

ROBERTA M. CORREA
MAYOR - COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR

WALTON PELLICER
BOCC REPRESENTATIVE

TERESA JACKSON
COMMUNITY REPRESENTATIVE

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ
CITY CLERK

MINUTES
CITY OF PALATKA
December 9, 2024

1. CALL TO ORDER The meeting was called to Order at 5:00 PM.

a. Invocation

led by Chaplain Mulberry

b. Pledge of Allegiance

led by Ms. Jackson

c. Roll Call

Present:

Commissioner Justin Campbell

Commissioner Will Jones

Commissioner Rufus Borom

Representative Teresa Jackson

BOCC Commissioner Walton Pellicer

Mayor Roberta Correa

Absent:

Commissioner Tammie McCaskill

Also present: Marcia Carty, Interim City Manager; Sunni Krantz, City Clerk; Peter Willott, Public Information Officer; Eddie Cutwright, Community Affairs Director; Brad Forsythe, Police Captain; Allegra Kitchens, former City Commissioner; Jane West, City Attorney and Alonzo Mulberry, City Chaplain (via telecommunications technology) ; Rick Paul, Small Business Development Center; Cheryl Roach

2. APPROVAL OF MINUTES

a. October 14, 2024

Motion to approve by Commissioner Campbell. Seconded by Commissioner Borom. The Motion unanimously.

3. PUBLIC COMMENTS

a. Speakers limited to 3 minutes, no action taken on items

The floor was opened to public comment.

Cheryl Roach, Palatka, FL - spoke regarding the brochure that was sent by the City's Planning Department for tips on living in the Historic District. She spoke regarding the neglect of the gaslights in the South Historic District and asked that South Tax Increment funding be used towards the gaslights in 2025.

Hearing no further requests to comment, the floor was closed to public comment.

Discussion commenced regarding the gaslights in the South Historic District. Commissioner Campbell advised he would like the matter to be brought to the CRA at a future meeting. Mayor Correa advised that historically the gaslights were paid by the City and the Gas Authority, however due to the substantial cost it was later funded with South Historic Neighborhood Association funds on the 4th of July, Memorial Day, Thanksgiving, Christmas, and New Year's. Then, it became too expensive and was funded by an "adopt a light program", before ending. Mayor Correa advised in the past there was also a consideration to convert the gaslights to electric lights. She expressed concern that it may not now be an eligible CRA expense per statute. Ms. Carty expressed she will later advise the CRA if it is a budgeted expense.

4. REGULAR BUSINESS

a. DISCUSSION/DIRECTION - Larimer Arts Center rental

Mr. Cutwright advised the Larimer Arts Center lease by the Arts Council expired several years ago. There have been a few organizations that have expressed interest in leasing the building. Staff feels it is best to put this matter out for a request for proposals.

Agency discussion commenced. Commissioner Campbell expressed desire to be fair to the current organization and other organizations who are interested. Commissioner Borom expressed the various organizations could share utilization of the facility. Rep. Jackson expressed support for putting it out for bid. Commissioner Jones asked Ms. Carty and Mr. Cutwright be tasked with presenting all leases to the Commission for review for consistency in pricing and subleasing. Commissioner Borom spoke on the need for a subleasing policy. Commissioner Campbell requested to workshop the matter on those leases solely in the CRA. Commissioner Borom asked for all contracts prior to coming into the workshop.

The floor was opened to public comment:

Allegra Kitchens, Palatka, FL - spoke regarding the Arts Council. She asked the City Attorney to check the reverter clause of the deed for the Larimer Arts Center from the Mellon Family to the City.

Hearing no further requests to comment, the floor was closed to public comment.

b. UPDATE/ACCEPTANCE- CRA Project Coordinator position

Ms. Carty addressed the Agency. She explained that the salary needed to secure a "CRA Manager" would be \$80,000 per year. Due to this cost, she has determined best to bring in a "CRA Project Coordinator". For the coordinator position, there were 10 - 12 applicants, two of whom were interviewed. The person will report to the City Manager as the organization chart is now. She asked for a \$5,000 budget transfer, as there is \$55,000 budgeted for the position, and the applicant is requesting a \$60,000 salary.

The floor was opened to public comment:

Cheryl Roach, Palatka, FL - expressed support for \$5,000 to be added to the budget to obtain a CRA Coordinator.

Hearing no further requests to comment, the floor was closed to public comment.

Agency discussion commenced.

Mayor Correa supported the \$5,000 budget transfer.

Agency discussion commenced regarding whether this is the City Manager's hire and to what degree of input the CRA board has. Commissioner Borom expressed concern the resume of the applicant does not include Economic Development. Mayor Correa expressed the applicant did not have CRA experience, however she does have grant writing background. Ms. Carty advised during her interview, Ms. Odom expressed credentials with being out in

the community. She advised the other person who was interviewed had more credentials. Ms. Carty offered to bring both of the finalists in. Commissioner Jones expressed concern of expressing comments in the public forum, of the process, of the lack of longevity of the candidate, and not having the resume of the other applicant. Commissioner Campbell expressed concern of interfering with the day-to-day operation of the City if the position is the Manager's hire. Commissioner Pellicer expressed the need for the individual to have a working relationship with the Agency and the board to have a feel for the individual, even if it is the City Manager's hire. Mayor Correa trusts the City Manager to hire the position.

Ms. West advised the hiring decision is the City Manager's. Ms. Carty advised she will look back at both individuals and will finalize the position. Ms. Carty advised the overall City Projects Manager and Grants Administrator positions have been filled. This position would allow the projects within the CRA to be taken over by the new person. Also, this person will be tasked with working with the consultant regarding the survey for the determination if a 4th CRA district is needed. Commissioner Jones expressed desire to provide input on the two candidates, although it is the City Manager's hire. Commissioner Campbell asked Ms. West for additional information on the legislative body overstepping boundaries into the day-to-day operations of the City.

Commissioner Jones recommended hiring the position at \$55,000 and then if certain benchmarks are made, then raise the position by \$5,000.

Motion to offer \$55,000 salary and then offering the a raising of \$5,000 after the 90-day probation period by Commissioner Campbell. Seconded by Commissioner Borom. The Motion Passed unanimously.

5. REPORTS

a. Financial Report

Ms. Carty outlined the CRA financial report for the month ended October 31, 2024 as provided in the agenda packet.

b. Small Business Development Center Report

Mr. Paul addressed the agency. He spoke on the recent PorchFest and City's Staff's efforts during the recent 5-year strategic plan session. Mr. Paul asked for a link to the Small Business Development Center's website on the City's website and a blurb in the City's newsletter. He recommended the CRA attend the FRIDA conference next year. He has workshops planned for January 21 on Entrepreneurship (virtual) and February 4 small businesses and the IRS (in-person and virtual). In Hastings, there will be a workshop series on how to turn side hustles into businesses. He is also planning workshops on Customer Service and Artificial Intelligence.

6. ADJOURN **Motion to adjourn at 5:53 PM by Commissioner Campbell. Seconded by Commissioner Pellicer. The Motion Passed unanimously.**