

TERRILL L. HILL
MAYOR - COMMISSIONER

DONALD E. HOLMES, ESQ.
CITY MANAGER

WILL JONES
COMMISSIONER

JEFF RAWLS
BOCC REPRESENTATIVE

RUFUS J. BOROM
COMMISSIONER



VALERIA BLAND THOMAS, ESQ.
CITY ATTORNEY

JUSTIN R. CAMPBELL
COMMISSIONER

TAMMIE MCCASKILL
COMMISSIONER

LAUREN SHANK
FINANCE DIRECTOR

Regular meeting 2nd Monday bimonthly each even month at 5:00 p.m.

AGENDA COMMUNITY REDEVELOPMENT AGENCY February 14, 2022

The minutes of the proceedings of the regular meeting of the COMMUNITY REDEVELOPMENT AGENCY held on February 14, 2021, at Palatka City Hall, 201 N. 2nd St., Palatka, FL 32177. The meeting begins at 52 minutes 08 seconds on the YouTube recording: <https://www.youtube.com/watch?v=Zr4ZXY2uJ60> In accord with the State of Florida's retention schedule, this link will expire after two years.

- I. **CALL TO ORDER:** at 5:04 PM
 1. **Pledge of Allegiance**
 2. **Invocation**

The Pledge of Allegiance and Invocation were led by Commissioner Borom

3. **Roll Call**

TERRILL L HILL, MAYOR - PRESENT
TAMMIE MCCASKILL, CITY COMMISSIONER -PRESENT VIA TELECOMMUNICATIONS TECHNOLOGY
JUSTIN R. CAMPBELL, CITY COMMISSIONER -PRESENT VIA TELECOMMUNICATIONS TECHNOLOGY
WILL JONES, CITY COMMISSIONER - PRESENT
RUFUS J. BOROM CITY COMMISSIONER - PRESENT
JEFF RAWLS – BOARD OF COUNTY COMMISSIONERS REPRESENTATIVE – PRESENT

Noted for the record that the community representative position is presently vacant at the time of this meeting. A quorum of the agency is present in the chambers, whom agreed to allow Commissioners Campbell and McCaskill to participate via telecommunications technology.

Also present: Don Holmes, City Manager; Sunni Krantz, Interim City Clerk; Lauren Shank, Finance Director; Jonathan Griffith, General Services Director; Marcia Ganoe, Project Manager; Lisa Walsh, Planning Director; Jason Shaw, Chief of Police Eddie Cutwright, Community Affairs Director; Rick Paul, Small Business Development Center; Sam Deputy; Chris Hollister; Jeremy Alexander; Annie Svetlik; Thomas Rowley. Also present via telecommunications technology: Linda Fuller, Planning Clerk; Valeria Bland Thomas, City Attorney; Chris Taylor, Fire Chief; Chris Silewski, Ayres & Associates

II. APPROVAL OF MINUTES

1. **December 9, 2021 Meeting**

Motion by Commissioner Campbell to Approve. **Seconded** by Commissioner Jones. **Motion passed unanimously.**

III. PUBLIC COMMENTS - (Speakers limited to three minutes - no action taken on items)

The floor opened to public comment:

Ms. Annie Svetlik 511 N 3rd St. Palatka, FL 32177 - spoke regarding the suspension of the TIF Home Improvement Program. She asked the CRA to help other people as some people did get this grant, which has

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caused friction in the community. She asked if there will be other funds available. Mayor Hill advised the CRA has limited funds. He spoke regarding homes not being in the CRA area and therefore do not qualify for CRA funds.

IV. REGULAR BUSINESS

1. **DISCUSSION/DIRECTION** - A Philip Randolph Transportation Hub Permeable Pavers Project Ms. Marcia Ganoë addressed the Commission. The Commission has approved the Change Order for the Permeable Paver Projects subject to the approval of the CRA. This is a request to move \$170,000 from reserves to the project line. Mr. Griffith advised when the bids came in, the bids were over budget, so the City cut the project in half. We took in excess of \$170,000 out of the project and now we are bringing it back into the project. We are changing the area to the south of the project and attempting to complete some of the platform enhancements. Agency discussion commenced concerning future location of the pavers and vehicular entrances. Commissioners Jones and Borom expressed concern that there should be an entrance of the Main Street side. Mayor Hill spoke regarding the need to move the dumpster landing pad.

