

CRA BOARD MEETING

August 3, 2020

7:00 PM

This CRA Board Meeting was conducted utilizing Communications Media Technology in accordance with the Governor's Executive Order. Some Board and Staff members were present in the Commission Chambers while others were present via the Zoom application to respect the social distancing guidelines.

CRA BOARD MEMBERS PRESENT IN CHAMBERS:

Shirley Groover Bryant, Presiding Officer
Harold Smith

CRA BOARD MEMBERS PRESENT ELECTRONICALLY:

Tamara Cornwell, Chair
Tambra Varnadore, Vice Chair
Jonathan Davis
Brian Williams

STAFF PRESENT IN CHAMBERS:

Mark Barnebey, City Attorney
Mohammed Rayan, Public Works Director
Scott Tyler, Chief of Police

STAFF PRESENT ELECTRONICALLY:

Jeff Burton, CRA Director
Jim Freeman, City Clerk
Amber LaRowe, Assistant City Clerk
Todd Williams, Information Technology (IT) Consultant

Mayor Bryant called the meeting to order at 9:35 p.m.

1. CRABOARDAGENDAAPPROVAL

Motion: Commissioner Davis moved, Commissioner Cornwell seconded, and the motion carried 5-0 to approve the August 3, 2020 CRA Board Agenda.

2. PUBLICCOMMENT

3. CONSENT AGENDA APPROVAL

A. Store Front Grant 20-03 FELT

Motion: Commissioner Davis moved, Commissioner Cornwell seconded, and the motion carried 5-0 to approve the August 3, 2020 CRA Board Consent Agenda as recommended by staff.

4. WOMAN'S CLUB MANAGEMENT

Mr. Burton explained that the CRA wishes to contract with a non-profit Palmetto entity to manage the Palmetto Woman's Club. A Request for Quotes (RFQ) will be advertised for a sealed set of qualifications. The qualifiers will be ranked and negotiated with and a contract/lease agreement will be brought back to the CRA Board for approval.

PUBLIC COMMENTS:

The following individuals spoke in opposition of this item:

Charles Smith
Sheldon Jones
Betty Rhodes

Discussion:

The Board discussed the need for something like this instead of managing the rental as all properties are done in the City for events. The Board is concerned with leasing the building to another entity and losing control over what events happen there. The Board also expressed their uncomfortableness with renting out the building to parties with the consumption of alcohol with no prior approval by the City Commission.

Motion: Mr. Williams moved to recess the CRA Board meeting and reconvene the meeting on August 4, 2020 at 5:30 p.m. The motion dies for lack of second.

Motion: Mr. Williams moved to adjourn the meeting at 10:02 p.m.

Notice will be emailed to the CRA Board for the meeting to be reconvened this week.

**THIS MEETING IS TO RECONVENE THE DISCUSSION FROM AUGUST 3, 2020 CRA BOARD MEETING
AUGUST 6, 2020
6:00 P.M.**

This CRA Board Meeting was conducted utilizing Communications Media Technology in accordance with the Governor's Executive Order. Some Board and Staff members were present in the Commission Chambers while others were present via the Zoom application to respect the social distancing guidelines.

CRA BOARD MEMBERS PRESENT IN CHAMBERS:

Tamara Cornwell, Chair
Harold Smith

CRA BOARD MEMBERS PRESENT ELECTRONICALLY:

Tambra Varnadore, Vice Chair
Jonathan Davis
Brian Williams

CRA BOARD MEMBERS ABSENT:

Shirley Groover Bryant, Presiding Officer

STAFF PRESENT IN CHAMBERS:

Mark Barnebey, City Attorney
Mohammed Rayan, Public Works Director
Scott Tyler, Chief of Police

STAFF PRESENT ELECTRONICALLY:

Jeff Burton, CRA Director

Jim Freeman, City Clerk
Amber LaRowe, Assistant City Clerk
Todd Williams, Information Technology (IT) Consultant

Chair Cornwell reconvened the 8/3/2020 CRA Board Meeting at 6:00 p.m.

Mrs. Cornwell asked the Board to submit their name to Mayor Bryant as soon as possible if they are interested in serving as the Florida League of Cities voting delegate on behalf of the City of Palmetto.

CONTINUED DISCUSSION OF ITEM 4 WOMAN'S CLUB MANAGEMENT:

Mr. Burton would like to discontinue this item for discussion as there are no plans to rent the Woman's Club at this time due to COVID-19; when the pandemic is over, discussion can be brought up then.

~~Motion: ——— to approve proposed RFQ process for the Woman's Club management and instruct staff to report back to the CRA Board for final contract/lease approval.~~

5. UNSOLICITED PUBLIC LAND SALES

Mr. Burton stated that people have come to the CRA looking to purchase properties. Staff will come to the CRA Board/City Commission regarding the surplus of these properties and see approval so that the property can be placed for sale/bid; nothing is sold directly. Staff has developed a basic list of information the CRA Board may wish to have if the public wants to submit an unsolicited bid. It was requested that the CRA Board review the questionnaire and amend if needed.

Mr. Smith is in favor of this concept and questionnaire.

