

TERRILL L. HILL  
MAYOR-COMMISSIONER

TAMMIE McCASKILL  
COMMISSIONER

WILL JONES  
COMMISSIONER

JUSTIN R. CAMPBELL  
COMMISSIONER

RUFUS J. BOROM  
COMMISSIONER



DONALD E. HOLMES  
CITY MANAGER

LAUREN R. SHANK  
FINANCE DIRECTOR

JASON L. SHAW, SR  
CHIEF, POLICE DEPT.

CHRIS TAYLOR  
CHIEF, FIRE DEPT.

VALERIA BLAND THOMAS, ESQ.  
CITY ATTORNEY

SUNNI L. KRANTZ  
INTERIM CITY CLERK

Regular meeting 2<sup>nd</sup> and 4<sup>th</sup> Thursdays each month at 6:00 p.m.

## MINUTES CITY OF PALATKA July 28, 2022

The minutes of the proceedings of the regular meeting of the Palatka City Commission meeting held on the 28<sup>th</sup> day of July 2022 at 6:00 PM at Palatka City Hall 201 N 2<sup>nd</sup> St., Palatka, FL 32177. The meeting begins at 12 minutes 21 seconds on the YouTube recording: [https://www.youtube.com/watch?v=XjGqPFj\\_rM8](https://www.youtube.com/watch?v=XjGqPFj_rM8) In accord with the Florida Retention schedule, this link will expire after 2 years.

### 1. CALL TO ORDER at 6:00 PM

- a. Invocation led by former Commissioner Norwood
- b. Pledge of Allegiance led by former Commissioner Norwood
- c. Roll Call

Mayor Terrill L. Hill - present

Commissioner Tammie McCaskill - not present, excused absence.

Commissioner Will Jones - present

Commissioner Justin Campbell - present

Commissioner Rufus Borom - present

Also present: Don Holmes, Valeria Bland Thomas, Sunni Krantz, Lauren Shank, Makenna Ancheta, Clerk Intern; Chris Taylor, Fire Chief; Yul McNair, Airport Manager; Emily Estep and Karen Mathis, Goodwill Industries of North Florida; Ramicah Johnson, Habitat for Humanity; Daniel Egitto, Palatka Daily News; Ken Moore and Earl Meadows, American Legion Bert Hodge Post #45; D'Arcy Miller; Karla Flagg; Hazel Lockett; Allegra Kitchens, former City Commissioner; Marcia Lane, WIYD/WPLK radio; Kenneth Thornton, Community Affairs Intern; Benji Bates, Bates & Hewett; Nayilah Owens, Planning Intern; Chloe Dasher, Charity Givens, and Jalia Miles Police Department Intern; James Keeley, Airport Intern Also present via telecommunications technology: Brett Dennis, Palatka Gas Authority; Mandi Tucker, Grants Administrator/Project Manager; Sunshine Nealy, Planner; Onelia Lazzari, EDA Consultants; Joseph Acosta and Gerald Thomas, Florida Blue

### 2. APPROVAL OF MINUTES

- a. June 23, 2022, City Commission Meeting
- b. July 15, 2022, Special Called City Commission Meeting
- c. July 15, 2022, Special Called Budget Workshop
- d. July 21, 2022, Special Called Budget Workshop

Mayor requested the minutes of item d reflect an excused absence for Commissioner Jones.

**Motion to approve a - d with the amendment requested by Commissioner Jones. Second by Commissioner Borom. Motion passed unanimously.**

### **3. PUBLIC RECOGNITION/PRESENTATIONS:**

**a. RECOGNITION** - City of Palatka Summer Internship 2022 - Commissioner Justin Campbell: Makenna Ancheta, Nayilah Owens, Jocelyn Lara, Kenneth Thornton, Chloe Dasher, James Keeley, Charity Givens, and Jalia Miles

Mayor Hill and Ms. Jones gave kudos to our Summer Interns, who served in several different departments for the past 7 weeks. We had a total of 8 interns. The Mayor presented each with a City of Palatka coin. The clerk intern, Ms. Ancheta, was presented with a quill pen by the Interim City Clerk.

