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
February 14, 2013

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 14th day of February, 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; Assistant Police Chief James Griffith; Fire Chief Mike Lambert; Main Street Manager Charles Rudd; Project Manager Jonathan Griffith; Parks & Cemeteries Supervisor Jeff Norton

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

INVOCATION – The Reverend Kirby Kennedy, Pastor, First Baptist Church of Palatka

PLEDGE OF ALLEGIANCE - George Crawford

APPROVAL OF MINUTES – 1/10/13 and 1/24/13 Regular Meetings – Commissioner Kitchens moved to adopt the minutes as read. Commissioner Brown seconded the motion, which passed unopposed.

1. **PUBLIC RECOGNITION/PRESENTATIONS:**
PROCLAMATION Recognizing Black History Month – February, 2013 – Mayor Myers read and presented the Proclamation, which was accepted by Vice Mayor Brown and Commissioner Norwood. Vice Mayor Brown said there were many contributions made by Harold Finley, son of a local barber, a scientist who taught science at Morehouse College and Howard University. When she was a child he was doing research on DNA; this was back in the 1930's and 1940's. He came from the Putnam County community and school system. His niece was the first black school principal, at James A. Long Elementary. Commissioner Norwood said the Finley family still resides in Palatka.

CERTIFICATE OF ACHEVEMENT for Excellence in Financial Reporting – Matt Reynolds and Finance Department Employees – Mayor Myers read the press release from the Government Finance Officers' Association, noting this Certificate of Achievement is awarded for the CAFR

governmental accounting and financial reporting; it represents a significant accomplishment and clearly demonstrates a spirit of full disclosure. This makes 20 years in a row that the City has received this recognition. Mr. Reynolds thanked his employees; Barbara Hall and Holly Harris were present for recognition. He thanked the City's Auditors, Carr, Riggs & Ingram, who have a substantial hand in preparing the financial statements.

BSA EAGLE SCOUT RECOGNITION – George Crawford, BSA Eagle Scout Advancement Representative, and Troop Scoutmasters joined Mayor Myers in recognizing Eagle Scouts Joshua Joseph Parcher, Troop 62; Trenton Chase Hagis, Troop 235 and George Wayne Laibl, III, Troop 235 were present. Eagle Scouts were presented with a Proclamation recognizing their attainment of the Rank of Eagle Scout, the highest rank in Scouting, and a rank held for life.

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

3. **CONSENT AGENDA:**
   a. **Adopt Resolution No. 2013-9- 72** selecting Bryant Miller Olive, PA (BMO) to serve as Bond & Disclosure Counsel for the City of Palatka per the results of an RFP and authorizing execution of an Agreement with BMO for said services
   b. **Adopt Resolution No. 2013 – 9 - 73** authorizing the City Manager and Clerk to execute and attest a contract amendment with Shell Office Systems to modify Office Scanning Equipment and services, and authorizing budget amendments for same
   c. **Adopt Resolution No. 2013 – 9 - 74** accepting the delivery of a Fire Truck and agreeing to perform an annual audit in accordance with Florida Statutes Ch218 Sec. 39 and USDA Grant Requirements
   d. **Adopt Resolution No. 2013 – 9 - 75** authorizing the execution of a Memorandum of Agreement with the Putnam County Chamber of Commerce for Small Business Development Center Services and amending the FY 2012-13 Budget to fund said services
   e. **Adopt Resolution No. 2013 – 9 - 76** authorizing the application for FY2013 FAA Grant Funds for Airport Improvements and authorizing execution of the FAA Grant Agreement upon receipt
   f. **Adopt resolution No. 2013-9- 77 authorizing the issuance of Class A Special Event Permit #13-11 for 2013 Florida Azalea Festival,** March 1 – 3, 2013; Setting forth terms and conditions of the Permit, to include permission to exceed allowable noise levels during festival hours; authorizing the closure of certain streets to vehicular traffic during Festival events; and setting the advance permit fee
   g. **Concur on Mayoral Appointment of Brenda Bivins to Palatka Housing Authority Board** for the remainder of a four-year term to expire 4/12/14 (Mayor's appointment per FL Statute)

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

4. **REQUEST** for compensation for placement of electrical boxes on E.W. Lawson & Sons Funeral Home – Johnny Brown, E. W. Lawson & Sons Funeral Home – Commissioner Brown recused herself from deliberations and voting, stating she is an owner and partner in the business.

