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CITY of Palatka FLORIDA

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CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

JAMES A. GRIFFITH
INTERIM 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.

AGENDA CITY OF PALATKA August 10, 2015

CALL TO ORDER: Invocation, Pledge of Allegiance & Roll Call

APPROVAL OF MINUTES: June 11, 2015

PUBLIC COMMENTS - (Speakers limited to three minutes - no action taken on items)

- * 1. **DISCUSSION-** Laurel Street Development Prospect

REPORTS

2. Small Business Development Center 2ndQuarter/Annual Report – Cheryl Lynch
3. North TIF District Advisory Committee Report – Elizabeth Van Rensburg
4. South TIF District Advisory Committee Report – Larry Beaton
5. Palaka Main Street Report – Jerry Hafner

ADJOURN

*Attachment

ANY PERSON WSHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN OROER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERKS OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REOUEST ACCOMMODATIONS



COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM

SUBJECT:

DISCUSSION- Laurel Street Development Prospect

SUMMARY:

Recently 313 Laurel Street was purchased by an individual interested in redeveloping the property. Currently, the property has eight (8) multi-family units. The property owner approached the City about the use of the adjacent vacant City owned property. He was advised of the use of the property as overflow truck and trailer parking. Staff is seeking direction from the board on acceptable concepts for a combined planned unit development that achieves both the public and private programs for these two spaces and maximizes the highest best use of the properties. Please see attached a brief powerpoint presentation with information pertaining to the proposed development and existing site characteristics.

RECOMMENDED ACTION:

Staff is seeking direction from the board on acceptable concepts for a combined planned unit development to facilitate the ultimate redevelopment of this property.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Laurel Street Presentation	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	8/6/2015 - 4:47 PM



Laurel Street Development Prospect

8-4-15

Private Redevelopment Area



- 0.98 acres
- Multi-family housing (8 units)
- Residential High Density land use (up to 18 units/acre)
- Split zoning (Single and Multi-Family Residential)
- 14-17 units desired
- 1,400-1,700 sf single family with rear loading garages

Programs



PRIVATE

- 14-17 single family units
- Maximize views to the River
- Storm water and common greenspace for residents

PUBLIC

- Public overflow parking for 30-35 trucks and trailers for events
- 50-60 passenger vehicle spaces
- Paved parking (5-10 spaces) for Tilghman House Events



COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM

SUBJECT:

Small Business Development Center 2nd Quarter/Annual Report – Cheryl Lynch

SUMMARY:

The Putnam County SBDC 2nd Quarter Report is attached for your review.

RECOMMENDED ACTION:

Reports only - no action required

ATTACHMENTS:

