ROBERTA M. CORREA
MAYOR - COMMISSIONER

TAMMIE MCCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI L. KRANTZ, CMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

MINUTES
CITY OF PALATKA
December 18, 2024

The minutes of the proceedings of the regular meeting of the Palatka City Commission held on Wednesday, December 18, 2024 at 5:00 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. CALL TO ORDER The meeting was called to order at 5:01 PM.
    a. Special Called Meeting Notice

The notice was read by the Clerk.

    b. Invocation

Invocation was led by Chaplain Mulberry

    c. Pledge of Allegiance

The pledge of allegiance was led by Commissioner Jones.

    d. Roll Call

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

Also Present: Marcia Carty, Interim City Manager/Finance Director; Jane West, City Attorney; Sunni Krantz, City Clerk; Amanda Hayes, Assistant City Clerk; Virginia Jones, HR 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; Allegra Kitchens, former City Commissioner; Alonzo Mulberry, City Chaplain (via telecommunications technology); Daphne Brusoe, Grant Writer; Annie Davis, Commissioner-Elect; Tavarence Clark; Sam Deputy; Sarah Cavacini, Palatka Daily News; Tarsha Givens; Brittany Spangler; Tim Harley; Walton Pellicer, Putnam County Commissioner; Erin Hewes; Cindy Marvin; Georgia Mitchell; Vicki Duke; Terrill Hill, former Mayor; Allegra Kitchens, former City Commissioner

2. APPROVAL OF MINUTES
    a. November 14, 2024

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

3. PUBLIC RECOGNITION/PRESENTATIONS
    a. IN THE SPOTLIGHT - Employee of the Month

Ms Jones recognized Jackie Pappas as December 2024 Employee of the Month. Daphne Brusoe nominated Ms. Pappas for holding the Grant department together when the other members of the department resigned.

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

a. UPDATE - Airport Land Swap

Ms Carty provided an update, the Airport Advisory Board met and recommended moving forward with the Airport land swap with Jeffrey Nations. Internal financial transactions between the City and the Airport have been completed for the City's purchase of land from the Airport.

b. UPDATE - Former Employee Investigation

Ms. Carty provided an update on the investigation of two former employees. Mr. Rossman, the attorney conducting the investigator into the former Assistant City Manager has submitted a final report. He has submitted the report to the Florida Department of Law Enforcement and the State Attorney's Office. The other investigation concerning the former City Manager, is substantially starting now. Ms. Jones advised some of the complainants are still employed by the City.

Commission discussion commenced with Ms. Carty regarding the investigation into the actions of the former Assistant City Manager. Commissioner Jones expressed concerns regarding conflicts of interest are still being heard by the Commission. Ms. West advised she is unaware of any items on the agenda today included in the report. The Commission has tabled the Kelley Smith School Road item. Ms. Carty advised the investigator issued an initial report in September 2024 and the final report on November 28. Ms. Carty has asked the City Attorney to provide a summary of the investigation report. Ms. West advised Kelley Smith School Road, The River Center, and the Airport Land Swap items were the items covered by the investigator. The investigator was not able to find any wrong doing by Mr. Griffith during the land swap. The City Attorney and Manager have requested from the attorney for the applicant of the Kelley Smith School Road project a chronology of all communication with all City Staff.

Commissioner Jones requested the City Attorney or Manager file an ethics complaint. Ms. West responded in doing so, there are risks that the City would take on, such as award of attorney's fees, if we do not know the allegations of the anonymous complainant. Commissioner Borom advised the Ethics Complaint was to run parallel to the independent attorney investigation. Commissioner Campbell asked to bring in Mr. Rossman for a future meeting. Staff will reach out to Mr. Rossman, the investigator, to see if there is anyone at the state agencies that the City can contact as well.

5. PUBLIC COMMENTS

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

The floor was opened to public comment.

Sam Deputy, Palatka, FL, thanked the Mayor and Ms. Carty for their support for the Christmas Parade, he also thanked Chief Shaw, Captain Tobby Williams, Joe Verrechio, and Jessica Cruz for their help during the parade.

Tavarence Clark, Palatka, FL - spoke regarding a fire inspection that occurred on October 19, 2023, after the City allegedly transferred his business fraudulently on in June 2023. He provided a handout.

Tarsha Givens, Palatka, FL - spoke regarding Epic Cure becoming a tenant in the garage building of the historic Central Academy.

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

b. **Commission and Staff Response**

Commissioner Campbell advised someone in the Christmas parade cut out in front of he and Commissioner McCaskill. Mr. Deputy responded safety is his upmost priority for the parade.

Ms. Carty advised the Commission City Staff will again review Mr. Clark's matter to see if there is anything that was not brought to us in the past. Ms. Carty offered to meet with Mr. Clark to come this Friday. Ms. West advised the fire inspection does not have anything to do with Mr. Clark's criminal charges of grand theft.

