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.

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

MINUTES
CITY OF PALATKA CALLED MEETING
May 30, 2013 – 5:15 p.m.

Proceedings of a special called meeting of the City Commission of the City of Palatka, Florida, held on the 30th day of May, 2013.

PRESENT:	Mayor	Vernon Myers
	Commissioner	Mary Lawson Brown
	Commissioner	Allegra Kitchens
	Commissioner	Phil Leary
	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 Main Street Manager Charles Rudd

INVOCATION – Commissioner James Norwood

PLEDGE OF ALLEGIANCE – as a Group

CALL TO ORDER: Mayor Myers called the meeting to order at 5:15 p.m. and read the following call, dated 5/23/13:

TO COMMISSIONERS: **MARY LAWSON BROWN, ALLEGRA KITCHENS, PHIL LEARY AND JAMES NORWOOD, JR.:**

You are hereby notified that a special called meeting of the Palatka City Commission is called to be held on Thursday, May 30, 2013 at the regular meeting place of the Palatka City Commission, Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, to commence at 5:15 p.m.

The purpose of the meeting is to consider the following business items:

- A Resolution to authorize execution of a Mutual Agreement for with TAG Grinding Services for Disaster Debris Collection & Removal Services;
- A Resolution amending the City's Handicapped Accessibility Transition Plan;
- A Resolution selecting Brown & Brown as Insurance & Benefits Consultant/Broker;
- A Resolution qualifying the Downtown Redevelopment RFP Response submitted by Riverfront Development Group, LLC, and authorizing negotiations for development of a portion of the 100 Block of Reid Street (Areas 1 and 2)
- A Resolution to award the bid and authorize contract negotiations for Golf Course Restaurant Services to Corky Bell's of Palatka;

201 N. 2ND STREET • PALATKA, FLORIDA 32177
PHONE: (386) 329-0100 www.palatka-fl.gov FAX: (386) 329-0106

- A Public Hearing and Resolution regarding the City's intention to apply to USDA for grant funds to upgrade the kitchen facilities at the Palatka Golf Club Clubhouse;

/s/ Vernon Myers
Vernon Myers, MAYOR

The following Commissioners acknowledged receipt of a copy of the revised foregoing notice of a special called meeting on the 23rd day of May, 2013

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Phil Leary
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Allegra Kitchens
COMMISSIONER

INVOCATION – The Reverend Cynthia M. Benz, DD, Interim Pastor, First Presbyterian Church

PLEDGE OF ALLEGIANCE – Commissioner Phil Leary

1. **PUBLIC RECOGNITION/PRESENTATIONS:**
PROCLAMATION – Civility Month – May, 2013 – Mayor Myers read the Proclamation into the record.

STUDENT OF THE MONTH – May, 2013 – Cade Hansford, Jenkins Middle School – not present

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

3. **CONSENT AGENDA:**
   a. **Adopt Resolution No. 2013-9-118** authorizing the City Manager to execute a Mutual Agreement with TAG Grinding Services, Inc. for Disaster Debris Collection & Removal Services
   b. **Adopt Resolution No. 2013-9-119** modifying the City of Palatka Handicapped Accessibility Transition Plan to include the Palatka Golf Club and Restaurant
   c. **Adopt Resolution No. 2013-9-120** to designate Brown & Brown as Property-Casualty Insurance/Risk Management/Employee Benefits Consultant/Broker per results of RFP dated 4/29/13

Commissioner Brown asked to pull Item 3(c) for discussion. Commissioner Norwood moved to pass Consent Items 3(a) and 3(b) as recommended. Commissioner Leary seconded the motion, which passed unopposed.

3c. Adopt Resolution No. 2013-9-120 to designate Brown & Brown as Property-Casualty Insurance/Risk Management/Employee Benefits Consultant/Broker per results of RFP dated 4/29/13 – Mr. Reynolds presented a power point presentation outlining the City's RFP for comprehensive insurance/employee benefits. Mr. Czymbor said the goal was to select a single firm for all coverage for the City. This agent obtains quotes from various carriers, and handles all aspects of insurance. The current agent for Employee benefits is Bates & Hewitt, and the current agent for Property & Casualty is Florida League of Cities.

