

KARL N. FLAGG  
MAYOR-COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

GEORGE E. SANDERS  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER



*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*

ALLEN R. BUSH  
CITY MANAGER  
BETSY JORDAN DRIGGERS  
CITY CLERK  
RUBY M. WILLIAMS  
FINANCE DIRECTOR  
GARY S. GETCHELL  
CHIEF OF POLICE  
MICHAEL LAMBERT  
CHIEF FIRE DEPT.  
DONALD E. HOLMES  
CITY ATTORNEY

## MINUTES CITY OF PALATKA August 30, 2007; 12:00 noon

Proceedings of a called meeting of the Palatka City Commission held on the 30<sup>th</sup> day of August, 2007.

PRESENT: Mayor Karl N. Flagg  
Commissioner Allegra Kitchens  
Commissioner James Norwood, Jr.  
Commissioner George Sanders

ABSENT: Commissioner Mary Lawson Brown

Also Present: City Manager Allen R. Bush, City Clerk Betsy Jordan Driggers, Assistant City Clerk Karen Venables, Police Chief Gary Getchell, Fire Chief Mike Lambert, General Services Director Ken Venables

INVOCATION: Commissioner Kitchens

PLEDGE OF ALLEGIANCE: As a group

Mayor Flagg called the meeting to order at 12:13 p.m. and read the following call, dated August 24, 2007:

TO MESSRS: MARY LAWSON BROWN, JAMES NORWOOD, AND GEORGE SANDERS  
AND ALLEGRA KITCHENS:

You are hereby notified that a meeting of the Palatka City Commission is called to be held on Thursday, August 30, 2007 at 12:00 noon at the regular meeting place of the Palatka City Commission, 201 N. 2<sup>nd</sup> Street, Palatka, Florida.

- The purpose of the workshop is to:
1. Consider adoption of items on a consent agenda:
    - a. Authorize execution of an Engagement Letter with Bryant-Miller-Olive, Attorneys, for the issuance of the Florida Rural Utility Financing Commission revenue notes, series 2007, for the Water Treatment Plant Upgrades project, for a pro-rata fee of \$17,500
    - b. Authorize re-submission of Request for Proposals for Construction of the Palatka Municipal Airport Terminal Building

2. Consider a Resolution authorizing the execution of an FDOT Joint Participation Agreement for the design and construction of an access road and parking apron for the new Airport Terminal Building.

/s/ Karl N. Flagg, MAYOR

The following Commissioners acknowledged receipt of a copy of the foregoing notice of a special meeting on the 24<sup>th</sup> day of August, 2007.

/s/ Mary Lawson Brown  
COMMISSIONER

/s/ George E. Sanders  
COMMISSIONER

/s/ James Norwood, Jr.,  
COMMISSIONER

/s/ Allegra Kitchens  
COMMISSIONER

EXECUTION OF ENGAGEMENT LETTER with Bryant-Miller-Olive, Attorneys, – Mr. Bush said this firm is the bond counsel for the DEP’s State Rural Financing Loan Program, and they handled the closing on the issuance of the Florida Rural Utility Financing Commission revenue notes, series 2007, for the R. C. Willis Water Treatment Plant Upgrades project, for a pro-rata fee of \$17,500. This is the Letter of Engagement that authorizes them to close the loan and sets their fee, which is shared amongst the various cities that participated in the issue. The rural utility financing commission consolidates these closings with other cities. The City’s pro-rata share of the \$35,000 fee is \$17,500.

Commissioner Norwood moved to approve execution of the Engagement Letter with Bryant-Miller-Olive, bond counsel for the State Rural Financing Loan Program, at a fee of \$17,500 to close the Florida Rural Utility Financing Commission revenue notes, Series 2007, for the R.C. Willis Water Treatment Plant Upgrades project. Commissioner Kitchens seconded the motion. A roll-call vote was requested, and yielded the following results: Commissioners Kitchens, Norwood, Sanders and Mayor Flagg, Yes; nays, none. The motion was declared passed.

RFP FOR CONSTRUCTION OF THE AIRPORT TERMINAL BUILDING – Mr. Bush said a review meeting was held last week with Airport Engineer Andrew Holesko, Gene Lamm and Roland Luster with FDOT, and a letter from Mr. Holesko (filed), which was included in the agenda package, recaps that meeting. It explains that the FDOT staff now recommends the City not move forward with the design/build procedure for the design and construction of the new airport terminal building. At the last City Commission meeting, the Commission approved a contract with AJAX Construction, the top-ranked proposer, to keep the project moving along. FDOT has now recommended that, instead of proceeding with the original design-build concept negotiations with Ajax, the City abandon the design-build concept and have the airport engineers do 100% of the design plans and specifications, and then go back out for proposals upon completion of the design.