**b. In the Spotlight** - Employee of the Month

Ms. Jones presented the Employee of the Month recognition to Mr. Karl Starling, a mechanic in the fleet maintenance department. He has been driving routes in the fleet maintenance department as well as serving as a mechanic. Velchoff's Restaurant sponsored the award this month.

**c. PROCLAMATION** - Alpha Kappa Alpha Sorority, Incorporated® Chi Delta Omega Chapter 20<sup>th</sup> Anniversary Day - August 6, 2022

The Proclamation was read by Ms. Ancheta. Ms. Hazel Lockett, Ms. D'Arcy Miller and Ms. Karla Flagg, and other members, accepted the Proclamation on behalf of Alpha Kappa Alpha Sorority, Inc. Ms. Lockett spoke concerning the scholarships their sorority provides to local high school students.

**Motion by Commissioner Borom to approve. Second by Commissioner Jones. Motion passed unanimously.**

**d. PRESENTATION** - American Legion Bert Hodge Post #45

Commander Ken Moore and Earl Meadows of the American Legion thanked the community, Mayor, and City Commission for their support of the Veterans Day and Memorial Day parades, which they host. They presented Certificates of Appreciation to the Mayor and Commission. The Mayor thanked American Legion Post #45 for their efforts in the community in support of our Veterans.

**e. PRESENTATION** - Goodwill Industries North Florida / A-Step Program

Ms. Karen Mathis, the A-Step Program Manager for Goodwill, addressed the Commission. This program pairs Students with a College navigator from the program. Services are customized to each student to ensure their success in their program of choice and find employment in their field of choice. Ms. Mathis introduced the dedicated A-Step navigator in Putnam County, Emily Estep. Her office is at 1101 Husson Avenue.

### **4. PUBLIC COMMENTS - (Speakers limited to three minutes - no action taken on items)**

The floor was opened to public comment.

Ms. Lynn Roberson, 410 S. 9<sup>th</sup> St., Palatka, FL 32177 - thanked the City Commission for their commitment to repair the Bronson Mulholland house. She docents the house every Sunday. She was there when a gigantic water leak erupted from the roof, which the house is now temporarily closed to repair. The Mayor thanked Ms. Roberson for her volunteerism.

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Mr. Theodore Wilson 701 N. Moody Rd. Unit # 132, Palatka, FL 32177 - asked for direction if there is room for a solar installation. His firm is currently looking for land for one. There are a couple parcels they are interested in; one is next to the Airport. They could have concerts and a recreational site. Mayor Hill asked Mr. Wilson to connect with the Airport Manager and Community Affairs Director, as the Commission would like additional information.

The floor was closed to public comment.

## 5. CONSENT AGENDA:

**a. BOARD REAPPOINTMENTS** - Blanch Rogers and Cleveland Hobbs - Palatka Board of Zoning Appeals for 5-year terms

**b. ACCEPTANCE** of resignation of Sean O'Neal and **APPOINTMENT** of Blake Josephson to the Palatka Tree Committee

**c. ADOPT RESOLUTION 2022-R-111** authorizing the City Clerk's office to attest documents with an embosser closer in design to the City's official seal

**d. ADOPT RESOLUTION 2022-R-112** approving a Special Events application for 9/11 Remembrance Ceremony September 11, 2022

**e. ADOPT RESOLUTION 2022-R-113** approving Special Events Application for Recovery Festival September 17, 2022

**f. ADOPT RESOLUTION 2022-R-114** approving Special Events Application for Occupation of Palatka September 23 - 25, 2022

**g. ADOPT RESOLUTION 2022-R-115** approving a Special Event application for Beck 5k December 10, 2022

**h. ADOPT RESOLUTION 2022-R-116** authorizing execution of Change Order No 1 for Taxiway A Phase II West at Kay Larkin Airport in a deductive amount of \$3,335.25 for a total contract price of \$1,091,414.75

**i. ADOPT RESOLUTION 2022-R-117** authorizing the execution of amendment no 1 to Cost Share 35688 Permeable Pavers for the St. John's Ave Streetscape Phase to extend the completion date until March 29, 2023

**j. ADOPT RESOLUTION 2022-R-118** to award ITB 2022-10 Hot Mixed Asphalt Park, Paths and Intersections to P&S Paving, Inc and approve a project budget of \$100,000 to include Improvement of Northside Intersections and Construction Inspection and Testing Services.