Johnny Maurice Brown, 109 S. 9th Street, Palatka, distributed a history of his contact with the City on this matter. He said in 1985 the City placed two electrical boxes on the side of his family's commercial building with a verbal agreement that the City would maintain them. They were not maintained until 1989. In May 1989 he informed then City Manager Bush that there was a problem with the boxes. In 1990 he was informed the boxes were owned by FDOT and told to contact them. In 1996 FDOT informed him the City owned the boxes. In 1997 Mr. Bush said they would pay the Funeral Home's water bill in exchange for the maintenance of the boxes; however, this never came to fruition. He made yearly or bi-yearly inquiries into this. Mr. Brown said they aren't asking for compensation, but want reimbursement for their cost of maintenance and upkeep

for keeping these boxes on the side of their building. He wrote a letter to Mr. Bush in 2007 asking for $300 per month to maintain the boxes. They did this because they made 20 contacts with Mr. Bush asking that something be done. After Mr. Bush retired, he spoke to his successor, Mr. Boynton, who told him he wasn't going to do anything about it. He recently contacted Mr. Czymbor, who said he would do something about this.

Mr. Brown said they want to be reimbursed for the cost of maintenance. He'd like to sit down and talk about a maintenance agreement on the boxes going forward. Commissioner Kitchens said when they spoke on the phone he said he didn't want any reimbursement. Now he's asking for reimbursement for maintenance. Mr. Brown said he wants to be reimbursed for the cost of maintenance for the past 28 years. Commissioner Kitchens asked if he has receipts. Mr. Brown said he has most of the receipts for maintenance of the building. They had to pull weeds by hand. Every two or three years they paint the building; the boxes have to be removed and reset and this costs extra. He has to paint the portion by the window by hand. They aren't asking for rental for the boxes, they just want to be reimbursed for what it has cost to maintain them. Commissioner Kitchens moved to direct the City Manger to meet with Mr. Brown and to include Mayor Myers and Mr. Holmes, if needed, to negotiate reimbursement of maintenance costs on the boxes. Commissioner Norwood seconded the motion, which passed four in favor, one recusal by Commissioner Brown.

STAFF PROPOSAL to relocate electrical boxes onto City Right-of-Way – Mr. Czymbor said Mr. Brown approached him in late November with this issue. Staff has looked at the situation. It's not good public practice to locate city property on private property without an agreement. He recommends relocation of this public property onto public property. They are in the process of obtaining those estimates; this will cost around $6,000. He will sit down with Mr. Brown and bring back a reasonable settlement proposal. Commissioner Leary moved to relocate the electrical boxes located on the side of Lawson & Son Funeral Home to City right of way. Commissioner Kitchens seconded the motion, which passed four in favor, one recusal by Commissioner Brown.

5. **RESOLUTION** 2013-9-78 adopting Budget Amendments for FY 2012-13 thru 1/31/2013 – Adopt – The Clerk read a Resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AMENDING THE FY 2012-2013 BUDGET. Commissioner Brown moved to adopt the Resolution as read. Commissioner Kitchens seconded the motion. Matt Reynolds, Finance Director, said this is a housekeeping measure. This is actual year-end balance adjustments. Included are budget transfer requests submitted by department heads. Those have not had a net affect on the budget. In the past he'd bring all those to the Commission at the end of the year, but he will now bring those to the Commission on a monthly basis. These are amendments through the end of January. There being no further discussion, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, Yes; Nays, none. The Resolution was declared adopted.

