

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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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
March 10, 2011

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 10th day of March, 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; Police Chief Gary Getchell; Fire Chief Mike Lambert; Planning Director Thad Crowe, Building & Zoning Director Debbie Banks; Airport Manager John Youell

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

INVOCATION – The Reverend Jeff King, Development Director, Rodeheaver's Boy's Ranch

PLEDGE OF ALLEGIANCE – Commissioner James Norwood, Jr.

APPROVAL OF MINUTES – 02/24/11 – Commissioner Brown moved to adopt the minutes as read. Commissioner Kitchens seconded the motion, which passed unopposed.

1. **PUBLIC RECOGNITION/PRESENTATIONS:**

PROCLAMATION - Women's History Month – March, 2011 - Mayor Myers read and dedicated the proclamation to all women in the audience.

PROCLAMATION – Colorectal Cancer Awareness Month – March, 2011 – Dr. Anand Kuruvilla, Cancer Center of Putnam, was present to accept the proclamation on behalf of the medical community. Dr. Kuruvilla said the CDC reports that in 2006 about 60% Americans took advantage of screening process, which is an improvement over the prior year. People should be screened regularly; this is a disease that can be detected. You should be screened beginning at age 50; people should urge their friends and family to get screened. Medicare pays for the screening, but you have to be 65 to get that. If you have a colonoscopy, and polyps are found and removed, you are safe for several years. If no polyps are found you are safe for 10 years. It takes seven years for a polyp to become cancer. There is no excuse for Americans to die of

colon cancer. It is worth one's time to get a colonoscopy. Commissioner Kitchens said the prep is a lot better than having colon cancer. She's had a friend who died of colon cancer.

PROCLAMATION - Brain Awareness Week – March 13 through 19, 2011 - Linda Coons, president, Pilot Club of Palatka and other members of the Club were present to accept the proclamation

NEFRC RESOLUTION – Mayor Myers read a Resolution honoring Mary Lawson Brown for her 10 years of service on the Northeast Florida Regional Council Board.

2. **PUBLIC COMMENTS**

Sam Deputy, 917 Carr Street, said the Azalea Festival Organizers extend thanks to the City of Palatka City Manager and Staff for its support. They did not have to borrow CRA money and have money left, with which to fund several downtown projects. He has already signed up vendors for next year. Mayor Myers thanked Mr. Deputy and Ms. Murtagh for the successful Festival. Commissioner Leary said the entertainment was exceptional, and he hopes they will incorporate evening musical activities. Mr. Deputy said their insurance coverage went down by \$3,000, which is based upon activities, so they are paying close attention to that. The television spots they ran worked quite well. Although rain was forecast for Sunday, there was no rain.

3. **CONSENT AGENDA:**

a. **Approve Palatka Municipal Airport Contracts listed below:**

1. **Master Consulting Services Agreement with Passero Associates, LLC** effective through March 14, 2014 per recommendation of Airport Advisory Board, City Manager, FAA and FDOT;
2. **Passero Associates Supplement Agreement #11-25P in an amount not to exceed \$75,000.00** to provide preliminary engineering design and related services for Runway 9-27 Pavement & Drainage Rehabilitation, per City Manager's recommendation
3. **Passero Work Order #11-26 in an amount not to exceed \$7,500.00** for design and bid services related to Emergency Generator/Security per FDOT/REDI Funding @ 100%
4. **Passero Work Order #11-26G in an amount not to exceed \$7,637.00** for engineering & inspection services for Main Security Gate Rehabilitation services per FDOT/REDI Funding @ 100%

b. **Concur on Ranking of Respondents to Administrative Services RFQ** and authorize contract negotiations to begin with Fred Fox Enterprises, highest ranked respondent, for EECBG Energy Grant Number ARS0 per results of RFQ and Ranking Committee/City Manager's Recommendation

c. **Concur on Ranking of Respondents to Engineering Services RFQ** and authorize contract negotiations to begin with Ayres Associates, highest ranked respondent, for EECBG Energy Grant Number ARS0 per results of RFQ and Ranking Committee/City Manager's Recommendation

d. **Authorize renewal of Florida Dept. of Corrections Contract (formerly No. WS526)** for Inmate Work Squad – August 24, 2011 through August 23, 2012 - \$58,004.00/yr (Streets – 1st paid squad)

e. **Accept FEMA Assistance to Firefighters Grant EMW-2010-FO-02817 in the amount of \$130,400.00** (95% grant/\$6,520.00 match required) and authorize match funding from Fire Department Operating Budget – Mike Lambert, Fire Chief

Commissioner Kitchens asked to pull Item 3.(e) for discussion. Commissioner Norwood moved to approve Consent Agenda Items 3.(a), (b), (c) and (d) as recommended. Commissioner Kitchens seconded the motion, which passed unopposed.