**k. ADOPT RESOLUTION 2022-R-119** authorizing execution of DEO grant agreement D0207 for expansion of Lift Station 16 in an amount of \$340,195.12

**l. ADOPT RESOLUTION 2022-R-120** to authorize and execute a scope and fee with Hanson Professional Services in an amount not to exceed \$63,613.75 for CEI services for Lift Station 16 Expansion.

**m. ADOPT RESOLUTION 2022-R-121** authorizing execution of amendment #4 to G1383 Design and Construction of new hangar buildings at Kay Larkin Airport increasing the grant amount by \$300,000 to a total of \$1,318,250.

**n. ADOPT RESOLUTION 2022-R-122** authorizing execution of final reconciliation Change Order No 2 with 4Cs Construction for previously authorized work within the South Historic Stormwater Project in an amount of \$201,715.43 for a total project cost of \$2,059,426.46

**o. ADOPT RESOLUTION 2022-R-123** to award ITB 2022-11 Portable Restroom Trailer to High Level Enterprise (HLE) in the amount of \$60,000 including delivery for an ADA compatible three stall restroom trailer.

**p. ADOPT RESOLUTION 2022-R-124** amending the City of Palatka FY 2021-2022 Budget for the Golf Fund to recognize and appropriate additional revenues in the bank account in the amount of \$7,148.

Commissioner Jones requested to pull item J of the consent agenda.

Motion to accept the Consent agenda except item J by Commissioner Campbell. Second by Commissioner Borom. Motion passed unanimously.

Item J:

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE AWARD OF ITB 2022-10 HOT MIXED ASPHALT TO P&S PAVING AND AUTHORIZING A PROJECT BUDGET OF \$100,000 FOR THE MILLING AND RESURFACING OF LOCATIONS ON THE NORTHSIDE TO INCLUDE CONSTRUCTION OBSERVATION AND INSPECTION; AMENDING THE FY 2021-2022 BUDGET; PROVIDING FOR SCRIVENER'S ERRORS**

**Motion to approve item J by Commissioner Borom. Second by Commissioner Campbell.**

Commission discussion commenced. Commissioner Jones expressed areas on the Northside need to be repaved. He does not see the Olive Street or Madison Street locations included. Ms. Tucker advised Staff missed the Olive and Madison Street locations. Staff offered to ask P & S for a Change Order to add the missing locations, which would still be based upon the tonnage price quoted for the asphalt. Commissioner Jones voiced concern that the missing locations need to be added before the ITB is awarded. The areas of concern on Madison from 8th Street to 10th Street and on 9th Street and Olive Street. Commissioner Borom requested North 5th Street and Bronson Street on the non-historic side (600 block of 5th Street that runs into Dunham).

The floor was opened to public comment.

Mr. James Norwood 2317 Palma Ceia Terr., Palatka, FL 32177 - asked if \$100,000 in the caption of the Resolution would be an issue for a larger project.

Mr. James Norwood 2317 Palma Ceia Terr., Palatka, FL 32177 - spoke regarding the issues of the corner of 19th and Madison St.

Ms. Valeria Bland Thomas expressed a change order will be necessary. Discussion commenced concerning whether tripling the scope of the project can be done without going out for bid. Ms. Thomas advised she wishes to read the bid documents prior to offering an opinion. Mayor Hill advised he would feel more comfortable about putting the item back out to bid as a project with a bigger scope may attract additional vendors.

