

**CITY OF PALMETTO
CITY COMMISSION WORKSHOP MEETING
December 18, 2017
4:30 PM**

Elected Officials Present:

Shirley Groover Bryant, Mayor
Brian Williams, Vice Mayor, Commissioner Ward 3
Tamara Cornwell, Commissioner-at-Large 2
Jonathan Davis, Commissioner-at-Large 1
Harold Smith, Commissioner, Ward 1—(entered at 4:32 p.m.)
Tambra Varnadore, Commissioner, Ward 2

Staff Present:

Mark Barnebey, City Attorney
Jeff Burton, CRA Director
Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Scott Tyler, Chief of Police
Amber LaRowe, Assistant City Clerk

Mayor Bryant opened the meeting at 4:30 p.m.

1. ORDINANCE 2017-13 PURCHASING

Mr. Freeman discussed the changes made to the Ordinance since the December 4th Workshop meeting. The changes are also outlined in the attachment to the agenda. Mr. Freeman questioned the advertising language for the surplus of over \$1,000 or more as written and would like further clarification as it relates to advertising both online and in a newspaper. Commissioner Cornwell prefers the discretion to advertise in one or both left up to the Department Head and what is allowable by law. The language in this section seems to indicate that both online and newspaper advertisement has to occur. Discussion ensued on this section and it was decided that a link to the surplus public auction site would be provided on the City's website as well as on the gateway electronic sign when an auction is to take place. The notice on the sign and website would be advertised for at least seven calendar days. The requirement to advertise in newspaper and to post online for tangible property over \$1,000 was eliminated.

Commissioner Varnadore discussed Section 2-56c regarding attorney review for contracts. Discussion ensued amongst staff and Commission regarding how contracts/agreements are reviewed for amounts ranging from \$10,000 to \$100,000. It was decided that all service contracts and agreements for amounts of \$10,000 to \$100,000 will be reviewed by the City Attorney. All contracts and agreements for materials that have amounts of \$10,000 to \$100,000 may be reviewed if requested by the Mayor or Department Head.

2. HISTORICAL PARK AGREEMENT DISCUSSION

Attorney Barnebey explained that the Agreement as attached is the current Agreement with the Historical Park and has expired. No revisions have been made to the Agreement at this time; however, staff and the Historical Park have notes on what may need revising. Attorney Barnebey is looking for input from the Commission on what changes or questions/comments they may have before revisions take place.

Commissioner Varnadore expressed her concerns on how repairs are communicated between the City and the Park and how timely they are done. On page 3 it indicates that the requests are made in writing. She would like to make sure that communication is being done properly.

Colonel Dick Pack, Treasurer for the Historical Commission, gave a brief history on the development of the current agreement. He referred to some changes he would like to see which include removing the second “whereas” from the first whereas clause, changing the name from “Kindergarten Building” to “Schoolhouse”, and language in the Agreement that reflects that three of the Historical Park’s annual functions will be advertised, at no cost, on the City’s gateway sign. He opined that all Historical Park functions are open to the public free of charge and should be advertised at no cost on the City’s gateway sign. He also included language in the Agreement to acknowledge that a percentage of the fees for rental of the Park facilities will be retained by the Historical Park for repairs as needed. He indicated that the Agriculture Museum requested a minor change to the paragraph that pertains to them; this language will be provided to the Commission.

Attorney Barnebey will make redline changes to the Agreement and bring forward to the next workshop and then the Commission meeting for approval. The Agricultural Building Lease Agreement will be provided to the Commission before tonight’s 7:00 p.m. meeting as well.

3. CODE ENFORCEMENT BOARD MAGISTRATE DISCUSSION (K. Owens)

Due to time constraints, this discussion item will be moved forward to the 7:00 p.m. City Commission meeting.

Mayor Bryant adjourned the meeting at 6:03 p.m.

Minutes approved: January 8, 2018

James R. Freeman

James R. Freeman
City Clerk