

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
August 10, 2009; 5:30 p.m.**

Proceedings of a called meeting of the Community Redevelopment Agency of the City of Palatka, Florida, held on the 10th day of August, 2009.

PRESENT: Karl N. Flagg Mayor, City of Palatka
Mary Lawson Brown Commissioner
Allegra Kitchens Commissioner
Vernon Myers Commissioner
James Norwood, Jr. Commissioner
Sam Deputy President, Downtown Palatka, Inc.
Bob Trescott Manager, Palatka Main Street

Also Present: City Manager Elwin C. Boynton, Jr.; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Ruby M. Williams; Police Chief Gary Getchell; Planning Director Jim Lee; Parks Supt. Jeff Norton; Assistant Planning Director Debbie Banks

CALL TO ORDER - Mayor Flagg called the meeting to order at 5:30 p.m. and read the following call, dated July 31, 2009:

TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, VERNON MYERS, JAMES NORWOOD, SAM DEPUTY AND BOB TRESMOTT:

You are hereby notified that a meeting of the Community Redevelopment Agency is called to be held at the regular meeting place of the Palatka City Commission, 201 N. 2nd Street, Palatka, on Monday, August 10, 2009 at 5:30 p.m.

The purpose of the meeting is to make recommendations to the Palatka City Commission concerning the following items:

1. Approval of South Historic District request to reallocate funds
2. Approval of Palatka Main Street/CRA Contract
3. Approval of Putnam County Chamber Commerce/CRA Contract

Karl N. Flagg
Karl N. Flagg, MAYOR

We acknowledge receipt of a copy of the foregoing notice of a special meeting on the 31st day of July, 2009.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Allegra Kitchens
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Vernon Myers
COMMISSIONER

/s/ Sam Deputy
PRESIDENT
DOWNTOWN PALATKA, INC.

/s/ Bob Trescott
MAIN STREET MANAGER

INVOCATION – Commissioner Kitchens

PLEDGE OF ALLEGIANCE – Commissioner Norwood

APPROVAL OF MINUTES – 03/12/09, 4/9/09 – Commissioner Norwood moved to approve the minutes as read. Commissioner Brown seconded the motion, which passed unopposed.

INTRODUCTION OF NEW MAIN STREET MANAGER/CRA MEMBER – Bob Trescott – Mayor Flagg welcomed Mr. Trescott, saying it is refreshing to have an individual of his caliber on the CRA and heading up the Main Street program. Mr. Trescott said he is optimistic about the future of the program and looks for good things to happen. The community seems to be dedicated to making this program work.

DISCUSSION & RECOMMENDATION – Southside Historic Neighborhood Request for re-allocation of TIF funds – Mr. Boynton read his memorandum in the agenda package into the record (filed). The South Historic District originally asked that \$60,000 be allocated to purchase a piece of property at 420 Kirby Street. After looking at the logistics of this and the scope of the work that needs to be done, they have decided to abandon that project. They would now like that money re-allocated for the Home Improvement Program, which has been very successful. Mr. Boynton read the TIF Funds budget request attachment, submitted by the South Historic Neighborhood Association, into the record (filed) requesting the \$60,000 allocated for the purchase of property at 420 Kirby Street be reallocated to the Home improvement program. The request also listed all expenditures requested through January, 2010. The memorandum was signed by Roberta Correa, President, Southside Historic Neighborhood Association. Commissioner Myers noted they itemized six projects, which total far more than \$60,000. Mr. Boynton said the original budget request for the Home Improvement Program was around \$70,000; they are now asking for another \$60,000 to invest in the program. This is in addition to the \$70,000 already approved.

Roberta Correa, president, said the home at 420 Kirby Street is more of a fixer-upper than they can take on at this time, so they are asking that the funds be reallocated for the home improvement program. This is going well; there are 13 applications pending. Mayor Flagg said in the minutes from the Association meeting there is an overview of what happened, but there is no listing of members present. He asked what constitutes a quorum. Ms. Correa said they don't require a quorum. There were 20-plus people present. Mayor Flagg said they need a roster of attendees in the future. Per the question, Ms. Correa said this was a regular meeting.

Commissioner Brown said the Southside Neighborhood looks great. Commissioner Kitchens concurred and said it's a wonderful program. Commissioner Myers moved to approve reallocation of \$60,000 from the purchase of 420 Kirby Street to the Home Improvement Program. Commissioner Brown seconded the motion, which passed unopposed.