- e. **Accept FEMA Assistance to Firefighters Grant EMW-2010-FO-02817 in the amount of \$130,400.00** (95% grant/\$6,520.00 match required) and authorize match funding from Fire Department Operating Budget – Mike Lambert, Fire Chief – Commissioner Kitchens asked Fire Chief Lambert to talk about the grant and what it means to his department and the citizens of Palatka. Chief Lambert said they applied for this grant to replace air packs, purchase two infrared cameras for search & rescue and also set up RIT setups for search and rescue. Air packs are only good for 15 years; they'd have to spend this money within the next 18 months, anyway. They were fortunate to get this grant. Commissioner Kitchens said the infrared cameras help locate people in smoke filled buildings. Chief Lambert said they also use them to find hot-spots in walls that are not apparent to the eye. Commissioner Leary asked Chief Lambert to explain the ISO rating and the Fire Department's goals toward lowering that at some point in the future. Commissioner Brown moved to approve Consent Agenda item 3(e) as recommended. Commissioner Kitchens seconded the motion, which passed unopposed.
4. **PRESENTATION** – Palatka Trails Section – Don Jacobovitz, Director, Putnam County Public Works Dept. – Mr. Jacobovitz said construction will start on a Trail section soon. Palatka is described as the “trail hub” of Florida, so it will be nice to have a trail section in Palatka. They expect to have FDOT clearance to go out to bid next week. This section is almost 4 miles long. It starts to the east of SR17 on the west side of the City, and goes through the City, through the Downtown, and across the bridge into East Palatka. There is already a 4-mile section of the Palatka-Lake Butler trail, from CR315 to the County line. The section the County is managing will start construction shortly as will the FDOT trail from CR315 down to Holloway Road. They hope to start construction by the end of May or beginning of June.

Mr. Jacobovitz said as the Trail goes across the bridge, it will have a railing similar to that on SR207 on the outside, and what's on the outside of the bridge now will move to the inside alongside where the cars drive. If the barrier to the bridge is moved closer to the drivers, it will be easier to see over the bridge to the River. What's there now will be torn off and the bike rail will be built. FDOT is doing right of way acquisition right now to connect to the Grandin Trail, but it will take some time. The rest of the trail section from the portion that ends at Holloway Road through Downtown and across the bridge to St. Johns County will be finished by 2014. The boardwalk under the bridge was built as part of the bike trail and will remain. Commissioner Norwood said avid bikers like him have long needed a biking trail, and this provides an opportunity for families to get out and bike. Commissioner Brown said they need to provide a camping/restroom facility for people so they will stay here and spend money. Mr. Jacobovitz said this will also connect to other trails. Maps are now being passed out by a national biking organization which shows this route. The funding is in the FDOT 5-yr. work plan. They hope this plan will not be derailed by the new Governor. Commissioner Brown said Blueways connect with the Greenways. Blueways are paddling trails on the St. Johns River. They are putting bike racks on the new water taxis.

5. **PRESENTATION** – Draft Evaluation and Appraisal Report of the City of Palatka Comprehensive Plan – Northeast Florida Regional Council Staff – Thad Crowe, Planning Director, introduced NEFRC Staff and said this is the first meeting to approach the final revisions of the EAR, which has to be adopted by May 1. They will then have 18 months to revise the Comp Plan.

Ameera Sayeed, Sr. Regional Planner, NERPC, presented the Mobility Plan. She said the City is designated a dense urban land area, or DULA, and a TECA, transportation concurrency exception area. The City has an average population density of 1,000 per square miles, which makes it a TECA. The City must amend its Comprehensive Plan to include new mobility planning requirements within two years of the Legislature's 2009 adoption of the SB360. This is not a

negative for the City; the City has the option of keeping the existing concurrency, or they can do a hybrid, or do away with it, and if they do away with it they need to adopt an alternative method. SB360 expressly provides that the designation of a transportation concurrency exception area does not limit a local government's home rule power to adopt ordinances or impose fees. If they don't do a mobility plan within the two year time frame, the City can be imposed with sanctions, DCA will report this to the governor and cabinet, and the Administration Commission may then impose sanctions.

The City can either adopt the Mobility Plan in 2011 or wait to see what sanctions and penalties are enforced and how. There will be a cost to doing the mobility plan, which is due this year. It is difficult to determine the consequences of not putting a mobility plan in place. It would be good planning to update the Comp Plan to put this in place.

