

**CITY OF PALMETTO
CITY COMMISSION MEETING
AND CRA BOARD MEETING
April 1, 2013
7:00 PM**

Elected Officials Present

Shirley Groover Bryant, Mayor
Tambra Varnadore, Vice Mayor, Commissioner, Ward 2
Tamara Cornwell, Commissioner-at-Large 2—(Arrived at 7:02 p.m.)
Jonathan Davis, Commissioner-at-Large 1
Charles Smith, Commissioner, Ward 1
Brian Williams, Commissioner, Ward 3

Staff Present

Mark Barnebey, City Attorney
Jeff Burton, CRA Director
Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Rick Wells, Chief of Police
Amber Foley, Assistant City Clerk

Mayor Bryant called the meeting to order at 7:00 p.m., followed by a moment of silence and the Pledge of Allegiance.

Mayor Bryant presented the National Tartan Day Proclamation to Bob Greene on behalf of Todd MacClinchy, President of the South Bay Chapter of New World Celts International. National Tartan Day is April 6, 2013.

All persons intending to address City Commission were duly sworn.

Non-agenda Item Public Comment: None

1. CITY COMMISSION AGENDA APPROVAL

Motion: Commissioner Varnadore moved, Commissioner Cornwell seconded, and the motion carried 5-0 to approve the April 1, 2013 Agenda.

2. CONSENT AGENDA APPROVAL

- A. Mayor's Office
 - 1. Appoint to Code Enforcement Board
- B. City Clerk's Office
 - 1. Minutes: March 18, 2013
 - 2. Correction to March 4, 2013 Workshop Minutes
 - 3. Special Function Permit: Walk for Life 9/28/2013
 - 4. Blalock Walters Legal Billing
- C. Police Department
 - 1. Police Computer Equipment Purchase

Commissioner Cornwell removed items B.3. and C.1. from the Consent Agenda for discussion.

Motion: Commissioner Cornwell moved, Commissioner Varnadore seconded, and the motion carried 5-0 to approve the remainder of the April 1, 2013 Consent Agenda to include items 2.A.1, 2.B.1, 2, and 4.

2.B.3. Special Function Permit Walk for Life 9/28/2013

Commissioner Cornwell questioned why there was no signature on the Florida Department of Transportation (FDOT) Temporary Closing of State Road Permit. Mr. Freeman suggested approving the Special Function Permit contingent upon receiving the completed FDOT Permit.

Motion: Commissioner Cornwell moved, Commissioner Davis seconded, and the motion carried 5-0 to approve item 2.B.3. pending FDOT authorization.

2.C.1. Police Computer Equipment Purchase

Mr. Freeman stated that this is a request for approval of COBAN technology for four sergeant's cars and one CID car. As funding is received, the Police Department will be outfitting cars with the new COBAN technology until all police cars are updated.

Motion: Commissioner Cornwell moved, Commissioner Smith seconded, and the motion carried 5-0 to approve item C.1 of the Consent Agenda.

3. SELECTION OF CRA BOARD CHAIR AND VICE CHAIR

Motion: Commissioner Williams moved, Commissioner Cornwell seconded, and the motion carried 5-0 to nominate Commissioner Varnadore as CRA Board Chair.

Motion: Commissioner Cornwell moved, Commissioner Varnadore seconded, and the motion carried 5-0 to nominate Commissioner Smith as CRA Board Vice Chair.

4. 1ST PUBLIC HEARING ORDINANCE 2013-05 DOWNTOWN CORE DESIGN

AN ORDINANCE OF THE CITY COMMISSION FOR THE CITY OF PALMETTO, FLORIDA, AMENDING CODE OF ORDINANCES, ZONING CODE, TO PROVIDE FOR REVISIONS TO THE ADMINISTRATIVE INTERPRETATION AND PROCEDURES, AMENDING AND CLARIFYING THE DOWNTOWN CORE DESIGN GUIDELINES; AMENDING THE GOVERNMENTAL SIGN REGULATIONS; AMENDING THE AREAS AFFECTED BY THE GUIDELINES; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Bryant opened the public hearing.

Attorney Barnebey explained that additional changes to the Downtown Core Design Guidelines will be forthcoming, some interim steps that he recommends be taken immediately are:

- Change the name from "Guidelines" to "Code" for further clarification.
- With this revision, an applicant can request that an alternative for all requirements be approved by Commission at a hearing in the event the applicant does not agree with the Planning and Zoning Board's decision.

The Planning and Zoning Board met and discussed this issue on March 21, 2013 and recommended leaving the existing boundary of the Downtown Design Guidelines as US 41/US 301. Staff recommends retaining the existing boundaries for the present time.

Mayor Bryant closed the public hearing after no public comment.

Commissioner Varnadore does not agree with amending the Downtown Design Guidelines to allow electronic message signs for governmentally owned information signs.

Attorney Barnebey stated that the primary purpose for this Zoning Code Amendment is to allow an alternative for the applicant to present their idea to Commission if they do not agree with the Planning and Zoning Board's decision.

Mayor Bryant announced that the second public hearing is scheduled for April 15, 2013 at 7:00 p.m. or as soon thereafter as same can be heard in these chambers.

Attorney Barnebey noted that, for now, he is leaving the existing boundaries in the ordinance.

