

BOARD MEMBERS:
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR
JANE WEST, ESQ.
CITY ATTORNEY



AGENDA
CHARTER REVIEW COMMITTEE MEETING
February 24, 2025 at 4:00 PM

I. CALL TO ORDER

II. APPROVAL OF MINUTES

- a. January 13, 2025
- b. January 21, 2025 Special Called Meeting

III. REPORTS

- a. Putnam County Supervisor of Election Polling Location Agreement

IV. RECAP

- a. Recap on Elections, Article 4

V. REGULAR BUSINESS

- a. Mayor Pro Tem
- b. Subpart B Article II Palatka Gas Authority
 - i. Section 151 Definitions
 - ii. Section 152 Created; established; composition
 - iii. Section 153 Appointment and terms of members
 - iv. Section 154 Qualifications of members; forfeiture of office for designated causes; filling of vacancies resulting from disqualification.
 - v. Section 155 City manager ex-officio member without voting privileges; reports to commission.
 - vi. Section 156 Annual organizational meeting; election of officers
 - vii. Section 157 Appointment of new members; filling vacancies; compensation of members.
 - viii. Section 158 Removal of members; procedure for appeal of removal to board of arbitrators; selection of board
 - ix. Section 159 Regular and special meetings
 - x. Section 160 Quorum for meetings; presiding officer
 - xi. Section 161 Minutes of meetings required; meetings and records public.
 - xii. Section 162 Rules of procedure; resolutions adopting rules or regulations to be written; vote required for adoption of rules or regulations and establishing rates.

- xiii. Section 163 Powers of the authority
- xiv. Section 164 General manager—Appointment
- xv. Section 165 Same—Powers and duties
- xvi. Section 166 Administration and application of revenues
- xvii. Section 167 Expenditures in connection with gas system or systems to be made solely from revenues thereof.
- xviii. Section 168 Reports
- xix. Section 169 Act not to deprive the city of existing powers
- xx. Section 170 The city may supplement provisions by ordinance or resolution.
- xxi. Section 171 Act not to prejudice revenue certificates

VI. PUBLIC COMMENTS

VII. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

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KAREN HAYES, MMC
CITY CLERK



**MINUTES
CITY OF PALATKA
January 13, 2025**

I. CALL TO ORDER The meeting was called to order by Mr. Terrill Hill at 4:00 p.m.

a. Special Called Meeting Notice

b. Roll Call

Members: Terrel Hill, Thomas Dolan, Allegra Kitchens, James Norwood, Tiffany Parker, Leigh Rion, Matthew Schuler, Audrey Wise, and Annie Svetlik were present. Jeremy Davis and Teresa Jackson were excused.

City Staff: City Clerk Karen Hayes was present. City Attorney Jane West was present via Zoom.

c. Approval of Minutes of November 20, 2024 meeting

James Norwood moved to approve the minutes. Allegra Kitchen seconded the motion which passed all ayes.

II. PUBLIC COMMENTS No public comment.

a. General Public Comment - (Public Comment is limited to 3 minutes. No action taken on items.)

No public comments.

III. REPORTS

a. Subcommittee comments

Ms. West she had nothing to report from the Florida League of Cities.

i. Fact-finding subcommittee to address the qualifications to run for office - Ms. Rion, Ms. Jackson, Mr. Hill, and Ms. Svetlik

1. Fact-finding subcommittee to address the qualifications to run for office - Ms. Rion, Ms. Jackson, Mr. Hill, and Ms. Svetlik

Mr. Hill stated the meeting commenced on December 17, 2024, at 4:11 p.m. The subcommittee discussed the definition of a qualified elector and the definition of the elector that should be in the Charter. The subcommittee also discussed the elector should live in the city limits. After discussion about the canvassing board, there was a motion made to schedule an appointment with the Supervisor of Elections Charles Overturf.

Motion: Mr. Norwood moved to schedule a time certain to be within the next couple of weeks for a meeting with the Supervisor of Elections office and to table this item until such time. Mr. Dolan seconded the motion which passed all ayes.

