

KARL N. FLAGG  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER

VERNON MYERS  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.  
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**  
**PALATKA COMMUNITY REDEVELOPMENT AGENCY**  
**August 26, 2010; 5:00 p.m.**  
**Called Meeting**

Proceedings of a special called meeting of the Palatka Community Redevelopment Agency of the City of Palatka, Florida, held on the 26<sup>th</sup> day of August, 2010.

<b>PRESENT</b>	Karl N. Flagg	Mayor
	Mary Lawson Brown	Commissioner
	Allegra Kitchens	Commissioner
	Vernon Myers	Commissioner
	James Norwood, Jr.	Commissioner
	Sam Deputy	President, Downtown Palatka, Inc.

<b>ABSENT</b>	Chip Laibl	Commissioner, Putnam County BOCC
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Also Present: City Manager Elwin C. Boynton, Jr.; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matthew Reynolds; Police Chief Gary Getchell; Fire Chief Mike Lambert; Building & Zoning Administrator Debbie Banks.

**CALL TO ORDER** – Mayor Flagg called the meeting to order at 5:00 p.m. and read the following call, dated August 13 2010:

**TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, VERNON MYERS, JAMES NORWOOD, CHIP LAIBL AND SAM DEPUTY:**

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. 2<sup>nd</sup> Street, Palatka, on Thursday, August 26, 2010 at 5:00 p.m.

The purpose of the meeting is to consider the following items:

1. Concurrence on CBD BIG Program & Façade grant recipients
2. Reallocate CBD reserve funds to BIG Program for 2010--2<sup>nd</sup> Cycle

*Karl N. Flagg*  
Karl N. Flagg, MAYOR

The following CRA Members acknowledged receipt of a copy of the foregoing notice of a special meeting on the 13<sup>th</sup> day of August, 2010.

*Isl Mary Lawson Brown*  
COMMISSIONER

*Isl Allegra Kitchens*  
COMMISSIONER

*Isl James Norwood, Jr.*  
COMMISSIONER

*Isl Vernon Myers*  
COMMISSIONER

*Isl Sam Deputy*  
PRESIDENT, Downtown Palatka, Inc.

*Isl Chip Laibl*  
COMMISSIONER, Putnam Co. BOCC

**INVOCATION** – Commissioner Allegra Kitchens

**PLEDGE OF ALLEGIANCE** – Mayor Flagg

**PROGRAM REQUESTS:**

**a. Approve the following CBD TIF Fund Recommendations:**

1. Authorize use of CBD-TIF funds in the amount of \$39,489.05 to fund additional appropriation for FY 2010 BIG Program
2. Concur on Award of Building Improvement Grants (BIG Program) per BIG Committee Recommendation
3. Concur on award of Façade Grants per Main Street Design Committee Recommendation

Per discussion centering around Mr. Deputy's concerns that, due to the length of time elapsed between bids being taken for this work and the grants being awarded, Mr. Boynton stated language should be added to the application that says contractors/suppliers should specify that their bid is good for 90 to 120 days. Sixty days is a normal time frame for review, but it could take up to 90 days. There were 17 applications, and it took a long time to review them. Mr. Deputy stated the Elks Lodge has a private paid membership and likely doesn't pay into the TIF fund. He said they don't take applications from churches from that same reason, and asked if awarding them a BIG grant might open this up to applications from churches? Mr. Boynton confirmed that churches don't pay taxes or contribute to the TIF. Mr. Deputy said the Elks are non-profit and likely do not pay taxes.

Mr. Holmes said not all non-profits are exempt from property tax. Mayor Flagg noted the Commission may want to make the motion contingent upon researching whether or not they pay taxes. Commissioner Brown said if money is left over, they can look at applications for non-profits, but those who pay taxes should come first. Mr. Deputy recused himself from voting due to a conflict of interest, stating his mother, Jean Deputy, is one of the prospective BIG grantees. There being no further discussion, Commissioner Myers moved to pass the following items:

- 1) Authorize use of CBD-TIF funds in the amount of \$39,489.05 to fund additional appropriation for FY 2010 BIG program
- 2) Concur on Award of Building Improvement Grants (BIG Program) per BIG Committee recommendation, with the exception of the Palatka Elks Lodge for further research to determine if tax exempted;
- 3) Concur on award of Façade Grants per Main Street Design Committee Recommendation.

Commissioner Kitchens seconded the motion, which passed on a margin of five (5) in favor, with one recusal by Mr. Deputy

Mayor Flagg noted records indicate the Palatka Elks Lodge is a fully exempted organization and does not pay property taxes. Commissioner Kitchens moved to table application for Palatka Elks Lodge. Commissioner Norwood seconded the motion, which passed unopposed.

Mr. Deputy thanked the CRA for the new sewer line on behalf of the owners and tenants on the 600 Block of St Johns Avenue.