**Motion rescinded by Commissioner Borom and Commissioner Campbell consented.**

**Motion by Commissioner Jones to change the scope of the work to include the areas aforementioned, reject the award for the ITB, put it back to bid, and bring the Resolution back for approval. Second by Commissioner Borom. Motion passed unanimously.**

## **REGULAR BUSINESS**

### **6. DISCUSSION/DIRECTION - Hammock Hall Surplus**

Mr. Holmes advised the City did not receive any bids in response to the solicitation by the deadline. Mr. Holmes advised in the past we have listed surplus properties with a realtor when the bidding process was not successful. Another option would be to go back out to bid. The third option would be that the Commission could decide to keep the property. Today, Mr. Holmes

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received an unsolicited offer to purchase. The offer was in the amount of \$120,000 from Bob and Jean Finley of Gem City Coffee, Inc to use as a Coffee Shop, Community gathering place, and place to roast coffee. Mr. Holmes indicated he has received inquiries there may be interest in the property if it was zoned something other than residential only, perhaps neighborhood commercial.

The floor was opened to public comment.

Ms. Allegra Kitchens - 1027 S. 12th St., Palatka, FL 32177 pointed out the City owns the property. All city properties can be used as a match for grants. She recommended the Commission think about keeping the property until the economy gets better.

The floor was closed to public comment.

Commission discussion commenced. Commissioner Jones expressed favor of re-advertising the property. Commissioners Jones and Borom expressed \$120,000 is a low offer. Commissioner Borom expressed issue with the current zoning. Ms. Walsh advised rezoning to commercial, might be considered "spot zoning", however she feels it can be done. She suggested the alternative of a conditional use or developing the three lots into a mixed use, such as commercial on the bottom with residential on the top. The Mayor spoke regarding the property being used for many years inconsistent with its zoning. Mayor Hill spoke in favor of rezoning the property and then getting an appraisal. Ms. Walsh advised the item would need to go before the Historic Preservation board as it is within the Historic District as well as the Planning Board.

The consensus of the Commission was to explore looking at rezoning the property as neighborhood commercial or what the best zoning may be.

**Motion by Commissioner Campbell to take this item to the proper Boards for neighborhood commercial rezoning consideration. Second by Commissioner Borom. Motion passed unanimously.**

Mayor Hill asked Staff to reach out to the neighbors in the historic district to determine what they would like to see the property become.

**\*7. DISCUSSION/DIRECTION - Bates and Hewett Contract Renewal: ADOPT RESOLUTION 2022-R-128** accepting a Broker Services Agreement with Bates & Hewett, Inc. d/b/a Bates Hewett & Floyd Insurance Agency as the City's agent of record (broker) for employee benefits, authorizing the City Manager to execute the agreement

Ms. Jones advised due to high-cost claims, the Florida League of Cities recommended the City continue with our current broker, rather than going out to bid. We were able to get down to 5% for our renewal rates for Florida Blue health benefits.

The floor was opened to public comment. Hearing nothing concerning this matter, the floor was closed to public comment.

**Motion by Commissioner Borom to approve. Second by Commissioner Jones. Motion passed unanimously**

**\*8. DISCUSSION/DIRECTION** - Florida Blue Health Program Agreement: **ADOPT RESOLUTION 2022-R-127** accepting proposals for renewal of health and dental and vision insurance from Florida Blue for the policy period October 1, 2022, through September 30, 2024  
A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING PROPOSALS FOR RENEWAL OF HEALTH AND DENTAL AND VISION INSURANCE FROM FLORIDA BLUE FOR THE POLICY PERIOD OCTOBER 1, 2022, THROUGH SEPTEMBER 30, 2024; PROVIDING AN EFFECTIVE DATE; PROVIDING FOR SCRIVNER'S ERRORS

Mr. Holmes advised we have a reoccurring claim that is significant every year. Due to this, we did not get more bids last time we went out for bid. Mr. Benjie Bates of Bates & Hewett advised there is an individual with high cost. He advised that the 5% increase is the second-best renewal rate this year that has come across his desk this year. (See item 7 for additional information).

