

**TERRILL L. HILL**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**RUFUS J. BOROM**  
COMMISSIONER

**JUSTIN R. CAMPBELL**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



# CITY of *Palatka* FLORIDA

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

**TERRY K. SUGGS**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**JASON L. SHAW, SR.**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT

**DONALD E. HOLMES**  
CITY ATTORNEY

## MINUTES CITY OF PALATKA COMMUNITY REDEVELOPMENT AGENCY February 8, 2016; 5:00 p.m.

Proceedings of a Regular Meeting of the Palatka Community Redevelopment Agency, Palatka, Florida, held on February 8, 2016.

**PRESENT:**

Terrill L. Hill	Chairman/Mayor
Mary Lawson Brown	Commissioner
Justin Campbell	Commissioner
Rufus Borom	Commissioner
James Norwood, Jr.	Commissioner
Karl N. Flagg	Commissioner, Putnam County BOCC
Sam Deputy	DPI, Inc., President

Also Present: City Manager Terry Suggs; City Attorney Don Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matt Reynolds; Fire Chief Mike Lambert; Projects Manager Jonathan Griffith; and Planning Director Thad Crowe; Lara Dietrich, DPI

**CALL TO ORDER:** Mayor Hill called the meeting to order at 5:00 p.m.

**INVOCATION & PLEDGE OF ALLEGIANCE** – Commissioner Karl Flagg, Putnam County BOCC

**APPROVAL OF MINUTES:** 10/12/15; 12/14/15; 01/11/16 – Commissioner Campbell moved to adopt the minutes as presented. Commissioner Norwood seconded the motion, which passed unopposed.

**PUBLIC COMMENTS** – There were none.

### REGULAR AGENDA/TIF REQUESTS

**REQUEST** from Palatka Main Street to enter into a Memorandum of Agreement (MOA) with City of Palatka/Community Redevelopment Agency regarding funding/operation of the 3<sup>rd</sup> Friday Street Party: Mr. Griffith referred to the staff report presented in the CRA package, stating the MOA/MOU is intended to outline and memorialize Main Street and CRA responsibilities related to the funding and operation of the third Friday Street Party.

Harris Berns-Cadle, Palatka Main Street, said that they are supportive of staff's Memorandum of Understanding. Commissioner Flagg asked if this is a MOU or a MOA and noted the name of the organization (Palatka Main Street) throughout the document needs to be consistent. Mr. Deputy said with regarding to funding groups there is no policy regarding what the CRA will or will not fund. A policy needs to be in place to provide accountability as a Board. Commissioner Norwood said they need to determine how the CRA will fit with other groups – what will be funded and what will not be funded. Mr. Suggs said the CRA can entertain requests today; there has been a long term relationship with Main Street. Mayor Hill said it is too soon in the process to discuss a MOA. The authority to continue with Main Street on the 3rd Friday events will decide the contribution issue.

Discussion ensued regarding the parties on the MOU, standards and accountability of funding with regards to benefits for downtown businesses and revitalization. Mr. Holmes said there is a thin line between a MOA and MOU. Obligations are spelled out. Wording can be amended by either party upon appropriate notice. Commissioner Brown suggested holding off on this until they make a decision on CRA Board Restructuring. Discussion ensued on how moving Third Friday to the riverfront will benefit the downtown merchants, as it will move traffic away from businesses. Discussion ensued regarding strengthening the relationship between Main Street and DPI, Inc.

Jerry Hafner, President, Palatka Main Street, said they have had discussions with Alex Sharp of DPI regarding the creation of a working relationship and agreement. The paid Main Street Manager has been gone for over a year and nothing has been worked out to date. Main Street and DPI are all comprised of volunteers. The new hotel will be opening soon and visitors will be looking for things to do. There were three businesses open during this last event; Gem City Cottage and the Dairy Queen were open. They are looking to have activities that will make people want to come back to Palatka.

Ms. Roberta Correa, President of DPI, said they work in the right way but there are different personalities involved. Mr. Berns-Cadle said the 3<sup>rd</sup> Friday Street Party was moved to the riverfront to attract bridge traffic. In the 300 block the visibility was poor; from the riverfront location they hope to attract people coming across the bridge. Parking is also an issue downtown and there is plenty of parking at the riverfront. Downtown vendors are welcome to set up a booth at the riverfront with their products. Business didn't want vendors in front of their businesses; it's not fair to set up a food truck in front of Steamboat Willies. If more businesses were willing to stay open during these events, they may not have moved. It was noted that marketing is the key issue.

Commissioner Flagg moved to table the MOU/MOA until all parties can get together and work out a plan. Commissioner Brown seconded the motion, which passed unopposed.

**CRA ORGANIZATION** – Board Structure Discussion - Lara Dietrich, Facilitator, went over 5 examples of how the CRA could be structured using elected officials, City, County or a 5-9 person board appointed by the elected officials. Mr. Holmes said, as to Commissioners serving as the Board, it is either all of them serve, or none of them serve. Discussion ensued.

**RECESS** – Mayor Hill received consensus from the CRA to call a recess at 5:55 p.m. so that Mr. Holmes could look up the statute regarding make-up of the CRA Board.