	Description	Type
□	SBDC 2nd Quarter Report	Backup Material

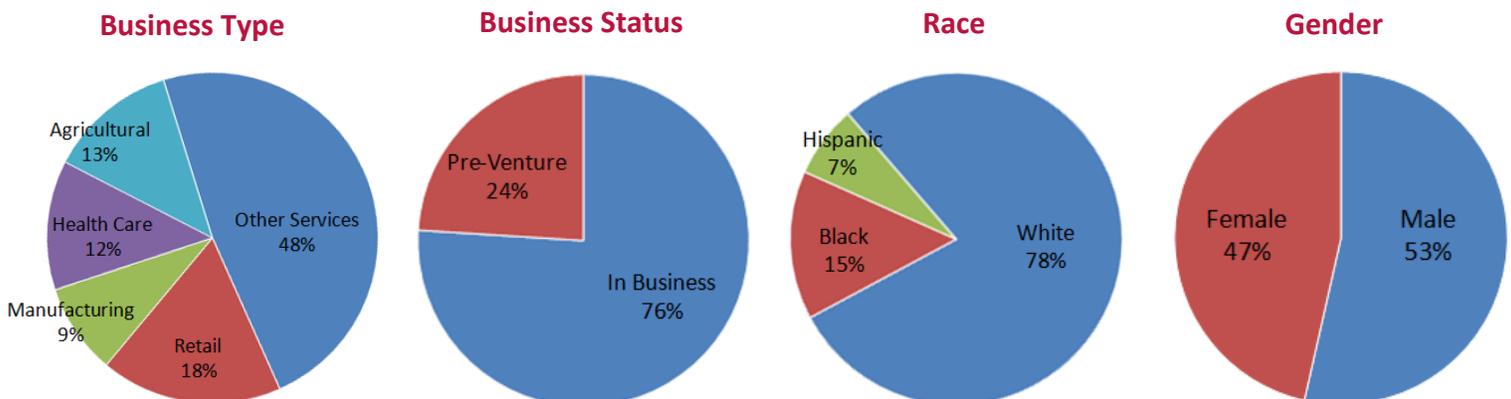
Service Delivery

	Apr. - Jun.	2015 YTD	2014 CY
Entrepreneurs Consulted	109	201	192
Total Consulting Hours	292	632	1088
Workshops & Events	1	1	4
Workshop Attendees	10	10	295
Jobs Created/Retained	7	13	8
Business Startups	1	3	20
Loans Received	\$230,000	\$230,000	\$456,000
Capital Investment	\$80,000	\$107,000	\$216,500

Quarterly Highlights

- Jeff Rawls, owner of Synergy Construction received his award for the 2015 Veteran Owned Business of the Year at the 23rd Annual Small Business Week Celebration on May 28th. Over 200 people were in attendance to honor North Florida's small business leaders, advocates and lenders.
- Two entrepreneurs from Putnam County had the opportunity to share their experiences as panelists at the Encore Entrepreneur Launchpad Workshop at the Putnam County Chamber of Commerce in June. This information helped those interested in starting a business after age 50.
- The FSBDC Network's Annual Professional Development Conference was held in this month. The conference gave SBDC consultants the opportunity to learn best practices from around the state and deepen their technical skills in order to share that knowledge with the small businesses they assist.

Client Characteristics





COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM

SUBJECT:

North TIF District Advisory Committee Report – Elizabeth Van Rensburg

SUMMARY:

RECOMMENDED ACTION:

Reports only - no action required

ATTACHMENTS:

	Description	Type
☐	April Minutes	Backup Material
☐	March Minutes	Backup Material

PHNNA Meeting
April 13, 2015
6:30 p.m.
City Hall

Present – Mandi Tucker, Annie Svetlik, Beth Campton.

Meeting called to order by President Mandi Tucker. Code Enforcement Officer Laura Jones was introduced.

Minutes – Minutes approved.

Treasurer Report – Annie gave the Treasurer’s Report. The current balance is \$5,971.65. She has been researching insurance prices. She would like to bring the quotes to the next meeting. Since she would be unable to attend the regular Monday meeting she asked if the meeting could be moved to Tuesday for the month of May. It was agreed that the meeting be moved to Tuesday.

Police Report – Office Reeves gave the report. A self-defense class will be offered. She asked that we participate in the community “Night Out” to be held the evening of August 4th. Ideas for the event will be discussed at the next meeting.

Meeting adjourned.

PHNNA Meeting
March 9, 2015
6:30 p.m.
City Hall

Present – Mandi Tucker, Coenraad van Rensburg, Annie Svetlik, Helen Muir, Beth Campton.

Meeting called to order by President Mandi Tucker.

Minutes – Motion to accept the minutes as reported made by Coenraad and seconded by Helen. Motion carried.

Treasurer Report – Annie gave the Treasurer’s Report. The current balance is \$5,843.28. A check was sent to the state for \$61.25.

Police Report – There was a broken water main last month at the corner of 4th and Olive.

Old Business

James House – Coenraad reported that the CRA Board approved the whole project and authorized the money to move the house. They are currently drafting a letter of agreement and working out all the details.

Occupation of Palatka – Funding was cut for the project and it would be too expensive to move forward without help. The Historical Society has agreed to help with the project and the church has agreed to help with food for the re-enactors. A motion was made by Annie and seconded by Helen to move forward with the project in conjunction with the Historical Society and the church. Motion carried.