6. CONSENT AGENDA **Motion to Approve by Commissioner Campbell. Seconded by Commissioner Borom. The Motion Passed unanimously.**

   a. ACCEPTANCE of the resignation of Caitlin Owens from the Planning Board

   b. REAPPOINT - Ed Killebrew and Earl Wallace to the Planning Board for 3-year terms

   c. RATIFICATION of Putnam County's appointment of County Commissioner Walton Pellicer to the CRA governing board

   d. ADOPT RESOLUTION 2024-R-256 revising Appendix 11 (Break Policy) of the Personnel Policy

   e. ADOPT RESOLUTION 2024-R-257 revising Section 11 (Termination Policy) of the Personnel Policy

   f. ADOPT RESOLUTION 2024-R-246 authorizing the submission of the SJRWMD Fee Reduction Application Form for Permit Applications

   g. ADOPT RESOLUTION 2024-R-247 authorizing the execution of Change Order No. 1 with Halifax Paving, Inc. for the Palatka Airport West Taxilane & Fueling Apron Project (reduction in the amount of $16,302)

   h. ADOPT RESOLUTION 2024-R-254 authorizing an extension to pay the reduced code enforcement lien (604 Bronson Street)

   i. ADOPT RESOLUTION 2024-R-249 granting a special events permit to Fishing with Jim Austin Tournament Trail February 14 - 15, 2025 at the Palatka Riverfront

   j. ADOPT RESOLUTION 2024-R-250 granting a special events permit to Fishers of Men National Tournament Trail Florida North Division for Fishers of Men Florida North Team Trail 2025 Bass Fishing Tournament January 18, 2025 at the City Docks

   k. ADOPT RESOLUTION 2024-R-251 authorizing execution of FEMA Subaward Agreement Z4854 for DR 4828 Hurricane Helene for reimbursement to the City for FEMA obligated Hurricane expenses for debris removal and emergency protective measures in an estimated amount $358,269.46

l. ADOPT RESOLUTION 2024-R-252 authorizing execution of FEMA Subaward Agreement Z4902 for DR 4834 Hurricane Milton for reimbursement to the City for FEMA obligated Hurricane expenses (unknown amount)

m. ADOPT RESOLUTION 2024-R-253 authorizing the award of a contract for engineering services with North Florida Professional Services for the City of Palatka Safe Streets Action Plan Initiative

n. ADOPT RESOLUTION 2024-R-255 authorizing the Award of ITB 2024-24 and the execution of a Contract with ER Rooter, Inc. in an amount not to exceed $135,270 for the Construction of the Hank Bryan Park Restrooms

o. ADOPT RESOLUTION 2024-R-262 authorizing the single/sole source purchase with Power & Pumps for parts and equipment for lift station #29 (Winn-Dixie) to address capacity needs in an amount not to exceed $40,510.51 using FY 24-25 capital funds

p. ADOPT RESOLUTION 2024-R-260 approve settlement in City of Palatka v. Khrobostova, 314 Emmett St.

q. ADOPT RESOLUTION 2024-R-259 - Release of Lien for 518 N. 10th Street, Palatka (Rachel Douglas-Jones)

7. REGULAR BUSINESS

a. Recess for 10 minutes at 7:30 PM.

b. DISCUSSION/DIRECTION - American Rescue Plan Act (ARPA) funds

Ms. Carty asked the Commission to take action to encumber funds (not award) as the City must encumber any ARPA funds that have not been spent. We have encumbered $111,000. We have a remaining $1,517,000 that we will encumber before December 31. Ms. Carty asked for input on the suggestions in the draft: 1) In other public health services, we encumbered MedEx. 2) In Housing/Homeless we have $50,000 and encumber for Putnam County Caring Coalition, Bread of Life, Heart of Putnam, Christian Service Center, and New Creation. 3) For housing assistance, we have $490,115 we have St. Johns Housing Partnership. 4) For emotional and mental health, we have SMA Healthcare Mental. 5) Education Assistance: St. Johns River State College and Police Athletic League. She advised we also have earmarked: DW Transmission Palm to Moseley $170,000; GIS Palatka Heights, completed; Lead and Copper (almost completed) $160,000; Provision of Government Services (Sports Complex); Vacant Property Purchases and Abatement (we do not have vendors but we are doing this through our Code Enforcement division); Road Maintenance at $114,000 is for CHW, Halifax Paving, and PNS Paving. Discussion commenced regarding road resurfacing.

There was a request from Calvary Missionary Baptist Church for $35,000 from ARPA for public health and $15,000 from mental health. Ms. Carty advised she will meet with their representatives again.

Motion to allow Staff to encumber the line items that are presented with the ability to come back with vendors by Commissioner Campbell. Seconded by Commissioner Jones. The Motion Passed unanimously.

i) Putnam County Caring Coalition, Inc. request for funding to maintain public toilets and staff temporary space

Cindy Marvin presented Georgia Mitchell to present the proposal from Putnam County Caring Coalition. Ms. Mitchell asked for $25,000 for a temporary location. They intend to find a more permanent location. Presently they are located at the First Presbyterian Church and provide services from 7:00 PM – 7:00 AM. There is a handshake agreement between them and the First Presbyterian Church. They do not pay rent, utilities, or administration. They have operational costs.

c. REPORT Supervisor of Elections - Official Election Results

The Clerk read the official election results for the City of Palatka Commissioners, Group 1 and 3.