**RECONVENE** - The meeting was reconvened at 6:00 p.m. and the CRA continued with the Orders of the Day – CRA Organization.

It was noted that the Resolution establishes the CRA as the five members of the City Commission, the District 3 County Commissioner and one DPI representative. They can restate the board composition but if they appoint one member of the City Commission, they must appoint them all. Commissioner Campbell said the City Commission needs to make the decision as to the make-up of the Board, and noted the futility of continuing this conversation until that is done.

Ms. Dietrich discussed different ways to restructure the CRA, should they chose to do so. Mayor Hill said the current structure is redundant. At this time one City Commissioner can't resign. Putting citizens, business owners, a DPI Representative and a County Representative makes more sense. They will then have their input and their recommendations will come to the City Commission, who will have the final say. Mr. Deputy said there should be a representative from each Historic District – North and South, and a neutral homeowner independent of all districts. Discussion on the pros and cons of restructuring the Board continued.

Commissioner Flagg moved to as the City Commission to agenda a discussion on the restructuring of the CRA, based upon a recommendation to be provided by City Manager, City Attorney, and Ms. Dietrich. Mr. Deputy seconded the motion, which passed unopposed.

Mayor Hill opened the floor for public comment.

Normand Jutras, 412 Mulholland Park, concurred with the CRA's action noting this empowers the citizens.

Allegra Kitchens, 1027 S. 12<sup>th</sup> Street, said she feels the citizens of Palatka want the City Commission to be the CRA. She believes changing this would be a mistake.

Mr. Suggs said the discussion has been going in this direction for 7 months. This will give the opportunity for the CRA board to work more closely with staff. He envisions working with the citizens and creating synergy with more people working together. The CRA has no authority and can only make recommendations to the City Commission.

## **OTHER BUSINESS**

**WORKSHOP:** Joint Planning Session with Downtown Palatka, Palatka Main Street, Stakeholders (3<sup>rd</sup> session) - Mayor Hill stated they covered this under the prior CRA Organization item.

## **REPORTS**

**Small Business Development Center Annual/2<sup>nd</sup> Quarter Report – Cheryl Lynch – Ms. Lynch introduced Kevin Monahan, who is replacing the previous director that has retired. He said they have seen a record-setting number of loans facilitated/obtained by FSBDC - \$2.1 million dollars in 2015 and they have worked with 183 businesses.**

**Palatka North TIF District Advisory Committee – No Report**

**Palatka South TIF District Advisory Committee – No Report**

**Palatka Main Street – Harris Berns-Cadle said they moved the 3<sup>rd</sup> Friday Street Party to the 100 block because of the visibility. During the recent wine stroll there were 75 participants; 90 tickets were sold. For their next project they are considering painting old bikes and making**

planters out of them and placing them downtown. Main Street and Downtown Palatka, Inc. will set up a meeting to discuss the marriage of the two organizations

#### **OTHER BUSINESS, REVISITED**

**REQUEST** by Tracey Hutcherson, Hollywood Athletic Club, to reinstate the BIG grant for 211 St. Johns Avenue - Commissioner Brown moved to add this item to the Agenda as an emergency item. Mr. Deputy seconded the motion, which passed unopposed.

Jonathan Griffith, Projects Manager, said in April 2012 a grant was awarded for 211 St. Johns Avenue. The recipient had to put up \$50,000 in matching funds; \$19,800 in cash matching funds, \$12,000 in previous expenses towards matching funds and \$18,200 in rent subsidy. Everything is ready in the building except the evacuation system. The Grant was never closed out because a lease was never submitted. A lease has now been submitted. She is requesting the CRA reinstate the recruitment grant so the remaining \$10,000 in funds can be utilized to finish the evacuation system and obtain a Certificate of Occupancy. Three years has lapsed and \$10,000 is left outstanding.

Commissioner Norwood asked if she met all of the requirements, including two full time staff. Ms. Hutcherson said the cost of improvements still needed is \$9,817.63. They are a wellness and health facility which will sell healthy foods. This will create jobs. Commissioner Norwood inquired as to documentation on matching funds and use of credit. Mr. Griffith said he will have to go back and look at the recommendation. Mayor Hill asked if the grant criteria being given to other applicants includes the same timeframes, and asked if any other projects had fallen through the cracks. Discussion ensued regarding criteria on grant applications and timeframes, City budget guidelines on grants, and the question was posed as to checking the status of all open grants to have a check and balance. There was consensus that a lot of money had already been put into the building, and they need to get this business opened.

Commissioner Flagg moved to approve reinstatement of the balance of the BIG grant for 211 St. Johns Avenue for Planet Hollywood Fitness. Commissioner Campbell seconded the motion, which passed unopposed.

Commissioner Flagg moved to approve reinstatement of the balance of the BIG grant for 211 St. Johns Avenue for Planet Hollywood Fitness. Commissioner Campbell seconded the motion, which passed unopposed.

**ADJOURN:** There being no further business to discuss, the meeting was adjourned at 7:03 p.m. upon a motion by Commissioner Campbell.

ANY PERSON WISHING 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