6. **RESOLUTION 2013-9-79** adopting Tax Increment Finance Budget Amendments for FY 2012-13 – Adopt - Per recommendation at February 14, 2013 CRA meeting, amending the CRA/TIF Funds budget to include UF Master Planning @ $2,000.00 and SHNA Home & Garden Tour @ $500.00 - The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AMENDING THE FY 2012-2013 BUDGET – Commissioner Norwood moved to adopt the Resolution as read. Commissioner Leary seconded the motion. There being no discussion, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, Yes; Nays, none. The Resolution was declared adopted.

7. **RESOLUTION 2013-9-80** authorizing the Mayor and City Clerk to execute and attest a Certified Local Government Agreement with the Florida Division of Historic Preservation and National Park Service that recognizes the City's commitment to historic preservation – Adopt – The Clerk read an Resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING

THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST THE NECESSARY DOCUMENTS FOR CERTIFIED LOCAL GOVERNMENT PROGRAM APPLICATION AND ENTERING INTO AN AGREEMENT WITH THE STATE OF FLORIDA DIVISION OF HISTORIC RESOURCES AND THE NATIONAL PARK SERVICE THROUGH THE CERTIFIED LOCAL GOVERNMENT PROCESS, WHICH RECOGNIZES AND COMMITS THE CITY TO AN ACTIVE HISTORIC PRESERVATION PROGRAM. Commissioner Kitchens moved to adopt the Resolution as read. Commissioner Brown seconded the motion. Commissioner Leary asked if this will limit or hamper the Commission's ability to overturn a decision of the Historic Board in a situation in which the Historic board denies a request. Mr. Holmes and Mr. Crowe confirmed that appeals of Historic Board decisions come to the City Commission. There being no further discussion, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, Yes; Nays, none. The Resolution was declared adopted.

PUBLIC HEARINGS:

8. **ORDINANCES** – 100 Kelley Smith School Rd. and 119 & 121 Round Lake Road - Planning Board Recommendation to Annex and Rezone from Putnam Co. R-3 (Residential – 6 units per acre) to City of Palatka R-2 (two-family residential) – Billy & Betty Russ, Owners/Applicants

   ORDINANCE annexing 100 Kelly Smith School Road and 119 & 121 Round Lake Road– 1st 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 100 KELLEY SMITH SCHOOL ROAD AND 119, 121 ROUND LAKE ROAD, LOCATED IN SECTION 9, 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 Norwood moved to pass the ordinance on first reading as read. Commissioner Leary seconded the motion. There being no comments from the public, and no further discussion, a roll-call vote was taken with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, Yes; Nays, none. The Ordinance was declared passed on first reading.

   ORDINANCE rezoning 100 Kelly Smith School Road and 119 & 121 Round Lake Road - 1st 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 9, TOWNSHIP 10 SOUTH, RANGE 26 EAST, INCLUDING 119, 121 ROUND LAKE ROAD AND 100 KELLEY SMITH SCHOOL ROAD FROM PUTNAM COUNTY R-3 (RESIDENTIAL-6 UNITS PER ACRE) TO R-2 (TWO FAMILY RESIDENTIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Brown moved to pass the ordinance on first reading as read. Commissioner Kitchens seconded the motion. There being no comments from the public, and no further discussion, a roll-call vote was taken with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, Yes; Nays, none. The Ordinance was declared passed on first reading.

9. **ORDINANCE** amending Chapter 94 of the Zoning Code of Ordinances to allow temporary outdoor sales in C-2 Zoning Districts – 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 94 OF THE ZONING CODE OF ORDINANCES TO ALLOW NON-TEMPORARY OUTDOOR DISPLAY OF GOODS IN COMMERCIAL ZONING DISTRICTS AND NON-TEMPORARY OUTDOOR SALES AS A PRINCIPAL USE IN THE C-2 ZONING DISTRICT WITH REQUIRED DEVELOPMENT AND DESIGN STANDARDS, PROVIDING FOR SEVERABILITY AND PROVIDING AN

EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Leary seconded the motion. There being no comments from the public, and no further discussion, a roll-call vote was taken with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, Yes; Nays, none. The Ordinance was declared passed on first reading.

