

TAB

A

DRAFT MINUTES

**PALMETTO COMMUNITY REDEVELOPMENT AGENCY
ADVISORY BOARD
OCTOBER 12, 2010 - 5:30 PM**

Board Members Present:

Sia Mollanazar, Chair
Betty Ann Price
Nick Costides

Absent

Charles Smith

Staff and Others Present:

Jeff Burton, Interim CRA Director
Scott Rudacille, City Attorney
Antoinette Kilgore, Administrative Assistant

Sia Mollanazar called the meeting to order at 5:30 p.m., followed by a Moment of Silence and the Pledge of Allegiance.

1. CRA ADVISORY BOARD AGENDA APPROVAL

Jeff Burton requested that the Advisory Board remove item 4 from the agenda. There was an email sent out to the Advisory Board and Habitat for Humanity of updates on the item 4. Habitat had some technical questions about it. Before item 4 is brought back before the Advisory Board, Jeff Burton wants to make sure that Habitat is sure about the changes. A meeting will be set up with Habitat at a later date.

Motion: Action: Approve, Moved by Betty Ann Price, Seconded by Nick Costides.

2. APPROVAL OF MINUTES – SEPTEMBER 14, 2010

Motion: Action: Approve, Moved by Nick Costides, Seconded by Betty Ann Price.

NEW BUSINESS3. ROGER C. MORRIS (Jeff Burton)

Action Request: Motion to recommend approval for Store Front Grant SF10-08, Roger C. Morris, in amount not to exceed \$548.96. Funds will come from Commercial Renovation 1905598211.

Pursuant to the Temporary Maintenance Program (TMP), the applicant has submitted documentation for reimbursement of repairs he performed on the property's driveway. Mr. Burton confirmed that a church occupies the building, but leases the property from the applicant. Submitted documentation complies with the TMP. Jeff Burton stated that this is for Roger C. Morris a storefront and a small one. Mr. Morris was unable to attend. If we can't have a vote on it,

which shouldn't be a problem, we will just table it for the next meeting so Mr. Morris will be able to attend. Mr. Morris proceeded with repair work on his driveway which follows under the. He did the work himself and there is a clause in the TMP, if you do the work within 90 days you can come in with the receipts that he would only be eligible for the percentage of the materials. He brought in his receipts it came up to \$548.96 dollars which is 75% of the estimated receipts. Betty Price ask if this building was a church, Jeff replied, that a church only leases the building but that Mr. Morris owns the building. Betty Price recommends the approval of the storefront grant SF10-08 to reimburse material in the amount of \$548.96 dollars.

Motion: Action: Approve, **Moved by** Sia Mollanazar, **Seconded by** Nick Costides. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 3). **Yes:** Betty Ann Price, Nick Costides, Sia Mollanazar.

OLD BUSINESS

4. RESIDENTIAL REHABILITATION PROGRAM (Jeff Burton)

This item was presented at the last CRA Advisory Board meeting on September 14, 2010 it was requested at that time to provide further detail to this program.

This item is being removed from the agenda following further review.

Action Request: **Motion to recommend approval of the Residential Rehabilitation Program.**

5. 2010-2011 CRA BUDGET (Jeff Burton)

Informational only.

Mr. Costides ask, was there any serious consideration given in paying the CRA debt down? Mr. Burton suggests that this be taken to the CRA Board for consideration. CRA Resolutions states what the money can be spent on which is very limited. Mr. Burton recommends that Mr. Costides move to recommend that CRA Board take the surplus funds that are tied to the loan and pay down the debt until the CRA Board give us some directions on to spend the funds it will sit there. Mr. Costides states that if the CRA Board, City Commissioners, and the Mayor if they are looking at the money as a possible way to alleviate pain they may be reluctant to pay down the debt because you may lose the money. Mr. Costides states that he would like to see them tee it up as a Workshop Agenda and discuss it through. Mr. Burton will ask to have this item put on the City Commission Agenda and the CRA Board for a discussion. CCMA's have been turned in to the City's Attorney for professional services which is required by the State of Florida for engineers, architects, surveyors and property appraisers. That has not gone out for bid. A CCNA has been turned in for a Public Art Management it is with the attorney. All projects that we want to do whether they require an architect or civil engineering or surveying we have our hands tied until we put them out for bid and have a list. Florida statue states that it must be done this way. Mr. Costides suggest that the suggested budget projects should be discussed with a group of people in order to come up with ideas on how and where the money should be spent. Mr. Costides ask if Mayor Bryant could discuss this matter with the board. Mr. Costides suggested to Mayor Bryant to have business people to take a hard look at the debt and ask them should we pay off the debt. Mayor Bryant offered a suggestion, she ask for a session between our finance director and some of those who serve on pension board and have them to look at the debt individually or collectively and make a recommendation as far as paying the debt down. Mayor ask how would it serve you if some of the finance people come to an Advisory Board meeting and brainstorm with you as far as the projects would that help? Mr. Mollanazar states that he thinks it would help. Mayor Bryant

