

**Palmetto City Council
Administrative Meeting
September 21, 2000 4:00 PM**

Elected Officials Present:

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

Staff and other present:

**David Meng, City Clerk
Don Patterson, Interim Public Works Director/PSG
Mary Jean Forrester, Deputy City Clerk
Ken Bright, Chief of Police
Diane Ponder, Administrative Assistant**

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

1. SPECIAL FUNCTION PERMIT – PALMETTO HIGH SCHOOL

MOTION: Ms. Cornwell moved, Mrs. Lancaster seconded and motion carried unanimously to approve the Special Function Permit to Palmetto High School changing the parade route due to construction on 10th Avenue, West.

2. DISCUSSION – DRAFT ORDINANCE NO. 696

Discussion was held concerning the reasoning behind the proposed change in the City Council meeting schedule. The draft ordinance was reviewed, with a change made in the language in the first sentence of Section 2-26. Regular Meetings as follows:

The regular meetings of the city council in general session shall be convened on the first and third Mondays of each month, with such meetings to commence at 7:00 p.m., unless canceled or changed upon a majority vote of the city council at a regularly scheduled meeting of the city council.

It was consensus of Council the change in the meeting schedule would take effective November 1, 2000, after the advertisement and public hearing on Ordinance No. 696.

3. DISCUSSION – UTILITY ORDINANCE

Council was advised the utility ordinance draft needed to be changed as follows:

Sewer Rate Schedule: First 3,000 minimum charge per 1,000 gallons rate should read \$13.65.

Attorney Petruff stated she would advise Attorney Prather of the change. The first reading and approval for advertising will be held September 25, 2000.

Mr. Williams advised Council Larry Chulock, attorney for the CRA Board of Commissioners, had been asked to attend this meeting with City Council concerning actions that took place at the CRA Board meeting September 13, 2000. Also in attendance from the CRA were Mr. Langford, Mr. Moore and Mr. Mahoney. Mr. Williams, as liaison to the CRA, stated he had been in communication with the members of the board, director Karen Hartman and Attorney Chulock concerning events that occurred at the meeting. It was his opinion the city's counsel and the City Council needed to aware of the situation when adopting the CRA's 2000-2001 budget.

Mr. Chulock reported he had reviewed the draft of the CRA Housing Revitalization Program prior to the August 9, 2000 CRA Board meeting, advising there were items in the draft that should be addressed before reviewing and approving applications received from citizens – the criteria of the plan and the purpose of awarded funds being two major areas of concern. At the September meeting the CRA Board awarded grants to citizens totaling \$75,000, without having made the changes to the plan he had recommended.

Mrs. Lancaster voiced her concern that not all CRA Board members were in attendance and should be before the issue was addressed. She suggested the Council and the CRA Board should hold a joint meeting to discuss the issue.

Mr. Moore addressed Council concerning this issue, stating he felt the CRA Board has moved from a board working together to a board in crisis. He discussed events surrounding the Board's actions as related to the program. He stated the Board would honor the commitments to citizens that had been made and suggested that as the program moves forward, the CRA Board should be operating with a management plan rather than in a crisis mode.

Mr. Langford advised Council the \$130,000 in the CRA budget would be leveraged with the SHIP program. Mr. Williams recommended that, in conjunction with the SHIP program criteria, any liens the city has levied need to be addressed before granting funds.

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Council as a whole thanked the CRA Board and Mr. Chulock for attending the meeting and providing their opinions concerning this issue.

Citizens Robert Jones and Ruby Fobbs commented on the Housing Revitalization Program.

4. MAYOR'S REPORT

Mayor Whitesel stated she would like to receive Council's comments concerning the memo they received on the public works director. Mr. Williams stated it would help Council to know of the other candidate's qualifications.

Ms. Bryant inquired about the administrative assistant to mayor and council, asking whether the position had been posted internally. A discussion ensued concerning the combination of this position with the city clerk's administrative assistant.

Mayor Whitesel advised Council the Tomato Festival Grant had been denied. The committee for the Farm Bureau Week and Jeff Seger will coordinate the festival.

Mr. Williams inquired about the possible conflict of the Mayor participating in the interviews of the city clerk position and the purchasing director position. Mr. Williams suggested the human resource director should be included in the interview process.

Mayor Whitesel departed the meeting at 5:15 p.m.

INDIVIDUAL COMMENTS

Ms. Bryant

Ms. Bryant stated she had received complaints about the sanitary conditions at the end of the Green Bridge, together with a letter concerning the Green Bridge Bait Shop. Mr. Bozell, tenant of the Green Bridge Bait Shop, asked that a piece of railing and bushes be removed to prevent public defecation adjacent to the building. Mr. Bozell also asked permission to erect a sign on the building identifying the location. Mr. Patterson stated he and Mr. Bozell had discussed the sign issue but Mr. Patterson is not authorized to approve signage at the location. It was consensus of Council that public works inspect the site as related to the railing and bushes and report back to Council.

