

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
COMMUNITY REDEVELOPMENT AGENCY
February 14, 2013; 5:00 p.m.

Proceedings of a regular meeting of the City of Palatka, Florida Community Redevelopment Agency held on the 14th day of February.

PRESENT:

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|--------------------|-----------------------------------|
| Vernon Myers | Mayor |
| Mary Lawson Brown | Commissioner |
| Allegra Kitchens | Commissioner |
| Phil Leary | Commissioner |
| James Norwood, Jr. | Commissioner |
| Alex Sharp | President, Downtown Palatka, Inc. |
| Vacant | Commissioner, Putnam Co. BOCC |

Also Present: City Manager Michael J. Czymbor; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matthew Reynolds; Main Street Manager Charles Rudd, Projects Manager Jonathan Griffith

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

INVOCATION – Commissioner Norwood

PLEDGE OF ALLEGIANCE – Don Holmes

- APPROVAL OF MINUTES** – 9/13/12 Called Meeting; 10/11/12 Regular Meeting – Commissioner Norwood moved to adopt the minutes as read. Commissioner Kitchens seconded the motion, which passed unopposed.
- PUBLIC COMMENTS** – There were none.
- INTRODUCTION OF NEW MEMBER** – Mayor Myers introduced Alex Sharp, President, Downtown Palatka, Inc. and newly appointed member of the Community Redevelopment Agency. He is a downtown businessman and Assistant State's Attorney. Mr. Sharp said he looks forward to working with the members of the CRA.
- CENTRAL BUSINESS DISTRICT**
SBDC Impact Report – October 1 through December 31, 2013 – Cheryl Lynch, 1100 Reid Street, Palatka, said she would answer any questions regarding her report, which was included

in the agenda package. She stated they cut back on workshops over the holidays, but have picked back up on those. They have 21 scheduled through the end of the year; they've already held five. On the 25th they have an Export Essentials workshop aimed at those who make their own food products and farmers. This is a tri-county collaboration between Flagler, Putnam & St. Johns Counties. The 2nd annual Small Business Fair is scheduled for July 16, and likely to be held at the Price-Martin Community Center. On March 6th they have scheduled a luncheon with local banks to determine who is lending in Putnam County. This will be held at the Chamber of Commerce. For those who would like to attend, they can send her an e-mail. They will need a head count for this.

Commissioner Norwood asked how they interact with Downtown Palatka, Inc. Ms. Lynch said she spoke to their group last month and she will try to meet with that group quarterly. Mayor Myers noted the increase in numbers of client contacts held since the SBDC created a full-time presence here. They have 14 new clients this year so far.

SBDC Annual Funding Request - \$10,000.00 – Janice Donaldson, UNF-SBDC Regional Developer, Jacksonville, said they've requested a slight increase in funding. For edification, they all know how important small businesses are to this economy. With the SBDC they can accomplish a lot. Ms. Lynch has done a phenomenal job in this community with outreach. They are very proud of her. The money the City puts into the program is leveraged as matching dollars for Federal grants; that enables them to have a full time presence here. This is approximately a \$90,000 program; altogether local contributions amount to around \$32,000. Jobs are retained, business increases, contracts are awarded, loans are secured, and they track all of that. The results are impressive.

Commissioner Norwood said he'd like to see a net figure on businesses in the Downtown at the end of the year, as in businesses that have moved out versus those that have moved in. Commissioner Leary moved to approve the contribution of \$10,000.00 in CDB TIF Funds to the Small Business Development Center Program. Commissioner Kitchens seconded the motion, which passed unopposed.

5. SOUTH HISTORIC DISTRICT - REQUEST FOR BUDGET AMENDMENTS/RE-ALLOCATIONS

- | | |
|------------------------------------|------------|
| a. UF Master Planning | \$2,000.00 |
| b. Homes & Gardens Tour Promotions | \$ 500.00 |

Homes & Gardens Tour Promotions - \$500.00 - Michael Gagnon, President, South Historic Neighborhood Association, said this is for the funding that was approved in their local meeting and was discussed at the last CRA meeting. As for the Homes & Gardens Tour item, they share the expense of the booklet with the North Historic District. This covers their part of the booklet expense. They had almost 200 people come through last year. Residents open up their homes and/or their gardens. Commissioner Leary moved to approve the South Historic District budget amendments/reallocations of \$500.00 for Homes & Gardens Tour Promotions. Commissioner Kitchens seconded the motion, which passed unopposed.

UF Master Planning – \$2,000.00 - Mr. Griffith said this is to cover 1/3 of the cost of the Master Greenspace Planning Document. This is a comprehensive plan. Commissioner Brown moved to approve the SHD budget amendment/reallocation in the amount of \$2,000.00 for the UF Master Greenspace planning. Commissioner Kitchens seconded the motion, which passed unopposed.

Commissioner Norwood said in any presentation before the Commission, the deliverables should be clearly stated in the Agenda Summary so they can measure whether or not those are achieved in the end.

6. OTHER BUSINESS/REPORTS

CRA BUDGET AMENDMENTS FY 2012-13 – Matt Reynolds, Finance Director, said this is a housekeeping action; last year when they put the budget together they lowered the taxable value of what was estimated. They need to do the same this year. There are other housecleaning items contained in the amendment. Commissioner Norwood to approve the CRA budget amendment as proposed. Commissioner Kitchens seconded the motion, which passed unopposed.

SOUTH HISTORIC DISTRICT Update – Michael Gagnon, 703 Emmett Street, President, SHNA, provided an update on the Home Improvement Program. He said the Children's Mural program is moving forward. They are discussing future use of TIF funds; they are looking at a scholarship fund for high school students. They appreciate City staff coming to their meetings. They hold their meetings at Hammock Hall on the 3rd Monday evening of every month.

Commissioner Norwood said they do a good job of keeping minutes, but he did not see an attendance record noted there. Mr. Gagnon said they have a separate attendance sheet which is attached to their minutes.

NORTH HISTORIC DISTRICT Update – Coenraad van Rensburg, President, PHNNA – Elizabeth Van Rensburg, 317 N. 3rd street, said the luminaries were gorgeous this year. A big part of the Patio and Garden Tour is contacting realtors with listings in the neighborhoods and encouraging them to hold open houses. A little over 10 properties have changed hands this year. They are currently working with the PPD on "sign pollution" to remove unnecessary signs. They spoke of developing a pocket park on the vacant property at the end of Madison Street. This is owned by the Quality Inn; they will contact the Hotel to find out if they will allow this to be made into a pocket part. There is an archaeological dig scheduled at the Bronson House during the weekend of the Azalea Festival. The Florida Public Archaeological Network is doing the dig. This is a very historical area and a very historical property. They'd like this information passed along to any educators in the area.

As to St. Marks Episcopal Church and their application to tear down their buildings, Mrs. Van Rensburg said their neighborhood is deeply concerned about the demolition of these properties. Rather than wait for this to develop into a large fight, they want to approach the Church and find out what they can do to help preserve their buildings. They cannot donate money but can help with fundraising, grant applications, and other in-kind intellectual means.

Commissioner Brown said she'd like to see an authentic Native American village somewhere in the area. There were several tribes in this area. She'd like to see if she can talk to those at the State level to see if they can find the resources to erect one here. Mrs. Van Rensburg said they could consider erecting a kiosk on the grounds of the Bronson Mulholland House, depicting a village and providing history of the area.

7. ADJOURN – There being no further discussion, the meeting was adjourned at 5:30 p.m. upon a motion by Commissioner Leary.