

ROBERTA M. CORREA
MAYOR - COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



TROY BELL
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI L. KRANTZ, CMC
CITY CLERK

MARCIA G. CARTY, CPA
FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

MINUTES
CITY OF PALATKA
June 13, 2024

The minutes of the proceedings of the regular meeting of the Palatka City Commission held on Thursday, June 13, 2024 at 6:00 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. CALL TO ORDER Call to Order at 6:00 PM

a. Invocation

The invocation was led by Chaplain Mulberry

b. Pledge of Allegiance led by Commissioner McCaskill

The Pledge of Allegiance was led by Commissioner McCaskill.

c. Roll Call

Present:

Commissioner Tammie McCaskill
Commissioner Justin Campbell
Commissioner Will Jones
Commissioner Rufus Borom
Mayor Roberta Correa

Absent:

Also Present: Troy Bell, City Manager; Jonathan Griffith, Assistant City Manager; Jane West, City Attorney; Sunni Krantz, City Clerk; Marcia Carty, Finance Director; Virginia Jones, HR Generalist; Joe Verrecchio, Public Works Operations Manager; Peter Willott, Public Information Officer; Eddie Cutwright, Community Affairs Director; Chris Taylor, Fire Chief; Jason Shaw, Police Chief; Matt Newcomb, Assistant Police Chief; Yul McNair, Airport Manager; Terrill Hill, former Mayor; Allegra Kitchens, former City Commissioner; Reagan Blackmer; Riley Blackmer; Kyun Sessions; Robert Wise; Tara Howell with JB Pro; Alonzo Mulberry, City Chaplain (via telecommunications technology)

2. APPROVAL OF MINUTES

a. May 23, 2024

Motion to approve by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

3. PUBLIC RECOGNITION/PRESENTATIONS

a. PRESENTATION - Sons of American Revolution Firefighter of the Year Award

Paul Sapp with the St. Augustine Chapter of the Sons of the American Revolution (SAR) presented Lauren Futch with the SAR Fire Safety Accommodation Medal. Firefighter Futch was nominated by Chief Taylor for her 2 years of service and unwavering dedication to her profession.

- b. PROCLAMATION - Pride Proclamation - June 2024 - Requestor Abdulrhman Abed Aldick

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion Passed unanimously.

Mr. Aldick accepted the Proclamation along with others from the community.

- c. PROCLAMATION - Juneteenth - June 19, 2024

Motion to approve by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion unanimously.

The Proclamation was accepted by Mr. Cutwright on behalf of Ruth Benjamin.

- d. PRESENTATION City of Palatka Youth Ambassadors

- i "Mock" Meeting

Kyun Session 200 Dogwood Ln., Palatka, FL 32177 served as a mentor to the Palatka Youth Ambassadors and presented the Mock Meeting performed by the 2023-24 Youth Ambassadors. Mr. Session advised the Commission that the students are required to participate in a "mock meeting" in order to complete the program. Due to scheduling conflicts, the meeting was recorded and presented at the meeting.

- ii Certificates of Completion: Reagan Blackmer, Riley Blackmer, Uma Tai, and Rei Jambaldorj
Certificate of Appreciation: Kyun Session

Commissioner Campbell and Clerk Krantz presented the certificates of completion to the Youth Ambassadors and a certificate of appreciation to Mr. Session. Ms. Krantz and Mr. Session spoke regarding the efforts of the youth this year, including a book drive and learning about the functions of the City departments.

- e. IN THE SPOTLIGHT - Employee of the Month

Mrs. Jones presented the Employee of the Month award to Officer Matthew Dickerson. Chief Shaw advised Lt. Cassidy nominated Ofc. Dickerson for his motivation and positive attitude. He was involved in a recent incident where he administered naran and saved an overdose patient's life.

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

Mr. Bell advised the due diligence deadline concerning a potential land swap (the St. Johns River Center for property adjacent to City Hall) with Riverfront Development Group will be August 15. The Clerk has requested dates from the Commission to schedule a workshop. Staff has been collecting data and information for the appraisals. Mr. Bell advised the attorney Mark Lawson tasked with developing the number for the Fire Assessment, he has indicated July 11th will be the hearing for the Fire Assessment.