The RFP was issued on March 28. Responses were due April 29. The responses were graded based upon a points system. They received 10 responses; one later withdrew its proposal, and that left 9 respondents. The evaluation committee met on three occasions and ranked respondents. FLC was ranked highest and most responsive; Brown & Brown was ranked 2nd

most responsive. The Committee spent a lot of time and effort reviewing responses and comparing them to the criteria. As noted in the Resolution, Brown & Brown is selected as Agent of Record; however, the Agreement will state that the City will be obtaining quotes directly from the Florida League of Cities for both property/casualty/work comp and employee benefits separately. Brown & Brown will not receive any commission for any coverage placed with The League. This ensures the City will be obtaining competitive quotes for all lines of coverage.

Commissioner Kitchens said the City has dealt with Bates & Hewitt for some 20 years; they've had good experience with them. They are local. They also represent the County on health insurance. She has always had good service from them. All things being equal, they want to promote local businesses, and Mr. Bates has been a good partner for the City. She knows of no reason to drop him as an agent.

Commissioner Norwood asked if they went through this process last year; Mayor Myers said there were several companies who wanted to write health insurance coverage, and wanted to bid, and appeared before the Commission asking to do so, but it was not this formal process.

Commissioner Leary said last year several companies wanted to quote, but it was too late in the year to take quotes. He asked this be let out to bid this year, and it was. They went through the process and had excellent Selection Committee members. If Bats & Hewitt was ranked #2, that would be one thing, but they were ranked #5. He recommends they go with the Committee's recommendation. Commissioner Brown asked if this will help employees financially, with lower premiums, and if it will help with premiums the City pays on other coverage. Mr. Czymbor said it will help with cost, and the city deserves the best coverage it can get on property/casualty and employee benefits. This is pro-active and forward thinking and the City will be much better served by a competitive process. They have done that. It will lower overall cost and reduce risk. He has no disrespect towards Mr. Bates; he has served the City well. The question is, "Are they getting the best overall service provider for the money being spent?" They believe the City should move in a different direction.

Mayor Myers said he respects Mr. Czymbor's process and thinking, but he does have a problem with the results. They should have added a criterion asking if it was a local firm, and whether not they have they been active in the City to the benefit of the City. They have to support their local businesses. Mr. Bates has been an active part of this community and has been a substantial taxpayer, and has supported the City. He cannot support this Resolution. Commissioner Kitchens concurred. She received copies of the criteria grading sheets and believes Bates & Hewitt was graded lower than they should have been.

Commissioner Norwood said the County has passed a Local Preference Policy. It was noted the City has a similar policy. Mayor Myers said that applies when taking specific quotes, as in purchasing a car or hiring a construction firm, but not a Request for Qualifications. He still has an issue with community participation. Commissioner Norwood said he respects this Committee's time and effort on this, but if they are going to give local agencies preference, they should direct staff to prioritize responses accordingly.

Commissioner Leary said he agrees that they should have a local preference policy. They try to provide the best services to employees in their fiduciary capacity as Commissioners. If they are going to have the Good Ole Boy system, they should direct staff to prioritize responses with that in mind. He spent several hours researching this issue this past weekend after Mr. Bates called him. If Bates & Hewitt had been in the top 3, that would have been one thing, but they were not. It sends the wrong message to staff. Mayor Myers said the Commission is charged with doing with what is best for the citizens.

Mayor Myers opened the floor to Public Comments.