New Business

Spring Social - Anyone interested in hosting the social should contact Mandi.

Dues – A dues reminder will go out next month.

Park Fence – The fence along the park was removed by the city to use at a different location. The fence has to be replaced because of the play area. Coenraad suggested that it would be a good time to suggest a fence more appropriate to the historic district. He said he would discuss the matter with the city.

National Night Out – August 4th is National Night Out and PHNNA may want to consider participating. Suggestions should be made at the next meeting.

Adjourn - Motion to adjourn was made by Helen and seconded by Coenraad. Meeting adjourned at 7:05 p.m.



COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM

SUBJECT:

South TIF District Advisory Committee Report – Larry Beaton

SUMMARY:

RECOMMENDED ACTION:

Reports only - no action required

ATTACHMENTS:

	Description	Type
☐	April SHNA Minutes	Backup Material
☐	May SHNA Minutes	Backup Material

April 20th, 2015

#11 – April 2015 Meeting Minutes:

Call to Order: 6:10 PM by President, Michael Gagnon; March, 2015 Minutes read by the secretary Vito Russo and approved as read; no financial report available.

Meeting Discussions:

Officer Reeves and Code enforcement officer Laura Jones attended SHNA's April meeting. Jonathan Griffith was scheduled to attend, but was unable because of a scheduling conflict with a city recreational service workshop.

SHNA briefly discussed the issue of speeding on River Street. SHNA believed the \$19,000 Passero Associates engineering study is too expensive and unnecessary. Officer Reeves indicated Sgt. Tobey Williams possesses enough traffic volume data for River Street to determine an effective solution to slow traffic. Two particular solutions were discussed, round-a-bouts and speed tables. Speed tables appeared to be the best solution due to the large bike paths on either side of River Street allowing vehicles to circumvent and minimize the effectiveness of round-a-bouts.

It was noted that speed tables could be a decorative element to the neighborhood as well as a speed controlling device. Officer Reeves and Code Enforcement Officer Jones indicated they would be investigating the City of Gainesville use of round-a-bouts and speed tables. Lastly, an increase to a 30 miles per hour speed limit was suggested as people usually drive over the posted speed limit. **Funding for this project would be via TIF monies and require a specific budget recommendation approved by this organization for final approval by the CRA Board and City Commission.**

The Neighborhood Clean Up event was poorly attended this year; unsure what conclusions should be drawn. A similar event, the Palatka Pride Clean Up event is scheduled for May 9th and will cover St. Johns Avenue from the river to Moody Road. The event has St. Johns Avenue separated into 5 zones with each zone having an assigned team leader.

Code Enforcement Officer Jones indicated the city's street sweeper machine has been broken for the last 3 months and it is having an affect upon the look of the city. Officer Jones believes the city needs 3 street sweeper machines and they should be run every night.

Vice President Larry Beaton recommended a follow up thank you letter be written to acting Chief of Police James Griffith for his efforts supporting SHNA. Officer Reeves indicated the thank you letter would be well received by the Chief Griffith. Larry volunteered to draft the thank you letter.

Finally, notices for two events were made, an art show reception and a little league baseball/softball World Series qualifier tournament. The art show's reception is 6pm, Friday, April 24th at Hammock Hall and the baseball/softball tournament is this weekend, April 25th and 26th at Triangle Park.

Meeting adjourned at 7 PM

May 18th, 2015

#12 – May 2015 Meeting Minutes:

Call to Order: 6:00 PM by President, Michael Gagnon; April, 2015 Minutes read by the secretary Vito Russo and approved as read; Lucile Estes handed out the financial report with a starting balance for May 2015 of \$6,348.17.

Meeting Discussions:

SHNA's May meeting opened with a reading of a letter by SHNA's Vice President Larry Beaton to Chief of Police James Griffith expressing SHNA's appreciation for his efforts to reduce speeding on River Street. Buster Harvey and Webster Marlowe commented that the police department's efforts to reduce speeding on River Street are having an affect. The letter is at the end of this document.

