

Palmetto City Council
January 13, 2003 4:00 P.M.

Elected Officials Present

Larry Bustle, Mayor
Shirley Bryant, Vice Mayor
Tamara Cornwell, Council Member
Charlie Grace, Council Member
Mary Lancaster, Council Member
Brian Williams, Council Member

Staff and others present:

Mary Jean Forrester, Deputy City Clerk
Chief Garry Lowe, Palmetto Police Department
Mike Hickey, Public Works Director
Tanya Lukowiak, CRA Executive Director
Jim Keranen, Finance Director
Deanna Roberts, Administrative Assistant

Mayor Bustle called the meeting to order at 4:00 p.m.

Police Chief Garry Lowe gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

Citizen Comment:

Jerry Snyder, 199 Bimini Drive, Palmetto, FL, asked for clarification of unit count at the three acre parcel at the Terra Ceia Country Club. He and others have been researching documents in the Planning and Zoning Department and have been unable to find documentation that the number of units allowed was changed from ninety-three to fifty. Mr. Snyder does not want to develop a site plan for ninety units if it has, in fact, been changed to allow only fifty. He and his partner want to develop a site plan for three thirty-unit buildings and bring to council. Brian Williams said that previous site plans and permits were issued back in the '80's for ninety-three units and somewhere it changed to fifty on the Comprehensive Plan. No one can find out when or why it changed. He advised them to come before council as they need to develop a site plan, get a permit and come back before council before February 17, 2003. Mr. Williams said the onus is on the city to provide documentation of the change. This presentation is for informational purposes only. Shirley Bryant said once Item 5 (Temporary Consulting Firm to Provide City Planner Services) is discussed and decided, the first task for the temporary planner would be to look at this problem. The Mayor agreed. Mr. Snyder expressed his appreciation.

1. AGENDA APPROVAL - Mayor Bustle asked to amend the agenda to show an item 1A, to discuss a budget item overlooked during the budget process.

MOTION: Brian Williams moved to amend the agenda with the addition of Item 1A. Shirley Bryant seconded and the motion carried 5-0 to approve the January 13, 2003, agenda with the addition of Item 1A.

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1A. BUDGET AMENDMENT -Membership dues for Manasota League of Cities, Florida League of Cities, Manatee Chamber of Commerce and Tampa Bay Regional Planning Council were overlooked and not itemized in the budget process and of this date are past due with membership status being compromised. Mayor Bustle felt that continued membership in these organizations was of value to the City. Tamara Cornwell asked about accountability or how this oversight could be avoided in the future. Finance Director, Jim Keranen, addressed council and said that over time, this would occur less frequently. The prior budget did not itemize and the crossover to the new system occurred this year so that wouldn't have carried forward as a reminder. Next year it will.

MOTION: Tamara Cornwell moved to amend the budget to pay for dues for Manatee Chamber of Commerce and Manasota League of Cities out of the Miscellaneous Operating/Office Supplies not to exceed \$823.00 and to pay for dues for TBRPC and Florida League of Cities out of ADG-Mandatory Maintenance not to exceed \$2,966.00. Mrs. Lancaster seconded and the motion carried 5-0 to amend the budget.

2. APPROVAL – STATEWIDE MUTUAL AID AGREEMENT (SMAA) - Mayor Bustle asked permission to sign the SMAA explaining that it would help the City in the event of an emergency and help expedite any reimbursement.

MOTION: Shirley Bryant moved to authorize the Mayor to execute the Statewide Mutual Aid Agreement dated July 31, 2000. Mr. Williams seconded the motion and the motion carried unanimously.

3. APPROVAL-EMERGENCY PREPAREDNESS GRANT APPLICATION-Lee Jones, Palmetto Police Department. The police department is interested in applying for this grant for the purpose of funding a second dispatch station in the communications room during times of large scale emergencies. The police department would provide an in-kind match, not a cash match, by providing overseers for the installation of the equipment. The Mayor asked if there might be recurring costs. Chief Lowe said no, this only provides extra space and stations for personnel who are already on duty to work at, instead of rotating on and off the equipment.

MOTION: Tamara Cornwell moved to authorize the Mayor to execute the Emergency Preparedness Grant Application. Shirley Bryant seconded. Mary Lancaster added that if awarded, this was to be reviewed by Council for acceptance. With no further discussion, the motion carried 5-0.

Mayor Bustle interjected that the City has been asked by the Florida League of Cities to send letters to state and federal representatives requesting funding for First Responders. While Congress passed legislation last year creating the Department of Homeland Security, it did not pass any of President Bush's proposed \$3.5 billion in First Responder funding to assist state and local governments. Brian Williams said he would like to see the letter before it goes out.