Andrew Holesko, Passero Associates, said the original design-build concept came from Roland Luster with FDOT in Lake City. They have had some success with this procedure, but they were for smaller concrete block-type building projects without a lot of amenities. This is a much different and larger project and the challenges are quite a bit greater. Mr. Luster requested a meeting on August 23 with City staff and himself, and at that meeting they came to a consensus that the City should abandon the design-build concept and have Passero Associates complete 100% of the design, and then let it out

to bid for construction, as they could not get a commitment to a dollar figure from AJAX. After numerous meetings, and many hours of effort on their part, city staff's part and AJAX's part, they still don't have any commitment number from AJAX to bring to the Commission on this in order to move forward. They brought a commitment number to the City for additional design fees for their architect to get to a number, but Mr. Luster said he was not comfortable with approving any design fees with a design/build company when there was no commitment to a dollar figure, which is the entire intention of the design/build process. That is how they got to the meeting on August 23. Mr. Holesko said he was not prepared to do 100% of the design plans on this project, but Passero Associates is ready to begin on 100% design plans today. Mr. Holesko displayed preliminary drawings of a new terminal building. He noted that, had AJAX brought them a guaranteed price for this building, things would have been very different today, but they don't have that. Mr. Bush noted AJAX was instructed to keep the cost under \$1,250,000; Mr. Holesko agreed, and said they just couldn't get a commitment on that, so once the design is complete, they will put it back out on the street for bid, and hopefully will get five or ten construction companies to respond. Mr. Bush confirmed that this is the consensus of the engineers, staff and FDOT.

Commissioner Norwood moved to accept the recommendation of Staff and FDOT to authorize resubmission of the RFP for construction of the municipal airport terminal building. Commissioner Sanders seconded the motion. Mayor Flagg concurred, saying it will be a win-win situation that will help get this building built within budget. A roll-call vote was requested, which yielded the following results: Commissioners Kitchens, Norwood, Sanders and Mayor Flagg, Yes; nays, none. The motion was declared passed.

RESOLUTION – FDOT Joint Participation Agreement for Airport access road and parking apron - Andrew Holesko, Airport Engineer, said this is the start of the terminal building project. The FAA provided a very generous grant to the City of 95% funding for this project. They will see the "face" of the airport terminal area begin to change with this project. They will see a new access road, a rehab of the airport parking area, and the footprint of the terminal will mesh with these improvements. This project will be underway shortly. He said thanks are in order for the Federal Aviation Authority for their leadership and generosity on this project. Mayor Flagg thanked Mr. Holesko for his leadership, guidance and competence on this project's management as well as the other projects he's managed on behalf of the City.

RESOLUTION –The Assistant Clerk read a resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST A 'JOINT PARTICIPATION AGREEMENT' WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE DESIGN AND CONSTRUCTION OF A ROAD AND APRON AT PALATKA'S KAY LARKIN MUNICIPAL AIRPORT. Commissioner Kitchens moved to adopt the resolution as presented. Commissioner Sanders seconded the motion. A roll-call vote was taken, with the following results: Commissioners Kitchens, Norwood, Sanders and Mayor Flagg, Yes; nays, none. The resolution was declared adopted.

ADMINISTRATIVE COMMENTS – Mr. Bush noted he had provided the Commission with a copy of the position opening advertisement for City Manager, which has gone out to various publications, such as ICMA, FCCMA and the League's Datagram. He'd like the members of the commission to get back to him with any comments, thoughts and suggestions as to what they are specifically looking for in a City Manager, which will assist them with culling the applications.

Mr. Bush passed out the latest draft of the RFQ for developer qualifications for the riverfront/downtown redevelopment project, which he'd like to get out Tuesday. He said this Request limits respondents to qualifications only. He hopes this will encourage other developers to respond, so that hopefully they will have a better response. Commissioner Kitchens said she'd like this put on the next agenda for discussion, as there is an item on page 9 that hasn't been voted upon by the City Commission.

There being no further business to discuss, the meeting was adjourned at 12:30 p.m. upon a motion by Commissioner Norwood.

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

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.