

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
January 10, 2013

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 10th day of January, 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; Project Mgr. Jonathan Griffith

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

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

PLEDGE OF ALLEGIANCE – Charles Rudd

APPROVAL OF MINUTES – 11/29/12 Special Meeting- Commissioner Kitchens moved to adopt the minutes as read. Commissioner Brown seconded the motion, which passed unopposed.

1. PUBLIC RECOGNITION/PRESENTATIONS:

PROCLAMATION - Human Trafficking Awareness Month – Kimberly Daley, PCSD Victim's Advocate, was present to receive the proclamation, which was read and issued by Mayor Myers. Mrs. Daley said this is being recognized for the first time. They'd like the entire community and the County to closely examine human trafficking; Florida ranks third in the nation for instances of this. Florida is a "crime target" because of its Coastline, access to international travel, and hospitality-based economy. These victims are referred to as "invisible victims" – they have no money, don't speak the language and have no one to turn to.

PROCLAMATION – Radon Action Month – Mayor Myers read the proclamation aloud, which was requested by Kaleigh Reeves, National Lung Cancer Partnership, who was not present.

2. PUBLIC COMMENTS:

William Richards, 5665 Pine Forest Drive, Fleming Island, said he's with a company that sells solar products to cities, and asked to speak with the Public Works Director. He'd like to explore energy savings for the City. Mayor Myers said he needs to speak with Mr. Czymbor.

Fred Lumpkin, 117 Pioneer Road, asked why the powers that be continue to make decisions to fund projects and departments that don't have positive outcomes, while other Departments are being cut and positions aren't being filled. He doesn't know why money is being put into things like the Golf Course when people can't work and provide for their families.

3. CONSENT AGENDA:

- a. **Adopt Resolution No. 2013-9-60 Authorizing the renewal of the EAP contract with Dr. Vanessa Townsend & Associates (formerly Dr. Dingfelder & Assoc) in the amount of \$3,108.00 for Employee Assistance Program Benefits, per recommendation from Safety Committee**
- b. **Adopt Resolution No. 2013-9-61 Authorizing the City Manager and City Clerk to execute and attest Passero and Associates' Supplemental Agreement 12-37 for the identification, location, removal and disposal (sale) of excess materials at the Palatka Municipal Airport**
- c. **Adopt Resolution No. 2013-9-62 Authorizing the Mayor and City Clerk to execute and attest an addendum to the FDOT Memorandum of Agreement dated July 25, 2011 for work associated with the Riverfront/Downtown Redevelopment Project within FDOT right-of-way**
- d. **Adopt Resolution No. 2013-9-63 Authorizing the City Manager and City Clerk to execute an E-Payment Services Agreement with Point and Pay LLC**
- e. **Adopt Resolution No. 2013-9-64 Declaring a 1989 Economy Van and 2001 Clay Shaw Vessel (No. 1116686) as surplus property and providing for disposal authorization**
- f. **Golf Course Advisory Board appointments: Appoint Dave Cox (PMGA Pres), Greg Jungenberg (PMGA), Joy Langston (PWGA Pres) and Gen Alvers (PWGA) to the Golf Course Advisory Board for one-year terms to expire January, 2014 (designated Palatka Golf Association members); and Appoint Jeffrey Elledge to the Golf Course Advisory Board as the Commission Representative for a three-year term to expire January, 2016**
- g. **Re-appoint Charles Myers III and Tim Parker to the Police Officers' Pension Board for two-year terms to expire December 31, 2014 (sole applicants; incumbent members)**
- h. **Appoint 2013 Commission Representatives and Liaisons as listed**
- i. **Grant Preliminary approval of schedule of 2013 Class A Festivals, Arts Council Summer Concert Series, and City-Sponsored Events and other annually recurring events, per listing.**
- j. **Grant permission to exceed allowable noise levels and allow consumption of alcoholic beverages on public r/w for Special Events Permit #13-07 for Palatka Main Street "3rd Friday Block Party" from 5:00 p.m. to 10:00 p.m. on Jan. 18, Feb. 15, Mar. 15, Apr. 19, May 17, June 21, July 19, Aug. 16, Sept. 20, Oct. 18, Nov. 15 and Dec.20, 2013 – Palatka Main Street, Applicant – per Special Events Coordinator's Recommendation**
- k. **Grant permission to exceed allowable noise levels established by Chapter 30 of the Palatka Code of Ordinances for Special Events Permit #13-08 for Palatka Main Street "Cruise-In" from 5:00 p.m. to 9:00 p.m. on 4th Saturdays - January 26, February 23, March 23, April 27, May 25, June 22, July 27, August 24, September 28, October 26, November 23 and December 28, 2013 – Palatka Main Street, Applicant – per Special Events Coordinator's Recommendation**