Commissioner Leary said he has a copy of the draft of the Senate Bill related to SB360 that's currently being debated. It will dramatically change all of this. He asked, provided they keep the current concurrency management system they have now, and roads are all operated above normal capacity levels, what would be the advantage of moving forward with this in light that DCA may not be in place in three months? Ms. Sayeed said they can opt to keep the transportation concurrency. The local Comp Plan needs to reflect those elements. There is no choice for the mobility plan. They can simply state they want to keep the current concurrency plan, but they need to adopt alternatives. This is something to consider. They need to be sure these plans are financially feasible in the five years to do that. This is a good professional way to plan. It doesn't take away the existing transportation concurrency system. Commissioner Leary said simplicity is the best, and the cost to the City of additional plans does not seem productive and also seems redundant. He questions whether that mobility requirement will stay in. He recommends waiting until the Legislative session is over as SB360 is being rewritten. These programs and duplications of planning processes they've already gone through is cost prohibitive for small communities like Palatka. They need to get back to basics and simplify things. Commissioner Norwood asked when the bill was passed; Commissioner Leary said in July 2009. Commissioner Brown asked her advice as to what they need to do. Ms. Sayeed said her advice and experience has shown that the exemption process is lengthy and expensive and it's easier and less expensive to go ahead and do a mobility plan.

Mr. Holmes asked how much of the present framework of SB360 will be altered. Commissioner Leary said most of it. There is a draft bill out now. There will be major changes. Whatever comes out of this ultimately won't go into effect until Sept. 1, which will give the City additional time, and the City can apply for an extension if forced to move forward with a mobility plan. It is frustrating to him that they have a concurrency management system, they aren't dealing with any level of service issues on any of the roads, and they want to be in compliance, but this is an unfunded mandate. They need to wait and see what happens; they'll know if the bill is moving through by the first of April. Mr. Holmes concurred with Commissioner Leary, saying sometimes the plans that are put together aren't realistic in terms of alternate transportation being put together. Everyone is expecting major changes to DCA. What they will be remains to be seen. Mayor Myers noted a workshop on the EAR will be scheduled, to include the Planning Board.

Ms. Sayeed said if they choose to wait, and have a Comp Plan amendment between August and September, the City won't be in compliance with DCA standards.

Eric Anderson, NEFRPC, gave his presentation on an overview of the EAR draft. They recommend the workshop to give the Commission time to review the document and take the time to develop questions and concerns. He will provide an overview tonight.

Mr. Anderson said the organization of the EAR is in five sections – introduction, community-wide assessment, evaluation of five local major issues, special topics and recommended plan amendments. These sections are set up as mandated by statute.

The Introduction provides a purpose for the EAR. All communities in Putnam County will have to go through this process. It goes over the City profile, public participation/visioning workshops, and scoping meetings that took place in March 2010:

The community wide assessment looks at population, land area, vacant and developable land and Maintenance of LOS standards. This also looks at building permits for development and where they are issued.

The last big component is the Assessment of Elements, or page 21 through 149. It's separated into two sections; current goals, objective or policy, and recommendation/anticipated revisions.

Section 3 is associated with the five local major issues which were agreed upon in March 2008. These are Historic Preservation, Economic Development, Transportation Level of Service, Trails and Parks, Annexations/Municipal Borders.

As to Issue 1, Historic Preservation, Mr. Anderson said this outlines creation of a new HP element. Commissioner Kitchens provided corrections on historic district acreage and structures based upon figures she received from the Tax Assessor's Office. Mr. Anderson said it's been 30 years since the City went through a historical evaluation so there may be additional structures that can be included in a district, which may potentially create another district. They want to look at historic tax exemptions, matching up districts with CRA boundaries and infrastructure improvements

Issue 2, Economic Development, recommends the creation of new economic development element. The creation of an element brings different groups together to head in a common direction. They incorporate downtown design standards, improvements and marketing, assets and support of arts programs, street tree inventory and program, shovel-ready sites, airport improvement and marketing, reuse expansion, business incubator, and eco-tourism.

Issue 3, Transportation, contains a mobility plan, "complete streets" to allow protection for modes of transportation other than cars, with an emphasis on multimodal travel, and encourages more coordination with transit services.

Issue 4 is associated with long range plans for Trails and Parks. Putnam County adopted a master plan in 2009 and some of those sites are in the City. This is separate from the actual open space element; it is a stand-alone document. From an inventory standpoint, the City's plan is complete. This is an extra component.

Issue 5 focuses on annexation/municipal boundaries. They recommend reducing enclaves, adopting development goals, objective and policies as to how the City wants to use annexation ("annexation criteria") and a City-County joint planning area for periphery. The County has already addressed this in their Plan.

The next section addresses Special Topics, which are required in every EAR report. In 2008 the County and City adopted a public schools element and entered into an agreement to implementation. They have no recommendations there. The next part is associated with water supply planning. They provide a map of sections of Florida already in a water supply priority area. Palatka/Putnam is not in this area, but it's anticipated that when SJRWMD releases its

report, Palatka/Putnam County will be in it. Putnam County has already adopted a water supply plan. SRJWMD has already supplied the City with specific recommendations. This also includes School Location and Concurrency and Water Supply Planning.