- a. PRESENTATION - Personnel Policy Updates Section 8 Benefits

Mrs. Jones presented the proposed policy. This is being brought back for the Commission's edits. The last time the policy was before the Commission was in October 2023. If there are no edits, it will be brought back for adoption at the next meeting.

5. PUBLIC COMMENTS

- a. **General Public Comments** - (Speakers limited to three minutes - no action taken on items)

The floor was opened to public comment.

Tyrone Bennett, Heart & Soul Eatery, 308 St. Johns Ave., Palatka, FL 32177 - spoke regarding the hard work of the City's Community Affairs Department on events. He asked that when external organizations come to put on events in Palatka, that they have greater communication with local businesses.

Allegra Kitchens 1027 S 12th St., and Mary Lawson Brown 107 S 9th St., Palatka, FL 32177 - have decided to try to get a walking trail to promote the history and tourism of Palatka. Ms. Brown spoke regarding an upcoming Arts & Crafts Festival. On June 22nd at 1:00 PM there will be an unveiling of the kiosk dedicated to the Mary Lawson Brown hospital.

Sam Deputy 917 Carr St/ 623 St. Johns Ave., Palatka, FL 32177 - spoke regarding the lack of notification from the organizers of the Blue Crab Festival that the 700 block would be closed beginning on Thursday evening before the festival and the City closed the road. He also advised some businesses put their items on the street beginning on Wednesday. The City's policy states the businesses are to be notified by the event organizer 15 days before the event. He asked the policy be revisited and asked everyone be held accountable.

Hearing no further requests to comment, the floor was closed to public comment.

b. **Commission and Staff Response**

Mr. Bell advised Staff is working on an after-action report to address some of the commentary regarding the Blue Crab Festival.

6. **CONSENT AGENDA** Mr. Bell advised Staff is asking to pull item 6 C and to bring it back at a later date. Mayor Correa asked to pull item 6 E.

Motion to accept excluding C and E by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

- a. **ADOPT RESOLUTION 2024-R-124** granting a special event permit to the Community Affairs Department for the Juneteenth Movie Day to be held on June 22, 2024
- b. **ADOPT RESOLUTION 2024-R-128** granting a special event permit to the Community Affairs Department for the 4th of July Fireworks event to be held on July 4, 2024 (contingency date July 5, 2024)
- c. **ADOPT RESOLUTION 2024-R-125** granting a special event permit to the Community Affairs Department for the Tacos and Tequila Riverfront Social to be held on June 14, 2024

Commissioner Campbell advised Staff to be conscious of the way that we brand or label events. He asked to consider not putting liquor in the name of an event as that might discourage some folks from attending. Commissioner McCaskill agreed. Staff will bring the item back at a later time. No motion made.

- d. **ADOPT RESOLUTION 2024-R-126** awarding Zabatt Power Systems for generators for the Airport quotes under a piggyback agreement with the Sourcewell Contract for a total not to exceed amount of \$166,915.43 (100% FDOT funded through contract FM445880-2)
- e. **ADOPT RESOLUTION 2024-R-129** granting a special event permit to Big Homie Inc. for Family, Friendly, Funday on July 13, 20, 27, and August 3, 2024

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO BIG HOMIES INC. FOR FAMILY, FRIENDLY, FUNDAY; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ROAD CLOSURES; AND PROVIDING FOR SCRIVENER'S ERRORS

The floor was opened to public comment:

Allegra Kitchens 1027 S 12th St., Palatka, FL 32177 - spoke regarding the concerns that the application was not applied for greater than 60 days before the event and that Commissioner Jones has a familial relationship with the applicant.

Mr. Cutwright responded that the conversation with the applicant began in March. Ms. West advised the code requires a 10-day advance application.

Motion to approve by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed 4 - 0 with Commissioner Jones' recusal.

