

# TAB 1

## APPROVED MINUTES

### PALMETTO COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD MEETING May 10, 2011 - 5:30 PM

Board Members Present:

Betty Ann Price  
Nick Costides  
Charles Smith  
McArthur Sellars

Board Members Absent

Sia Mollanazar, Chair

Staff and Others Present:

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

Betty Ann Price 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 Chair and Vice Chair Nominations

**Action:** Motion made by McArthur Sellars to table the election of the advisory board's chair and vice chair until the June meeting, when the full board can be present. Second by Charles Smith

**Vote:** Motion carried by unanimous vote.

2. CRA Advisory Board Agenda Approval.

**Action:** Nick Costides moved to approve the agenda with the deletion of item 10 regarding the CRA powers – City Clerk, Second by McArthur Sellars.

**Vote:** Motion carried by unanimous vote.

3. Approval of Minutes – April 14, 2011.

(TAB A)

**Action:** Motion by Charles Smith to approve the April 14, 2011 Advisory Board Minutes, Seconded by Nick Costides.

**Vote:** Motion carried by unanimous vote.

## NEW BUSINESS

4. 5<sup>th</sup> Street Streetscape Design Contract (Ugarte and Associates)

(TAB B)

The City Attorney stated that contracts must be negotiated and in place with firms selected for continuing contract work, before they can begin work on assigned projects and that has not been done with Ugarte and Associates, as well as the other selected vendors.

Estimated design budget: \$168,835.00.

**Action:** Nick Costides moved to defer decisions on the streetscape design projects (Agenda items 4 & 5) until the required contractual agreement is negotiated and signed. Second by McArthur Sellars.  
**Vote:** Motion carried by unanimous vote.

5. 10<sup>th</sup> Avenue Streetscape (10<sup>th</sup> to Riverside) Conceptual Plan Contract (Ugarte and Associates)  
Item deferred until required contractual agreement is negotiated and signed. (TAB C)

6. Advise on Commercial Rental Incentive

Jeff Burton, CRA Director, noted that the idea of a commercial rent subsidy program had been suggested as another way to draw new business and jobs into the CRA. The board expressed interest in getting more information about the concept.

7. Womans Club of Palmetto - (Jeff Burton)

(TAB D)

**Action:** Motion by Charles Smith to recommend approval of the Womans Club of Palmetto Store Front Grant request, SFG#11-09, in the amount not-to-exceed \$5,617.50, Seconded by Nick Costides.

**Vote:** Motion carried by unanimous vote.

8. CRA Plan – General Analysis of CRA

Mr. Burton provided draft copies of the General Analysis portion of the amended CRA Plan for the Advisory Board's recommendation to the CRA Board.

**Action:** Motion made by Nick Costides to recommend the General Analysis portion of the amended CRA plan to the City Commissioners for approval as a Power of the CRA. Second by Charles Smith.

**Vote:** Motion carried by unanimous roll call vote.

9. Sign Ordinance Drafting Sponsorship

Mr. Burton requested that the Advisory Board work with Code Enforcement, the Planning and Zoning Board and the City Planner, to provide its recommendations during the development of a sign ordinance for the City of Palmetto.

## OLD BUSINESS

10. Recommendation of Community Redevelopment Agency Powers – City Clerk.

Postponed until further notice.

11. Sutton Park Improvement Plan Contract (Moore 2 Design)

Mr. Burton informed the advisory board that the CRA Board would like to have a joint meeting with the advisory board in order to consider the planning and conceptual design work being

done on Lamb and Sutton Parks. Efforts will be made to schedule this for the next advisory board meeting on June 14.

12. **Palmetto 4<sup>th</sup> of July**

Mr. Burton reported that the ad for the 4<sup>th</sup> Of July is being sent to the North River News for advertisement, that the contract with Eddie Money has been signed and two other groups are being booked. He also reported that registration is underway for Palmetto businesses to request concession space and that work has begun on getting the park in shape for the 4<sup>th</sup> of July.

13. **CRA Action Status Sheet**

(TAB E)

Information only.

14. **CRA Projects Managed by Public Works**

(TAB F)

Mr. Allen Tusing, Director of Public Works, reported that the Ward 1 Phase 2 Reconstruction Project is underway and that a contract has been awarded for construction of the roundabout on Haben Boulevard and that work will start in the next few weeks.

15. **CRA Director Comments**

Mr. Burton reported that development of the CRA Plan and the budget development are generally on schedule, with the City Clerk's portion of the plan still to be completed.

16. **CRA Attorney Comments**

No comments.

17. **CRA Advisory Board Comments**

Mr. Sellars – No comments.

Mr. Costides – No comments.

Mr. Smith – No comments.

Ms. Price – No comments.

18. **Citizens Comments**

No comments.

19. **Adjournment**

Ms. Price adjourned the meeting at 6:36 p.m.

Minutes approved by:

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Jeff Burton, CRA Director