

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.

AGENDA
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
October 11, 2012; 5:00 p.m.

Proceedings of a regular meeting of the City of Palatka, Florida Community Redevelopment Agency held on the 11th day of October, 2012.

PRESENT:	Vernon Myers	Mayor
	Mary Lawson Brown	Commissioner
	Allegra Kitchens	Commissioner
	Phil Leary	Commissioner
	James Norwood, Jr.	Commissioner
	Angela Murtagh	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; Police Chief Gary Getchell; Fire Chief Mike Lambert; Main Street Manager Charles Rudd, Jonathan Griffith, Staff Liaison

CALL TO ORDER: Mayor Myers called the meeting to order at 5:00 p.m. and read the following call, dated October 10, 2012:

TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, PHIL LEARY, JAMES NORWOOD, JR., AND ANGELA MURTAGH:

You are hereby notified that the time of the regular October 11, 2012 meeting of the Palatka Community Redevelopment Agency has been changed to begin at 5:00 p.m. on that date. The regular meeting place at City Hall, City Commission Chambers, 201 N. 2nd Street, Palatka, has not changed.

Please govern yourselves accordingly.

/s/ Vernon Myers

Vernon Myers, MAYOR/Chairman

The following members acknowledged receipt of a copy of the foregoing notice of meeting time change on the 5th day of October, 2012.

201 N. 2ND STREET • PALATKA, FLORIDA 32177

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Isl Mary Lawson Brown
COMMISSIONER

Isl Allegra Kitchens
COMMISSIONER

Isl James Norwood, Jr.
COMMISSIONER

Isl Phil Leary
COMMISSIONER

Isl Angela Murtagh
PRESIDENT
DOWNTOWN PALATKA, Inc.

(vacant)

- a. Invocation – Commissioner Norwood
- b. Pledge of Allegiance – Led by City Manager Michael Czymbor

1. **APPROVAL OF MINUTES – 6/14/12** – Commissioner Leary moved to approve the minutes as read. Commissioner Norwood seconded the motion, which passed unopposed.
2. **PUBLIC COMMENTS** – There were none.
3. **NORTH HISTORIC DISTRICT - REQUEST FOR BUDGET AMENDMENTS/RE-ALLOCATIONS:**
 - a. North TIFF Home Improvement Program \$40,000.00 (from Contingency)
 - b. North TIFF General Capital Improvements, \$25,000.00 (from Contingency)
 - c. North TIFF Contingency \$14,595.27 (balance)

Elizabeth Van Rensburg, 307 N. 3rd Street, was present for questions. As to general capital improvements, they have not specifically earmarked anything yet. They want to continue with the Home Improvement Program, but that program is “trickling down.” They want to get started on the “anti-sign pollution” program to get rid of miscellaneous signs in the neighborhood. They also want to do something with the lot on the riverfront which is the end of Madison Street; they want to create a pocket park there. There are other things they are envisioning, such as a soft launch for kayaks and canoes for neighborhood residents. This may also be a ferry port or an area for watching fireworks, or a landing for others. Commissioner Brown asked if they've thought of erecting a Native American village as Palatka's name has Native American roots. Commissioner Leary moved to approve budget amendments. Ms. Murtagh seconded the motion, which passed unopposed.

4. **SOUTH HISTORIC DISTRICT - REQUEST FOR BUDGET AMENDMENTS/RE-ALLOCATIONS**
 - a. South TIFF Commercial Rehabilitation Grant Program \$65,000.00 (from TIFF-HIP Program)

Michael Gagnon, 703 Emmett Street, said he will distribute the final wording of the commercial grant program. Commissioner Kitchens said she'd like to see the application so she can compare it to the minutes. At the time it was presented, the grant was reduced from \$65,000 to \$40,000 cap. It was passed contingent upon items that were added by Mr. Holmes. She asked why the \$65,000 is the allocation, as the amended grant application they'd approved was not attached. Mr. Gagnon said this was presented as two total projects with a \$40,000 cap on each; this was approved by the Association in June. They have not had an applicant as of today. They chose the amount before the program was approved. Commissioner Kitchens said she considers the package incomplete; the max of \$40,000 has to come back to the Commission for final approval, anyway. He confirmed that they amended the application per Mr. Holmes' changes. They arrived at the \$65,000 as they couldn't foresee future applicants; this will provide the maximum amount for at least one grant; they may get two applications. So far they don't have any. They are reallocating funds from other funds. When it's all over, he anticipates a vote to allocate \$2,000 of their TIF to the Greenprint program. Commissioner Norwood moved to approve amendments/reallocations. Commissioner Leary seconded the motion, which passed unopposed.