Motion by Commissioner Jones to make an amendment to the plan to keep the Main Street entrance and relocate the dumpster landing area. **Second** by Commissioner Borom. **Motion passed unanimously.**

Motion by Commissioner Rawls to approve the funding change order in the amount of \$170,000. **Second** by Commissioner McCaskill. **Motion passed unanimously.**

2. **CONSIDERATION** Proposed Building Improvement Program Cost Share Program Mr. Griffith presented a revised Cost Share Program. Mr. Griffith summarized the changes, we added "the owner will have 10 days from notification of award to execute grant agreement and up to one year after execution to complete the work- for the sake of accounting these funds we wanted to put that in the program. Staff is suggesting a maximum grant amount of up to \$25,000, assuming that the CRA allocates about \$100,000 to the program. If the Agency wants to activate this program this fiscal year, we need to discuss, otherwise it will be active in October 2022. Applications to be submitted to the City in a sealed envelope much like our RFP (request for proposals) process. We also added the statement that submittals will be opened as soon as possible after the submittal deadline. Mr. Griffith advised of the Categories for criteria: project quality, project feasibility, redevelopment impact, and financial capability and matching funds. No applicant who scores less than 70 points will be funded.

Agency discussion commenced. Commissioner Rawls expressed concern regarding the points currently allotted to each criteria in the draft program. The board discussed how many points to attribute to the financial capability criteria. The Agency requested adding a criteria under Section 3 b that the applicant must demonstrate financial capability as an absolute.

The floor was opened to public comment:

Ms. Robbi Correa - 118 Dodge St., Palatka, FL 32177 and President of Revitalize Historic Palatka asked if this will apply to the whole TIF districts and the recipients will have 1099s as earned income Mayor Hill and Ms. Shank advised yes.

Motion by Commissioner Jones as to selection and criteria: Redevelopment Impact 50, Project Quality: 25 Project Feasibility 25, with the stated changes as to the elimination of financial capability **Second** by Commissioner Rawls. **Motion passed unanimously**

Motion by Commissioner Rawls to approve the program with the modifications made. **Second** by Commissioner Jones. **Motion passed unanimously.**

Mayor Hill suggested we implement the program with a recommendation to the City Commission to fund at the level of \$100,000. Discussion commenced regarding pushing the deadline to May 16 for the purpose of giving people 60 days. Mayor Hill and putting out a flyer/mailer to all who may be qualified in all three districts. Commissioner Borom suggested to send a letter on city letterhead to each of the districts. We would suggest budgeting \$1,000 - \$1,500 to send out a mailer.

Motion to set the advertising budget at \$1,500 to do the communication to all residents and businesses in the district districts (Central, North, and South) by Commissioner Borom **Second** by Commissioner Campbell. **Motion passed unanimously.**

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Motion that the first deadline for submissions will be on or about May 16 for the initial cycle, and future cycles to be as written by Commissioner Rawls and the other dates to be corresponding. **Second** by Borom. **Motion passed unanimously.**

Mr. Griffith advised that sometimes the dates may fall on the weekend or a holiday. Mayor Hill advised to say “on or about” to cover ourselves.

Motion to do a budget amendment for the program capped at \$135,000 and to recommend to the City Commission by Commissioner Jones. **Second** by Commissioner Borom **Motion passed unanimously.**

3. **RECRUITMENT GRANT REQUEST** in the amount of \$50,000, 726 St Johns Ave, Jeremy and Crystal Alexander, Applicants

During the time the CRA suspended programs or subsequently thereto, Staff received this application. The review Committee which consisted of the Mayor, Mr. Holmes, and Mr. Griffith met and made no recommendation due to the CRA giving Staff the direction to draw up a new program. There were no funds allocated to the program.

Mr. Jeremy Alexander 134 Timber Lane, Palatka, FL 32177 – addressed the Agency. He met with Staff in October, November, and December 2021 while working on this application. The owners have secured the building and have secured an engineering firm. They are working on a “Wares” Permit (as there is City owned property to the northwest they would like to put pavers and outdoor seating and highlight the existing Belton Syncopators mural). Sailors of St. Johns downstairs will be a venue for meetings, birthday parties, retirement parties, weddings, and daily, hourly, weekend rental. There is a large expense to expand to the upstairs area (electrical). The total price of the project (including acquisition of building) is \$600,000.

Staff advised if this grant is approved, the CRA would not be able to fund any additional grants in the downtown district. Mayor Hill spoke of the applications submitted by Mr. Mark Stanton and Ms. Roberta Correa which were partially funded when there was no funding budgeted. Mayor Hill spoke of the Agency wanting to help our citizens.

Ms. Roberta Correa 118 Dodge St., Palatka, FL 32177 – advised her Lemon Street Market received \$5,000 from the CRA although she requested \$25,000.