4. APPROVAL – 2002 LOCAL LAW ENFORCEMENT BLOCK GRANT BUDGET- Lee Jones, Palmetto Police Department. Each year the Federal Government allocates Block Grant money to police agencies based on crime statistics. The grant requires a 10% match and must be spent on basic law enforcement functions. Mr. Jones presented the proposed budget of \$20,837.00. Tamara Cornwell said the purchases are recommended by the officers where they see a need and this grant pays for it, saving money for the City. In respect to the polygraph equipment, the Mayor said it makes sense to continue to contract it out to Manatee Co. Chief Lowe said a man had already been sent to school and certified to use this equipment. We would use this more often if we had our own and it could also be used for pre-employment screening. Mary Lancaster said with our own newer equipment it would be more efficient and faster – wouldn't have to schedule an appointment. Lee Jones said time is of the essence when

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someone is ready to talk. Brian Williams questioned why someone was sent to school for training on equipment we didn't even have. Chief Lowe said the County may get tired of us and the training allowed our officer to work their equipment. The Mayor asked where the 10% match was coming from. Lee Jones and Tanya Lukowiak explained that it is coming from existing Police Department budget allocations. These are existing expenses and can track to the same grant.

MOTION: Shirley Bryant moved to authorize the 2002 Local Law Enforcement Block Grant Budget. Brian Williams seconded and the motion carried 5-0.

5. DISCUSSION – TEMPORARY CONSULTING FIRM TO PROVIDE CITY PLANNER SERVICES
– Mayor Bustle - Because of work required involving new projects and old projects; the city needs to take steps to provide planning functions for the City. The options are to wait for the new planner, hire a temporary consultant or, as suggested by Shirley Bryant, hire Margaret Tusing temporarily. Brian Williams felt it would be a conflict of interest to have an employee of Zirkelbach, who does work within the city, provide the planning services to the city. The Mayor said Wade Trim and Zoller, Najjar have expressed an interest in providing the engineering and planning services for the City

Mayor Bustle said the standard rate is \$100-\$110 per hour for ten hours per week. Jones, Edmunds proposes to provide the services for a ten hour commitment and charge the city for only five hours at their normal rate. It may be that JEA would hire Zoller, Najjar and Wade Trim and the City can suggest that.

Brian Williams favors amending the JEA contract by letter and asking them to provide the services. Tamara Cornwell suggested checking with the attorney to make sure we can expand the JEA contract in a state of emergency and still have them be part of the bid process.

MOTION: Shirley Bryant said we need to move forward and phrase a motion to authorize the Mayor to solve emergency requirements in the most economical way. Tamara Cornwell seconded the motion. The motion carried unanimously.

Tamara Cornwell: "The most cost effective legal actions that we can move forward with would be those that all of would choose." Mayor Bustle: "To solve an emergency requirement, right"?

MOTION: Shirley Bryant: "We have to declare that basically it is an emergency and in the best interests of the City to move forward and to negotiate and authorize the Mayor to put in place the most economical path for us. I'll make that a motion." Tamara Cornwell seconded and the motion carried unanimously.

The Mayor said if it turns out that the only feasible thing to do is to go with Zoller, Najjar, we have to rely on their professionalism to avoid a conflict of interest. Mayor: "What I hear Council saying is that JEA may be the most cost effective way to do this."

It was decided by Council to address the CIP team separately when the new person comes on board.

MOTION: Brian Williams: "Based on Section 2-59 of the City Administration Codes, we declare an emergency due to the lack of a planner and authorize the Mayor to move forward with procuring of planner consulting services." The motion was seconded by Tamara Cornwell.

Mayor: "A motion has been made and seconded to effectively declare an emergency and allow the Mayor to solve the problem of the planning services for the City of Palmetto." With no further discussion, the motion carried unanimously.

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6. DEPARTMENT HEADS COMMENTS

Mike Hickey, Public Works Director

Commended Public Works staff for the work done on the fair booth. The booth looks great and is cheerful and colorful.

Reported that the B-3 project is ten days behind because of rain days. Rain days allow more than one day to restore the project to pre-rain conditions. The due date was February 14, but now may be February 28.

Water at Tropic Isles was off today (January 13) from 10:00 a.m. until 12:45 p.m. while the contractor put in water pipes. Unfortunately, not everyone was notified that the water would be off.

Stated that to get organized and lay the groundwork for the CIP, the Finance Director, the Grants Coordinator and he will be getting together on Thursday (January 16).

A \$7,000 purchase for dumpsters is on hold until the budget for this item is moved from Capital Improvement to Operating Expenses (under Sanitation Fund) as this is an expendable item.

MOTION: Brian Williams moved to approve the change of \$15,000 now under Capital Improvement over to expenses in Sanitation Enterprise Funds. Charlie Grace seconded and the motion carried 5-0 to approve the budget change.

