

ROBERTA M. CORREA
MAYOR - COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



TROY BELL, ICMA-CM
MPA, MS-Finance
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI L. KRANTZ, CMC
CITY CLERK

MARCIA G. CARTY, CPA
MS-Taxation
FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

AGENDA
CITY COMMISSION MEETING
September 12, 2024 at 6:00 PM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. July 25, 2024 Special Called Meeting
- b. August 6, 2024 Special Called Meeting
- c. August 8, 2024 Regular Meeting
- d. August 9, 2024 Budget Workshop
- e. August 29, 2024 Budget Workshop

3. PUBLIC RECOGNITION/PRESENTATIONS

- a. PROCLAMATION - U.S. Constitution Week - September 17 - 23, 2024 - Daughters of the American Revolution William Bartram Chapter
- b. PRESENTATION - Occupation of Palatka 2024 event, Robert Mattson
- c. FLC University Certificates for Elected Municipal Officials
 - Justin Campbell, Sr. - Gold
 - Rufus Borom - Gold
 - Roberta Correa - Silver
 - Will Jones - Silver

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

- a. UPDATE - American Rescue Plan Act - Finance
- b. UPDATE - Publication of Staff Updates for the Month
- c. Cybersecurity Training

5. PUBLIC COMMENTS

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

b. **Commission and Staff Response**

6. **CONSENT AGENDA**

- a. ADOPT RESOLUTION 2024-R-169 authorizing execution of grant agreement 25.h.sc.100.017 with the Department of State (DOS) for City of Palatka Bronson Mulholland House Rehabilitation in the amount of \$367,900 with a City match requirement of \$122,634 and contingency amount of \$15,000 for total project cost of \$505,534. Budget requested in FY 24-25.
- b. ADOPT RESOLUTION 2024-R-168 awarding a contract to BLD Services, LLC through a piggyback of BLD's contract with the City of Boca Raton for the lining of laterals within the sanitary sewer collection system along St. Johns Avenue in an amount not to exceed \$202,950 (100% grant funded through FDEP Sewer Main & Manhole Lining project).
- c. ADOPT RESOLUTION 2024-R-152 authorizing the execution of a Florida Department of Transportation Maintenance Agreement to maintain the right of way along State Roads 15 (US 17), 20, and 100 for a three (3) year term.
- d. ADOPT RESOLUTION 2024-R-160 authorizing the execution of the renewal agreement 2024-25 State Highway Traffic Signal Maintenance and Compensation Agreement with the Florida Department of Transportation for three (3) years.
- e. ADOPT RESOLUTION 2024-R-173 authorizing execution of the Florida Department of Emergency Management (FDEM) 4486-106-R Modification to Grant Agreement H0977 for the City of Palatka - Wind Retrofit of the Palatka Fire Station - Moody Road (increase in grant funding of \$175,000).
- f. ADOPT RESOLUTION 2024-R-175 authorizing the execution of a Scope & Service Agreement with Hanson Professional Services in the amount of \$28,000 to complete the Florida Department of Environmental Protection Operating Permit renewal application for the City of Palatka Reclamation Facility
- g. Authorize execution of FAA and FDOT grant agreements for Kay Larkin Airport AGIS Survey, Property Map and Master Plan and Passero Associates work orders for the administration of said projects.
 - i) ADOPT RESOLUTION 2024-R-86 authorizing the execution of a Federal Aviation Administration (FAA) grant agreement 3-12-0061-039-2024 \$137,025 (90%), and Florida Department of Transportation (FDOT) grant FM#425171-7 in the amount of \$15,000 (10%) for a total project cost \$152,025 to conduct an AGIS Survey and Exhibit A Property Map (required for the Airport Master Plan Update).
 - ii) ADOPT RESOLUTION 2024-R-170 authorizing the execution of Passero Associates Work Order No. 2024-73B for the AGIS Survey and Exhibit 'A' Airport Property Inventory Map Project (not to exceed amount of \$147,750) upon execution of the FAA and FDOT project grant agreements (100% grant funded by FAA & FDOT).
 - iii) ADOPT RESOLUTION 2024-R-177 authorizing the execution of a Florida Department of Transportation (FDOT) grant agreement FM#446214-1-28J in the amount of \$285,000 to conduct an Airport Master Plan and Layout Plan at Kay Larkin Airport.
 - iv) ADOPT RESOLUTION 2024-R-178 authorizing the execution of Work Order 2024-73A with Passero & Associates for the Airport Master Plan and Airport Layout Plan in an amount not to exceed \$285,000 (100% grant funded).
- h. ADOPT RESOLUTION 2024-R-176 granting award of RFP 2024-15 Disposition of Real Property within the City of Palatka Community Redevelopment Area (specifically area within the 100 block of North 1st Street: St. Johns River Environmental Center) to Blue Crab Development Group North, LLC

