

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

**MINUTES
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
April 8, 2010; 4:00 p.m.**

Proceedings of a regular meeting of the Palatka Community Redevelopment Agency held on the 8th day of April, 2010.

PRESENT:	Karl N. Flagg	Mayor
	Mary Lawson Brown	Commissioner
	Allegra Kitchens	Commissioner
	Vernon Myers	Commissioner
	James Norwood	Commissioner
	Sam Deputy	Downtown Palatka
	Chip Laibl	Putnam County BOCC

Also Present: City Manager Elwin C. Boynton, Jr., City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matt Reynolds; Police Chief Gary Getchell; Fire Chief Mike Lambert; Building & Zoning Administrator Debbie Banks, Main Street Scribe Jonathan Griffith.

CALL TO ORDER – Mayor Flagg called the meeting to order at 4:00 p.m.

INVOCATION - Allegra Kitchens

PLEDGE OF ALLEGIANCE – Chip Laibl

STATUS UPDATE on Main Street Manager position – Mr. Boynton said the Main Street Board of Directors feels that this position has been a lightning rod at times that may fracture instead of build relations. He asked the Main Street Board to look at whether or not they want to move forward with hiring a manager, as the various Main Street functions are running smoothly at this time by committee heads. The Main Street Executive Board has decided not to pursue a main street manager at this time. This means that the \$75,000 allocated for the Manager's position will go back into the General Fund budget, and can be reallocated for other programs as they see fit. Administratively, this means nothing. The Main Street Manager used to be a member of this board, but is no longer. The Main Street Manager was going to be a liaison to this Board, which he or Jonathan Griffith, the Main Street scribe, can do. Mayor Flagg noted the position was to be a dual position, both Main Street Manager and CRA administrator. He wants to be sure there is information as to how CRA business is being handled administratively. Mr. Boynton said the CRA administrator's duties have always been carried out by his office. Although there are some areas that overlap with the Main Street Manager, it was clearly spelled out in the Main Street Manager's contract that those roles would be handled separately.

Mr. Laibl said the level of cooperation between the City and Downtown Palatka is at an all time high; he questions whether or not it is legal to not have a main street manager due to program guidelines. Mr. Boynton said the proper name is a "program director." They have lapsed two quarters of turning in quarterly reports; he's directed staff to contact Mrs. Jefferson and get a definition of that. Quarterly reports haven't been submitted since Mr. Eaken left. Mr. Laibl said he's very pleased with what he's seen downtown. Commissioner Norwood asked if they are being premature on taking this action tonight. Mayor Flagg said the executive board has made this decision. The CRA needs to express its concern that those issues are dealt with so as not to put the program's "Main Street" status in jeopardy. If the Main Street Board decides this is an unpaid position, a person may need to be designated. If it's working, that's fine, but it needs to work in Tallahassee, also.

Commissioner Brown asked if they can get a list of the members of the Main Street Board and whether or not they report to this Commission. Mr. Boynton said Main Street is a program that stands alone. The City doesn't oversee that Board. The City's role and contract is to fund the Main Street Manager position; because of that, there were things the City asked of the Main Street Manager. The City administers certain CRA programs such as BIG and Façade Grants. They've been asked to vet certain projects. Mayor Flagg said the program is flourishing because there is a level of respect coming from both entities to each other. They have an honorary arrangement at this time. The Main Street Board does not report to the City. Mr. Boynton said the members of the Board are its Chairman John Browning, Terry Turner, Wayne McClain, he as the City Manager, Downtown Palatka Inc. rep Mary Rhadigan, Linda Myers, Bob Taylor and Jerry Hafner. Commissioner Myers said they've done a commendable job and the leadership is good. He hopes they stay on and continue to provide leadership. Mr. Boynton said monthly meetings are held on the 3rd Thurs of each month at 4:00 p.m. at the City Hall annex building. The public can attend these meetings and there is an agenda. Commissioner Kitchens concurred that Main Street and Downtown Palatka are doing a good job of working together. She concurs on this once Tallahassee blesses the move. She concurs with Mr. Boynton's memorandum. Mr. Deputy concurred with everything said, and noted while they are required to have a Main Street Manager, it's possible that it could be a volunteer manager. He doesn't want to lose the state certification. Mr. Boynton said once they gather this information he will put a memorandum out to everyone. Mayor Flagg asked that a courtesy copy of the minutes of the meetings be provided to the Commission.

REQUEST AUTHORIZATION to terminate Main Street Office Space/Support Services Agreement between the CRA and the Putnam County Chamber of Commerce dated 9/21/09 – Mr. Boynton said this space is no longer needed as a manager is not being hired at this time. Jonathan Griffith is handling most of the administration here at City Hall. The Chamber's main roll has only been the Azalea Festival, and that's over now. There is no reason to maintain the office. Commissioner Brown moved to direct Mr. Boynton to provide 30 days' notice of termination of the Main Street Office Space/Support Services Contract to the Chamber of Commerce. Commissioner Kitchens seconded the motion, which passed unopposed. .

