

**Palmetto City Commission**  
**January 10, 2005 - 4:00 P.M.**

**Elected Officials Present:**

Larry Bustle, Mayor  
Tamara Cornwell, Vice Mayor  
Commissioner Eric Ball  
Commissioner Mary Lancaster  
Commissioner Tambra Varnadore  
Commissioner Brian Williams

**Staff and Others Present:**

J.E. Free, Jr., City Clerk  
Captain Clyde Hedrick  
Chris Lukowiak, Public Works Director  
Michele Hall, City Attorney  
Deanna Roberts, Administrative Assistant

Mayor Bustle called the meeting to order at 4:03 p.m. The meeting began with a moment of silence for military personnel serving abroad and the pledge to the flag.

**1. APPROVAL OF WORKSHOP AGENDA**

**MOTION: Commissioner Cornwell moved and Commissioner Lancaster seconded a motion to approve the January 10, 2005, agenda.**

Discussion: Commissioner Ball asked if the commission wanted to add to the agenda a discussion of the December 20, 2004, minutes that stated the newly appointed department heads terms would end with the November 2008 election. Mr. Ball said that essentially a newly elected mayor would have no department heads and there needs to be a transition period. He thinks the minutes do not reflect the intent of their discussion at that meeting. Rather than correct the minutes, or continue the discussion, Mayor Bustle will direct staff to look at this and bring a suggested resolution to a later meeting.

**Mayor Bustle called for a vote on the motion, and the vote was unanimous to approve the January 10, 2005, agenda.**

Chris Lukowiak asked to change the agenda in order to honor Lupe Cantu, Public Works Employee of the Year, at the 4:00 p.m. meeting instead of 7:00 p.m. as Public Works employees were already present and wouldn't have to return. He said Public Works has named an Employee of the Month this past year and those twelve employees voted on the Employee of the Year, choosing Lupe Cantu. Geoff Seger praised Ms. Cantu's job performance at the Parks and Recreation Department and she was presented with an award naming her 2004 Employee of the Year.

**2. GREAT PALMETTO CLEANUP AND MULTICULTURAL PICNIC**

Geoff Seger, Parks and Recreation Supervisor, gave a PowerPoint presentation on the upcoming Great Palmetto Cleanup. Each year, Palmetto, in conjunction with Keep Manatee Beautiful, holds the Great Palmetto Cleanup. As many as two hundred volunteers from all walks of life and backgrounds help pick up litter. This year, Mr. Seger proposes to thank the volunteers with a picnic. The city has budgeted \$1,500 for a multicultural event. That could easily be combined with the cleanup. The city would provide free hot dogs and hamburgers. Vendors with different ethnic foods could set up at no cost to provide reasonably priced sides and desserts. Music may be provided by bands or local school groups.

Mayor Bustle said it was a good idea and he supported it 100%. Commissioner Ball said it gives volunteers a chance to see all the others who are committed to the same cause and thought it was a good idea. Commissioner Williams is concerned that \$1,500 may not be enough and suggested CRA as a resource. He would like to see this made permanent in the budget.

There was a consensus of the commission to have Mr. Seger proceed and return with all details and projected costs. This year's event will be Saturday, April 16, 2005.

### **3. VEOLIA WATER NORTH AMERICA OPERATING SERVICES AGREEMENT FOR WASTEWATER TREATMENT FACILITY OPERATIONS**

Chris Lukowiak said the Veolia Water contract will expire January 31, 2005, and he would like to extend the contract.

Commissioner Ball asked for a recap of existing "issues" and wanted to know if they had been resolved. Attorney Michele Hall said Chris thought it would be appropriate to have an audit on a yearly basis. Veolia preferred to call it an evaluation and agreed to split the cost with the city and choose a company mutually acceptable to both. Also, Veolia had wanted the city to waive claims for consequential damages. The city prevailed. There will be a cap, but no waiver.

Mr. Williams said the proposed budget did not reflect money set aside for odor control. Mr. Tusing advised him nothing had been budgeted for that in this fiscal year. Mr. Williams said complaints from the mobile home park had increased, but they have to realize the treatment plant was there before the mobile home park. The odor is not that much of a problem except for a limited period of time during the winter months so that it wouldn't be cost effective to sink large amounts of money into the problem.

Chris Lukowiak said he and Don Patterson are looking at solutions that he will be presenting to the Mayor shortly. A discussion ensued over problems and solutions. Mr. Patterson said a possible solution, the Ennix Bug System, had proved disappointing. Mr. Lukowiak said once the city no longer needs to discharge into the bay, the problem can be looked at with a less costly solution. Until then, it's a matter of patience.