- i. ADOPT RESOLUTION 2024-R-180 authorizing a financial commitment in the amount of \$570,277 to fund the Florida Department of Transportation landscape median at the foot of the bridge and decorative lighting improvements on the Reid Street corridor from the foot of the bridge to the railroad tracks project.
- j. ADOPT RESOLUTION 2024-R-182 authorizing a lien reduction for a code enforcement lien reduction at 604 Bronson Street.

7. PUBLIC HEARINGS

- a. ADOPT ORDINANCE 2024-09 establishing procedures for quasi-judicial proceedings - 2nd reading continued from August 8, 2024
- b. Amending Future Land Use Map and Rezoning Parcel: 09-10-26-0213-0000-0010; 09-10-26-0231-0000-0020; and 09-1-26-0231-0000-0030 located on Kelly Smith School Road
 - i) ADOPT ORDINANCE 2024-07 amending the future land use map of 09-10-26-0231-0000-0010; 09-10-26-0231-0000-0020 and 09-1-26-0231-0000-0030 from the City of Palatka Commercial (COM) to City of Palatka Residential Low (RL) - adoption
 - ii) ORDINANCE 2024-08 amending the zoning map of 09-10-26-0213-0000-0010;C; 09-10-26-0213-0000-0020; 09-10-26-0213-0000-0030 from City of Palatka General Commercial (C-1) to Residential Single Family (R-1) - first reading
- c. ORDINANCE 2024-12 establishing a ban on Internet Cafe's within the City limits of Palatka (first reading)
- d. ORDINANCE 2024-10 combining Sections 30-214 and 30-215 concerning the registration of vacant structures and foreclosed blighted, unsecured, or abandoned structures and amending the City's fee schedule (Appendix A) (first reading)
- e. First Public Hearing - Proposed Millage Rate and Budget for fiscal year 2024-25 6.4000 mills proposed.
 - i) ADOPT RESOLUTION 2024-R-174 Setting the Proposed FY 2024-2025 Millage Rate at 6.4000 Mills
 - ii) ADOPT RESOLUTION 2024-R-181 Adopting the Tentative Budget for Fiscal Year 2024-25 in the amount of \$75,985,566.

8. REGULAR BUSINESS

- a. Recess for 10 minutes at 7:30 PM.
- b. PRESENTATION AND INPUT on Draft of the Palatka Vision Plan - Northeast Florida Regional Council
- c. ADOPT RESOLUTION 2024-R-150 awarding ITB 2024-12 City of Palatka Restroom Construction, Hank Bryan Park to ER Rooter, Inc. in an amount not to exceed \$73,000 (continued from the August 8th meeting)
- d. ADOPT RESOLUTION 2024-R-172 authorizing the execution of the Second Renewal Agreement with RQ Music LLC for the 2025 Blue Crab Festival
- e. DIRECTION - River Street retaining wall
- f. ADOPT RESOLUTION 2024-R-171 amending Resolution 2024-R-139 to slightly reduce the variable tier rate

9. EMPLOYMENT MATTERS

- a. DIRECTION - Jill Keiser, Financial Services Supervisor & Pension Administrator - employee

grievance/ salary matter

- b. UPDATE/Discussion/Direction - regarding the execution of a retainer agreement with the firm Sniffen & Spellman, P.A. for investigative services

10. COMMISSIONER COMMENTS

11. ADJOURN

Upcoming Events	Board Vacancies
September 26 – City Commission Meeting 6:00 PM - Adoption of Budget & Millage	Zoning Board of Appeals - 3 vacancies
October 10 - Student of the Month 5:30 PM	Police Officers' Pension Board - 1 vacancy
October 10 – City Commission Meeting 6:00 PM	Putnam County Library Board - 1 City appointment vacancy
October 14 – Community Redevelopment Agency Meeting 5:00 PM	Putnam County Better Place Plan Oversight Committee - 1 City appointment
October 24 – City Commission Meeting 6:00 PM	Upcoming vacancies
	Historic Preservation Board 2 in October 2024