The Mayor and city council are currently interviewing candidates for the city manager position left vacant with the unexpected termination of the previous city manager Mike Czymbor.

Charles Rudd is leaving Palatka Main Street Organization in May for a position in Maitland, Florida.

It was reported that a family owned restaurant named Nippers will be the river front restaurant in the building adjacent to the boat launch.

The existing Southside marina will be extending its services to the boat launch and adjacent building, which will include fuel service, oversight of the transient lounge, docking boat taxis, and supply store.

The efforts of the Palatka Housing Authority to build in the South Historic District have not been completely settled, as it has filed a complaint with the U.S. Department of Housing and Urban Development.

It was reported that the participants of the recent fish tournament held May 16th/17th were very happy with the new facilities in Palatka and the tournament went well.

The Laurel Street apartments have a sale pending. It is unknown what plans the investor may have for the property.

A potential project to restore brick streets to the Southside was mentioned. The project's estimated cost is approximately \$347,000 and SHNA would contribute **TIF monies** to the project, which would entail burying and updating utilities. **This will be discussed further at a future meeting and full plan will need to be developed by the City. The contribution of South TIF funds will require budget recommendation approval by South TIF residents for final approvals by the CRA Board and City Commission.**

It is estimated that SHNA will acquire an additional \$70,000 to \$72,000 in TIF for 2015.

The current river front hotel under construction is scheduled to be open in October, but many feel it will not happen until December.

River front concerts are scheduled for consecutive weekends in June; 6th and 13th.

The Taste of Palatka Event will be Saturday June 13th.

SHNA Vice President Larry Beaton will be giving a lecture on Palatka's Great Fire, on May 30th at 10 am, at the Palatka library.

A Mandarin Museum trip is planned for Saturday, June 13th. The museum's Maple Leaf Ship exhibit will be moving to Virginia shortly and is not scheduled to return. The exhibit has approximately 1 ton of artifacts on display and a number of divers that worked to recover said artifacts will be at the museum. Meet at Branson House at 11 am. After the museum the group will go to Clark's Fish Camp restaurant.

Officer Reeves and Code enforcement officer Laura Jones attended another SHNA's meeting bringing with them pictures of an investigation they performed for SHNA regarding speed-controlling devices in Gainesville. Unfortunately, time did not permit an opportunity for a presentation of Officer Reeves and Officer Jones investigation. SHNA requested the presentation be given at June meeting.

Code Enforcement Officer Jones indicated that door hangers will start to be used when there is an inability to contact property owners.

Meeting adjourned 7:05 pm.

SHNA's Letter to Police Chief Griffith

May 18, 2015
Chief James Griffith
Palatka Police Department
110 North 11th Street
Palatka, FL 32177

Dear Chief Griffith:

On behalf of the members of the South Historic Neighborhood Association I would like to thank you and the officers of your department for the increased presence in our neighborhood and the measures that you have taken to reduce the excessive speed of motorists on River Street. As I know you are aware through Officer Lynn Reeves who attends our monthly meetings, this has been a hot topic of concern of our residents for several months.

The speed trailer, placement of patrol vehicles, and increased traffic enforcement have made a noticeable difference along River Street, but we realize that a more permanent traffic calming solution to this issue is needed. We look forward to working with the City of Palatka to develop a plan for the implementation of a solution to improve the safety and tranquility of our historic neighborhood.

Again, thank you Chief, Officer Reeves, and all the men and women of the Palatka Police Department for their attention to this important issue and all the work they do every day to protect the lives and property of our city.

