

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
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**  
May 23, 2013

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 23<sup>rd</sup> day of May, 2013.

**PRESENT:** Commissioner Mary Lawson Brown, Mayor Pro Tem  
Commissioner Allegra Kitchens  
Commissioner Phil Leary

**ABSENT** Mayor Vernon Myers  
Commissioner James Norwood, Jr.

Also Present: City Manager Michael J. Czymbor; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matt Reynolds; Police Chief Gary Getchell; Fire Chief Mike Lambert; Planning Director Thad Crowe, Project Manager Jonathan Griffith

**CALL TO ORDER:** Mayor Pro Tem Mary Lawson Brown called the meeting to order at 6:00 p.m.

**INVOCATION** - The Reverend Jim Obrecht, Pastor; Calvary Baptist Church of Palatka

**PLEDGE OF ALLEGIANCE** – Tom Townsend

**APPROVAL OF MINUTES** – 5/9/13 Regular Meeting; 5/13/13 Called Meeting – Commissioner Leary moved to adopt the minutes as read. Commissioner Kitchens seconded the motion, which passed unopposed.

1. **PUBLIC RECOGNITION/PRESENTATIONS:**

**RESOLUTION 2013-9-112** dedicating the Organic Community Garden at the Palatka Water Works Environmental Education Center in memory of James "Jim" Townsend - Adopt – The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA DEDICATING THE ORGANIC COMMUNITY GARDEN AT THE WATER WORKS ENVIRONMENTAL EDUCATION CENTER TO THE MEMORY OF JAMES H. "JIM" TOWNSEND. Commissioner Leary moved to adopt the ordinance as read. Commissioner Kitchens seconded the motion. Commissioner Leary said Jim was one of the most tireless community servants, always doing great things for the community. He never sought any recognition or accolades, but worked quietly behind the scenes. The Community is a much better place because of him. Commissioner Kitchens said every morning he was at the community garden at 12<sup>th</sup> Street watering the plants, and each time she passes that garden she thinks of him. He will be remembered fondly, and was a great asset to the community. Vice Mayor Brown said the Walton/Townsend family has always been active in the community and

always ready to lend a hand out of love for the community. There being no further discussion, a roll-call vote was taken with the following results: Vice Mayor Brown, Commissioners Kitchens and Leary, yes; Nays, none. The Resolution was declared adopted. A framed copy was presented to members of the Townsend family, who were present, and to Shann Purinton & Platt Drew, members of the Water Works Environmental Educational Center Committee, to be hung at the Center.

**STUDENT OF THE MONTH – May, 2013 – Vice Mayor Brown & Commissioner Kitchens joined Vice Mayor Brown in presenting certificates of recognition to the following students for academic excellence, leadership, citizenship and attendance at their respective schools:**

Ashley Danielle Ramos	Beasley Middle School
Elizabeth Cribbs	Browning Pearce Elementary School
Mark Douglas Doran	Children's Reading Center Charter School
Teressa Miller	E.H. Miller School
Makayla Bergman	James A. Long Elementary School
Cade Hansford	Jenkins Middle School
Emma Matott	Kelley Smith Elementary School
Alannah Howard	Mellon Elementary School
Melody McMahan	Moseley Elementary School
Jenna Head	Palatka High School
Vanessa Nguyen	Peniel Baptist Academy
William Session	Putnam Academy of Arts & Sciences, Inc.

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

3. **CONSENT AGENDA:**

- a. **Adopt Resolution No. 2013-9-113** amending the FY 2012-13 Budget for April, 2013
- b. **Adopt Resolution No. 2013-9-114** authorizing the execution of a License and Agreement with Kenny Downs for the maintenance of certain city-owned right of way in the Deerwood end of Viking Manor Subdivision
- c. **Adopt Resolution No. 2013-9-115** authorizing the execution of a Fireworks Display Contract in the amount of \$18,000.00 with Fireworks by Santore for the 4<sup>th</sup> of July Fireworks Display
- d. **Adopt Resolution No. 2013-9-116** granting a fifty percent (50%) reduction of the Code Enforcement Fine on 119 Belmont Drive from \$3,957.00 to \$1,987.50 plus cost of prosecution
- e. **Notice of pending Amendment to Meeting Calendar** to add special called meeting on May 30, 2013 at 5:15 pm.

Commissioner Kitchens moved to pass all items on Consent as presented. Commissioner Leary seconded the motion, which passed unopposed.

4. **BUDGET SUMMARY REPORT – Oct. 2012 through April, 2013 – Matt Reynolds, Finance Director, presented the summary report for the first seven months of the fiscal year. Budget year is running around 58% complete. General Fund looks good. Airport Fund is running a slight deficit of \$27,000.00. The other funds are running well.**

5. **RESOLUTION 2013-9-117** ranking the respondents to City of Palatka RFP #13-03 to provide Concessions, Water Taxis and Dock Operations Services, and authorizing the City Manager to begin negotiation with the top ranked respondent – Adopt – The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING THE RANKING OF RESPONDENTS FOR A REQUEST FOR PROPOSALS FOR A QUALIFIED OPERATOR TO LEASE THE CITY OF PALATKA RIVERFRONT PARK CONCESSIONS TO PROVIDE A COMPLETE WATER TAXIS AND DOCK OPERATION SERVICES RFP 13-003. Commissioner Leary moved to adopt the Resolution as read. Commissioner Kitchens seconded the motion. There being no discussion or comment, a roll-call vote was taken with the following results: Vice

Mayor Brown, Commissioners Kitchens and Leary, yes; Nays, none. The Resolution was declared adopted.