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

4. **PRESENTATION** – City of Palatka Business Recruitment/Retention, Resource and Activities – Charles Rudd, Main Street Manager – Mr. Czymbor said this came up at the last CRA meeting, during which discussion took place on what the City is doing to attract and maintain businesses, including funding a position that would be directly responsible for business recruitment. They assembled all agencies that are responsible for business recruitment in Putnam County to put this presentation together, which not only ties these agencies together, but highlights what tools are available to the public. This was developed by Mr. Rudd with help from the Chamber of Commerce and Small Business Development Center, as well as the City.

Charles Rudd, Main Street Manager, said the Chamber is focusing on “primary jobs.” The Small Business Development Center (SBDC) provides small business assistance. Palatka has a city-wide focus for business incentives, and Main Street provides business support for downtown businesses. The Chamber is an economic development organization. They focus on large, primary employers who will create customers for non primary employers. The report included a list of resource agencies providing economic development services.

Mr. Rudd said the SBDC does not recruit; they are here for small business expansion and/or start-ups, which is the #1 economic generator for downtown businesses. They provide group training, individual counseling, and databases, and this is so important for the economy. Having a full-time representative has produced tremendous results. The City of Palatka has many disadvantaged business incentives available through the Enterprise Zone designation, HUB zones, designated community redevelopment areas, and other such designations, as well as partnering on grants and grant applications. Palatka Main Street is a grass-roots organization working and advocating for the Downtown. Volunteers are community leaders and dedicate their attention to Downtown's successes. The Economic Restructuring Committee focuses on business retention and recruitment. They try to tailor CRA grant programs to individual businesses. The Design Committee is always looking at ways to improve the physical and regulatory environment of Downtown. Main Street and the City work in tandem with the Chamber and SBDC and the system is working, and bringing people to the Downtown. Nineteen new businesses have moved into downtown in the past 16 months, and three more are coming in next month, including a restaurant. This is going to grow exponentially.

Commissioner Brown said she'd like to have Enterprise Florida come in to help with promotions for the City. She was told they have to go through the Chamber to do this, and asked Dana Jones, Chamber President, if they can facilitate this. Mayor Myers said Alex McCoy with the Chamber is in contact with Enterprise Florida. Commissioner Brown said they need to have something to offer outside businesses in order to entice them to come here. Mr. Rudd said everything they do is designed to attract business to Downtown. Commissioner Leary said the Department of Economic Opportunity's job is to get people to come here. Palatka is competing with many other communities, especially those within a 50 mile radius. Commerce is built on parking; they need parking facilities. Enterprise Florida has been absorbed into the Dept. of Economic Opportunity. They want to put money into growing businesses. They have to grow their Downtown on their own. They need to generate traffic. Mayor Myers asked Mr. McCoy and Ms. Jones to come to the next meeting and give a presentation to the Commission on the Chamber's economic development program. Commissioner Norwood said he hopes they will advise the Commission on what incentives they can provide to help attract business. Mayor Myers said at this time they are focusing on attracting businesses to the Main Street and Downtown Palatka area. Commissioner Brown said they need to work the system; in the past she's asked that they put a package together that highlights their good points, which is a tool they can put into the hands of the people they come in contact with. They may never get a Mercedes Benz plant, but if they can get enough small businesses in here, people can get jobs and earn a living.