10. **ORDINANCE** amending Palatka Municipal Code Sections 94-161 & 94-162 providing for additional accessory uses in Downtown zoning districts – 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING ADDITIONAL ACCESSORY USES IN DOWNTOWN ZONING DISTRICTS, CONTAINED WITHIN ZONING CODE SECTION 94-161 AND 94-162; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Brown moved to pass the ordinance on first reading. Commissioner Leary seconded the motion. Commissioner Kitchens said she brought a correction to the ordinance to Mr. Crow's attention, as the ordinance as written did not match the motion made by the Planning Board; Mr. Crow distributed a correction ordinance with deletions and additions highlighted (filed). Mr. Crowe said the Planning Board stipulated appeals should go to the Planning Board in instances were Staff denies a Conditional Planning use. Commissioner Norwood moved to amend the Ordinance to include changes as noted in the corrected copy as distributed. Commissioner Brown seconded the motion. Commissioner Kitchens said she has no problem with the additional accessory uses. During discussion, Commissioner Kitchens noted she has a problem with giving the Planning Director the final word on permissible conditional uses. She doesn't feel they need to give the Planning Director the authority to make decisions without this going through the public process. She does not have a problem with the Planning Director, but if he grants a use the citizens dislike, the Commission will be the one to hear the criticism. The public process is the democratic way. Conditional uses need to go to the Planning Board and then the City Commission. Commissioner Norwood asked if there is a uniform set of criteria he uses to make those decisions. Mr. Crowe said the set of criteria is what is now on the books, and the portion Commissioner Kitchens noted is now on the books. This would be for something keeping in character with the principal use; the "extra use" would have to match the "primary use." For example, a hotel should be able to have a meeting room. They only grant what fits in and makes sense. If it doesn't make sense he wouldn't approve it.

    Commissioner Leary said they have a professional staff; Mr. Crowe signed a Code of Ethics to follow proper planning practices. He has faith in Mr. Crow's professionalism. Commissioner Kitchens said she has no problem with Mr. Crowe and his staff, and their collective training; however, the public expects the Commission to look at these uses. She has no problem with Mr. Crowe making recommendations. The public process is good to have. Mayor Myers said he concurs with some of Commissioner Leary's comments; he believes this to be a streamlined process and less burdensome on the public.

    J. Normand Jutras, 412 Mulholland Park, said the City hires professionals to do a professional job. If you cannot trust them to make sound judgments and recommendations and feel the need to make a second call, you shouldn't hire them.

    There being no further discussion, a roll-call vote was taken with the following results: Commissioners Brown, Leary, Norwood and Mayor Myers, Yes; Commissioner Kitchens, No. Ordinance was declared passed on first reading by a vote of four in favor, opposed by Commissioner Kitchens.

11. **ORDINANCE** amending the Adopted Comprehensive Plan Public Facilities Element to allow exceptions for required annexations for properties utilizing City Water & Sewer Utilities – Adopt – The Clerk read an Ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE PUBLIC FACILITIES ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED TO PROVIDE FOR EXCEPTIONS TO

REQUIREMENT THAT PROPERTIES RECEIVING CITY WATER AND SEWER SERVICE BE ANNEXED WHEN CONTIGUOUS TO CITY LIMITS WHEN CERTAIN CRITERIA PERTAINING TO ECONOMIC DEVELOPMENT, SYSTEM REVENUE AND EFFICIENCY, URBAN SPRAWL, AND ENVIRONMENTAL PROTECTION ARE MET; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to adopt the ordinance on sole reading as read. Commissioner Kitchens seconded the motion. There being no comments from the public, and no further discussion, a roll-call vote was taken with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, Yes; Nays, none. The Ordinance was declared adopted.

Commissioner Brown said they need to do something to increase the tax base and grow the City. She knows this has to make an economic impact upon the City. Mayor Myers said this is done on a case-by-case basis. Commissioner Kitchens said if a business provides jobs, it's a good chance those people will live in the City and shop in the City, and the City will receive an indirect benefit.