Allen Flores, Brown & Brown Insurance, 225 Landmark Circle, Ormond Beach, FL, Executive Vice President of Brown & Brown, said they have over 450 public entity clients. Cities like Palatka are their bread and butter. They do give back to communities. He understands they want to go local. If they do not have Brown & Brown in place, they will forego certain benefits for City employees. The Bates firm does not have access to the Preferred Governmental Insurance Trust (PGIT). They and the FLC are the two major competitors for public entities. If they eliminate Brown & Brown, they eliminate the 2nd largest provider for governments in the State. When you talk about Worker's Compensation, you need this option. They can deviate from NCCI Work Comp rates; other firms cannot do this. By Statute, other providers are required to provide only State of Florida adopted rates; but there is an exception exclusive to public entity programs like FLC and Preferred Governmental Insurance Trust to deviate from those rates. They are the only entity that can compete against the FLC. He does not want to be considered in a bad way; they represent 78 municipalities. They have been going after this account for several years. This is the furthest they have been able to get. The process the City has gone through is a good one. They were objectively reviewed based upon an objective process. The City will have less representation from the marketplace if they go with another carrier.

John Ligon, Florida League of Cities, 519 Baywood Court, Altamonte Springs, FL, said the property/casualty and health insurance is a combined issue. There are only two markets in Florida for property/casualty; FLC and PGIT are the only two. They are pleased they will be able to provide quotes on all lines of coverage, including health insurance. That market is controlled by five carriers. Agents may have access to all or some of those five markets. Many times agencies will say they have access to markets that they don't have access to. They could split those two, and allow P&C carriers to quote on P&C and health insurance carriers to quote health insurance. He recommends adoption of this Resolution as it allows FLC and Preferred to quote all lines of coverage. He has no problem with that. He is making his recommendation based upon the agent/broker process. They need access to the best markets.

Commissioner Brown said she sits on the FLC Board of Trustees. They have long taken care of Palatka. If they see deficiencies, they look for reinsurance.

Mr. Czymbor said competition is good; this is key. It gives them an opportunity to compare what they have with what's available. They could separate the coverages, but they want one single contact for all insurance coverages. One thing they can do is table the resolution and split the liability/casualty from the health insurance coverage.

Commissioner Norwood asked if it was a conflict that Commissioner Brown sits on the FLC Insurance Trust Board. After discussion, Commissioner Brown recused herself from voting on the Resolution citing her position as member of the FLC-FMIT Board of Trustees. Mr. Czymbor said based upon the resolution, the City has the right to seek quotes from FLC for all lines. Commissioner Kitchens said she doesn't see any problem with going with Florida League of Cities for Property/Casualty, but Bates & Hewitt is a local agent and is easily accessible. He's done a good job and she sees no reason to discontinue that relationship.

Ben Bates, 3400 Crill Avenue, Palatka, said he owns property in the City and considers himself a Palatkan. He has nothing derogatory to say about either of the competing companies. They are not the biggest "dog" in the show, just as Palatka is not the biggest City. He chooses to live in Palatka. For the past 20 plus years they have afforded the city an excellent program. They have only handled employee benefits. As far as he knows, they've done an excellent job. They are involved in the City and have initiated an employee wellness program. He'd appreciate the

opportunity to continue to represent the City in employee benefits. If they chose to use another firm for P&C, he has no problem with that. They would be a consultant. There are only five players in the State of Florida for employee benefits. They can take quotes from all five of those. They represent all five of them. Each year they get quotes from all other carriers.

Commissioner Leary moved to table the resolution and to direct Staff to return with a recommendation on splitting out coverage for Property & Casualty, and Employee Benefits. Motion died for lack of a second.

The Clerk read a Resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SELECTING BROWN & BROWN (DAYTONA BEACH) AS BROKER AND AUTHORIZING THE NEGOTIATION OF AN AGREEMENT WITH BROWN & BROWN (DAYTONA BEACH) TO PROVIDE BROKERAGE SERVICES. Commissioner Kitchens moved to reject the Resolution. Mayor Myers passed the gavel to Vice Mayor Brown and seconded the motion. It was clarified that the motion is to deny passage of the Resolution. There being no further discussion, a roll-call vote was taken, with the following results: Commissioners Kitchens, Norwood, Mayor Myers, Yes; Commissioner Leary: No. The motion to deny passage passed upon a vote of three in favor, opposed by Commissioner Leary, with one recusal by Commissioner Brown.