Sincerely,
Michael Gagnon, President



COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM

SUBJECT:

Palaka Main Street Report – Jerry Hafner

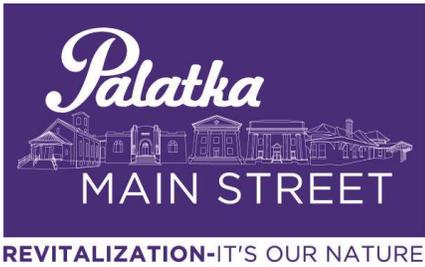
SUMMARY:

RECOMMENDED ACTION:

Reports only - no action required

ATTACHMENTS:

	Description	Type
☐	Main Street Board Minutes May 2015	Backup Material
☐	Main Street Board Minutes June 2015	Backup Material



MINUTES

Main Street Board of Directors

May 13, 2015

4:00 pm to 5:00 pm

Wattles Meeting Room

Present: Charles Rudd, Jerry Hafner, Susan Detar, Robbi Correa, Art Leary, Luke Taft, Robert Taylor, Larry Beaton, Kirby Kennedy, Alex Sharp, Shanti Hall, Holly Schoepfel, Anne Allen, Harris Berns-Cadle

Absent: Joan Turnage, Tess Simpson, Elizabeth van Rensburg, Marcia Lane

Others: Kevin Sharbaugh, Gaye Esperson, Larry Mikelson, Elizabeth

Call to order: Jerry Hafner called the meeting to order at 4:04 pm

There were no minutes from the April meeting as there were not enough attendees for a quorum.

Financial Report

Charles Rudd presented the reports for March and April.

Action: Robert Taylor moved the reports be approved
Seconded by Robbi Correa

Motion carried

Charles introduced guests who were representing Putnam Blueways & Trails which was our partner in the Main Street Bike Festival and each board member introduced themselves.

Unfinished Business

Charles Rudd discussed the Organization Committees recommendation for the makeup of the CRA. Committee recommends a Central Tiff Advisory Committee made up of

- 1 DPI member
- 1 MS member
- 2 Property Owners-2 Business, 1 Home

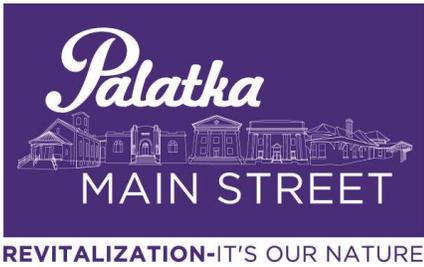
Action: Robbi Correa moved that this recommendation be forwarded to the

CRA

Seconded by Robert Taylor

Motion carried

New Business



MINUTES

Main Street Board of Directors

May 13, 2015

4:00 pm to 5:00 pm

Wattles Meeting Room

Charles Rudd discussed the need for a nominating committee to propose slate of officers for next year. The Organization Committee recommends the current Executive Committee members remain in office for continuity.

Motion: Larry Beaton moved that we waive the nominating committee process with unanimous consent to leave existing Executive Board in place with their acceptance.

Holly Schoepel seconded the motion

Motion carried

Charles Rudd noted that it is time for the annual meeting. It was agreed to hold it on June 17 at 5:30 in Wattles Meeting Room. The Organization Committee will plan the meeting.

Main Street board members will attend the CRA meeting on Thursday. Charles Rudd will give a status report and Jerry Hafner will speak to beginning the process to post the open MS Manager position. Please attend if possible to support the Main Street program.

Reports

Promotion Report

Charles Rudd reported for Tess Simpson:

Beer permits for May and June have been submitted, and all other things related to the Street Party are ready for June

Shanti Hall asked about the trailer which transports the equipment to the party

Motion: Robert Taylor moved that Main Street purchase the trailer from Charles for \$300.00

Seconded by Robbi Correa

Motion carried

All office equipment and files are being relocated to Ameris Bank, Street party equipment will be stored at City Hall.

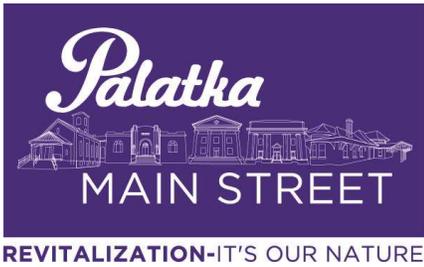
Working with Arts Council for the July 4 celebration: Luke Taft will be the contact. Shanti Hall offered to assist with the event

The purchase of domain names from John Browning has not been accomplished. The ball is in his court. Jerry Hafner will talk with John Browning.