Christy Sanford, 312 Dodge Street, offered support to Commissioner Brown's comments. She appreciates all Mr. Rudd has done to bring the City forward. The City has put together a great team and she is encouraged. They have to put their best foot forward in print/promotional material. There are grants available for this. A "site visit" is very powerful. There's always money for a worthwhile project.

Angela Murtagh, 726 St. Johns Avenue, complimented Mr. Rudd's presentation. She requested this be done at the last CRA meeting. Downtown Palatka, Inc. is the Downtown merchant's association. They were totally left out of this; there was no communication to them that this was happening. Downtown Palatka, Inc is a driving force downtown; they do a lot of events and recruitment. She introduced Alex Sharp, the new President, and Marlene Lagasse, the new VP. Ms. Murtagh said she was president 2 yrs and VP for 4 yrs; it was very trying. There's a lot of work to be done. Those who do all the work are the least that are recognized. Commissioner Leary said they'd asked to hear about governmental or quasi-governmental entities.

Mr. Czymbor recognized all those who participated in the presentation and said they do have challenges. He distributed a list of priorities and economic development is #2 and #3 on the list. They have resources available and want to enhance those.

5. **RESOLUTION** Authorizing the City Manager and City Clerk to execute and attest execution of the Memorandum of Agreement with Georgia-Pacific Consumer Operations, LLC (G-P) for the construction and operation of a Wetlands Center – Adopt – The Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE ADOPTION AND EXECUTION OF A MEMORANDUM OF AGREEMENT WITH GEORGIA-PACIFIC CONSUMER OPERATIONS, LLC (GP) FOR THE CONSTRUCTION AND OPERATION OF A WETLANDS CENTER. Commissioner Brown moved to adopt the Resolution as read. Commissioner Kitchens seconded the motion. Commissioner Norwood recused himself from voting on the measure, stating he is employed by Georgia-Pacific Corporation. Mr. Czymbor said this is the compilation of many hours of work by many individuals associated with the City and G-P. They've come to top a good understanding of their roles in the project and look forward to a long and profitable relationship. There being no further discussion, a roll-call vote was taken with the following results: Commissioners Brown, Kitchens, Leary and Mayor Myers, yes; Nays, none; one recusal by Commissioner Norwood. The Resolution was declared adopted.

6. **RESOLUTION** Authorizing execution of the LeHuu Partners, P.A. Master Agreement and Supplemental Work Order #1 for the design, construction documents, bid administration and construction administration of the proposed (St. Johns River) Wetlands Center project – Adopt – The Clerk read a Resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE EXECUTION OF LEHUU PARTNERS, P.A. MASTER CONSULTING AGREEMENT AND SUPPLEMENTAL WORK ORDER #1 FOR THE DESIGN, CONSTRUCTION DOCUMENTS, BID ADMINISTRATION AND CONSTRUCTION ADMINISTRATION OF THE PROPOSED ST. JOHNS RIVER CENTER. Commissioner Leary moved to adopt the Resolution as read. Commissioner Brown seconded the motion. Commissioner Norwood recused himself from voting, stating he is employed by G-P Corporation. Mr. Czymbor said this is an agreement with the architect selected at the November 29 meeting based upon the results of the RFP. Staff recommends adoption. There being no further discussion, a roll call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary and Mayor Myers, yes Nays, none; one recusal. The Resolution was declared adopted.

PUBLIC HEARINGS:

7. **ORDINANCE – 2406, 2408 & 2412 Tommy Avenue & 2419 Leigh Terrace** - Planning Board Recommendation to Annex and Rezone from Putnam Co. R-1A to City of Palatka R-1A, per Water & Sewer Utility Annexation Agreements. Mayor Myers opened the public hearing.