Motion to approve the project as presented with the funding not to exceed \$25,000 by Commissioner Rawls. **Second** by Commissioner Borom. A roll call vote was taken which yielded the following results: Commissioner McCaskill – yes, Commissioner Jones – yes, Commissioner Campbell – yes, Commissioner Borom – Yes, Commissioner Rawls – Yes, Mayor Hill – no. **Motion passed 5 - 1**

Floor opened to public comment:

Ms. Annie Svetlik 511 N 3rd St. Palatka, FL 32177 - asked regarding people that put applications in years ago and didn't hear anything.

Mr. Chris Hollister - 602 N 3rd St., Palatka, FL 32177 - put in an application a couple years ago for fencing. He advised he never heard anything and was told recently that the grant program had ended. Mr. Rawls advised Mr. Hollister that there was nothing there 2 years ago, as the CRA cancelled the TIF HIP program and moved the money to reserves to be used for other projects.

Agency discussion continued. Counsel Thomas advised that Mr. Alexander's application should be submitted to be reviewed along with any other applications before the May 16 deadline.

Motion by Commissioner Rawls to move \$25,000 from the budgeted \$50,000 in the Central TIF. **Second** by Commissioner Campbell. **Motion passed 5 - 1** with Mayor Hill casting the sole dissenting vote.

Mayor Hill requested that suggestions be on the agenda for the next meeting to recoup the \$25,000 in the central business district.

4. **Interview and Selection of New Community Redevelopment Agency (CRA) Governing Board Member** for a 4-year term

Applicant Mr. Sam Deputy - 917 Carr St., Palatka, FL., 32177 addressed the Agency. He is seeking the position because he feels someone should be on the Agency who is downtown every day who sees the daily ongoings of the area. Also, someone that can communicate back and forth from the Agency to the downtown building owners.

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Mayor Hill advised that Ms. Dannise Kemp previously served on the board and her term recently expired. She succeeded Mr. Deputy. Ms. Kemp was not present.

Applicant Mr. Thomas Rowley – addressed the Agency. He moved to Palatka in May 2021 and purchased 215 Dodge Street. He has 30 years' experience in Economic Development with various State and Federal entities. He wishes to help however he can.

Commissioner Campbell would like to see a fresh face with experience and expertise that Mr. Rowley could bring.

Motion by Commissioner Campbell to recommend the Commission fill the CRA vacancy with Mr. Rowley. **Second** by Commissioner McCaskill. **Motion passed unanimously.**

The Commission thanked Ms. Kemp and Mr. Deputy for always being willing to serve.

V. REPORTS

1. UPDATE - Property Acquisition & Cleanup

Mr. Holmes advised the City has acquired 302 and 308 N 11th Street. Staff found there is a tenant in one of the structures. The City attorney is moving forward with an ejectment/eviction proceeding. We have solicited 3 quotes on demolition of the structures. There is a third property we have made an oral agreement to buy, and the status is that the title is being sorted out because it has not been probated over the years.

2. Small Business Development Center (SBDC) Report - Oct. 1 - Dec. 31, 2021

Mr. Rick Paul with the SBDC gave kudos to the City and the Chamber of Commerce for the recent Bass Elite Tournament and gave kudos to the organizers of the recent Airport Flyin and car show. At least 150 cars and 125 aircraft were at the fly in. He spoke regarding the upcoming SBDC Workshops – the Mayor has a minority business workshop on March 8. He says they have been having a good turnout at the seminars. There is to be an entrepreneur social tomorrow at Harper Flooring 314 US 17 N. There will be a young entrepreneur's of Putnam County meet and greet. He spoke regarding some of his clients, one of whom is trying to sell his business. There are several financial institutions that are assisting clients with loan packaging. The SBDC is also working with clients on a business plan and financial statements.

3. St. Johns Avenue Streetscape Project Update

Mr. Silewski with Ayres & Associates advised they have been meeting with local business owners regarding the streetscape project. He spoke regarding reaching out to local business owners to maximize the amount of parking that we have and ensure it still meets code while satisfying business owners' needs.

VI. ADJOURN at 7:13 PM

Ms. Correa advised Revitalize Historic Palatka has a ribbon cutting tomorrow beginning at 5:15 PM for Atmosphere Day Spa, Brownie's Outpost and Lemon Street Market.

ANY PERSON WSHING 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 ENSURE 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 286.0105
PERSONS WITH DISABILITIES REQUIRINGACCOMMODATIONS IN OROER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERKS OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REOUEST ACCOMMODATIONS.

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