Design Report

Robbi Correa reported:

Arts in the Air banners being installed on May 16 and will remain on display until June 14
Workday to be scheduled for parking signs installation



MINUTES

Main Street Board of Directors

May 13, 2015

4:00 pm to 5:00 pm

Wattles Meeting Room

Bike & Build cycling tour is in Palatka on 5/14

Volunteer Report

Shanti Hall reported:

Well attended volunteer party

T-shirts are here for pickup

New volunteers have joined the force

June Street Party will have belly dancers

Organization Report

No report

Economic Restructuring Report

Charles Rudd reported:

Meeting is scheduled for Monday at Riverfront Square

Downtown Churches Report

Kirby Kennedy reported:

National Day of Prayer was well attended

Sunday, May 11 is the community picnic on the riverfront at 5:30

August 7 will be an Ice Cream Stroll with treasure hunt

Putnam County Report

Anne Allen reported:

May has been ordered Civility Month

National Public Works week is on

Anne offers her assistance in hiring the new Main Street Manager

Reid's Garden Report

Holly Schoeppel reported:

No meeting yet

Neighborhood is having a vandalism problem

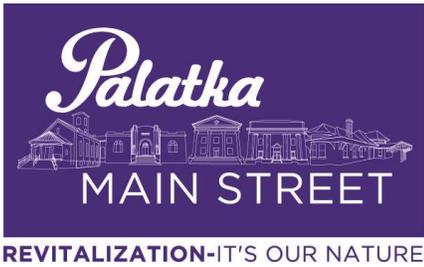
Arts Council Report

Luke Taft reported:

Art, Drama and Drawing classes in the summer for kids

Summer adult art classes

June 6 and 13 will have riverfront concerts



MINUTES

Main Street Board of Directors

May 13, 2015

4:00 pm to 5:00 pm

Wattles Meeting Room

July 4 Rio Grande Band will perform at the riverfront
Chalk Festival was well attended with lots of out of towners

Hammock Report

Larry Beaton reported:
No meeting yet
Grant program for South TIFF for blighted vacant houses
Plein Air Art Show was very good

Downtown Palatka

Alex Sharp reported:
No meeting
Taste of Downtown planning underway for June 13. \$10 ticket

Palatka Art League

No report

Putnam County Historical Society

Larry Beaton reported for Marcia Lane:
Flag display on Bronson Mulholland House lawn for July 4
Paypal is now available for membership payments
June 13 is a field trip to Mandarin to tour a museum
Docent position is on hold

City of Palatka

Hampton Hotel should be finished by Christmas
River Center will have soft opening in June and full opening in July
Corky Diamond is hoping for October finish
Next phase of riverfront will start in the fall. Restaurant is still under discussion. Blue Crab Festival is setting up.

Putnam County Chamber of Commerce

No report

Art Leary suggested that the board should provide a letter of recommendation to Charles Rudd

Motion: Art Leary moves that a letter of recommendation/plaque expressing our appreciation of Charles' time with Palatka be produced

Seconded by Robert Taylor



MINUTES

Main Street Board of Directors

May 13, 2015

4:00 pm to 5:00 pm

Wattles Meeting Room

Motion Carried

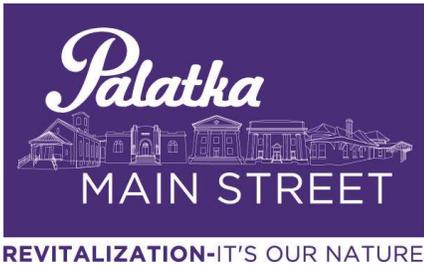
Robert Taylor led a standing ovation for Charles.

Robbi Correa moved the meeting be adjourned. Robert Taylor seconded the motion.