IV. REGULAR BUSINESS

a. Recommendations regarding Charter Article II - City Commission

Recommendations regarding Charter Article II - City Commission

- i. Continuation of Discussion of Article II - Sec. 24, not limited to but including discussions:
Sec. 24. - Discussion - Lead time and location

Continuation of Discussion of Article II - Sec. 24, not limited to but including discussions:

Newly elected, time designated for assuming office, regular meetings.

Vote: Mr. Norwood moved to have it state "the newly elected official shall take office at least fourteen (14) days after the results of the election have been certified. Ms. Wise seconded the motion. After discussion and the motion being amended." Mr. Norwood and Ms. Wise removed their first and second motion.

Mr. Norwood moved to have it state "newly elected commissioners/mayor will assume office at the first regally scheduled city commission meeting after the election results have been certified by the supervisor of elections. Thereafter, the city commission shall meet at such time as shall be prescribed by ordinance resolution except that this shall be regularly not more than once a week." Ms. Kitchens seconded the motion.

After further discussion, Mr. Norwood and Ms. Kitchens withdrew their motion.

Mr. Dolan moved to state "newly elected commissioners/mayor should take office at the first regular city commission meeting following the official election results. Thereafter, the city commission shall meet at such time as shall be prescribed by ordinance resolution except that this shall be regularly, not more than once a week." Ms. Kitchens seconded the motion, Ms. Kitchens seconded the motion, which passed unanimously.

Sec. 24. - Discussion - Lead time and location

1. Recommendations regarding Charter Article III - City Manager, not limited to but including discussions:

- b. Recommendations regarding Charter Article III - City Manager, not limited to but including discussions:

Sec. 36 - Discussion - Appointment; qualifications; compensation

Sec. 37 - Discussion - Removal

Sec. 38. - Discussion - How to designate who is acting city manager, current organization chart, acting city manager vs. interim city manager

Sec. 39. - Discussion - Powers and duties of the City Manager

Sec. 36 - Discussion - Appointment; qualifications; compensation

This section will stay the same.

Sec. 37 - Discussion – Removal

This section will stay the same.

Sec. 38. - Discussion - How to designate who is acting city manager, current organization chart, acting city manager vs. interim city manager

Vote: Ms. Kitchens moved for it to state "by letter filed with the city clerk, the city manager shall designate a city officer or employee to exercise the powers and perform the duties of city manager during the manager's temporary absence or disability. The city commission may revoke such designation at any time and appoint another city officer or employee of the city to serve until the city manager returns." Ms. Flanders seconded the motion which the motion passed unanimously.

Sec. 39. - Discussion - Powers and duties of the City Manager

39-1 Ms. Kitchens moved for it to state, "Appoint, and when necessary, suspend or remove the police chief, fire chief, finance director, and the city clerk with the concurrence of a majority of the city commission." Ms. Wise seconded the motion which passed unanimously

39-2 This section will stay the same.

39-3 This section will stay the same.

39-4 This section will stay the same.

39-5 This section will stay the same.

39-6 This section will stay the same.

39-7 This section will stay the same.

39-8 This section will stay the same.

39-9 This section will stay the same.

39-10 This section will stay the same.

39-11 This section will stay the same.

39-12 This section will stay the same.

39-13 Ms. Kitchens moved to have it state "To act as a purchasing agent for the city. In the capacity of purchasing agent, he shall sell all property that has become unfit for use by the city or that has been declared surplus by the city commission. All such purchases and sales shall be made in conformity to city, state, and federal law as they apply. Ms. Wise seconded the motion which passed unanimously."

c. Recommendations regarding Charter Article IV - Elections

Recommendations regarding Charter Article IV - Elections

Mr. Schuler motioned to table this to the next meeting. Ms. Kitchens seconded the motion which passed unanimously.

V. ADJOURN Ms. Kitchens moved to adjourn. Mr. Dolan seconded the motion which passed unanimously. Mr. Hill adjourned the meeting at 6:00.

a. Suggestions for next date

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MINUTES
CITY OF PALATKA
January 21, 2025

I. CALL TO ORDER Roll Call

Terrill Hill, Annie Svetlik, Matt Shuler, Tom Dolan, Jeremy Davis, Teresa Jackson, Leigh Rion, and James Norwood.