12. **ORDINANCE** amending Palatka Municipal Code Section 94-156 to allow Educational/Interpretative Signs in Historic Districts - 2nd Reading, Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA AMENDING SIGN CODE SECTION 62-1 AND ZONING CODE SECTION 94-156 TO ALLOW EDUCATIONAL/ INTERPRETATIVE SIGNS IN HISTORIC DISTRICTS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Leary seconded the motion. There being no comments from the public, and no further discussion, a roll-call vote was taken with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, Yes; Nays, none. The Ordinance was declared adopted on second reading.

13. **RECOMMENDATION ON DISPOSITION OF CERTAIN CITY PROPERTIES** – Thad Crowe, Planner, said this came before the Commission as a list of city-owned property. The task given to a committee made up of City Staff was to recommend disposition of underutilized City property. They received good citizen feedback and removed all properties from the list that were not objected to from the public's perspective. They'd like to move forward with marketing these for potential sale, as they can see no reason to keep them off the tax rolls. They've provided estimates of property values; these are just guesstimates. They want to move forward with the disposition of these properties. Commissioner Brown said, in reference to the property at Olive and 11th Street, they've talked about trying to bring in a business incubator. This could be a good location to build a business incubator and she asks they hold off on this property. They can use the value of the property as leverage for a grant.

Commissioner Kitchens provided her comments on the list, saying she went to the Property Appraiser's records and put in some 20 hours of research on this. She looked at the assessed values. Florida is a 100% fair market value state and the Property Appraiser is required to compute fair market value. When she added up the property appraiser's value, the total amount is around $116,000 for all of them. Taking the current millage into account, the City would realize only $1,062 a year in ad valorem taxes. Some of these parcels have problems. To sell them they would need to have a fee appraisal done on each one and also run title searches. As to the parcel on S. 11th Street behind the Post Office, they bought that from CSX. There are maintenance requirements that go with the deed. The Eagle Street property was purchased for $100 at a tax deed sale. The City actually foreclosed on this property. She has no problem on this. As to 1003 Ocean Street, the "staff estimated" value is way over the Property Appraiser's value. At Olive & N. 11th, that is several properties combined. Staff estimated they are valued at $60,000, but according to the Property Appraiser, the total value of those lots only comes to just over $10,000. One of them the City bought on tax deed on an active Codes violation. If some of these that were Codes issues then go to a citizen and again become a Code issue, the City will

have to begin that process again. As to the lots adjoining the Water Works, they are totally landlocked. Staff has suggested the adjoining property owners may be interested in purchasing them. That is not likely to happen as one is owned by a bank through foreclosure and the other belongs to some heirs. Some want to see this made into a nature trail. Having vehicular traffic in this area is detrimental to the Environmental Center. She requested these S 12th Street lots be pulled from consideration. They are also valued higher than the Property Appraiser valued them; she believes these properties are even over valued by the Property Appraiser. As to the PRC Way property, she believes this is a valid property to sell. The property appraiser has this assessed at $45,000 per acre; this comes to $180,000. She believes they can get way more than Staff's estimation of $22,000. As to the Azalea S/D Park property, this is actually Saratoga Estates. This is dedicated as a Park. The City would have to vacate this as you would a street. She asked if the adjoining property owners would then get the vacated property as would happen if a street were vacated. Also, this is a high-crime area; the playground equipment was removed to remove the traffic. This is accessible by the PD for crime prevention and control. She believes the $60,000 estimate by Staff is over-inflated. As to the Olive Street ditch, this is a small parcel; it will generate tax revenue of ninety-one cents. As to the Ridgedale S/D property, this needs more research as to the assessment and the road closure. Part of the road is included in the parcel but it is still being used as a road. The lot size is wrong. The Ordinance that closed that street needs to be rechecked.