ORDINANCE annexing 2406, 2408 & 2412 Tommy Avenue & 2419 Leigh Terrace - 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 2406, 2408, AND 2412 TOMMY AVENUE AND 2419 LEIGH STREET, LOCATED IN SECTION 13, 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, 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 2406, 2408 & 2412 Tommy Avenue & 2419 Leigh Terrace – 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 FROM PUTNAM COUNTY R-1A (RESIDENTIAL SINGLE-FAMILY) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR THE FOLLOWING PROPERTIES: 2406, 2408, AND 2412 TOMMY AVENUE AND 2419 LEIGH STREET (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Leary moved to pass the ordinance on first reading as read. Commissioner Norwood 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 ordinance was declared passed on first reading.

8. **ORDINANCE – Multiple Properties along Zeagler Drive** - Planning Board Recommendation to amend the zoning from R-3 (Multi-Family) to C-1 (General Commercial) – 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 THOSE CERTAIN PROPERTIES LOCATED IN SECTION 10, TOWNSHIP 10 SOUTH, RANGE 26 EAST, INCLUDING 201 ZEAGLER DRIVE, A PORTION OF 414 ZEAGLER DRIVE EXTENDING BACK AND WEST 250 FEET FROM THE EAST PROPERTY LINE, 520, 524, AND 530 ZEAGLER DRIVE, AND 6541 ST. JOHNS AVENUE FROM R-3 (MULTI-FAMILY RESIDENTIAL) TO C-1 (GENERAL COMMERCIAL); 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 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 Palatka Municipal Code Section 94-156 to allow Educational/Interpretative Signs in Historic Districts - 1st Reading – 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. PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading. 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 ordinance was declared passed on first reading.

10. **ORDINANCE** - 301 River Street - Planning Board Recommendation to amend the Future Land Use Map & Future Land Use Element from COM (Commercial) and RL (Residential, Low Density) to REC (Recreation) and rezone from DR (Downtown Riverfront) to ROS (Recreation & Open Space) – City of Palatka, Applicant – Mayor Myers opened the public hearing.

ORDINANCE amending the future land use – 301 River Street - Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO FOUR PARCELS OF LAND (LESS THAN 10 ACRES IN SIZE) IDENTIFIED AS 301 RIVER STREET (RIVERFRONT PARK) FROM COM (COMMERCIAL) AND RL (RESIDENTIAL, LOW DENSITY) TO REC (RECREATION), PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Brown moved to pass the ordinance on single reading for adoption. Commissioner Leary seconded the motion. There being no comment or 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 and adopted.

ORDINANCE rezoning 301 River Street – 2nd Reading, Adopt – 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 42, TOWNSHIP 10 SOUTH, RANGE 27 EAST, LOCATED AT 301 RIVER STREET (RIVERFRONT PARK), FROM DR (DOWNTOWN RIVERFRONT) TO ROS (RECREATION AND OPEN SPACE); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to adopt the ordinance as read. Commissioner Leary seconded the motion. There being no comment or 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 and adopted.

11. **ORDINANCE** amending Chapter 94 of the Municipal Code to revise maximum height of structures, lot coverage, standards and setbacks within certain zoning districts – 2nd Reading, Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING MAXIMUM HEIGHT OF STRUCTURES, LOT COVERAGE STANDARDS, AND BUILDING SETBACKS WITHIN CERTAIN ZONING DISTRICTS, AND CONTAINED WITHIN ZONING CODE SECTION 94-145(F), SECTION 147(F), SECTION 148(F), SECTION 149(F), SECTION 150(F), SECTION 151(F), SECTION 153(D), SECTION 154(D), AND SECTION 157(C); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Leary moved to pass the ordinance on second reading for adoption. Commissioner Norwood 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 ordinance was declared passed and adopted.
12. **ORDINANCE** amending Chapter 94 of the Municipal Code pertaining to development and off street parking standards applicable to residential uses in downtown zoning districts – 2nd Reading, Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING DEVELOPMENT AND PARKING STANDARDS FOR RESIDENTIAL USES IN DOWNTOWN ZONING DISTRICTS, AND CONTAINED WITHIN ZONING CODE SECTION 94-161 AND 94-162; PROVIDING FOR SEVERABILITY AND

PROVIDING AN EFFECTIVE DATE. Commissioner Brown moved to adopt the Ordinance as read. Commissioner Kitchens seconded them 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 ordinance was declared passed and adopted.