Staff: City Attorney Jane West, City Clerk Karen Hayes, MMC

Special Guest: Supervisor of Elections, Charles Overturf

II. REGULAR BUSINESS

a. Elections - Charles Overturf, Supervisor of Elections

The regular business item is to talk about the canvassing board. The Charter Review Committee would like to understand what the functionality of the canvassing board is, and how they carry out their responsibility as well.

Charles Overturf gave a brief overview about the canvassing board. He stated the Canvassing board is set up in Florida statutes. So, every election must have a canvassing board. The City of Palatka signed the contract with the elections office way before I got here, that they wanted the elections office to do your qualifying and to run the City's elections and that's when the City decided to switch the dates for the elections of Mayor/Commissioners and proceed with the County schedule. So, August and November are the primary and Election Months. As long as the city continues to do that, then the City doesn't in essence have any worries about having a canvassing board. Charles Overturf explained the DSDE9 form to be completed first and foremost and the rest of stated forms will be next.

City Attorney Jane West asked Charles Overturf about background checks and whether his office does the background checks and if Charles Overturf can walk the committee through that. Charles Overturf explained his office does not do background checks and nobody else in the state does. He also explained State gives me directive and says, Charles, the minute you start going past what is written in the law you're opening yourself up for, you know liability and scrutiny. So, the elections office stays with exactly what we are allowed to do, there is no background checks in the case that maybe you're talking about.

Mr. Hill asked Charles Overturf if the City had two documents that needed to be signed for qualifications would the elections office have them sign those documents? Charles Overturf replied yes, we would follow what the city would like for us to add to qualification papers.

Question: Do extra qualifying papers need to be set in the city charter or by ordinance?

Answer: In Florida extra qualifying papers do not need to be in the city charter, they can be established by ordinance.

III. ADJOURN James Norwood moved to adjourn. Jeremy Davis seconded the motion, which passed unanimously.

IV. PUBLIC COMMENTS

Putnam County Supervisor of Elections Polling Location Agreement

The parties to this Agreement are the Putnam County Supervisor of Elections (the "SOE") and Price Martin Community Center (the "Polling Place"), and is dated October 25, 2023.

- I. **The Polling Place agrees** to provide full access to the facility that is agreed upon by the SOE and Polling Location; which is the Price Martin Community Center. Provide to the SOE the name and telephone number of someone owning or controlling the location. This Agreement shall be for, but is not limited to, the following dates for the 2024 Election Cycle:

- ❖ Presidential Primary Election: **Tuesday, March 19, 2024**
On Site Training Date & Time: **Tuesday, February 6, 2024 – 10:00 – 12:00 PM**
- ❖ Primary Election: **Tuesday, August 20, 2024**
On Site Training Date & Time: **Wednesday, July 17, 2024 – 10:00 – 12:00 PM**
- ❖ General Election: **Tuesday, November 5, 2024**

II. **The Polling Place agrees to:**

1. Allow access to the polling area from 5:30 a.m. to approximately 9:30 p.m. on each above-scheduled Election Date. Should polling hours be extended by the Governor of Florida for any election, the Polling Place agrees to provide use of the location beyond these hours as needed to complete that election.
2. Allow voters and election workers use of the parking lot at the site of the Polling Place, and to provide as many parking spaces as possible to allow maximum parking for voters and poll workers.
3. Provide for the opening and closing of the facility: (1) election worker training classes (2) delivery and pickup of voting equipment; (3) for Election Day voting. Either a key must be provided to the SOE or an employee of the owner of the Polling Place must be made available and responsible for the opening and closing of the facility. **If this duty is given to an employee or designated contact person of the owner of the Polling Place, then that person must be available at the time and date to be decided by the SOE for both the delivery and pickup of voting equipment. Also, if this duty is given to an employee or designated contact person, then that person must be present at 5:30 a.m. to open the facility and return after the polls close at approximately 9:30 p.m. on the day of the election. Should the voting hours be extended by law or by the Governor, then these designated times could also be extended. On the day of training or delivery and pickup of equipment, that person must be present at least 30 minutes prior to the scheduled time of event. The name and phone number(s) of the employee or contact person must be provided to the SOE and the Precinct Clerk designated by the SOE at the time of this agreement. If the contact name and contact information changes at any time, the SOE must be notified immediately and in the manner set forth in Section IV. 2, below.**