Garry Lowe, Chief of Police

Reported that his assistant, Kathy Brooks, resigned January 13, 2003 and he will be working with Mrs. Forrester on getting a salary for a new administrative assistant. He will bring an advertisement for the position to Council for approval.

Mary Jean Forrester-Interim City Clerk

She had no report but wanted Council to know that we're all working together to get everything done that needs to be done.

7. MAYOR'S REPORT

Mayor Bustle stated that it occurred to him that Zoller, Najjar has a planner on their staff and since we're already in an extended contract with them, we could ask for that service under the existing contract. Their fee is \$100 per hour. He will be looking into that. Mrs. Forrester said that Mike Drapala of Zoller, Najjar has shown an interest in serving as planner for the City.

Reported that the Joint Planning Committee agreed on the same language that Council saw before. There is no veto power by the County over municipalities regarding annexation. He will get clean draft copies to Council in a week. JPC asks that the City finalize its UDZ and the interlocal agreement within six weeks. Brian Williams asked if council wanted to have a workshop to review the map. The Mayor said he is willing to do that possibly on January 27.

The first brainstorming meeting of Imagine Manatee will be January 21, at Palmetto Elementary and the Mayor encouraged council members to get the word out to ward residents so they can be part of the planning process.

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8. COUNCIL MEMBER'S COMMENTS

Mrs. Lancaster-

Expressed concern that Carr Drain is not sufficient drainage. The County is draining into this now. With a major storm and high tide, the residents would flood and lose all their belongings.

Mrs. Lancaster asked how many people actually worked on the budget and how much did the City pay for consulting services. The Mayor said Lisa Abshire was involved in much more than the budget. She helped with the software. She wanted to know if the computer system was as user friendly as we were told it was. If so, why do we continue to need all the consulting help? Jim Keranen said the crossover from the old system to the new was part of the bigger puzzle. Lisa Abshire helped with the conversion from the old to the new and with specialized training – learning how to query and extract all the many reports the new system is capable of running.

Ms. Bryant-

Reminded everyone that the fair opens Thursday, January 16. Discount coupons were made available to City Hall.

At the last meeting, the City had proposals on surveying to provide to the Supervisor of Elections office. Since that was delayed, she spoke to the Director of Land Information Systems and he provided a format of City data consistent with what Mr. Sweat's office has. It was forwarded to Public Works for review to see if it can be used and save the City money. What has been provided should work for the Supervisor of Elections office when they ask for legals. (Each time a parcel is annexed, is the legal description made contiguous with the rest of the City so that the external perimeters of the City limits are all incorporated in one legal description.) She reported that we are just waiting for word from Mr. Sweat's office to see if what her office provided will work for his use.

Ms. Cornwell –

Stated that the Martin Luther King Parade and the fair will be at the same time. The Police Dept. will have to be sure and man well. She asked Mr. Hickey if council can call potholes in as they develop. Mr. Hickey said yes. Dogs, roosters and chickens are a problem once again around the Lincoln area. Strays are a hazard to the community. Mrs. Forrester said Mr. Adams with the County will be contacted regarding this matter.

She asked if the Special Function Permit had been done for the Southeastern Guide Dogs Walkathon on March 1. Mrs. Forrester will check with Diane Ponder to make sure they meet the deadline.

She thought it would be nice if Mayor and Council send out a letter to thank employees mentioned in Mr. Hickey's memo. These were City employees who helped during the New Year's Eve storm.

Thought it important that information should be sent to Church on the Rock regarding Planning and Zoning and Council approval of child care facilities before they purchase lots for that purpose.

She stated that the City needs to come up with a job description for the City Clerk position to make sure that person is available during regular hours at City Hall. When City Hall is open the Clerk needs to be there. The Mayor said the clerk should be off doing things important to the City. She has employees to do things for her. And, if she puts in long hours, she is entitled to comp time. Brian Williams said if the job is getting done the clerk can take time off but the job must be getting done. Charlie Grace said Department Heads should be able to be away and have employees handle things. Mary Lancaster said it is the Department Heads job to make sure the work is done. If not, they need to be there.

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She wanted to know how many people come in at 7:00 a.m. Are phones answered at that hour? Mrs. Forrester will check.

Shirley Bryant wanted to know if it was worthwhile to be open at 7:00 a.m. Mrs. Forrester said the Building Department is open at 7:00 a.m.

Mr. Williams –

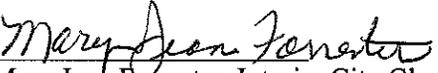
He congratulated Diane Ponder on her new granddaughter. The Mayor received a letter from the Palmetto Historical Commission to move the money from the Wedding Chapel account to the regular account. This has been done.

Mr. Grace –

Congratulated Diane Ponder on her new granddaughter.

The meeting adjourned at 6:20 p.m.

Minutes Approved: January 27, 2003


Mary Jean Forrester, Interim City Clerk