The floor was opened to public comment. Hearing nothing concerning this matter, the floor was closed to public comment.

**Motion to approve by Commissioner Campbell. Second by Commissioner Jones. Motion passed unanimously.**

**\*9. ADOPT RESOLUTION 2022-R-126** authorizing a budget amendment for the Utility Fund to recognize SRF DW54025 loan agreement revenue.  
A RESOLUTION AUTHORIZING A BUDGET AMENDMENT FOR UTILITY FUND 041 TO RECOGNIZE SRF DW54025 LOAN AGREEMENT REVENUE; AND PROVIDING FOR SCRIVENER'S ERRORS

The floor was opened to public comment. Hearing none, the floor was closed to public comment.

**Motion to approve by Commissioner Borom. Second by Commissioner Campbell. Motion passed unanimously.**

**10. PUBLIC HEARINGS:**

**a. 2022 TRIM Calendar: ADOPT RESOLUTION No. 2022-R-125** setting the tentative Millage Rate for the 2022-2023 Budget Year- 6.9000 mills proposed

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, ADOPTING THE TENTATIVE MILLAGE RATE OF 6.9000 MILLS FOR THE LEVYING OF AD VALOREM TAXES FOR THE FISCAL YEAR 2022-23; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR SCRIVENER'S ERRORS

Ms. Shank advised each taxing authority certifies a DR 420 form providing the rollback millage rate and tentative millage rate. This must be certified by August 4, 2022. The proposed millage is reported to the department of revenue as a part of the TRIM process. The millage rate can be lower but cannot be higher than the tentative rate. The proposed hearing dates are the meetings in September.

Staff is recommending a tentative millage rate of 6.9 mills. The rollback millage rate is 5.2758. Last year, although staff recommended a tentative rate of 7.4 mills, the Commission approved 6.4 mills.

**Motion** to approve the tentative millage rate for 6.9 mills by Commissioner Campbell. **Motion died for lack of a second.**

**Motion** to keep the millage at 6.4 mills by Commissioner Borom. **Motion died for lack of a second.**

The Mayor advised this is the tentative millage, it just gives a cap. The Commission would still have until September to determine your final millage rate. Commissioner Borom spoke in opposition of a tax increase and spoke concerning the health of our City's reserves. Mayor Hill spoke in favor of setting the tentative millage rate higher to see the proposed budget from Staff. Commissioner Campbell spoke in favor of giving everyone options.

**Motion** to approve the tentative millage rate at 6.9 mills by Commissioner Campbell. **Motion died for lack of a second.**

**Motion** to approve the tentative millage rate for 6.7 mills by Commissioner Jones. Second by Commissioner Campbell. **Motion passed** 3 - 1, with Commissioner Borom voting nay.

**b. Ordinance 22-05** closing, vacating, and abandoning only the right of way element of that portion of South Loop Road, located between Wes Larson Boulevard and the eastern property line of parcel 04-10-26-0000-0010-0010 - **2nd Reading**

**Motion to approve by Commissioner Borom. Second by Commissioner Campbell.** The floor was opened to public hearing. Hearing none, the floor was closed for public hearing. **Motion passed unanimously.**

**c. Ordinance 2022-06** creating minimum living area requirements for residential structures in each zoning district and creating Appendix C, a summary chart of development standards - **1st Reading**