Commissioner Leary moved to direct staff to bring back a recommendation by way of a resolution which separates the award of the health insurance/employee benefits Agent of Record from property and casualty Agent of Record Award. Commissioner Norwood seconded. Mr. Czymbor said the resolution will stipulate the City has the right to obtain quotes from the Florida League of Cities on all lines of coverage, which is allowed by Florida law. The City desperately needs to be able to receive competitive quotes. Mr. Holmes said the motion directs staff to make a recommendation while separating out the Agent of Record for Property & Casualty from Agent of Record for Employee Benefits. What staff comes back with is up to Staff. There being no further discussion, the motion passed four in favor, opposed by Commissioner Kitchens.

4. **RESOLUTION** qualifying the Downtown Redevelopment RFP No. 13-002 Response submitted by Riverfront Development Group, LLC, and authorizing the City Manager to begin negotiations for a Development Agreement for Development Areas 1 and 2 on the 100 Block of Reid Street – Adopt - The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING RIVERFRONT DEVELOPMENT GROUP, LLC AS THE MOST QUALIFIED RESPONDENT FOR DEVELOPMENT OF AREAS 1 AND 2, COMMONLY KNOWN AS THE 100 BLOCK OF REID STREET, Commissioner Brown moved to adopt the Resolution as presented. Commissioner Leary seconded the motion. Jonathan Griffith provided a brief overview of the process leading up to tonight's meeting and the resolution up for consideration, to be followed by a presentation by Mr. Diamond on his response.

Mr. Griffith said they received three responses to the RFP issued for development of the 100 blocks of Reid Street and St. Johns Avenue. Mr. Diamond's group responded with a proposal to develop areas 1 and 2, located on the 100 block of Reid Street. They issued questions to the respondent, which he responded to. The respondent did not meet the requirements within the RFP, but the RFP contains a clause that gives the city the right to waive those requirements. He read that clause into the record, at the request of Commissioner Kitchens. Commissioner Kitchens asked if this gives the City the right to accept respondents that don't meet the specifications. Mr. Holmes said this gives the City the right to enter into discussion with respondents and negotiate terms for development. The City cannot waive major defects, but the City can deem the response to be in the best interest of the citizens based upon the response received. Mr. Holmes said he has no problem legally with qualifying this submission. They had

two responders; neither met the specs of the RFP; the Committee chose to recommend entering into negotiations with the most responsive bidder.

Joseph C."Corky" Diamond, 914 S. Ocean Boulevard, Del Ray Beach FL, said he proposes redevelopment of the "Century Block." These are the buildings on the corner of St. Johns & 2nd Street. The rebranding of this block is part of the marketing plan. Their mission is to work with the city staff and citizens to accomplish the City's vision as stated in its RFP. They propose complimentary uses as a mix of residential and commercial. Their proposal tonight is solely on development of Area 1, the buildings. There are four separate buildings; four were built in 1885 and one in 1960. If they are successful, they will market, sell or lease the 32,236 sf of residential and retail and commercial space that exists today. Once approx 80% occupancy has been achieved, they will receive financing. Their intention is to take what once was and bring it back to life again. The buildings are sound. They plan to put 23 or 25 residential units on the 2nd a 3rd floor and on the bottom will be commercial/retail units. He showed slides of all sides facing the proposed development. They've talked with a number of retailers and a restaurateur located in Palatka. The 2nd and 3rd floor will contain a mixture of lofts, one and two bedroom units and potentially three bedroom condo units, but whether there is a mix of condos and rentals depends upon the market. Mr. Holmes asked if his financing requires him to have leases or sales before obtaining financing; Mr. Diamond said it does. The target is 75 – 80% of units sold, which will cover financing. Commissioner Kitchens asked if he will be asking the City to sell him the block; Mayor Myers said that will be an option. Mr. Czymbor said they will need to structure the deal to make sure the City retains ownership, and in a straightforward manner.