ACCEPT RECOMMENDATION from Building Improvement Grant Committee to award Building Improvement Grant(s) per attached list of recommendations – Mr. Boynton said the program was approved last year and \$200,000 was appropriated. Program guidelines were approved in December and the first cycle opened up January 1. Nine applications were received by the deadline, and were subsequently reviewed and ranked by the evaluation committee, whose members are Skip Lorenzen, Carl Stewart and Kerry Rowell. Six were recommended for funding. Almost the entire amount of the \$200,000 was appropriated in this first cycle. There may be a request at the next CRA meeting to appropriate additional funds for this grant. Another cycle opened up April 1; if they receive enough applications they may come back to ask for more funding. Commissioner Kitchens concurred and noted as she read the letters of denial/acceptance, one contained a paragraph stating why the application was denied and the

others didn't. In the future she'd like to see all letters of denial state why they were turned down. Mr. Boynton stated that letter has been revised and is in the mail. Mr. Laibl said he noted 60% of the funding went to renovation of 216 St. John Avenue, which seems a little out of balance.

Sam Carr, BIG Committee, said nine applications were received. This is a competitive grant situation; all were ranked. That particular grant is something that will tremendously benefit St. Johns Avenue. Of all the applications received it was the most pristine. They are proud of the job the evaluation committee did, and the applicants were outstanding. This applicant asked for more money. Of the three that were denied, two were for work previously done and one didn't ask for any money. One of the three will reapply. Commissioner Kitchens noted 216 St. Johns Avenue is the building whose owner asked for approval to construct a balcony and porch. Mr. Carr said it will be a mixed-use residential/business use building. Mr. Deputy said he sees the potential of BIG grants expanding, and asked if they'd considered taking money earmarked for façade grants and transferring it into the BIG grant program. Mr. Carr said he hopes so; he hopes the CRA will approve more funds for this. He is aware of four or five more potential applicants. This was meant to reward businesses and not necessarily to improve unimproved property. Unoccupied property was ranked lower than occupied property. If the façade money is not spent it makes sense to give it to the BIG program.

There being no further discussion, Commissioner Myers moved to award six Building Improvement Grants as recommended by the BIG Application Evaluation Committee for the January 1, 2010 cycle. Commissioner Kitchens seconded the motion, which passed unopposed.

REQUEST AUTHORIZATION to expend CBD TIF Funds in an amount not to exceed \$9,000.00 to construct the Third & Reid Street Informational Sign – Mr. Boynton said during spring clean-up the Third & Reid Street Informational sign was deemed decrepit and removed. Two years ago this committee wanted to make a monumental sign; when bids came in it was over \$120,000 and that was scrapped. He asked for a simple design that would indicate direction to downtown Palatka. There may be other ways to denote Downtown Palatka events, but he is asking for approval of the concept in front of them to direct visitors' attention to Downtown. The Main Street Board has approved this design and expenditure. Commissioner Laibl moved to recommend a the expenditure of up to \$9,000.00 in CBD TIF funds to construct a new Third & Reid Street Informational Sign. Commissioner Norwood seconded the motion. Mr. Deputy said he loves the sign but has questions as to its workability. This was not vetted by Downtown Palatka and he'd like to reserve input before it is decided how to "bolt" the sign. He'd like that to come to Downtown Palatka. Also, the arrow does not point to Main Street. He'd like to look at the verbiage for the sign to make it all inclusive. Mr. Laibl said over the years Downtown's objective was to detour traffic onto St. John Avenue. This sign does that. There's a sign coming in the other direction, which balances it out. Mr. Deputy said he's concerned with the redevelopment of Main Street and the 11th street corridor. This sign can be easily changed to read Main Street Business District. Mr. Laibl said once they start to develop 11th Street Corridor they can redress this. Mayor Flagg asked that Mr. Deputy's point be noted. There being no further discussion, the motion was voted upon and passed unopposed.

REQUEST AUTHORIZATION to expend CBD TIF Funds in the amount of \$2,825.00 to reimburse Palatka Main Street for previously incurred costs as follows:

1. \$2,500.00 Third Street Sign Project
2. \$ 325.00 St. Patrick's Day Parade

Commissioner Norwood moved to recommend the expenditure of \$2,825.00 CBD TIF funds to reimburse Palatka Main Street for expenses related to the Third Street Sign Project and St. Patrick's Day Parade as noted. Commissioner Kitchens seconded the motion, which passed unopposed.

REQUEST AUTHORIZATION to expend CBD TIF Funds in an amount not to exceed \$15,000.00 to fund the City of Palatka 4TH of July Fireworks Celebration – Mayor Flagg noted the City Manager’s recommendation made in his memorandum (filed). Commissioner Kitchens moved to recommend the expenditure of CBD TIF funds in an amount not to exceed \$15,000 for the 4th of July Fireworks Celebration. Commissioner Norwood seconded the motion, which passed unopposed.

REMARKS/COMMENTS

Mr. Deputy commended Sam Carr on all the work he’s done on the BIG program. He’d like to see them focus on something that works and allocate more funds for this program. There are many infrastructure upgrades planned for several businesses. An era of cooperation amongst building owners is apparent.

Commissioner Kitchens asked how far north the TIF district runs on Reid Street. Mr. Deputy said the district runs to south side of Madison Street. The North Historic District intersects two blocks into the CBD.

Mr. Myers extended accolades to the Main Street Committee, noting they are moving in a positive direction.

Commissioner Brown said there have been many good things said about the TIF housing grants, and people will be just as happy with the improvements the TIF is funding for downtown buildings. They need to commend business owners west of 7th street for striking out on their own and improving their buildings with their own funds.

Mayor Flagg thanked everyone for their spirit of cooperation, noting it means a lot to sit among them and find them all working together. They are weathering the storm of these tough economic times together.

ADJOURN – There being no further business to discuss, the meeting was adjourned at 4:35 p.m. upon a motion by Commissioner Brown.

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THIS 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 ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK’S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.