Mayor Bryant thanked William Price for attending the meeting and for volunteering his time to serve on the Code Enforcement Board.

5. 1ST PUBLIC HEARING ORDINANCE 2013-02 MOBILE FOOD VENDORS AND TEMPORARY USES

AN ORDINANCE OF THE CITY COMMISSION FOR THE CITY OF PALMETTO, FLORIDA, AMENDING CODE OF ORDINANCES, ZONING CODE, TO PROVIDE FOR A DEFINITION OF MOBILE VENDORS; REVISING THE CURRENT TEMPORARY USE PERMIT CRITERIA AND ADDING CRITERIA FOR USE

AND OPERATION OF MOBILE VENDORS, INCLUDING PUSH CARTS AND TEMPORARY VENDORS; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Attorney Barnebey stated that this public hearing needs to be continued until after the Planning and Zoning Board meets this month.

Mayor Bryant opened the public hearing.

Motion: Commissioner Varnadore moved, Commissioner Williams seconded, and the motion carried 5-0 to continue the first public hearing on Ordinance 2013-02 to May 6, 2013 at 7:00 p.m. or as soon thereafter as same can be heard in these chambers.

6. TELEMETRY METER CONTRACT APPROVAL

This item was carried forward from the 4:30 p.m. workshop meeting.

Mr. Freeman stated that he is requesting approval for the equipment and installation of water meters for a total amount not-to-exceed \$1.46 million. The City is proposing to finance the cost of this project over ten years through a capital lease. Based on the increased revenue assumptions and current funding allocations for the replacement of meters, there will be no net cost to the City.

Commissioner Smith questioned if the City would be losing employees because of this installation. Mr. Freeman explained that he may reassign a person from that department, but no one will lose their job. There is currently one meter reader vacancy that Mr. Freeman is not in the process of filling. This new technology will be more efficient and allow all meters to be read within two days. Because of this, the vacant meter reader position may not need to be filled.

Commissioner Smith requested residents be educated on the new meters.

Discussion ensued regarding the cost of the equipment and the installation of the meters. Mr. Freeman explained the itemized list of the cost for installation and materials. A copy of this list is attached to and made a part of these minutes.

Attorney Barnebey stated he has not reviewed the contract and would like the motion to be approved contingent upon his review.

Motion: Commissioner Cornwell moved, Commissioner Smith seconded the motion to approve and award the sole source purchase of AMR water meters in the amount of \$1,140,275 to Sunstate Meter and Supply and to Utility Metering Solutions for the installation of AMR meters in the amount of \$319,725 via the Panama City piggyback contract for a total cost not-to-exceed \$1,460,000.

Mayor Bryant suggested modifying the motion to include "subject to attorney review."

Commissioner Cornwell modified the motion on the floor to add "subject to attorney review", Commissioner Smith seconded the modified motion, and the motion carried 5-0.

Mayor Bryant recessed the City Commission meeting at 8:04 p.m. to open the April 1, 2013 CRA Board meeting.

Mayor Bryant reconvened the City Commission meeting at 8:50 p.m.

7. BASEBALL FIELD UPDATE

Commissioner Smith questioned why there was no mention of the City of Palmetto on the sign at Blackstone Park. Attorney Barnebey stated that he believes that the City of Palmetto will be acknowledged on the final sign to be built upon completion of the project.

8. ASR WELL UPDATE

None

9. DEPARTMENT HEADS' COMMENTS

Mr. Freeman—Thanked Commission for their support of the telemetry meter contract.

Attorney Barnebey—Advised that he has met with one of the newly appointed CRA Advisory Board members to educate them on the Sunshine Law.

Mr. Burton—Informed Commission that there are some CRA Board training courses coming up. He asked that if anyone is interested in attending to please let him know.

Mr. Freeman updated Commission on the check register requests made by Ms. Hunter at the last meeting. He advised that he emailed her the requested information regarding the fitness center employee pay deduction, the purchase of cemetery plots that were bought from an owner and then sold, the Wyndham Hotel stay for an employee to attend a conference in Orlando, and the purchase of books about Palmetto used for marketing.

10. MAYOR'S REPORT

Mayor Bryant announced that National Day of Prayer will be on May 2, 2013 at 9:00 a.m. at the Palmetto Historical Park.

11. COMMISSIONERS' COMMENTS

Commissioner Williams—Wished Allen Tusing a happy birthday.

Commissioner Varnadore—Requested a workshop be held regarding the Downtown Commercial Core Redevelopment incentives.

Mr. Burton informed Commission that he is working on having someone come and discuss different options of signs other than electronic.

Commissioner Cornwell—Wished Allen Tusing a happy birthday.

Commissioner Davis—Congratulated Allen on another birthday.

Thanked Hernando Desoto for putting together a wonderful children's parade.

Commissioner Smith—Discussed his trip to Washington D.C. with Manasota League of Cities. Several topics were discussed including tax exemptions, municipal bonds, and the collection of taxes for the internet.

Commissioner Williams discussed his recent attendance at the MPO meeting. They discussed the PD&E study for the 301/41 corridor. The PD&E funding expires in 2016. The County is requesting a feasibility study be performed on this corridor.

Mayor Bryant adjourned the meeting at 9:09 p.m.

Minutes approved: April 15, 2013

James R. Freeman

James R. Freeman
City Clerk