

TAB 1

**DRAFT
JOINT CRA BOARD AND
CRA ADVISORY BOARD MEETING
FEBRUARY 28, 2011
7:45 p.m.**

CRA Board Members Present

Shirley Groover Bryant, Presiding Officer
Brian Williams, Chair
Mary Lancaster, Vice Chair
Tamara Cornwell
Tambra Varnadore
Alan Zirkelbach

CRA Advisory Board Members Present:

Jeff Burton, CRA Director
Betty Ann Price, Vice Chair
Nick Costides

Staff Present:

Mark Barnebey, City Attorney
Jim Freeman, City Clerk
Rick Wells, Chief of Police
Allen Tusing, Public Works Director
Diane Ponder, Deputy Clerk-Administration

 Ms. Bryant called the meeting to order at 7:45 p.m.

 1. CRA BOARD AGENDA APPROVAL

MOTION: Mrs. Lancaster moved, Ms. Cornwell seconded and motion carried 5-0 to approve the February 28, 2011 CRA Board agenda.

 2. CRA CONSENT AGENDA

A) Minutes: January 24, 2011

MOTION: Mrs. Lancaster moved, Ms. Cornwell seconded and motion carried 5-0 to approve the February 28, 2011 CRA Board Consent Agenda.

 3. PRESENTATION: MARKET STUDY FOR A PROPOSED YMCA

The CRA assisted the YMCA in the funding of the study for the City of Palmetto, the CRA and the parks in the CRA. A copy of the narrated summary of the study is attached hereto and made a part of these minutes.

Lili of FourSquare Research, Inc. stated the firm completed over 600 telephone interviews of close to 2400 attempted calls to households that do not belong to a YMCA. She reviewed a summary of the statistical data gathered during the survey.

**DRAFT
CRA BOARD
MARCH 7, 2011
9:45 pm**

CRA Board Members Present

Shirley Groover Bryant, CRA Board Presiding Officer
Brian Williams, Chair
Mary Lancaster, Vice Chair
Tamara Cornwell
Tambra Varnadore
Alan Zirkelbach

Staff Present:

Jeff Burton, CRA Director
Mark Barnebey, City Attorney
Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Rick Wells, Chief of Police
Diane Ponder, Deputy Clerk-Administration

Ms. Bryant called the meeting to order at 9:45 p.m.

1.  CRA BOARD AGENDA APPROVAL

MOTION: Mrs. Lancaster moved, Ms. Cornwell seconded and motion carried 5-0 to approve the March 7, 2011 CRA Board agenda.

2.  CRA BOARD CONSENT AGENDA

Items 2 C, F, G and 2H were pulled for discussion.

- A. Minutes: January 24, 2011
- B. Approval of the extension of the Storefront Temporary Maintenance Program for calendar year 2011.
- C. Approval to extend Store Front Grant SF10-09 granted to DeLesline Construction, Inc. on December 6, 2010, (contingent upon confirmation of approval by the CRA Advisory Board on March 3, 2011).
- D. Approval of Store Front Grant SFG11-02 to Lone Oak Mobile Home Park for installation of a PVC fence, in an amount not to exceed \$13,569.40.
- E. Approval of Commercial Façade Enhancement Grant SFG11-01 to Palmetto Plumbing Inc. for exterior painting, in an amount not to exceed \$2,996.25.
- F. Approval to award the Competitive Contract Negotiation Act (CCNA) for Public Art to 1) Palmetto Art Center; and 2) Environmental Design Collaboration.
- G. Approval to award the Competitive Contract Negotiation Act (CCNA) for Professional Services, as follows:
Architect: 1) Moore 2 Design, LLC; 2) Ugarte and Associates, Inc.; 3) GLE Associates, Inc.
Engineer: 1) Lombardo, Foley & Kolarik, Inc.; 2) GLE Associates, Inc.; 3) Allison Engineering, Inc.

Surveyor: 1) Clements Surveying, Inc.; 2) Leo Mills & Associates, Inc.; 3) Lombardo, Foley & Kolarik, Inc.
Landscape Architect: 1) Allison Engineering, Inc.; 2) ZNS Engineering; 3) CPH Engineers, Inc.

H. 4th of July event

MOTION: Mr. Williams moved, Ms. Varnadore seconded and motion carried 5-0 to approve items 2A, B, D, and E of the March 7, 2011 CRA Board Consent Agenda.



Item C Store Front Grant SF 10-09

Mr. Burton confirmed that the application is only for an extension to April 15, 2011. Mr. Burton will amend the title page of the Commercial Façade Enhancement Grant application.

MOTION: Ms. Cornwell moved, Mrs. Lancaster seconded and motion carried 5-0 to approve extension of the Store Front Grant SF10-09 granted to DeLesline Construction, Inc. on December 6, 2010, subject to correction of the dates on the 09-10 Façade Agreement.



Item F Competitive Contract Negotiation Act (CCNA) for Public Art

Mr. Burton confirmed that only two applications were received in response to an issued RFQ. The Advisory Board recommended both, ranking Palmetto Art Center first.

MOTION: Ms. Cornwell moved, Mr. Zirkelbach seconded and motion carried 5-0 to award the Competitive Contract Negotiation Act (CCNA) for Public Art to Palmetto Art Center and Environmental Design Collaboration.



Item G: Competitive Contract Negotiation Act (CCNA) for Professional Services

Mr. Burton identified the local firms that had been selected from the responses to the issued invitation to bid. Attorney Barnebey confirmed that if the City performs work in the CRA the City can use its engineers.

MOTION: Ms. Cornwell moved, Mr. Williams seconded and motion carried 5-0 to extend the meeting by 15 minutes.

MOTION: Ms. Cornwell moved, Mr. Zirkelbach seconded and motion carried 5-0 to award the Competitive Contract Negotiation Act (CCNA) for Professional Services as recommended by staff.



Item H 4th of July event

Attorney Barnebey informed the Board that in order to approve the expenditures, they must find that information relating to the CRA is being disseminated.

Mr. Burton briefly described an event that will occur from 5:30 – 10:00, rather than an all-day event. The City of Bradenton has been contacted regarding extending the time for the closure of the bridge. Event plans include a free concert and the use of the Movie in the Park screen to show videos of what the CRA is doing; community policing, CRA projects and one from local political leaders. City businesses with active occupational license can apply to participate by bringing their wares to spots in Riverside Park West.

Mr. Burton stated this is a time sensitive item, needing the CRA Board's approval. General discussion occurred on the planned events and vendors that will participate.

MOTION: Ms. Cornwell moved, Mrs. Lancaster seconded and motion carried 3-1 to approve the 4th of July events as a CRA disseminator of information.

Discussion: Mr. Burton stated that an architect has not been hired for the platform, so he will bring in a flatbed stage for this event.

Ms. Varnadore voted no. Mr. Zirkelbach was absent for the vote.

3. CRA DIRECTOR'S COMMENTS

None

4. PRESIDING OFFICER'S COMMENTS

None

5. CRA BOARD MEMBERS' COMMENTS

None

6. PUBLIC COMMENTS FOR CRA BOARD

Ms. Bryant closed the CRA Board meeting at 10:10 p.m.

Minutes approved:

James R. Freeman
City Clerk