13. **REQUEST TO WAIVE SPECIAL EVENT FEES** for 01/19/13 Annual Dr. Martin Luther King Jr. Day Parade – African American Cultural Arts Council – Commissioner Norwood moved to grant the waiver as requested. Commissioner Brown seconded the motion. Commissioner Leary said if you look at the cost breakdown, The cost for police services is substantial. He doesn't know how they would be able to deny anyone else who requests the same waiver. Commissioner Kitchens agreed, and asked if they waive fees for any other group. Mr. Norton said they've waived rental fees but fees for police services or the special events fee itself. Commissioner Leary moved to amend the motion to waive the Permit Fee and Park rental, but not police services. Commissioner Kitchens seconded the motion to amend. Mr. Holmes said if they waive a fee they need to articulate a reason why they are waiving it in this case and not others, as they need some standard with which to waive fees. If they have a good reason for waiving it, they can articulate it and apply that standard to all those who come forward and ask for the same waiver. Commissioner Leary withdrew his motion to amend the main motion. Commissioner Kitchens withdrew her second.

Shirley Edwards, 15 16th Blvd, Jacksonville, said she's the festival coordinator. She said she had no idea the fees were so astronomical. She thanked the Commission for its support over the years. Mayor Myers said the Parade permit is \$50, Booker Park rental is \$150, and police services is \$1,368.00. Mrs. Edwards said in the past they've had the benefit of Commander Reno Fells and now Sgt. Jason Shaw who have organized this event. Had she known the fees were so high, she'd have asked for higher donations from their sponsors. Commissioner Brown said the organizers of this open the event up to churches and other small organizations to participate in this. This is a celebration of Martin Luther King Jr.'s life and legacy. They put that money back into the community. She does not know how much the PD has charged in the past. She'd like to see the park and \$50 permit fees waived. Discussion ensued regarding establishing precedent on waiving fees.

Ms. Edwards said they have one sponsor, G-P, who provides them with a total of \$1,000 to do the festival. All the money they raise goes back into scholarships. They don't need seven officers beginning at 8:30 am. The parade doesn't begin until 10:30. Commissioner Norwood said he doesn't want to see any request for a waiver of fees to come before the Commission unless there is a good reason. He asked how these fees have been handled in the past.

Gary Getchell, Police Chief, said when this event started, law enforcement was sponsored by Weed & Seed. These matters have not come before the Commission until tonight. Requests for waivers of Special Events fees can only be granted by the commission. In the past there has been no formal request; the fees have just been waived. As to staffing, they've cut back on these events in the past; there have been shortages and they get complaints when things go awry. They need this much staff for any event on the Northside. They will gather for a briefing at 8:30 am for this extra shift.

Commissioner Norwood asked if there is a hardship the Committee can declare. Ms. Edwards said she doesn't have time to raise this money. Had she known earlier they were responsible for these fees, she could have held a fundraiser. They have 10 – 12 vendors who paid \$25 each; parts of that money went into promotional fees. The \$1000.00 paid for entertainment and the bounce house, etc. for the children. She'd like consideration on this as they weren't aware that Weed & Seed wasn't handling this. In the past Commander Fells handled this. She understands

there was some disorder in the parade held a few weeks ago, but they've not had those incidents in this parade. Commissioner Norwood said the City is partially at fault here as they haven't followed their own procedure in the past. The City should bear some of the cost. He asked if the City disclosed the costs to the Organization at the time of application.