Mr. Diamond said they had a booth at the Blue Crab Festival at which they took a survey. 133 parties were surveyed. 85 stated they wanted to own if possible. 25 stated they wanted to rent. 98 gave him their names, e-mail addresses of phone numbers. 99.5% said they approved of the redevelopment plan. The financial feasibility is determined by evaluating the total estimated costs in conjunction with the total probably revenues. They estimated within 3 – 5 percent; they are builders and developers. Market conditions are great for this; mortgage rates are very low, there is a demand for Grade "A" residential living on the riverfront. This will be a prime development. They will approach the largest employers and can attract at least 1% of those employees to purchase here.

Mr. Diamond gave a brief presentation on his family's developer capability. They've been building developments since 1909. He showed slides on homes and developments they've completed in South Florida, including mixed use developments.

Commissioner Leary asked if they've worked out or visualized residential components for parking. Mr. Diamond said he has discussed this with Mr. Crowe, the Planner. They can work through this. Commissioner Kitchens said last year he listed certain people in his proposal, and this year they are not there. Mr. Diamond said some of them pulled out, but would come back if the City provides him with this opportunity.

Commissioner Leary said there are no other options at this time; in the past he's voted to tear down these buildings, but he believes he should give Mr. Diamond the opportunity to redevelop them. If this doesn't work they should tear those buildings down. Commissioner Brown said this type of development was recommended by UF back in the 1980's. She is in favor of giving Mr. Diamond this opportunity. Commissioner Kitchens said this looks good on paper; and she sincerely hopes it works. Mr. Holmes said the resolution authorizes Mr. Czymbor to negotiate an agreement with Mr. Diamond, which will come back to the Commission. Commissioner Kitchens said she has serious reservations, as many times she has been told certain things, only to learn those things are not true. She hopes the Attorney can add wording to any contract that will protect

the City. Mayor Myers said he has been in favor of saving those buildings, and acknowledges this is the City's last chance to save those buildings.

There being no further discussion and no comment, a roll-call vote was taken, which yielded the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, yes; Nays, none. The Resolution was declared adopted.

5. **RESOLUTION** authorizing execution of a License Agreement with Corky Bell's Seafood to provide bar/restaurant services at the Palatka Golf Club, per RFP No. 13-001 – Adopt – the Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AWARDING THE BID FOR GOLF COURSE RESTAURANT EXPANSION SERVICES TO CORKY BELL'S OF FLEMING ISLAND D/B/A CORKY BELL'S ON THE GREEN, FL, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A LICENSE AGREEMENT WITH CORKY BELL'S TO OPERATE A BAR AND RESTAURANT AT THE PALATKA GOLF CLUB. Commissioner Norwood moved to adopt the Resolution as read. Commissioner Leary seconded the motion. Mr. Czymbor said Mr. Charles "Corky" Bell and his daughter are present to answer questions. They were the lone respondent to the RFP. They've had cordial and production discussions; the Bell family has tentatively agreed to the License Agreement. He recommends adoption of the resolution.

Mayor Myers opened the floor for public comment.