states that she would be very enthusiastic about something moving forward in the 5th Street Project. Mr. Costides ask where we are with the Design Streetscape. Mr. Burton state that he is waiting on the CCMA from the attorney to be able to put up for bid. Mr. Costides ask the Mayor Bryant do she know when it was approved by the CRA Board. Mr. Costides states that it was April 5, 2010 when the CRA Board approved the 5th Street Project. Therein lays a big problem with all the money. Six (6) months and nothing has been done. For clarification Mayor Bryant initially Mr. Burton was going to trying to work within the perimeters of the cities RFP and RFQ, it was determine it was much better to go through the CCMA so that you could incorporate other types of professionals as far as engineering but also the architectural and some of the designs. Mr. Burton says that once we go through with it we can move on all projects. Mayor Bryant states that the City Attorney's has sent comments on Streetscape. Mayor Bryant has planned on October 18, 2010 to bring forward Mr. Burton as the CRA Director. Mr. Burton suggests a special meeting with the CRA Advisory Board and the CRA Board to discuss how to spend CRA funds.

6. CRA ACTION STATUS SPREADSHEET (Jeff Burton)

Informational only.

7. CRA PROJECTS MANAGED BY PUBLIC WORKS

Informational only.

Mr. Frank Woodard states that Palmetto Public Works need additional funding for the US 41 and Riverside in which Mr. Woodard has prepared a change order for the amount of \$6,243 dollars for modification at the intersection at US 41 and Riverside there is a concrete median and a some additional work to ensure that no one will try and cross over US 41 and Riverside. We're asking for the change order to be approved for the additional funds. There is second change order for Riverside Drive Project in the amount of \$19,895 in which a water line had to be relocated.

Action Request: Motion to recommend approval of additional funds of \$6,243 dollars for the US 41 and Riverside Drive Project.

Motion: Approve, **Moved by** Nick Costides, **Seconded by** Betty Ann Price.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Nick Costides, Sia Mollanazar, Betty Ann Price.

Action Request: Motion to recommend approval of additional funds of \$19,895 dollars for the Riverside Drive Project was denied.

8. BILLBOARD REPAIR (Jeff Burton)

Mr. Burton states for the record the City of Palmetto owns the billboard and CRA manages it. Mr. Burton looked at the billboard an had an Architect to looked at the billboard for free they both agree that the billboard it was in no way even close to 100 mph design. Mr. Burton asks for an emergency of \$1,000 dollars to have an engineering design done on it a fix. For us to get a contractor to fix it we have tell them how to fix it and in order to obtain a permit you have to have engineering designs drawings. We will be putting it out to bid to at least two contractors, probably three there all local. We will get the bids and we'll take the lowest and fix the billboard so that now it will be in compliance with the Florida Building Codes. It will be fixed at the same time that we install the Fair Mural Billboard which the fair is paying for. They are paying to have it installed and we're paying for the fix on the billboard, if you would like I could take the existing sign and put it on the opposite side. The Fair Mural will be up until the end of the fair in February. Then the student images will be put onto the billboard after the fair. Mr. Mollanazar asks did the design upgrade for one side. Mr. Burton replied that it is a two sided so the fix is good for both sides. Mr.

Mollanazar asks did the engineer do the cost estimate, Mr. Burton replied he would ask for a cost estimate.

9. CRA ATTORNEY'S COMMENTS

Attorney Scott stated that he just finished today a two week trial on a Sunshine and Public Records Law for a special district with an annual budget of about \$600,000 dollars the plaintiff was seeking almost \$2,000,000 million dollars in attorney fees in the case. This is just a reminder that if you have any questions that come up about who you can talk to about what items, documents, emails, blogs things like that that you might be participating in or related to CRA business feel free to give us a call and ask.

10. CRA INTERIM ADMINISTRATOR'S COMMENTS

No Comments

11. CRA ADVISORY BOARD COMMENTS

Mr. Costides – no comments

Mrs. Price – I have a problem with the I Pad rotating in horizontal, otherwise it did remarkably okay. Some of the word documents the formatting is heavy. Mr. Burton said that he would email the files in PDF to Mrs. Price. Mr. Burton introduced Antoinette to the board. Mr. Burton stated that Antoinette and himself would love going digital. This will save on our huge printing bill.

12. CITIZENS COMMENTS - Anyone wishing to speak before the City Commission must complete the Speakers Card, stating name, address, and topic to be addressed and be sworn in prior to the meeting. All comments will be limited to two minutes.

13. ADJOURNMENT Meeting adjourned at 7:10 p.m.

NEXT REGULAR SCHEDULED MEETING –NOVEMBER 9, 2010

The City of Palmetto does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status or handicapped status in employment or in the provision of services. Handicapped individuals may receive special accommodation in services on one working day's notice (Fla. Stat. §286.26) Anyone requiring reasonable accommodation for this meeting as provided for in the Americans with Disabilities Act should contact the Community Redevelopment Agency by telephone at 941-723-4988, fax 941-723-4704 or e-mail jburton@palmettofl.org

POSTED: OCTOBER 6, 2010