For City of Palatka Commissioner, Group 1, the whole number of votes cast was 3,419 of which:
Annie Henderson Davis received 2,244 votes
Allegra Kitchens received 1,175 votes

For City of Palatka Commissioner, Group 3, the whole number of votes cast was 3,494 of which:
Willie Jones received 1,961 votes
Elizabeth Van Rensburg received 1,533 votes

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

d. REQUEST - Episcopal Children's Services request for $3,000 for grant match for school readiness program.

Brittany Spangler with Episcopal Children's Services presented a request for $3,000 grant match for a school readiness program. Commissioner Campbell has offered to give from his own funding. Ms. Carty indicated that there can be other funding sources besides Commission special event funding.
Commissioner Borom suggested adding a line item to each fiscal year's budget to continue the donation in future years.

Motion to allocate $3,000 for grant matching and Staff to provide the appropriate funding source by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

e. REQUEST - Blue Crab Productions' request for sponsorship for New Year's Celebration, December 31, 2024
RESOLUTION 2024-R-261

Ms. Hewes from Blue Crab Productions presented a request that the City partner with Blue Crab Productions to sponsor the New Year's Celebration on December 31, 2024. They are requesting a $5,000, however Ms. Hewes advised the Interim City Manager recommended $2,500 during their discussions. The Mayor and Commissioner Campbell advised they are willing to donate from their Commissioner Special Events funding if the City does not fund as a whole. Commissioner Jones spoke of using special event funds because the City is not putting on an event. The Interim City Manager advised the City has a line item in the Community Affairs budget for Special Events.

Motion to fund $2,500 from the City's special event line by Commissioner Jones. Seconded by Commissioner Campbell. The Motion Passed unanimously.

The Clerk read: A RESOLUTION OF THE CITY OF PALATKA AUTHORIZING THE EXPENDITURE OF COMMISSION SPECIAL EVENT FUNDS FOR BLUE CRAB PRODUCTIONS NEW YEAR'S CELEBRATION ON DECEMBER 31, 2024; AND PROVIDING FOR SCRIVENER'S ERRORS

Motion to deny Resolution 2024-R-261 by Commissioner Campbell. Seconded by Commissioner McCaskill. Motion Passed unanimously.

f. DISCUSSION/DIRECTION - Lease Agreements at Jenkins Community Center

Mr. Cutwright spoke regarding Episcopal Children's Services request to his office to rent three offices and share the conference room at the Jenkins Community Center.
Episcopal Childrens Services is asking for 3 offices, the amount suggested by Staff is $1200 per month.

Discussion commenced. Commissioner Jones spoke regarding the importance of getting rental agreement pricing correct. He asked for the City's survey on fair market leases. He feels fair market for a least is $15 per sq. ft. Commissioner Campbell asked for the spaces available, square footage, recommendation in regards to square footage, giving the commission the opportunity to give their option for square footage. Commissioner Campbell recommended this being on the agenda with the back up information or workshopped. He indicated there are several individuals and businesses that would like to be housed at this facility. Commissioner Borom expressed he does not want to lock tenants into market rate rent, as the services being provided by the organizations, such as the Social Security Administration, are needed and not provided by the City. He expressed support for a workshop.

8. COMMISSIONER COMMENTS Commissioner Campbell apologized to (County) Commissioner Pellicer that Ordinance 2024-16 to rezone 110 S SR 19 was not on the agenda today. When he had spoken with Commissioner Pellicer, he had thought the December 18th agenda would mirror the December 12th agenda. Mr. Pellicer advised the delay has caused him a 5 week delay in the project. Commissioner Campbell expressed a Special Called meeting should have covered all topics that were on the agenda

   Commissioner Borom thanked the Commission for putting up with his absence at the last meeting as he intended the quarterly meeting of the Florida Municipal Insurance Trust.

   Ms. Carty advised she and the Mayor streamlined the agenda. The Mayor advised they took items off of the agenda so that they did not keep everyone late for a special called meeting.

   Commissioner McCaskill advised she has been advised that contract negotiations with Terrill Hill are "dead" and asked what the meaning of that is. The City Attorney replied Human Resources provided an offer, Mr. Hill submitted a counter offer, which was basically a rejection of the offer that was made. The Commission liaison for negotiation, Commissioner Jones, advised Mrs. Jones provided an offer that all of the Commission agreed to. He advised when the number was rejected, he had not been authorized to negotiate, so the contract was dead.

   Motion to add discussion of this as an emergency item to the agenda by Commissioner McCaskill. Motion died for lack of a second.

9. ADJOURN **Motion to adjourn at 6:52 PM by Commissioner Campbell. Seconded by Commissioner Jones. The Motion Passed unanimously.**

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