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA AMENDING THE MUNICIPAL CODE BY AMENDING SECTIONS 94-141. - R-1AA SINGLE-FAMILY RESIDENTIAL DISTRICT, 94-142. - R-1A SINGLE-FAMILY RESIDENTIAL DISTRICT, 94-143. - R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT, 94-144. - R-2 TWO-FAMILY RESIDENTIAL DISTRICT, 94-145. - R-3 MULTIPLE-FAMILY RESIDENTIAL DISTRICT, 94-146. - R-4 MOBILE HOME/CONVENTIONAL HOME RESIDENTIAL DISTRICT, 94-147. - C-1A NEIGHBORHOOD COMMERCIAL DISTRICT, 94-148. - C-1 GENERAL COMMERCIAL DISTRICT, 94-149. - C-2 INTENSIVE COMMERCIAL DISTRICT, 94-150. - C-3 CENTRAL COMMERCIAL DISTRICT, 94-151. - M-1 LIGHT INDUSTRIAL DISTRICT, 94-152. - ROS RECREATION/OPEN SPACE DISTRICT, 94-153. - PBG-1 PUBLIC BUILDINGS AND GROUNDS DISTRICT, 94-154. - PBG-2 OTHER PUBLIC FACILITIES DISTRICT, 94-155. - CON CONSERVATION DISTRICT, 94-156. - HD HISTORIC DISTRICT, 94-157. - PUD PLANNED UNIT DEVELOPMENT DISTRICT, 94-158. - AP-1 AIRPORT ZONING DISTRICT, 94-159. - AP-2 AIRPORT RELATED ZONING DISTRICT, 94-160. - OR OPEN RURAL ZONING DISTRICT, 94-161. - DR DOWNTOWN RIVERFRONT DISTRICT, 94-162. - DB DOWNTOWN BUSINESS DISTRICT, 94-163. - PLANNED INDUSTRIAL DEVELOPMENT DISTRICT (PID), 94-233. - DEVELOPMENT STANDARDS (PUD), TO ADD MINIMUM LIVING AREA REQUIREMENTS TO RESIDENTIAL STRUCTURES AND REMOVE DIMENSIONAL REQUIREMENTS FOR BUILDING FOOTERS; CREATING APPENDIX C, CHART OF DEVELOPMENT STANDARDS: PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR THE CORRECTION OF SCRIVENER'S ERRORS

Ms. Walsh advised every City zoning district permits some sort of residence, whether it is a family dwelling unit, or a caretaker's unit (such as one in an industrial development). Ms. Walsh

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reviewed several different codes from several cities and counties. In this proposed Ordinance, Staff proposes adding minimum living square footage standards in all the districts. A minimum of 850 for a mobile home and a minimum of 1200 for a single-family residence. If a caretaker's home is allowed in the code, a 500 sq. ft. minimum is proposed for the home in those districts. If the Commission wishes to have single family dwelling less than 1,200 sq. ft., Staff recommends at least a minimum of 900 square feet. Ms. Walsh advised there is a definition in the Ordinance sq. footage is heated and cooled. Ms. Walsh advised a specific dimension for the concrete poured footer has been removed.

Commission discussion with Ms. Walsh commenced. Ms. Walsh advised the typical definition of tiny homes is one less than 400 square feet. Manager Holmes advised Staff has received a lot of comments to the effect that 1,200 is too big for a minimum standard. Commissioner Jones and Borom expressed 1,200 is too large but expressed concern that the City needs to define what is too small.

The floor was opened to public comment.

Ms. Ramicah Johnson 205 Higgins St., Palatka, FL 32177 – the Executive Director of Habitat for Humanity. She expressed 1,200 sq. ft. is too large a minimum for Putnam County. She spoke regarding the housing shortage in the community. She advised the smallest home her organization builds are 550 square feet and is handicap accessible. She advised a 2 bedroom is a little over 900 square feet. The 4 bedroom is a little over 1,200 sq. ft. Ms. Johnson advised Habitat for Humanity has a home repair program.

Ms. Allegra Kitchens 1027 S. 12th St., Palatka, FL., 32177 - advised she has no problem with a minimum at 500 sq. ft. if in their own community. She spoke against tiny houses in the historic district. She spoke in favor of a 1,200 minimum.

Mr. James Norwood - 2317 Palma Ceia Terr., Palatka, FL 32177 - expressed affordable is different for different people. He expressed small homes in a community can affect the community.