Meeting adjourned 5:25 pm

Respectfully submitted

Susan Detar, Secretary



MINUTES

Main Street Board of Directors

June 17, 2015

4:00 pm to 5:00 pm

Wattles Meeting Room

Present: Jerry Hafner, Susan Detar, Art Leary, Luke Taft, Robert Taylor, Shanti Hall, Holly Schoeppel, Harris Berns-Cadle, Elizabeth van Rensburg

Absent: Joan Turnage, Tess Simpson, Marcia Lane, Robbi Correa, Larry Beaton, Alex Sharp, Kirby Kennedy, Anne Allen

Others: Diane Taylor, Valerie Ingamell, Dannese Smith, Mandi Tucker

Call to order: Jerry Hafner called the meeting to order at 4:05 pm

Jerry Hafner called for discussion of May meeting minutes.

Action: Elizabeth van Rensburg moved the minutes be accepted as written
Seconded by Robert Taylor

Motion carried

Financial Report

Susan Detar explained there are no reports but advised of the bank balance and that in the interim she would act as bookkeeper.

Action: Harris Berns-Cadle moved the interim plan for financial reporting be accepted

Seconded by Holly Schoeppel

Motion carried

Unfinished Business

Jerry Hafner reported that the CRA board composition will remain the same but the day of the meeting will change.

Jerry also discussed maintaining the partnership between Main Street and Putnam Blueways and Trails for the Bike Festival event. It is a 50/50 split of profits. Robbi Correa is the MS representative on their board.

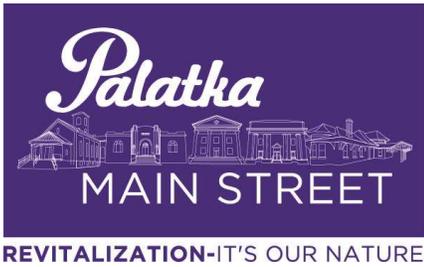
New Business

Jerry Hafner discussed the future of the Main Street Manager position and the reporting structure for it. There was discussion among members and guests.

Action: Robert Taylor moved to have a delegation of board members meet with the CRA board to apprise them of the importance of the program, to discuss advertising the job opening and to influence the salary range as commensurate with experience

Seconded by Harris Berns-Cadle

Motion carried



MINUTES

Main Street Board of Directors

June 17, 2015

4:00 pm to 5:00 pm

Wattles Meeting Room

Reports

Promotion Report

Harris Berns-Cadle reported for Tess Simpson:

Plans for July street party are being worked on by Harris and Denise Aikens

Tess will be back in July and expects to take on more responsibility for the street party

Design Report

Harris Berns-Cadle reported for Robbi Correa:

Drive is on for more volunteer recruits

Work plan is on hold

Volunteer Report

Shanti Hall reported:

New volunteer application form has been designed

Possible kickball volunteer party in October

Organization Report

Harris Berns-Cadle reported:

Reported that Susan Detar will assume interim job as bookkeeper

Discussed volunteerism

Meeting venue changed to Magnolia Cafe

Economic Restructuring Report

No report

Downtown Churches Report

No report

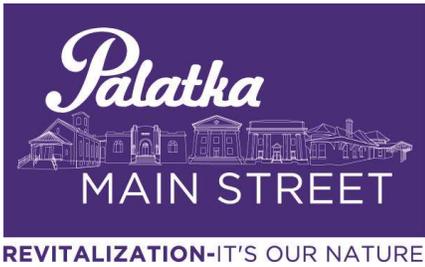
Putnam County Report

No report

Reid's Garden Report

Holly Schoeppel reported:

Planning a summer social



MINUTES

Main Street Board of Directors

June 17, 2015

4:00 pm to 5:00 pm

Wattles Meeting Room

Arts Council Report

Luke Taft reported:

Regular concert schedule

July 4 Rio Grande Band will perform at the riverfront. There will be alcohol, food trucks and sno cones

Summer art programs are full; Saturday, June 20 there will be a display of the product

Hammock Report

No report

Downtown Palatka

No report

Palatka Art League

No report

Putnam County Historical Society

Larry Beaton reported for Marcia Lane:

City of Palatka

No report

Putnam County Chamber of Commerce

No report

Robert Tylor moved the meeting be adjourned. Art Leary seconded the motion.

Meeting adjourned 5:40 pm

Respectfully submitted

Susan Detar, Secretary