

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

MINUTES
CITY OF PALATKA BUSINESS INCUBATOR WORKSHOP
September 11, 2014

Proceedings of a called Workshop meeting of the City Commission of the City of Palatka, Florida, held on the 11th day of September, 2014.

PRESENT: Mayor Vernon Myers
Commissioner Mary Lawson Brown
Commissioner Allegra Kitchens
Commissioner James Norwood, Jr.

ABSENT: Commissioner Phil Leary

Also Present: City Manager Michael J. Czymbor; City Clerk Betsy Jordan Driggers; Finance Director Matt Reynolds; Police Chief Gary Getchell; Fire Chief Mike Lambert

CALL TO ORDER: Mayor Myers called the Workshop to order at 4:00 p.m. and read the following Workshop meeting call, which was dated September 5, 2014:

TO COMMISSIONERS: MARY LAWSON BROWN, ALLEGRA KITCHENS, PHIL LEARY AND JAMES NORWOOD, Jr.:

You are hereby notified that a Workshop Meeting of the Palatka City Commission is called to be held on Thursday, September 11, 2014, at the regular meeting place of the Palatka City Commission, Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, to commence at 4:00 p.m.

The purpose of the meeting is to discuss the Business Incubator Project.

/s/ Vernon Myers
Vernon Myers, MAYOR

The following Commissioners acknowledged receipt of a copy of the foregoing notice of a workshop meeting on the 5th day of September, 2014.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Phil Leary
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Allegra Kitchens
COMMISSIONER

Commissioner Brown thanked the Commission for being receptive to bringing this program to Palatka. She asked the Commission to choose a date for the luncheon meeting proposed by Shirley Edwards.

Shirley Edwards, P.O. Box 642, Palatka, referred to her memorandum (filed) regarding the special presentation entitled "Why Palatka Needs a Business Incubator." Jackie Perry has agreed to make this presentation to the City and public. Potential partners, current and future business owners should be invited as well as the public. She proposes October 2nd or 9th. This is a lunch meeting, so they will need RSVP's so they can order sandwiches for a \$5 fee. The meeting will begin at 10:00 a.m. with a tour of the proposed Incubator site at the corner of 11th and Olive Streets. They are checking on the availability of the Ride Solutions van for transportation. At the end of the site tour they will hold the rest of the session at Price Martin Center. The Center is available on both of these days. She would like to focus on inviting existing, licensed small business owners so that they can show their wares. They want to break out into no more than four to six groups. They would be potential partners as well as the "consenting" partners who have already agreed to be part of this project. They focus is to help these small businesses move along.

Some of the small business owners she has spoken to are somewhat intimidated by the prospect, so she intends to speak to the Chamber and have them available for consultation at this meeting. Commissioner Brown said Ms. Donaldson with UNF has met with them and Jonathan Griffith and Sheryl Lynch from the SBDC, and has agreed to handle the technical aspect of the Incubator. They need to pool all resources into one building. This incubator encompasses the gamut of everything a small business owner needs. They would like to focus at first on people who have "started" a business but haven't gotten very far with it, but would like to expand it. In Jacksonville there are businesses that have "graduated" and work out of the incubator, and some were selected from a national pool to be included in a list of 500 fastest growing businesses nationally.

Commissioner Brown said no two business incubators are the same. You can choose the program that will work best for your community. They have a lot of vacant buildings downtown. People will pay a fee to come to classes and get the assistance they need from accountants and marketing consultants. This incubator may house two or three businesses, but it can spawn businesses that could be located in other commercial buildings, especially downtown. Commissioner Kitchens said the Chamber can refer individuals with potential business start-ups to this Program. Ms. Edwards said the program should provide inspiration as well as resources. At the Jacksonville Center they provide program "graduates" with incentives to locate their business within the City Limits and not move it out of the area.

Discussion ensued as to the organization of the Meet & Greet. There was consensus to start Mrs. Perry's presentation at 11:30, following the tour. Her presentation should take around 30 minutes. After lunch is served they can go into Q & A. They hope to finish by 1:00 or 1:30.

There was consensus to schedule the public workshop for Thursday, October 9. Mrs. Edwards said they will require some funding for public marketing of this meeting through local media and flyers. Mayor Myers volunteered to provide the funding for the flyers. Commissioner Brown said they would like to send formal invitations out to a list of folks. They have approached many banks and other entities. If anyone else has suggestions

as to who to invite to this Workshop meeting, please provide the name and address to Mrs. Edwards.

ADJOURN - There being no further business to discuss, the meeting was adjourned at 4:35 p.m.