5. OTHER BUSINESS/REPORTS

***a. RECOMMENDATION to amend CRA BUDGET** to adjust line items in order to reconcile the FY2012-13 budget with the end of FY2011-12 – Matt Reynolds, Finance Director, said this is just a clean-up item. He's requesting to amend the 2013 budget to reconcile ending balances for 2011-12 year. Commissioner Kitchens noted there was nothing in the package to reflect this; Mr. Reynolds said this is the exact same budget under 3a and 4a. Commissioner Brown moved to approve amending CRA Budget. Commissioner Leary seconded the motion, which passed unopposed.

***b. RECOMMENDATION to amend CRA Meeting Schedule** to change time of meetings to 5:00 p.m. – City Manager Michael Czymbor – Commissioner Leary moved to amend CRA meeting schedule. Commissioner Norwood seconded the motion. Commissioner Kitchens said the called meetings last 15 – 20 minutes. The regular meetings last an hour or more. If they meet at 4 pm, that provides time for them to get something to eat before the 6 pm commission meeting. If they leave it a 4 pm and advertise when they foresee a shorter meeting, they can advertise a different time. Ms. Murtagh said 5 pm works better for business owners and residents. Attendance for CRA is low. Discussion ensued over leaving it as it and changing the time.

City Clerk described advertising requirements. Vote on the motion – 5 in favor, 1 opposed by Commissioner Kitchens. Motion passed. Commissioner Kitchens said given the time constraint, they may want to put a 3 minute time limit on speakers to ensure ample time for the meeting.

c. REPORTS: 3rd QUARTER UPDATE - Small Business Development Center UNF at Putnam County, Cheryl Lynch, Certified Business Analyst/Staff, 901 Reid Street, said the numbers are steadily increasing and attendance at workshops continues to grow. They've had one success story illustrated in the report she provided (filed). SJRSC Students will be doing live studies with SBDC clients and they found out yesterday they will have at least one internship. They have workshops coming up this month; there will be one at the Larimer Center, and she provided information on the next workshop. On the 24th there will be a Lunch & Learn at the Chamber concerning labor laws. Commissioner Kitchens noted the increase in numbers of people attending workshop since inception. Per her question, Ms. Lynch said Business research fairs are scheduled annually. They may schedule an evening fair next year. As to advertisement, they have an e-mail list and she submits that information to the PDN and Courier journal. The Chamber distributes to its members, Ms. Murtagh distributes to Downtown Palatka members, there are radio announcements and they distribute flyers. Commissioner Kitchens noted a new business opening on the 17th. Commissioner Leary asked if she is working with the owner of the proposed gym in the old McCory's building. She said she can't confirm or deny whom she is working with due to confidentiality agreements. Mr. Czymbor said they got a late start this year; the agreement began in December, but the SBDC didn't start up until March. They'd discuss future plans for continuation at the next meeting.

Jonathan Griffith said the contractor on the McCory's building is about 80% finished. The lady opening the gym is waiting on that contractor to complete the work, and then her contractor will start with painting and other improvements. They will have a firm completion date by the next CRA meeting. They are projecting 1.5 – 2 months until opening. He's asked for something on paper to confirm this. Mayor Myers said, as a point of information, they have a new permanent resident in the 200 block; Bob Goodwin and his wife have moved into a beautiful 2nd floor apartment in that block. It's a showplace. Commissioner Brown noted the bicycle shop has moved into the old paint shop and are open for business.

