

Palmetto City Council
April 30, 2001 4: 00 PM

Elected Officials Present:

Pat Whitesel, Mayor
Shirley Groover Bryant, Vice-Mayor
Tamara Cornwell, Council Member
Donna Keefer, Council Member
Mary Lancaster, Council Member
Brian Williams, Council Member

Staff and others present:

Karen A. Conlon, City Clerk
Capt. Garry Lowe, Palmetto Police Department
Mike Hickey, Public Works Department
Mary Jean Forrester, Deputy City Clerk
Margaret Tusing, Planning and Zoning Director
Tonya Lukowiak, Grant Writer
Karen Simpson, Finance Director
Diane Ponder, Administrative Assistant

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

Mayor Whitesel announced the county is sponsoring a Neighborhood Enhancement Grant program with up to \$2,500 available in matching funds. Mrs. Lancaster will assume responsibility of this project.

Mayor Whitesel commented on the Lincoln Middle School dedication.

Mayor Whitesel introduced Mark Singer, who she will appoint as City Attorney on May 7, 2001. Mr. Singer gave a brief history of his firm Moyle, Flanigan, Katz, Raymond & Sheehan and their clients. Several Council Members expressed their desire to be able to meet with Mr. Singer before confirming his appointment.

CITY PROJECTS

Mrs. Conlon discussed the SRF Loan for storm water projects. G3 is on schedule for what is being spent and B3-Oakridge is due to go to bid in October. The city has been able to secure from the Basin Board \$90,000 in matching funds for the B2-Carr Drain project, and suggested Carr Drain should become part of the B3-Oakridge project. Funding for the D4 and D5 projects was not secured. Mrs. Conlon suggested it might be necessary to look at these projects for next year.

Mrs. Conlon suggested that to control the cost of these projects a monthly review of the project's expenditures be performed. She further stated any change order should be reviewed and approved before execution.

MOTION: Mr. Williams moved, Mrs. Keefer seconded and motion carried unanimously to include the B2-Carr Drain system and the B3-Oakridge system in the same SRF funding package and accept the \$90,000 matching grant.

Also discussed was the variance between the reported payments of the city and the engineer's reported billings. Mrs. Conlon stated staff would be auditing the city's cancelled checks for any discrepancies and requested staff be allowed to work with the engineer to resolve the variance amount, which Council granted.

Ms. Bryant discussed the previous audit of engineering costs that had been performed and questioned its accuracy given the amount of the variance. Mrs. Conlon stated the city has the option, typically at the end of the fiscal year, to verify receipt of payment from vendors involved in the projects.

7TH STREET ALIGNMENT

The alignment of 7th Street and Council's previous approval of option #9 was discussed.

MOTION: Mrs. Keefer moved, Mr. Williams seconded to rescind Council's approval of option #9.

Discussion was held concerning the possibility of a meeting between FDOT, SWIM, Riviera Dunes, Commissioner Amy Stein and Council Members concerning this issue. Riviera Dunes offered to make the arrangements for the meeting.

Mr. Williams withdrew his second to the motion on the floor.

Mayor Whitesel announced a joint City Council and Planning and Zoning Board meeting would be held at 5:15 p.m. Mayor Whitesel recessed the Council Meeting at 5:05 p.m. and also departed the meeting.

Vice-Mayor Bryant called the joint City Council and Planning and Zoning Board meeting to order at 5:15 p.m.

In addition to the elected officials, Planning and Zoning Board members Lynn Toombs, Duane Bustle, Alan Zirkelbach, Charlie Ugarte and Planning and Zoning Director Margaret Tusing were in attendance. Mayor Whitesel was absent from the meeting.

A portion of the proposed sign ordinance was discussed. It was consensus of Council to allow the Planning & Zoning Board to review the balance of the ordinance and bring the completed document, with their recommendations, back to Council for review. Council is to be notified the date of the Planning and Zoning Board meeting when the review will continue.

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Vice-Mayor Bryant adjourned the joint City Council and Planning & Zoning Board meeting at 6:15 p.m.

Vice-Mayor Bryant reconvened the City Council meeting at 6:20 p.m.

DEPARTMENT HEAD REPORTS

City Clerk Conlon

Finance Director Karen Simpson has been approved to attend the FGFOA seminar.