6. **PUBLIC HEARING** – 421 and 425 N. Palm Avenue - Planning Board Recommendation to annex and rezone from Putnam County IL (Industrial, Light) to City of Palatka C-2 (Intensive Commercial) – City of Palatka B & Z on behalf of Ernest W. Matchett and Ernest Roughton, owners. Vice Mayor Brown opened the public hearing.

**ORDINANCE** annexing 421 & 425 N. Palm Avenue – 1<sup>st</sup> Reading – 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 IDENTIFIED AS 421 AND 425 NORTH PALM AVENUE, LOCATED IN SECTION 1, 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 Kitchens moved to pass the ordinance on first reading as read. Commissioner Leary seconded the motion. There being no discussion or comment, a roll-call vote was taken with the following results: Vice Mayor Brown, Commissioners Kitchens and Leary, yes; Nays, none. The Ordinance was declared passed on first reading.

**ORDINANCE** rezoning 421 & 425 N. Palm Avenue – 1<sup>st</sup> Reading – 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 LOCATED IN SECTION 1, TOWNSHIP 10 SOUTH, RANGE 26 EAST, INCLUDING 421 AND 425 NORTH PALM AVENUE FROM PUTNAM COUNTY LI (LIGHT INDUSTRIAL) TO CITY C-2 (INTENSIVE COMMERCIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Kitchens moved to pass the ordinance on first reading as read. Commissioner Leary seconded the motion. There being no discussion or comment, a roll-call vote was taken with the following results: Vice Mayor Brown, Commissioners Kitchens and Leary, yes; Nays, none. The Ordinance was declared passed on first reading.

7. **PUBLIC HEARING** – 1095 SR 19 North - Planning Board Recommendation to annex and rezone from Putnam County C2 (Light Commercial) to City of Palatka C-2 (Intensive Commercial) – Palatka B&Z on behalf of Donna Jaquith-Byrne, owner. Vice Mayor Brown opened the public hearing.

**ORDINANCE** annexing 1095 SR 19 North – 1<sup>st</sup> Reading – 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 IDENTIFIED AS 1095 NORTH STATE ROAD 19, LOCATED IN SECTION 2, 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 Leary moved to pass the ordinance on first reading as read. Commissioner Kitchens seconded the motion. There being no discussion or comment, a roll-call vote was taken with the following results: Vice Mayor Brown, Commissioners Kitchens and Leary, yes; Nays, none. The Ordinance was declared passed on first reading.

**ORDINANCE** rezoning 1095 SR 19 North – 1<sup>st</sup> Reading – 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 LOCATED IN SECTION 2, TOWNSHIP 10 SOUTH, RANGE 26 EAST, IDENTIFIED AS 1095 NORTH STATE ROAD 19 FROM PUTNAM COUNTY C-2 (COMMERCIAL LIGHT) TO C-2 (INTENSIVE COMMERCIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN

**EFFECTIVE DATE.** Commissioner Kitchens moved to pass the ordinance on first reading as read. Commissioner Leary seconded the motion. There being no discussion or comment, a roll-call vote was taken with the following results: Vice Mayor Brown, Commissioners Kitchens and Leary, yes; Nays, none. The Ordinance was declared passed on first reading.

**8. CITY MANAGER & ADMINISTRATIVE REPORTS**

Michael Czymbor, City Manager, said on May 30 at 5:15 a special called meeting of the City Commission has been called. There are a number of significant agenda items to consider, one being a presentation from a responder for the development of the 100 Block, and another being the award of the RFP response to the golf course restaurant RFP, and a public hearing on the USDA grant for restaurant improvements at the golf course.

Mr. Czymbor said Staff is currently involved in the annual budget process and they anticipate holding a pre-budget workshop on June 13.

Mr. Czymbor said he will attend his first Blue Crab Festival this weekend, and is looking forward to participating in all the events.

**9. COMMISSIONER COMMENTS**

Commissioner Leary said he attended the annual Crime Stoppers Banquet where Palatka Sgt. Jason Shaw was awarded the Crime Stopper of the Year Award. He is very proud of Sgt. Shaw and the Palatka PD.

Commissioner Leary asked if the Commission could get a report from the property appraiser as to where they stand on ad valorem tax assessments. He noted the School Board is looking at purchasing the former Capital City Bank Building, which is assessed at over one million dollars. It's important that they have a good understanding of where they are during the budget process. Mr. Czymbor said they will cover that as part of the initial budget workshop. He understands that property values are flat. Mr. Reynolds noted they will receive preliminary estimates as of June 1.

Commissioner Leary said he will not be able to attend a workshop on June 13 as we will not be back in town until around 5:30 p.m. He will be here for the City Commission meeting.

Vice Mayor Brown said she missed the last Commission meeting as was attending an FMIT Insurance Trust meeting, during which they heard information regarding the benefits of using notebooks versus i-Pads for meeting management purposes. She said that the most commonly used pin#/password is '1234.' The second most commonly used password is monkey, and no one can figure out why. They were advised that, instead of using four letters for pin numbers, they should use at least a 9 to 13 digit sequence of letters or numbers, or use a sentence using words and digits as keywords.

**10. ADJOURN** - There being no further business to discuss, the meeting was adjourned at 6:35 p.m. upon a motion by Commissioner Kitchens.