## **PROGRAM UPDATES**

**North Historic District** – Elizabeth Van Rensburg, President, PHNNA – Mrs. Van Rensburg, 310 N. 3<sup>rd</sup> Street, announced the Pilot Program for Code Renovations is going very well and property owners are excited. The first two program homes are nearly completed and they will be moving forward with the TIF Home Improvement Program (HIP). She is asking for concurrency on moving forward.

Commissioner Myers asked what is happening with the house next to St. Marks' Episcopal Church. Mrs. Van Rensburg said the Church is removing the additions to take it back to the original home layout, which amounts to a reverse restoration, and will use it as offices.

**REMARKS/COMMENTS** – At Mayor Flagg's request, the Clerk read the Award Recommendation successful applicants' names and amount/percentages of award for the BIG 2010 Second Cycle into the record (filed).

Mrs. Debbie Miles, 414 River St., inquired if the Elks Lodge is taken off, will applicant #11 then be awarded a grant? Mr. Boynton said #11 and #12 tied and there would not be enough money to cover both.

Ms. Lavinia Moody, 520 Oak St., thanked the CRA for approving the recommendation. She is very excited and happy that her clients will be able to access her business.

Commissioner Brown said there are some homeowners in the Community Redevelopment Area who aren't in either the South or North Historic Districts, but are in the CBD, and cannot access the TIF for home improvements. Some folks are in the business district and need grant money to renovate their homes for code reasons. Mr. Deputy said there are around 70 homes in the CBD that pay into TIF Funds. It is his understanding that Mrs. Correa is working on a program for those homes. Mr. Boynton said the currently inactive Main Street Program considered incorporating the HIP program into next year's allocations. In the October meeting of the CRA as well as the September Main Street Program meeting, they will be considering HIP funding for next year. They have expended all the encumbered money for this year. They still have close to \$400,000 that needs to be expended over the next 3 – 4 months. They are looking at this for next year. Any program they feel is worthwhile needs to be brought forward at the October meeting so he can include those projects in the annual report and prioritize projects for 2011.

Mr. Boynton said they are well into this fiscal year. They began with \$1.2 million and have spent well over half that. His memorandum breaks down those expenditures (filed). Their investment has already seen a return dollar for dollar.

**MAIN STREET DESIGNATION** – Mr. Boynton distributed a memorandum concerning the inactive Main Street Program (filed). He said the program doesn't have a paid program manager and no State meetings have been attended since, March 2008. He is not sure why this was not done; a Main Street Manager was employed and in place until 2009.

Mr. Boynton said the Main Street Advisory Board made the recommendation not to fill the manager's position and wanted to fund several other programs with that money. The position of main street manager has been a bit of a "lightning rod" and an impediment moving forward in the past. As of the October meeting, they are considering moving forward with hiring a manager as a resource for businesses. That will come under discussion in October. They saved \$70,000 with no Main Street Manager in place. They just need to mail a letter notifying the Dept. of State of their compliance.

Mayor Flagg said there has to be some designated representation so that communication becomes more of an official communication rather than here-say. For him to read in the newspaper that correspondence was on the way to him regarding Downtown's Main Street Designation tells him that someone was in the know for whatever reason. At no point in time do they communicate with the State and say the Program is unimportant or insignificant. A letter indicating what this memorandum says, from the City Manager, is in order. The State should know they are in transition and the inactive status is a temporary status, and they should know what Palatka's next steps are. He asked for and received consensus from the CRA on this.

Mr. Boynton said he received a phone call from Mr. Devito from the Palatka Daily News on Thursday night and didn't receive the letter until the following Tuesday. His memorandum better states his position.

Debbie Miles, 414 River St., asked if a part-time Main Street Manager fulfills the requirements of the National Main Street Program? Verbally, Ms. Jefferson said they could get away with a part time manager, but the statute states that with a population of over 5,000 a full-time manager is required, unless a waiver is given.

Mr. Deputy said there was a fire in the north 900 Block of Main Street. They have been watching the car detailing shop there closely. The proprietors are there early working and are there late working. They have done a very good job but are now out of business due to the fire. They were renting the facility. There is a question regarding whether or not they can reopen because they were not insured. They have so few young black entrepreneurs and he hates to see this business fold. He asked if there is a way the CRA could ever help with a loan to people who lose their business assets and can no longer remain in business. Commissioner Brown said she's been trying to find a way to start a business incubator for Downtown, which would help with things like this. They need someone who is willing to put some time into this and get a revolving loan fund started, help people fill out paperwork, etc. There is property at 11<sup>th</sup> & Olive that can be used for this purpose. At one time they had a good group of people working on this defunct project. There is a revolving loan fund available for this purpose that can be borrowed at 1% with the City's guarantee. Banks are loaning at this time. Commissioner Myers said he can work with her on that. Commissioner Brown said there is a black business investment agency in Jacksonville and they may be able to provide a small loan.

**ADJOURN** - There being no further business to discuss, the meeting was adjourned at 5:40 upon a motion by Commissioner Brown.