MOTION: Mr. Williams moved, Ms. Bryant seconded and motion carried unanimously authorizing Mayor Whitesel, as set forth in the lease to approve a sign for the Green Bridge Bait Shop that meets the city's sign ordinance regulations.

Ms. Bryant asked that a TV/VCR be available for the September 25, 2000 meeting.

Ms. Bryant asked that each meeting agenda contain an item for a voluntary report from the Department Heads. Mr. Meng suggested Council develop the criteria for the department head reports.

MOTION: Ms. Bryant moved, Mrs. Keefer seconded and motion carried unanimously that all future agendas have a report from the department heads and the city attorney.

Mr. Moore asked whether the executive director of the CRA be included in the request for a monthly report.

MOTION: Ms. Bryant moved, Mrs. Keefer seconded and motion carried unanimously that the CRA Board be contacted requesting its approval of the executive director giving Council a monthly report on the first meeting of each month.

Ms. Cornwell asked that each committee be given the opportunity to also give a report.

MOTION: Ms. Bryant moved, Mr. Williams seconded and motion carried unanimously that a letter be sent to each of the city's board stating that if they so desire they may give a report to Council on November 20, 2000.

Ms. Bryant stated it was her opinion, that unless required, department heads attending the Mayor's Business Advisory Committee meeting should be on the job when the workday started.

MOTION: Ms. Bryant moved, Mr. Williams moved and motion carried 4 to 1 that department heads, including supervisors, should be at their work place unless their presence was requested. Mrs. Lancaster voted no.

Mrs. Keefer

Mrs. Keefer stated she is going to be working on different projects and will be contacting people for help.

Mrs. Keefer reported she has received more information from citizens baring the left turn on 4th St. off of 8th Avenue, as well as the portable sign, and it has all been negative. Ms. Cornwell commented that with all the construction the city is going to be undertaking, as many pathways into the city be maintained as possible. Mr. Williams recommended Council send a letter to Steve White, President of the Mayor's Advisory Committee advising them the decision on this issue will be tabled at this time.

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Mrs. Keefer recommended that Council respond to the MPO letter concerning the city's traffic issues. Mr. Williams suggested staff should include a list of the areas within the city that should be addressed.

Mrs. Lancaster

Mrs. Lancaster thanked Mr. Patterson for his help during the recent clean up.

Mr. Williams

Mr. Williams stated he had a copy of a recent department head meeting addressing the planned construction at city hall.

MOTION: Mr. Williams moved, Ms. Bryant seconded and motion carried unanimously that any plans to improve the city need to come before Council before approval.

Mr. Williams asked where the \$100,000 to start design work on the ASR was located. Mr. Patterson advised the funds were in the 1999-2000 budget. A discussion was held on the plans for the re-use lines to Lincoln Middle. Mr. Patterson stated the I&I budget & the re-use budget totals approximately \$380,000. \$170,000 will be encumbered for the re-use line, which will be used toward in-kind services, and \$100,000 for the ASR. Mr. Meng stated the \$100,000 was encumbered and we could still borrow for this expense. Mr. Williams stated an explanation of any encumbered funds should be noted for future reference.

Mr. Williams suggested that all promotional items purchased by the city be placed in an area for public use. Mr. Williams objected to the Mayor using the articles at mobile home parks, etc. as it may ingratiate her with this segment of the population. Ms. Cornwell suggested placing the items in a storage window, donating any extra items to a worthy cause after a time certain period.

Mr. Williams discussed the interviews for the finance director, city clerk and purchasing director, asking if was appropriate for the mayor and Mrs. Forrester interviewing the applicants. Mr. Meng stated the human resource director is not involved in the actual hiring of the department head. He further stated the human resource director had training as to the appropriate questions an applicant could be asked and should be included in the interview process. A discussion was held on a possible conflict with the mayor hiring the purchasing director.

MOTION: Ms. Bryant moved, Mr. Williams seconded and motion carried 4 to 1 that interviews for the purchasing director and finance director be conducted by the department heads and the human resource director. In the instance of the city clerk department the interview be done by the deputy city clerk and human resource director. Mrs. Lancaster voted no.

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The September 25, 2000 agenda was reviewed.

MOTION: Mr. Williams moved, Mrs. Keefer seconded and motion carried unanimously to approve the agenda with the addition of the utility ordinance and the Green Bridge Bait Shop.

Mr. Williams apologized to Mrs. Lancaster for his aggressiveness in addressing certain topics.

Ms. Cornwell

Ms. Cornwell reported that signs for Keep Manatee Beautiful were down and needed to be replaced. She also commented on the construction debris in the same area.

Mr. Patterson explained the map handed out was showing where DOT would begin repairs and where streets may be closed.

Mr. Williams asked Mr. Patterson to relate to his employees their efficient manner in putting the city back after the storm. Ms. Cornwell also commented on their help after the clean up.

Meeting adjourned at 6:30 p.m.

Minutes approved: October 2, 2000


Acting City Clerk

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