Commissioner Lancaster agreed with Mr. Williams that the city should not spend large sums of money on a solution for such a short period of time until there was much more discussion by Commission.

In answer to Commissioner Varnadore's question on the June 1, deadline for projected expenses, Mr. Tusing explained that Section 2.10 on page four of the contract is new. Veolia has always given costs to the city in a timely manner without the deadline written into the contract, but Public Works decided it was time to include that stipulation. Veolia will give the city a list of capital needs and cost estimates for the wastewater treatment facility and lift stations by June 1, of each year. She asked that Public Works contact Veolia in late March to remind them, so the city has no surprises when planning the budget. Mr. Lukowiak will see that it's done.

Regarding Mrs. Varnadore and Mr. William's question about the length of the contract (Section 7.1, page 9), Chris Lukowiak said it is for four years with renewals for up to a total of ten years (three two-year renewals). Attorney Michele Hall said if the evaluation shows inadequate service, the city has a way out of the contract. Chris Lukowiak said at some point the city may want to take over the treatment plant, so at the end of the four years the city can either take it over or renew the contract for two years.

There was a consensus of commission to carry this forward to the 7:00 p.m. meeting for a vote.

### **4. CITY COMMISSION ADMINISTRATIVE POLICIES – Jim Free, City Clerk**

The clerk's office is reviewing existing administrative policies. Recommendations are being made and the policy will be set up in an organized manner with a numbering system.

**Grants Administration Policy** – No changes recommended.

**Information Distribution Policy** - Mr. Williams requested that point #2 on this policy be amended to read "...or any information in addition deemed necessary by the mayor such as invitations, etc. " Also, he requested adding to point #4 "...or physical damage to property exceeding \$10,000." He said in the past police cruisers have been demolished and commission has not been advised for months. Mr. Free will add that language.

Mrs. Lancaster asked about the term "in a timely manner." She hopes that it will not just be written on paper, but that commission will be apprised of situations before the public is made aware and asks questions.

Commissioner Eric Ball asked to add "or ceremonial meetings" to point #1.

Commissioner Cornwell said overnight travel should state that seminars should be scheduled so that local is preferable, in order to avoid hotel costs to the city. Mayor Bustle said that this will be addressed under the Travel and Per Diem Policy. Mr. Williams requested that the City Council Policy on Overnight Trips, recommended for deletion, also be addressed under the Travel and Per Diem Policy. Mr. Free assured him it would be.

**Public Works Protective Equipment Policy** - This will be deleted and added to Public Works internal policy. Mr. Williams wanted to be sure commission was advised of any changes to that policy, especially if employees were approved for additional shoes, for instance. Mr. Free said that would be a budgeting issue and commission would be made aware of it in budget discussions.

**Board Appointments** - Mr. Ball questioned if family members of commission members can be on standing committees. The policy seemed to imply that they could not. The mayor said he believes the attorney has issued an opinion on that. Mr. Ball said he would take his word for it and Michele Hall will not look into it further.

**Procedure for Approval of Invoices from Consultants** – No discussion.

**Commission Meetings** – This policy is recommended for deletion because the policy has changed and is in the new city charter.

Mrs. Varnadore said that two of the 2005 meetings are scheduled on federal holidays: Columbus Day and President's Day. Mrs. Cornwell said that even though they are not holidays in the City of Palmetto, a lot of places will be closed and it might not be advantageous for the city to have meetings then. She said when planning the meetings, if a scheduled day falls on a holiday, it could be changed. The Mayor suggested having the clerk's office review and bring forward a proposal to change the dates of the President's Day and Columbus Day meetings.

**Electronic Mail Policy** - Mr. Williams would like to add a policy for auditing internet use. The city has the ability, but no policy, and it's not being done.

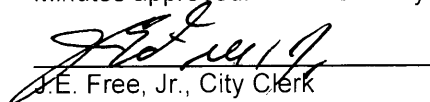
**The Anti-Displacement and Relocation Policy:** Brian Williams wanted to make sure this was only tied to CDBG's or other federal funding. Mr. Free said the policy was written for, and tied to, any federal grants. The policy was adopted in March, 2004. Since it is so new, it will remain as is.

**Public Works "Storm Team" On-Call Policy**

Mr. Free stated there have been no changes since it was adopted in June, 2004. Mayor Bustle said leave as is.

Meeting adjourned at 5:10 p.m.

Minutes approved: February 7, 2005

  
J.E. Free, Jr., City Clerk