens, Norwood and Mayor Myers; yes. Nays; none. The Resolution was declared adopted.

7. **ADMINISTRATIVE REPORTS**

Mr. Boynton said the Golf Course irrigation pond is at an all-time low; they have been struggling with a turbidity issue for the past two months. They can't discharge with a turbidity greater than 2. Mr. Drew has been working on this diligently. This is an issue with the filters that were not properly working; it was causing sulfur to pass through the plant and was not removing it. They have this problem under control; today the turbidity was below 2 and they shouldn't have this problem in the future.

USDA Visioning Workshop - Mr. Boynton said Palatka was chosen by USDA to host a community Visioning Workshop to identify community issues and needs. They have chosen July 12 as the date. The invitation list will include everyone from local leaders throughout the County, Congressmen, Senators, banking leaders, business leaders, etc. The Commission will need to hold a workshop in June to identify 10 priorities. He will be getting with the Commission on setting that workshop date. They will pare this down to a list of top three priorities. This should be a great start for the City and will take the visioning process to the next level.

Mr. Boynton said the City is looking to hire an intern this summer who is working on a Masters Degree. She will be working with the Planning Director and updating all utility and water mapping. The City has a cost share grant with SJRWMD to upgrade the software. They need to create a user-friendly GIS system to update the mapping system, which they can do. She will be based in Thad's office and will start within the next few weeks. Her salary will come through the grant.

Mr. Boynton commended Mr. Crowe for clearing up a lot of little things that have been left hanging. They need to do a major clean-up on properties not properly zoned. Some airport property hasn't been properly zoned. They are also heavily marketing for people to come into the City as they can all come in under one advertisement. They have already had three commercial property owners that have expressed interest. This will come back to the Commission in late June or early July.

Mr. Boynton said they have over \$6.5 million in grants to be spent this year. Downtown development bids coming in May 17, and hopefully taking action at the May 26 meeting. Andy Ham with CDP will be presenting his Business & Finance Plan at the May 26 meeting. The Reuse project Ph IV is currently underway; the contractor started a week ago. The Runway 9/27 Airport Runway project is currently under design and will start late summer. The Energy Grant construction should start in early to late fall. Price Martin renovation bids came in about a month ago; significantly over-budget. The low bid was Armstrong Roofing, which was also the only bid received. He has received authorization from DCA to begin negotiation with Armstrong Roofing. They have a more impressive project than what they had. It will not have a pitched roof, but a slightly slanted roof that will have a 20-yr guarantee. All water damage inside will be repaired and replaced. This is now a complete renovation of the Price Martin Center instead of just a roof project. This has to go to the County first for their first meeting in May, as this is money that comes through the County. It will come to the Commission in May.

Commissioner Brown said they need to address the curtains, which are over 20 yrs old. Mr. Boynton said that all has to come down and be reattached when they replace the ceiling tiles. They can address this with Better Place funds. Commissioner Brown said the backdrop also needs to be addressed. Commissioner Kitchens said they need to continue to save the mural; Mr. Boynton said they would. Commissioner Brown said they need to start putting pictures up on the walls that show themes of Palatka so that walls don't look so bare. This will promote Palatka. Mayor Myers stated they need appropriate artwork.

Mr. Boynton said he received a letter from the Palatka Men's Golf Association on April 13th commending fire crews that responded to the Golf Club on April 12th on a medical emergency call. They responded in a professional manner and provided treatment for Mr. William Buck. Special kudos were given to Fire Marshall Lynady, who was present at the meeting and provided assistance in stabilizing Mr. Buck while he was awaiting Rescue personnel.

Mr. Boynton said next Wednesday through Friday he will be on vacation, he is traveling to Maine for his father's 70th birthday.

Commissioner Brown said next meeting she would like to be brought up to date on the grant for the water taxi. Mr. Boynton said the contract has been signed. Mr. Cunningham is working on shop drawings; it will be 30 – 45 days before the design work is done. They are still a few weeks away before they will see substantial progress. Everything is moving forward. By mid to late June they should see renderings of the boats. Commissioner Brown said as the contractor works on the boats, he would like the Commission to come and visit.

Mr. Boynton said the Commission laid the groundwork for all this progress three or so years ago. They are finally on the cusp of seeing the downtown project start. They are spending \$1.2 million on streetscaping and landscaping. He hopes the 100 Blocks developer will be on target to start in October, 2011.

Mr. Boynton said they will hold a pre-budget workshop on the 2nd May meeting date. At this time the focus will be on the Golf Course, but as they generate data for rest of the departments they will address any concerns they see there. The Time is set for 4:00 p.m. for the pre-budget workshop, on May 26th.

8. COMMISSIONER COMMENTS

Commissioner Brown said she brought a League DVD back to the Mayor regarding keeping government local, so they can get it on the air so others can see these.

Commissioner Norwood gave the Planning Board kudos on the EAR process as they had extra meetings, and kudos to staff for the work on the EAR. The Commission appreciates the work they do for the City.

Mayor Myers said there was a nice dedication ceremony of the mural honoring the Lawson family and congratulated Commissioner Brown for the contribution her family has made in the community. Commissioner Brown said they left her with a conscious. She is named for her grandmother, Mary Lawson.

9. ADJOURN – There being no further business to discuss, the meeting was adjourned at 7:45 upon a motion by Commissioner Norwood.

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