Note: a key is preferred by the SOE, it makes it easier for everyone.

4. Provide access to a telephone and/or fax line that may be used on Election Day by the Precinct Clerk for communication to the SOE.

5. The Polling Place will be contacted by the SOE's contracted delivery company and/or SOE to schedule delivery and pickup of the equipment.
 6. Provide secure storage space for the delivered voting equipment in the voting room or in a secure space as close as possible to the voting room.
 7. Accommodate the required configuration of the voting room. Permit the rearrangement of any furniture in the facility, such as allowing extra tables, chairs, and/or other objects to be stored out of the way.
 8. Allow the use of tables and/or chairs, if applicable, on Election Day & Training Day.
 9. Allow the use of kitchen amenities, if applicable, to the election workers on Election Day.
 10. Allow the use of restrooms for election workers on Election Day.
 11. The Polling Place shall neither place nor provide partisan or political messages or materials at the Polling Place on Election Day, unless outside the 150-foot boundary required by law.
 12. Allow the public to campaign 150 feet or more from the building that houses the voting area, even if the area is still on Polling Place's property.
 13. Permit placement of election signage specific for the needs of the precinct at/on the location on Election Day.
 14. Permit photographs taken by Elections Officials prior to and on Election Day to be included in but not limited to, in newsletters and publications generated by the SOE and/or the Putnam County SOE web site.
 15. Allow the SOE to perform minor, temporary modifications and enhancements to the polling site to ensure complete access to voters with disabilities and to comply with the requirements of the Americans with Disabilities Act. These enhancements will be made with prior knowledge and approval of the Polling Place.
 16. Allow the SOE to hold election worker training classes at the polling location on a day and time designated prior to an election cycle.
- III. In return, the Putnam County Supervisor of SOE agrees to provide the following to the Polling Place:**
1. Provide general liability insurance in the amount of \$100,000.00 to the Polling Place for voters and SOE employees occupying the site during the Election Day.
 2. The SOE is subject to the provisions of section 768.28, Florida Statutes.
 3. Deliver and pick up voting equipment at prearranged times before and after each election or as stated.
 4. Remove all posted election signs at/on the location at the close of the polls on Election Day.
 5. Return any furniture that was moved prior to Election Day by an Elections' Official after the close of the polls.
 6. In the event that the furniture is too heavy for election workers to move, the facility staff will be responsible for the movement of the furniture.

7. Provide all supplies needed for voters on Election Day.

8. Maintain security of facility by protecting any access code(s) or key(s) provided to the Election Office by the Polling Place.

IV. The Parties agree to the following:

1. Upon the SOE's delivery of a signed agreement, the facility rental fee (if any), and the evidence of insurance, this Agreement cannot be cancelled by the Polling Place for convenience, and this Agreement shall be binding on successive owners of the Polling Place.
2. Any notices required for this Agreement shall be sent via overnight delivery or certified mail (return receipt requested) to the Polling Place at the facility address, and to the SOE at 2509 Crill Ave., Suite 900, Palatka, Florida 32177.
3. This Agreement is not assignable by the SOE.

The persons signing this Agreement are authorized to do so, on behalf of each party.

This Agreement may be signed in counterpart and via facsimile signature, the counterparts and facsimiles of which, when taken together, shall be deemed to constitute an entire and original Agreement signed, delivered, and dated on the date first set forth above:

By: _____

Printed Name: _____

Title: _____

By: _____

Charles L. Overturf III
Supervisor of Elections
Putnam County, Florida