7. REGULAR BUSINESS

- a. DISCUSSION/DIRECTION - RESOLUTION 2024-R-123 authorizing a donation to ARK for mobile animal clinic and authorizing a FY 2023-24 budget transfer to accommodate same

Ms. Diane Kelley asked the Commission to lock in a funding amount for the Animal Rescue Consortium's mobile animal clinic. She asked Palatka to donate \$7,000. A private donor has contributed \$50,000. The Board of County Commissioners committed \$25,000; Pomona Park committed \$5,000, a budget meeting with Interlachen will occur on Monday, and Welaka is finalizing work.

Commission discussion commenced. Commissioner Borom advised this the County Seat with more people and animals than the other municipalities. Commissioner McCaskill spoke in support of donating 10,000.

Mr. Bell recommended the commitment be contingent upon them establishing the mobile clinic and that the second request would be some data on the number of spays and neuters done in the City as apart of the demographics. Mr. Bell advised it could go towards the vehicle. Ms. Kelley suggested the donation be in three increments.

Motion to commit \$10,000 to the ARK rescue contingent upon the City being last with quarterly check-ins along with the mobile vehicle condition by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion Passed unanimously.

The direction of the Commission was to find the funding. Commissioner Jones asked if it would come from General Fund, and Ms. Carty advised it would. Later, discussion commenced regarding using funding from the American Rescue Plan. Ms. Carty presented the current ARPA allocations.

Mr. Bell advised the Commission could use public health or homeless assistance to pay for the item for the mobile spay and neuter clinic.

Motion by Commissioner Jones to take \$10,000 for the cause of the animals from the Public Health line item of the ARPA fund. Second by Borom. The Motion Passed unanimously.

Discussion continued regarding ARPA;

Commissioner Borom spoke of the \$2.5 million we will be disbursing for public housing and asked for feedback.

Mr. Bell advised we can come back to the Commission on direction for the unallocated ARPA funding.

Commissioner Borom asked for reports every 2 weeks to a month regarding these matters. Mr. Griffith advised the Commission did award the affordable housing program to St. Johns Housing. When the program draft comes back to the Commission, we will open an application cycle.

Commissioner Jones advised he was approached by the Police Athletic League (PAL) Director that PAL can use COVID education funds. Chief Shaw advised Lalita Thomas plans to bring a need/request for funding for PAL. Mayor Correa spoke regarding putting it on the July agenda. Ms. Carty advised, for all funding requests from ARPA, Staff needs to ensure the funds can be spent in accord with ARPA guidelines.

- b. PRESENTATION/ACCEPTANCE - Audit Report Fiscal Year 2023-24

Mr. Roderick Harvey presented the Audit of FY 2023-24. There are no findings for the current year. They did follow up with past findings. Findings 2021-001 and 2021-002 have been cleared. Commissioner McCaskill and Mayor Correa expressed gratitude to Ms. Carty's team and HCT for their efforts on the audit.

Commissioner Borom advised this is the cleanest audit that he believes the City has had. He would like to see more of a scope of work from the past 24 months from January 2024 due to the movement in our structure,

specifically the Airport's utilization of grants. Mr. Harvey advised that would be a specialty engagement with his firm to perform an audit for certain elements, accounts, or departments.

Motion to accept the audit by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

8. PUBLIC HEARINGS

- a. ADOPT ORDINANCE 2024-05 creating a 4% one-time cost of living adjustment for all members of the General Employees Pension Plan effective October 1, 2024 (second reading/enactment hearing)

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING CHAPTER 2, DIVISION 4 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED GENERAL EMPLOYEES RETIREMENT PLAN; AMENDING SECTION 2-171 – PENSION ADJUSTMENTS; CREATING A 4% ONE TIME COST OF LIVING ADJUSTMENT FOR ALL RETIREES EFFECTIVE OCTOBER 1, 2024; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS.

Ms. Carty advised the members of the General Employees' retirement plan have not had a retirement increase in 20 years, while the cost of living has grown in that time. With this adjustment, the City will not be spending more than what we are currently spending.

The floor was opened to public hearing. Hearing no requests to comment, the floor was closed to public hearing.

Motion to approve by Commissioner Campbell. Seconded by Commissioner Borom. The Motion Passed unanimously.