Ms. Diana Sterling – 2051 Diana Drive, Palatka, FL 32177 - expressed favor in protecting some neighborhoods with this ordinance but choosing some areas for tiny homes. She advised there are folks in the community that this Ordinance will not serve, such as victims of domestic violence still living with their abusers because they cannot afford homes of their own. She also spoke regarding the popular trends of minimalism and tiny homes.

The floor was closed to public comment.

Commission discussion continued. Commissioners Jones, Campbell, and Borom spoke in favor of the efforts of Habitat for Humanity. Commissioner Borom expressed small homes such as 200 - 500 square feet are more appropriate in their own community and do not go well in infield. Commissioner Jones expressed appreciation of the Planning Board's recommendations. However, he feels we should consider 800 or 900 sq. footage minimum rather than 1,200. The 500 sq. ft. tiny homes should be in designated areas. Commissioner Borom agreed. Commissioner Campbell asked how tiny communities will be determined. Manager Holmes advised if you wanted to create an area where the only residence on the lot was 500 you could add this as an allowable use in your PUD districts. There is a process for Planned Unit Developments, it would ensure you are creating a development rather than a single home. Mayor Hill expressed the need for affordable housing; however, you want to be able to be conscious of homeowners' investments and taxable values. He expressed dissatisfaction of the



current Comprehensive Plan and gave the example that most of the northside is R-3, although it is a single-family community. He agreed 1,200 is too high and should be more in line with 850, which allows a comfortable 2-bedroom home. He advised we also need to look at keeping the 1,200 minimum sq. foot in the historic areas.

**Motion by Commissioner Borom** to move forward with 850 sq. ft. minimum for those houses (R-1AA, R-1A, and R-1) and continue to keep what is in place for the 500 and 1200 in the other specific areas leave Central commercial, other public facilities, conservation, historic, airport related, downtown riverfront and downtown business leaving them at 1,200. **Second by Commissioner Jones.** Commissioner Jones indicated he desired PUD language concerning 500-foot homes. Commissioner Borom **amended his motion** to make PUD language apart of the Motion. Ms. Walsh advised much of the historic districts are R-1. Ms. Walsh advised she could put a note in the code about historic district minimum as 1,200 sq. ft. Ms. Krantz asked for clarity concerning a notation that historic districts have a minimum square footage of 1,200. Mayor Hill advised this was included in the Motion. **Motion passed unanimously.**

## **EMERGENCY ITEMS**

**11. ADOPT RESOLUTION 2022-R-129** authorizing the Mayor and the Interim City Clerk to execute and attest an amended Interlocal Agreement between Putnam County and the City of Palatka concerning the administration, permitting, inspections and enforcement as required under the Florida Building Code, as amended.

Mr. Holmes advised Staff asks this item to be taken as an emergency item because Staff has received correspondence from the state that to preserve our eligibility for flood insurance, the requirements were impossible for us to meet independently

**Motion to accept as an emergency item by Commissioner Campbell. Second by Commissioner Borom. Motion passed unanimously.**

Ms. Walsh advised the interlocal agreement, executed by the County does not pose any additional fee.

**Motion to approve by Commissioner Campbell. Second by Commissioner Borom.** The floor was opened to public comment, hearing none, the floor was closed to public comment. **Motion passed unanimously.**

### **Potential Acquisition of 511 St. Johns Avenue** (potential location for City Hall)

Manager Holmes advised Staff has continued discussions with the holder of the contract on 511 St. Johns Ave. property. Given the size of the building and the \$1.2 million contract, the cost of the building is about \$70 per square foot. The contract holder is willing to assign his contract to the City. The contract would be subject to the City's due diligence. Time is of the essence in the event the contract expires.

**Motion to accept as an emergency item to the agenda by Commissioner Campbell. Second by Commissioner Borom. Motion passed 3 - 1** with Commissioner Jones voting nay.

Commission discussion commenced concerning the inspection of the building that will need to occur.