Jeff Norton, Special Events Coordinator, said the only fees assessed with this event in the past were for the park and permit; Weed & Seed paid for the police. Discussion ensued regarding setting precedence on waiving fees. Mr. Holmes asked what obligation the City didn't fulfill, addressing Commissioner Norwood's comment. Mr. Norton said they disclosed the Park and Permit fee at a meeting this past Tuesday; they did not have police fees at that meeting. They receive Ops Plans for each event; they've received no ops plans for this event or past MLK Day events; it was always checked off as N/A. They did not receive an Ops Plan until that after that meeting. Mr. Holmes asked what harm they suffered by not knowing what the fees would be until Tuesday. Mrs. Edwards said they are a community service organization; they don't maintain any funds. G-P is their only donor for this particular event. They receive vending fees of around \$250. She can absorb \$360 of this fee. She only has 10 days to raise this money. Commissioner Kitchens asked if Mr. Norton waived the fees in the past; Mr. Norton said the City Manger waived those fees in the past. Per Commissioner Kitchens' question, Mrs. Edwards confirmed that she was not told of these fees in the Special Events meeting. Commissioner Kitchens asked if they can put their profits into paying the fee this year, instead of paying for scholarships.

Discussion ensued regarding methods of payment and establishing precedent. Chief Getchell said the Organization submitted their application in November; the City dropped the ball. The PD was notified of this just a few weeks ago. He offered to contribute \$100 to the fee. He can raise money from other sources. Mr. Holmes and Commissioner Brown also offered to give \$100 each. Mr. Czymbor said they need to look at a special events permit process and come up with a specific process for fee waiver requests. Mr. Holmes said the ordinance states the City or its representative can waive fees. The Commission wants to designate a representative to make those decisions. There still should be criteria in place. As to timing, his understanding there is a Class A there is a minimum period of time for application. A Class B event states that there are no more than 1,000 people. They should increase the time for consideration on waivers. Mr. Norton said this is a Class C event – less than 1,000 people. When the application is received, they distribute the application to the committee members, gather comments and hold a meeting. After discussion, Commissioner Norwood withdrew his motion to grand the waiver. Commissioner Kitchens moved to deny the request to waive fees. Commissioner Leary seconded the motion. Commissioner Brown said she'd like to see the rental fee waived. There being no further discussion, the motion passed unopposed. Mayor Myers said they will partner with the Organizer to raise the money.

14. **CITY MANAGER & ADMINISTRATIVE REPORTS**

Mr. Czymbor said he's redistributed his 2013 priorities; this is what they will be focusing on going forward.

Mr. Czymbor said he was thrilled with the editorial written in the PDN yesterday regarding City Challenges, entitled "All Of Us Are In It Together."

Mr. Czymbor said the Draft RFP on the 100 Block will be going to the Commission for comments tomorrow. After Staff receives comments, questions and concerns they will make the appropriate changes bring it back for approval.

Mr. Czymbor said some of the City's grant applications are under review. They will review and bring suggestions back to the Commission.

John Youell, Airport Manager, said the Airport is preparing for the 3rd Annual Community Open House and Fly-In. They invite aircraft to come to this event from all over the State. They open the Airport up to the local community to come out for this. They have distributed flyers around town. This will be held on Saturday, January 26 from 9am to 4 pm. It's a great opportunity to see the Airport. Mayor Myers said this showcases this great asset and he encourages all to attend.

15. **COMMISSIONER COMMENTS**

Commissioner Leary said Staff did an outstanding job of putting together these priorities; he'd like to see this adopted at some meeting in the future.

Commissioner Leary commended Thad Crowe and his staff for their work on updating the City's land development regulations.

Mr. Czymbor introduced Peggy Campbell, the new Administrative Assistant to the City Manager and Assistant City Clerk, saying he is glad to have her on board.

16. **ADJOURN** – There being no further business to discuss, the meeting was adjourned at 7:55 p.m. upon a motion by Commissioner Kitchens, seconded 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