- b. ORDINANCE 2024-06 providing urban homesteading standards for the raising/keeping of Domestic Fowl in residential zoning areas and prohibiting roosters (1st reading)

AN ORDINANCE OF THE CITY OF PALATKA, PROVIDING URBAN HOMESTEADING STANDARDS FOR THE RAISING AND KEEPING OF DOMESTIC FOWL IN RESIDENTIAL ZONING, PROHIBITING ROOSTERS; PROVIDING FOR CONFLICTS, SEVERABILITY, REPEAL, SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

Ms. West advised the Ordinance will prohibit crowing fowl, will allow for 10 domestic fowl, while allowing for residents to engage in self-sustaining food production (eggs). Within the City limits of Palatka, according to the US Census, 19% of households are without vehicles and are greater than a mile from a grocery store. Ms. West advised the Ordinance was a request from Commissioner Borom. Commissioner Borom advised at a Town Hall meeting, a resident had a concern about roosters. Ms. West advised the Ordinance would apply to the peacocks in the northside. Throughout the country the ordinances vary from 2 to 20 chickens. If someone violates the code, they would be subject to code enforcement.

Commission discussion commenced. Commissioner Jones spoke regarding concern of chickens in the road, even now while chickens are not allowed. Ms. West advised the Ordinance would provide guidelines and standards and require chickens be kept in a coop and within a defined perimeter. Mayor Correa spoke in support. Commissioner Campbell asked for public education on the ordinance once adopted. Commissioner Jones recommended the number of chickens be 5. He spoke of concern of the City not having any place to put the chickens. Ms. West advised the homeowner would be noticed of a violation and the City would not do anything with the chickens. Commissioner McCaskill recommended the number of chickens be 3, further commission negotiation occurred regarding the number of chickens.

The floor was opened to public hearing. Upon hearing nothing further, the floor was closed to public hearing.

Motion to approve the Ordinance with 4 chickens by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

- c. ORDINANCE 2023-48 amending provisions of a Planned Unit Development known as Crystal Cove RV Resort, Phase 1, located at 121 Crystal Cove Rd.

ORDINANCE NO. 2023-48 AN ORDINANCE OF THE CITY OF PALATKA, AMENDING PROVISIONS OF A PLANNED UNIT DEVELOPMENT KNOWN AS CRYSTAL COVE RV RESORT, PHASE 1, LOCATED AT 121 CRYSTAL COVE ROAD, TO REMOVE THE REQUIREMENT FOR A SWIMMING POOL, SPA OR LIKE FACILITIES, ALLOW UP TO 30% OF THE BUILT SITES TO BE USED AS PARK MODEL RECREATIONAL VEHICLES, AND REVISE THE MAXIMUM LENGTH OF OCCUPANCY TO NO MORE THAN 180 DAYS IN ANY 12 CONSECUTIVE MONTH PERIOD; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

This is the first of two public hearings. Mr. Aghemo advised this is a request to amend an existing Planned Unit Development (PUD). The application was last considered in December 2023. The property was originally zoned R-3 when annexed in 2008 and was subdivided to include 20 family lots. In 2017, the City approved a PUD for recreational open-space by Ordinance. That ordinance called for 40 RV spaces and 31 trailer parking spaces. Subsequently, new ownership and a new application was filed to amend the PUD to 1) allow park models up to 30% of the build site, 2) amend the requirement for a swimming pool, and 3) extend the length of stay from 15 days to 180 days. Due to concerns of the neighbors, the applicant requested a continuance at the December Commission meeting to allow them to meet with the community. The applicant held a community meeting in May 2024. As a result, the applicant is requesting that the park model request be deleted, leaving the other two requests in place. The Planning Board recommended approval in December 2023. Staff recommends approval with one condition. If approved, the other standards and provisions in Ord 2017-24 will remain in effect.