Chris Monti, 658 Restoration Drive, Birmingham AL, spoke on the resolution and its genesis. He represents BWDG, Inc. They've been encouraged by the City to expand food and beverage operations at the Golf Course. The course itself has seen some remarkable improvements. They face some significant limitations on expanding that operations; right now it's a food service ancillary to a round of golf. They have residential-grade equipment. There is no dishwasher, which requires food service on paper products. The obvious means to expand the operation requires significant capital, and would likely incur significant financial risk to expand staff and broaden service hours. The City would be taking a significant financial risk before any benefit is realized. This agreement solves all those problems. They have a large dining area and a smaller area with which to segregate groups and clubs. The kitchen allows for room for expansion. The USDA grant program requires the applying community to meet certain demographic requirements, which Palatka does meet. The USDA is enthusiastic about the City's proposal to use this program in the manner in which they are applying. They are using the grant to purchase commercial grade kitchen equipment and make capital improvements to the Clubhouse in order to attract a quality user to use those facilities, which will improve golf operations. The operator proposed has significant experiences and has the wherewithal to make this successful. They will be able to offer a broader menu selection and expanded hours of operation, and this restaurant will bring non-golfers to the club. In Mr. Bell they have found the ideal partner. He has knowledge of the golf course and a commitment to the local community. He can integrate the restaurant operation with the course. They will be compelled to undertake an advertising campaign that will create success. The administrative and administrative burden will be reduced on the overall course when the kitchen operation is split out. Per the question, Mr. Bell said all current employees will be retained. The clubhouse can still be rented out for parties, but that will run through the lessee.

Mr. Czymbor congratulated Mr. Monti for his encouragement to look for this opportunity and his foresight on this issue.

Charles Bell, 215 Crystal Cove Drive and Misty Blevins, 123 Chaffey Road, Palatka, his daughter, were introduced. Mr. Bell said he is looking forward to the opportunity and are excited about it, and will make it work.

There being no further discussion and no further comment, a roll-call vote on the Resolution was taken, with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, yes; Nays, none. The Resolution was declared adopted.

6. **PUBLIC HEARING:** USDA Grant Application for Golf Club Restaurant Improvements – Jonathan Griffith, Projects/Grants Administrator. Mayor Myers opened the public hearing. There were no comments regarding the application.

RESOLUTION authorizing execution and submittal of all grant agreement documents to obtain a USDA Rural Development RBEG Grant in the amt of $192,000 from the US Dept. of Agriculture for Golf Course Clubhouse Restaurant Improvements – Adopt – the Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA TO AUTHORIZE AN APPLICATION FOR A UNITED STATES DEPARTMENT OF AGRICULTURE RURAL BUSINESS ENTERPRISE GRANT TO MAKE UPGRADES TO THE PALATKA MUNICIPAL GOLF COURSE KITCHEN, DINING AREA AND RESTROOM TO MEET ADA ACCESSIBILITY REQUIREMENTS AND TO FACILITATE AN EXPANDED FOOD SERVICE, AND AUTHORIZING EXECUTION AND SUBMITTAL OF ALL NECESSARY DOCUMENTS IN CONNECTION THEREWITH. Commissioner Brown move to adopt the Resolution as read. Commissioner Kitchens seconded the motion. There being no further discussion, and no comment from the public, a roll-call vote was taken, which yielded the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, Yes; Nays, none. The resolution was declared adopted.

Mr. Czymbor said the match for the Grant is the lease itself; there is no money involved. Mr. Griffith said they are pursuing this at no match.

COMMISSIONER COMMENTS:
Commissioner Kitchens said she believes everyone deserves a second chance and therefore decided to give Mr. Diamond a second chance. She hopes he is successful.

Regarding called meetings, Commissioner Kitchens said Commissioner Brown travels extensively on City business, and has prior requested the Commission move meetings to accommodate her travel schedule. Several called meetings have been called to accommodate other Commissioners' travel schedules. She'd like to see consideration given to Commissioner Brown's request in the future. Commissioner Brown concurred and thanked Commissioner Kitchens for bringing this to the Commission's attention. She said she does not like to miss meetings. She travels on behalf of the City.

Commissioner Brown said she is glad to see the City moving forward.

Mayor Myers said he missed his first City Commission meeting since being elected to the Commission last week due to his daughter-in-Law's critical illness. He is happy to report she is home from the hospital and doing well.

7. **ADJOURN** – There being no further business to discuss, the meeting was adjourned at 6:45 upon a motion 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