The city's credit card that was to be used only for hurricane emergency purchases has been cancelled. Any emergency purchases will be addressed through the new purchasing policy. The city will retain a credit card with a \$2,500 credit limit that may be used for city related expenditures. Mrs. Conlon was asked to research other municipalities to compare how elected official's personal expenses and their reimbursement is handled.

Discussion was held on blanket purchase orders and expenditures over \$500. Mrs. Conlon suggested Council request documentation on items that are not budgeted, rather than and/or in addition to, expenditures over \$500, as these types of purchases will be controlled through the purchasing policy.

Advised Council she will seek approval of the purchase of a computer, repair of a wall and fumigation for carpenter ants in her office at the next meeting. She was also instructed to look at the porch ceiling needing repair.

Captain Lowe, Palmetto Police Department

Stated all shifts will be adequately staffed during the absence of three officers attending out-of-town classes.

INDIVIDUAL COMMENTS

Ms. Cornwell

Asked staff to make Brandt Hennison of SWIM aware of meetings pertaining to the 7th Street alignment.

Advised Council that funds from WCIND may be awarded for areas that have access to the intercoastal waterway. The grant funds are 50/50 and the city's portion can be in-kind services. It was consensus of Council to research this topic.

Briefed Council on the MPO meeting, discussing the designation of business HWY 41 as a Scenic Highway. Grant funds will be available to municipalities. Also discussed was different signage available to cities such as variable message signs.

Inquired about reuse for Lincoln Middle School, which will be delayed until the county begins widening 17th Street in approximately two years.

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SWFWMD has agreed to work with Lincoln Middle School on local plantings. Requested Council's permission to allow Geoff Seger to work with SWFWMD in a very limited capacity.

Mrs. Keefer

Asked that the memo discussing annual appointments of department heads and attorney be reviewed by Council Members so it could be discussed May 7, 2001.

Requested the two-week citation report from the Police Department.

Mrs. Keefer moved, Mr. Williams seconded, and motion carried unanimously to approve the May 7, 2001 agenda with additions and deletions. Council concurred in placing a time limit of ten minutes on the Manatee School of the Arts presentation.

Requested the sign relating to cell phones be relocated on the chamber door so it would be more easily visible by everyone entering the chamber. Also requested that meetings be opened with the request to all attendees to turn off their cell phones.

Commented on the absence of a crossing guard at 8th Ave. and 7th Street. Capt. Lowe stated the guard did not report her absence.

Mrs. Lancaster

The Enterprise Zone has been awarded a Planning Grant of \$25,000, with implementation approximately 2003. Mrs. Lancaster informed Council that at this point the city would not be required to match any funds, if this becomes a necessity a presentation will be made to City Council. Mrs. Lancaster requested that the Council allow the Grants Writer to seek grants applicable to the city's housing situation in the Enterprise Zone as well as the CRA seeking grants for housing in its designated area.

Asked Mr. Hickey to provide an update on the reuse plan for the city. As liaison to Public Works, Mr. Williams discussed the future installation plans of reuse.

Discussed flower arrangements being sent on behalf of Council Members. Setting a budget for flowers and funding for town meeting was discussed. Mrs. Lancaster asked that she not be contacted in the future for any arrangements going to employees of the city, as she didn't feel the selection of recipients was done fairly.

Mr. Williams

DEP has approved the mixing zone.

Inquired the status of the Kaddatz property right-of-way issue. The city is moving forward with the vacation.

Inquired about the Creel property issue. Mr. Hickey will research and report back to Council.

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Reminded Council of the Cinco de Mayo event at Alvarez Restaurant.

Discussed correspondence from Florida of Cities regarding the Sunshine Law. This will be forwarded to the city attorney for an opinion.

The monthly report from the water treatment plant is available for review.

Ms. Bryant

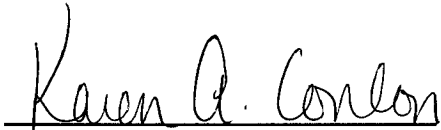
Parking is occurring on 14th Avenue at Blackstone Park when parking is provided inside the park. The situation will be researched.

Stated her belief the city should take a stand on recouping funds from the engineers on the DeLesline issue.

Stated her disappointment in not being able to appoint an attorney from the city or Manatee County.

Meeting adjourned at 8:25 p.m.

Minutes approved: May 21, 2001



**Karen A. Conlon
City Clerk**

Audio tapes of the meeting are on file in the city clerk's office.