**Motion by Commissioner Borom to explore the opportunity of assignability of the contract and ask for 60-day extension and give Staff the ability to do the inspections. Second by Commissioner Campbell. Motion passed 3 - 1 with Commissioner Jones voting nay.**

## **12. CITY MANAGER AND ADMINISTRATIVE REPORTS**

Manager Holmes advised the Impact Fee Study is ongoing with the consultants we have retained. Our impact fee moratorium will expire August 31, 2022. At the August Commission meeting, we will ask for an extension of the moratorium. We believe the impact fee study will be completed by April 2023. Commissioner Jones expressed dissatisfaction regarding the vendor not meeting the second deadline of the expiration of the moratorium. Discussion commenced regarding the efforts of the Planning Department.

### **City Manager Update - Booker Park and Jenkins Gymnasium Grant**

General Services Department – Ms. Ganoë spoke concerning Booker Park. She advised scoreboards were ordered in July. Pedestrian gates, cantilever dugouts, restrooms, installation/operation of scoreboards, installation of foul poles, and minor accessories are in process.

Ms. Ganoë spoke regarding the Jenkins Gymnasium. She outlined the items that are authorized scope of work of the grant. She also outlined the scope of work of items that the funding is to be determined. The grant funding is \$690,000. We anticipate having the grant agreement from the State at the end of August. The match funds are \$190,000. Manager Holmes has spoken with the County Building Department, they will allow a temporary certificate of occupancy on an episodic (week-long) basis. This is primarily because of the lack of a sprinkler system. Manager Holmes advised Staff will investigate checking with the State if we can use the match funds to push the installation of the sprinkler system.

### **DIRECTION: Rural Infrastructure Grant Application**

Ms. Tucker expressed the three options for the Rural Infrastructure grant: Potable Water Lines St. Johns Ave: Moseley to the Railroad Tracks; Potable Water Lines St. Johns Ave from Zeagler Ave to Moody Road; and Sanitary Sewer Collection System Expansion. Ms. Tucker advised the grant project must be for water, sewer, or broadband. They are 50/50 matches. The application deadline is August 31. We will bring back a Resolution supporting the application, specifically the commission chooses at the next meeting. If we received one of these grants, it would relieve some of the SRF funding. Commissioner Borom spoke in favor of option 1. Commissioner Campbell agreed. Commissioner Jones was okay with option 1 or 2. By consensus direction is to bring back a Resolution for option 1.

### **Human Resources Update - Personnel Policy**

Ms. Jones advised the Personnel Policy is being distributed for the Commission's review and to be considered at a later meeting.

### **Airport Update - Leasing Policy**

Mr. McNair advised the Airport Leasehold Policy Overview is being distributed for the Commission's review and to be considered at a later meeting. The Airport Advisory Board has

recommended the process to the Commission. Mayor Hill expressed this process deals in totality with the entire leasing process at the airport, from T-Hangars to land leases.

**Clerk** - Ms. Krantz advised of the Zoning Board Of Appeals is currently in need of 3 members. Manager Holmes advised he is considering bringing to the Commission an option of consolidating Zoning Board with the Planning Board. Ms. Krantz reminded the Commission of the upcoming CRA.

**Police Department** - Chief Shaw spoke regarding the Police Athletic League's (PAL) mentoring program. He attended an event with PAL at Disney and will be attending the National PAL Summit in Washington DC. A backpack giveaway will be on July 30th. Tomorrow, there will be a Victory in the Village event will be on Madison Street. He provided crime statistics to the Commission. There will be a decision unit for consideration in the budget process for repair to the Police Department roof. Commissioner Borom expressed favor for replacement of the roof.

**Palatka Gas Authority** - Mr. Dennis spoke of the rising cost of gas.

### **13. COMMISSIONER COMMENTS**

Mayor's Health Challenge had over 200 participants. The winner of the health challenge was Commissioner Campbell. Mayor spoke of opportunities to hire our prison work crew when they come out of DOC

### **14. ADJOURN at 9:17 PM**

NOTICES: 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 ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, AT THE APPLICANT'S EXPENSE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105

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