The third part refers to Coastal High Hazard Areas. All the areas in red on the map are areas that could be inundated by a coastal category 1 storm. This map or one similar will need to be adopted into the Comp Plan as well as a policy. If development takes place, mitigation strategies will need to be developed. DCA hasn't said what mitigation strategies are in place, but they will need to look at developing strategies for this.

As for other special topics, Palatka has no military installations. Concurrency of exception areas are discussed in depth in this section. The city already has a method of concurrency methodology for measuring traffic impacts. The City is in the clear on financial feasibility. As to greenhouse Gas emissions, the City will need to consider certain elements to address the State's energy polices. Commissioner Leary said those are in the process of being revoked.

Section 5 goes over all the recommendations in the document. There aren't that many recommendations for specific elements, but little things will need to be addressed. The main ones are the historic preservation element and proposed economic development. Section 5 contains all the recommendations, which are also included throughout the document.

The last part of the document is Appendix B, which covers the changes to Florida statute and rules, specifically chapter 163 and Rule 9J-5. These requirements need to be addressed during the EAR process.

They recommend holding the workshop as discussed, which needs to be held by May 1. Once the plan is adopted it will go to DCA, who will complete its review within 60 days and will issue a preliminary determination of sufficiency. DCA issues final sufficiency determination within 90 days and the City will adopt EAR based amendments to the Comp Plan within 18 months of the sufficiency letter.

Mr. Anderson said the preliminary workshop is tentatively scheduled for April 5. Commissioner Norwood made a motion to set a workshop on April 5, 2011 at 4:00 p.m. Commissioner Kitchens seconded the motion, which passed unopposed.

Commissioner Leary recognized Ed Lehman, the Director of Planning at NEFRC, a good friend of his and with whom he's worked with for the past 20 years.

6. **RESOLUTION** authorizing the Mayor and City Clerk to Execute and Attest a Supplemental Joint Participation Agreement with FDOT to remove funding for the purchase of land at SR 100 and CR216 for new access to the Palatka Municipal Airport – Adopt – The Clerk read a resolution entitled A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST A 'SUPPLEMENTAL JOINT PARTICIPATION AGREEMENT' WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION REMOVING FDOT AND LOCAL FUNDS FOR PURCHASE OF LAND (SOUTH OF SR 100 AND CR 216) FOR NEW ACCESS AT THE PALATKA KAY LARKIN MUNICIPAL AIRPORT. Commissioner Brown moved to adopt the resolution 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. The Resolution was declared adopted.
7. **RESOLUTION** authorizing the Mayor and City Clerk to Execute and Attest a Joint Participation Agreement with FDOT for design of RW 9/27 Overlay, Lights, Signage and Drainage at the Palatka Municipal Airport – 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 DESIGN ONLY OF FUNWAY 9/27 OVERLAY, LIGHTS SIGNAGE AND DRAINAGE AT PALATKA'S KAY LARKIN MUNICIPAL AIRPORT. 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, Leary and Mayor Myers; yes. Nays: none. The Resolution was declared adopted.

8. ADMINISTRATIVE REPORTS

Clerk said she had attended a Waterway Committee meeting today and discussed a bill that is in legislature to revise Medicare funding, which will remove a good portion of the funding for the operation of Ride Solutions, which is funded through four grants. Putnam County would like the City to put together a letter asking the Governor and Representatives to leave this funding in place as is.

9. COMMISSIONER COMMENTS

Commissioner Kitchens thanked the Clerk for the work she did on the Azalea Festival Mayor's Reception.

Commissioner Brown concurred with Commissioner Kitchens and thanked the Clerk's office.

Commissioner Leary said although both Houses of Florida government and the presiding officers don't want to hand any unfunded mandates to local governments, they will be seeing dramatic cuts to Medicaid which will be very considerate. The State is looking at \$4.5 billion deficit. Hopefully by the first week of April they will have an idea of changes to growth management.

Commissioner Norwood would like to develop a list of things they'd like to talk to legislators about so Commissioner Brown can present those on behalf of the City to have a comprehensive representation where the City is concerned. He can provide the City Manager with a list of the League's legislative priorities. Commissioner Brown asked they try to make appointments with legislative people so they can meet with them one on one. The more of them that look these people in the eye, the better they know their representatives, the better off they will be.

Commissioner Leary said he will be up there during that time. The committee schedules will be out this Monday afternoon. They need to work with the Clerk and Assistant Clerk in calling legislative offices to get appointments set up.

- 10. ADJOURN** – There being no further business to discuss, the meeting was adjourned at 7:35 p.m. upon a motion by Commissioner Brown, seconded by Commissioner Kitchens