Tara Howell with JB Pro 3530 NW 43rd St., Palatka, FL 32177 - addressed the Commission on behalf of the applicant. She advised this location is adjacent to Crystal Cove RV Resort. During the community meeting, 7 individuals attended who were concerned about the park model request. Because of this, her client indicated the park models were not a crucial part of their plan, and removed that request. There will be 24-hour live, onsite maintenance security. She provided a handout. The adjacent site, which is much larger, will have the amenities such as a pool. She advised it is not a good business plan for both RV sites to have a pool, which is why they are asking to amend the PUD to not include a pool. She spoke regarding folks that are "snow birds" coming in between November and April typically stay 3 to 6 months and contribute revenue to the communities that allow them.

David McDaniel 220 Adams Dr., Maitland, FL - also speaking on behalf of the applicant, advised most RV resorts have a common shower facility available to customers. Commissioner McCaskill spoke regarding concerns of safety at the shower facility. He responded the location of the bath house is the center of the development. He advised this is a small development of 40 units. Regarding the length of stay, and the 180 day length would be consistent with other high quality RV resorts in the State.

The floor was opened to public hearing. Hearing no comments, the floor was closed to public hearing.

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion Passed unanimously.

- d. Amending Future Land Use Map and Rezoning 7341 Crill Ave

- i ADOPT Ordinance 2024-07 amending the future land use map of 7341 Crill Ave from City of Palatka Commercial (COM) to City of Palatka Residential Low (RL)

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 THE FOLLOWING PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM CITY OF PALATKA COMMERCIAL (COM) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY LOCATED ON KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN

EFFECTIVE DATE.

Mr. Aghemo advised the plat was approved by the Commission in April. The Planning Board approved the future land use map amendment and rezoning. The application meets all of the requirements. The property owner was not present.

The floor was opened to public hearing:

Robert Wise 150 Kelley Smith School Rd., Palatka, FL 32177 - spoke of appreciation of Mary Lawson Brown keeping the history of Palatka at the forefront. He advised the lot beside the C-1 zoning was not on the original map presented to the Planning Board. He advised he had asked the the Planning Board when they heard the request for rezoning, why they couldn't have an entrance on Highway 20 and he was told it was because they would need permission from the Florida Department of Transportation and to have a turning lane. He expressed a house was built on the lot he referenced before it went to the Planning Board. The C-1 property has signs listing it as commercial property. Mr. Wise advised the address of the property is Crill Avenue, however the lots on the map are Kelley Smith School Road. He asked someone look at the map that was used by the Planning Board you will not see the parcel to the left.

Hearing no further requests to comment, the floor was closed to public hearing.

Commission discussion commenced with the Planning Director. Mr. Aghemo advised the bigger parcel that aligns on Crill Avenue was sold, just a half an acre, and was subdivided (approved) in April. The current owner of the 3 lots subject to the proposed Ordinance wants to rezone the three parcels to the bottom of the C-1 property as shown on page 242 of the agenda packet.

Commissioner Jones advised that on the C-1 property a house has been built. Ms. West and Mr. Agehmo advised that the three subject parcels are vacant and the parcel referenced by Commissioner Jones is not apart of this application. Mr. Aghemo advised usually plats, future land use map amendments and rezonings are typically done at the same hearing. This is housekeeping after-the-fact.

Mr. Bell recommended City Staff take photographs of the property and bring it back to the Commission.

Motion to continue the hearings on Ordinances 2024-07 (and 2024-08) to the July 11 City Commission meeting by None. Seconded by None. The Motion unanimously.

Commissioner Campbell asked for photos of the properties subject to rezoning Ordinances in the future.

- ii Ordinance 2024-08 amending the zoning map of 7341 Crill Ave from City of Palatka General Commercial (C-1) to City of Palatka Residential, Single-Family (R-1) - first reading

Clerk's note: See item 8 d i above.

- 9. COMMISSIONER COMMENTS Commissioner Campbell spoke regarding the Juneteenth event to be held at Calvary Family Life Center 1414 Bronson St. He also spoke regarding the inaugural Jubilee to be held from 4:00 - 8:00 PM on Juneteenth. On June 22, the City of Palatka will be hosting a Juneteenth Movie Day event at the Northside Neighborhood Facility. Commissioner McCaskill asked to tag on for funding to the City's event.

- 10. ADJOURN

Motion to adjourn at 8:20 PM by Commissioner McCaskill.

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.