Commissioner Brown said she noticed the Blues Bar has taken what used to be a threshold at their doorway and put tables and chairs there for patio seating. This seems to be a trend in many places. Most people don't mind if people sit on the sidewalks. The Commission may need to look at readdressing restrictions on putting items on the sidewalk such as tables and chairs so people can sit outside. Commissioner Kitchens said the sidewalk wares ordinances they passed two years ago allows for tables & chairs; ADA requirements say you have to have 48" of available sidewalk space for people to pass. There are other businesses that have tables and chairs. Ms. Murtagh said merchants are aware of this; some merchants have paid to do this, some have not.

She asked if the Commission/CRA can look at spending some funds on recruitment of businesses into Downtown Palatka. There are lots of buildings up for rent and owners are looking for renters to come in and put money into their buildings. She asked if that is in the works at all. Commissioner Kitchens said

one of the requirements of the Main Street Manager is to recruit business into the area; the Chamber and SBDC are also required to do this. Ms. Murtagh said she asked the Chamber about recruiting small businesses into downtown; she was told the Chamber recruits large businesses. The Chamber has recruited zero businesses into Downtown. She's not sure what Mr. Rudd does to this end. They need to ensure business that get grants for rehabilitation remain retail businesses; they don't need to spend TIF money for more office buildings. Commissioner Kitchens said the façade nor BIG program specify they have to be retail only; they may want to re-write those requirements. Offices keep downtown businesses going; the Putnam County Courthouse has kept many downtown businesses open. Mayor Myers concurred, saying any area that's been revitalized includes condos and offices. It all works together in concert. There's nothing wrong with offices downtown. With the number of empty buildings they have, anything coming into downtown is positive. Commissioner Brown said he's asked to hold a workshop to put specific information together they can use for recruitment when they travel and meet people. They need to know what's available that a business can come into. They need to hold a workshop to get this together. Leary moved to ask the City Manager, Main Street Manager and other managers to research this and come back with a recommendation at the next meeting. Commissioner Norwood said they talk about getting business downtown, they need to make sure the infrastructure is in place. They once spoke of downtown becoming an entertainment district. If they want to bring in businesses from outside, they need viable foot traffic throughout the District, especially in the evenings. Businesses need to look at their hours of operation. People who work don't go downtown until after 5 pm. Mayor Myers said they've made great strides with the Main Street block parties. Mr. Murtagh seconded the motion. Commissioner Kitchens said they don't need to double pay for this service; the Main Street manager is being paid to do this already, so if they need to pay someone else to do it, his salary should be reduced. Motion passed opposed by Commissioner Kitchens. Commissioner Brown said they need some guidelines to recruit businesses; she doesn't know what grants are available whether local, state or federal, to entice buildings.

Mr. Czymbor said their issue is coordination of efforts. They have all that information; they just have several people working to that end. They need to bring it all together and focus their efforts on bringing prospects in. They will determine who is primarily responsible for this.

Christy Sanford, 312 Dodge Street, said they had a wonderful branding campaign which is a prelude to using material to advertise the City. They need to include that in any PR campaign and Mr. Rudd has been working to that end. They need those brochures. Mayor Myers said all have valid points and they all need to work to invigorate and develop downtown.

Elizabeth Van Rensburg, 310 N. 3rd Street, distributed an event report on the Occupation event. The event went from 172 attendees to 786, so they quadrupled in size, and expanded this to a 2-day event. They expanded their advertising and their events within the event. They had more reinactors and more civilians. They absorbed the Bronson Mulholland House into the event. They had more people tour the museum during that weekend than combined over the past several years. Cash donations were over \$2,000.00. Volunteer hours increased, and in-kind donations remained around \$7,000. Total donations were just over \$18,000, including volunteer hours. Her report contains further details. They had a fabulous event, and next year they expect a contingency from Ft. Bragg, and they may be bringing their cannons. The total number did include citizen reinactors. Mayor Flagg congratulated the group on the event; he attended Saturday morning and quite enjoyed the carriage rides. Ms. Van Rensburg said she appreciated Mayor Myers and Vice Mayor Brown's attendance and participate.

6. **ADJOURN** – There being no further business to discuss, the meeting was adjourned at 6:45 p.m. upon a motion by Commissioner Leary.

*Attachment **Separate Cover

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

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.