Commissioner Kitchens concluded saying she protests the lots on S. 12th Street being sold; they should be made part of the Old Water Works property. The Ridgedale lots need to be pulled for research. They need to research vacating these lots. Commissioner Norwood clarified they aren't voting on prices tonight, just beginning the process of divesting the City of these lots. Commissioner Kitchens said there is an outstanding tax bill due on the Ridgedale property. Commissioner Norwood moved to sell all properties except the 11th & Olive Street property and S. 12th Street properties. Commissioner Leary seconded the motion.

Mr. Czymbor said this was an exercise undertaken as part of the budget preparation process. This was one of 18 revenue producing/expense slashing measures. They took significant public input on the list of properties. The goal is to get these properties back on the tax roll. He noted Commissioner Kitchens' point was well taken on the nominal taxes. The point is economic and new development and water & sewer revenue. Commissioner Norwood said Commissioner Kitchens brought up some valid points; he concurred they do need to hold up the sale on some properties until they determine the best asking price. There being no further discussion, a vote was taken and the motion passed four in favor, opposed by Commissioner Kitchens.

14. **CITY MANAGER & ADMINISTRATIVE REPORTS**

Novus Agenda Management Pilot Program – Betsy Driggers, Clerk & Chris Cheatham, IT Manager – The Clerk reported the City purchased Tablet PC's for commissioners to utilize in place of paper agendas, which has lead to the purchase of an Agenda Management System in order to match the new technology. The City has been looking at Agenda Management Systems and as a result will be participating in a free trial program of the NovusAgenda management system. The City will be able to experience two meetings utilizing this system, and will be under no obligation to sign a contract, should the City decide not to pursue the program. If the City does want to use this program, this will be on a month-to-month contract basis.

Mr. Czymbor said the 100 Block RFP will be presented to the Commission at the February 28th meeting. Staff will be looking for direction on approval and advertisement.

Mr. Czymbor said the City has a signed agreement on the G-P Environmental Center and has issued a notice to proceed to the Architect. That project is underway.

Mr. Czymbor said he is meeting with FDOT regarding the City becoming an "inland port" which will attract warehousing and other industry. There is a lot of federal money available for that.

Mr. Czymbor said Staff has had discussions with two marine owners located in the City, and both are interested in responding to an RFP on providing fuel. They've had discussions with FDOT on potential grant funds for a fuel farm.

Mr. Czymbor said the City is pursuing a Federal Aviation Administration grant for a technology business incubator.

Mr. Czymbor said Jonathan Griffith has been officially promoted to Projects/Grants Manager as of last Thursday.

Charles Rudd, Main Street Manager, reminded the Commission and public of tomorrow night's "3rd Friday" Street Party. The theme is Mardi Gras.

15. **COMMISSIONER COMMENTS**
Commissioner Kitchens said there is currently no regulation on parade permits coming to the City Commission, and asked this be discussed at a future meeting. They have had issues on parades lately. She is concerned that the St. Patrick's Day parade is scheduled to be held on A Sunday evening, and believes area churches will complain about this. She'd like to look at changing the ordinance to have parade permits come to the Commission for final approval.

Commissioner Brown said the Ravine Gardens has a new manager. They should get to know him. The State has put together a large package on planned improvements to the Ravines and has included the water taxis in that.

Commissioner Brown said TD Bank has left Downtown; that building is now vacant. They have moved into the Bank's location on Hwy 19. The City has been looking at attracting a grocery store for Downtown. This site has plenty of parking. She'd like the City Manger to contact grocery chains about bringing a store downtown to this location.

Commissioner Brown said she will be attending the FLC Fly-In in Washington DC next week.

Commissioner Leary said he's received inquiries on the status of the Downtown Fitness Center. Jonathan Griffith said all the work that was contracted under the Grant has been completed. Mrs. Burk is working with Ms. Hutcherson on a lease agreement; they are withholding final payment on the Grant until a lease agreement is in place.

16. **ADJOURN** – There being no further business to discuss, the meeting was adjourned at 7:20 p.m. upon a motion by Commissioner Brown.

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