DISCUSSION & RECOMMENDATION – CBD TIF expenditures – Palatka Main Street/CRA Contract and Chamber of Commerce/CRA Contract – Mr. Holmes advised that Mr. Trescott should recuse himself from voting on these issues. While he does not derive a direct benefit from these votes, one of the contracts addresses his salary and benefits. Mr. Trescott recused himself from voting. Mr. Boynton said two years ago, when Main Street was transitioned to the Chamber, there was one contract that addressed the Main Street Manager. It has become obvious that the program has grown, and needs to be a stand-alone program. This has now been written into two contracts. One accomplishes the same mission as the first contract, but is with the Main Street Program; it is between the CRA and Main Street. In response for the Main Street program accomplishing the objectives of the CRA, the City will furnish the main street manager position. In the Chamber/CRA contract, since the Main Street Manager is not a city employee, this document contracts with the Chamber to house the Main Street Manager. This is neither a Chamber employee nor a City employee. Mayor Flagg said all parties have reviewed these documents and are in agreement on their terms.

Mr. Holmes said the contract doesn't specifically state that the chamber will hire the main street manager, it only talks about his compensation package. There is nothing that states whose responsibility it is to hire the main street manager or who he reports to. Mr. Boynton said the main street manager will report to the CRA director, who is also the City Manager. Commissioner Kitchens asked who will terminate him if he needs to be terminated. Mr. Boynton said the executive board of Main Street can do that. If the CRA doesn't believe he is fulfilling his contract, they can address it with the Main Street Board. Mayor Flagg said the Main Street Manager will operate through the executive board of Main Street. The CRA director will operate through the CRA. He does not want Mr. Trescott to be micro-managed by either the City of Palatka or the Chamber of Commerce. The process and procedure is in place and it is important that these agreements are tight. Mr. Holmes said this contract doesn't define or describe the capacity of or provide any explanation of what a main street manager is, only that the City will provide a benefit package to that person. It doesn't say the main street manager is employed by Main Street collectively. A couple of sentences addressing what a main street manager is would be appropriate. Mayor Flagg said the contract should reference the entire program, and asked for suggestions.

Mr. Trescott said the agenda has the two contracts the City is party to; what is under development is a contract between the Main Street organization and him. That is the missing piece and should be included as an attachment. Mr. Boynton said the main street program and board consists of volunteers. It has a set of standing bylaws and organizational structure that's been in place since the inception of the Main Street program. Commissioner Kitchens said the City Attorney needs to add whatever language that needs to be added. Mr. Boynton said he has no objection to that. Mr. Holmes said his comment regards the lack of definition of the main street manager. The contract states that the benefit package and salary will be determined annually, but doesn't say who will determine it. A contract should state what everyone's role is. This contract poses a lot of questions.

John Browning, Chairman, Main Street Inc., said their by-laws state they hire the main street manger and he reports to the main street board. They took the existing board and came up with procedures, which they are completing now, as well as changes in the by- laws as to how he is hired and compensated. They look to the CRA for any money they need to pay the manager. The idea is to break the main street program away from the City or Chamber and have it stand alone.

It would be helpful to take the main street by-laws, let the City Attorney have those, and let him compare them to the contracts to be sure they mesh.

Commissioner Brown said this Commission has been eaten alive regarding the questions of who the main street managers answer to. When the question comes up again, she wants to know she can direct people to the Main Street organization. Mr. Browning said they have spent a lot of time going through the bylaws to determine if they are appropriate. Commissioner Myers said the main street program has been in place for many years. It lost its focus, but then it went back to the Chamber a few years ago and has been revitalized. It is now healthy enough that it can disengage from the Chamber and stand alone. Commissioner Norwood said the Main Street Board does the hiring and firing of the Main Street Director. If that's a part of their by-laws, the contract can reference those by-laws. Mayor Flagg recommended they table these contracts until the attorney can correlate all the documents and make whatever revisions he needs to make in order for all the components be in place. Mr. Boynton said they will operate under the current contract until a new one is put in place. Commissioner Norwood moved to table the matters of the Main Street/CRA contract and the Putnam County Chamber of Commerce/CRA contracts until a time certain of August 27, 2009, and to call a meeting of the CRA at 4:00 p.m. on August 27, 2009 to address these items. Commissioner Myers seconded the motion, which passed unopposed.

REMARKS/COMMENTS

Mr. Deputy had no comments.

Commissioners Norwood, Myers, Brown and Kitchens welcomed Mr. Trescott, said they are looking forward to working with him, expressed appreciation for the main street volunteers' work, and said they are looking for great things to happen.

ADJOURN – there being no further business to discuss, the meeting was adjourned at 6:05 p.m. upon a motion by Commissioner Kitchens, seconded 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.