Mr. Williams requested something on the questionnaire for the requestor to notate that they will be in compliance with the stormwater/water retention. Also he would like something on the form to submit the plans for parking.

PUBLIC COMMENTS:

Renee Contarino
Herman Cadena

Both above public comments were in favor of this process and are seeking to purchase properties in the City/CRA.

Charles Smith, resident, supports the proposals as mentioned by Ms. Contarino and Mr. Cadena and also expressed favor in the process as attached to the Agenda.

Motion: Mrs. Varnadore moved, Mr. Davis seconded, and the motion carried 5-0 to approve the CRA Board unsolicited land bid information list with the two additions as mentioned by Mr. Williams [stormwater/water retention and parking].

Mr. Burton will make the amendments and bring forward unsolicited bids as received.

6. CRA STAFFING DISCUSSION

Mr. Burton indicated that due to some discussions with Human Resources and the Mayor, the hiring for this position has been put on pause. It was approved as part of the Fiscal Year 2020 budget last October. He is seeking direction from the Board on if they want to move forward to place the job for hiring.

Mr. Burton was asked to bring forward the job description as previously approved. He noted the salary on the job description is \$45,000-\$55,000; he is desiring to hire someone in the ballpark of \$65,000.

Mr. Smith expressed confusion as to why this is being brought to the Board. Due to the inconsistency and confusion on this item, he would prefer discussion at a workshop to understand the needs of the CRA and of Mr. Burton.

Mr. Williams expressed his opinions on the salaries of all department's second in command; he would like to know how each position measures up. He agrees with Mr. Smith and would like to see this on a workshop.

PUBLIC COMMENTS:

Charles Smith, resident, discussed the City's Charter and the hiring of a second in command. He cautioned the hiring at this time during an election period. He opined it could prove a waste of tax payer dollars.

This item will be on a future workshop agenda.

~~ACTION REQUEST: Motion to approve/disapprove the proposed CRA Assistant Director position.~~

7. SUSTAINABLE CRA PLAN UPDATE

Mr. Burton discussed his desire to partner with the University of South Florida (USF) to update the CRA Plan. This Plan is to be updated and the CRA wishes to have an outside agency help with this review. Once written, it will be presented to the CRA Advisory Board, the CRA Board, and the City Commission.

Mr. Smith is hesitant on spending \$60,000 on the Plan; he understands what Mr. Burton is saying, but does not really understand the need right now. He would prefer to research other colleges and their programs to help with the draft of this. Mr. Williams echoed what Mr. Smith's concerns were.

PUBLIC COMMENT:

Charles Smith, resident, agrees with what Mr. Smith and Mr. Williams are saying and agrees that an update may need to be completed but would like to see a review of other Florida colleges and how they can assist with this update and the cost.

Based on tonight's discussion, a workshop will be conducted involving research of Florida colleges and the cost to help re-write the Plan.

~~ACTION REQUEST: Motion to approve the partnership with the University of South Florida School of Architecture and Community Design to update the CRA Redevelopment Plan.~~

8. MAIN STREET PROGRAM DISCUSSION

Mr. Burton stated that this is to gain certification for the Main Street Program. The certification takes about three years to be considered a "complete street". This formal program has been completed by the City of Wauchula and the City of Zephyrhills. The application for this Program is due September 1st.

The Board is in agreement with the Program and wishes the CRA to move forward.

COMMENTS

9. CRA DIRECTOR'S COMMENTS:

Mr. Burton discussed the July 31st CRA Advisory Board meeting where the Fiscal Year 2021 Budget was discussed. Their main question involved the CRA paying for the fully loaded salary of one code enforcement officer but not the equipment that goes along with it; similarly the CRA pays for equipment and salary of the law enforcement officers in the CRA.

Mr. Burton discussed the funding for Connor Park, it is estimated to cost approximately \$2.5M but the CRA will receive over a million dollars back in tax credits and the Southwest Florida Water Management District (SWFWMD) cooperative funding.

He discussed the BUILDS grant that the CRA would like to apply for; it is a \$1M matching grant with approximately \$200k being the City/CRA responsibility. The Board asked for more information regarding this Grant before anything is completed.

10. PRESIDING OFFICER'S COMMENTS

11. CRA BOARD MEMBER'S COMMENTS

MR. SMITH—in regards to MLK Park, Mr. Rayan stated that he and Mr. Burton met with the architect three weeks ago to decide on a location for the restrooms. Renderings will be brought forward to the CRA and the Commission in September.

MR. WILLIAMS—discussed 5th Street design. Mr. Burton stated that there are plans for the redesign; Mr. Williams requested that the Board be sent the PDF plans first as well as have them reviewed by Mr. Rayan.

MRS. CORNWELL—reminded the Board to submit a name to the Mayor regarding the voting delegate.

Mr. Burton stated that there is a webinar on August 13th for the Florida Redevelopment Association's presentation on Brownfields, it is a free webinar and the CRA is part of the presentation also.

Chair Cornwell adjourned the meeting at 7:25 p.m.

MINUTES APPROVED: OCTOBER 5, 2020

JAMES R. FREEMAN

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CITY CLERK