

Community Redevelopment Board  
March 23, 2009 7:15 p.m.

CRA Board Members Present:

Shirley Bryant (Presiding Officer, Non-Member)  
Tamara Cornwell  
Mary Lancaster  
Tambra Varnadore  
Brian Williams  
Alan Zirkelbach

Staff Present:

James R. Freeman, City Clerk  
Garry Lowe, Chief of Police  
Tanya Lukowiak, CRA Executive Director  
Scott Rudacille, Kirk Pinkerton  
Allen Tusing, Public Works Director  
Diane Ponder, Deputy Clerk-Administration

Mayor Bryant called the meeting of the Community Redevelopment Board (CRA) to order at 7:15 pm.

1. CRA BOARD AGENDA APPROVAL

**MOTION:** Commissioner Cornwell moved and Commissioner Zirkelbach seconded to approve the March 23, 2009 CRA Board agenda.

Discussion: Discussion ensued on items to remove from the agenda. Because of either a request to delay a topic or because items were tabled by the CRA Advisory Board to a later date, items B, D and F were removed from the agenda.

In response to Commissioner Lancaster's inquiry, Attorney Rudacille confirmed that the CRA Advisory Board is under the sunshine, and it is proper for Mayor Bryant to speak with the chair of the Advisory Board concerning topics proposed for the CRA Board agenda. He also stated the CRA Board is free to speak with members of the CRA Advisory Board; members of a board may not speak with each other concerning any topics brought to them for consideration. He also confirmed that it is common for the presiding officer of a board to be a non-member of the board. Mrs. Lancaster requested that Attorney Rudacille provide her a written ruling on the topic.

**MOTION:** Commissioner Williams moved, Commissioner Varnadore seconded and motion carried 5-0 to amend the agenda to delete items B, D and F.

2. APPROVAL: CRA BOARD RULES OF PROCEDURE

Attorney Rudacille explained the Rules of Procedure replace the old by-laws of the CRA. Mayor Bryant suggested that they could be used as initial guidelines for the meeting; they could be more thoroughly reviewed at a later workshop.

Commissioner Williams commented on the specific date and time of the CRA Board meetings stated in section 4.1.1. It was consensus of the Board to delete the sentence "All regular meetings shall ordinarily commence at 7:00 p.m. in the City Commission Chambers on the first Monday of each month." from section 4.1.1.

**MOTION:** Commissioner Zirkelbach moved, Commissioner Williams seconded and motion carried 4-1 to adopt the CRA Board Rules of Procedure, striking the sentence "All regular meetings shall ordinarily commence at 7:00 p.m. in the City Commission Chambers on the first Monday of each month." from section 4.1.1.

**3. CRA BOARD CONSENT AGENDA**

**A. Minutes: January 13 and 20, 2009**

**MOTION: Commissioner Varnadore moved, Commissioner Cornwell seconded and motion carried 5-0 to approve the January 13 and 20, 2009.**

**C. CEDC paid invoice**

Informational item only, as City Commission previously approved payment of the invoice. Mrs. Lukowiak stated the CRA Advisory Board has requested to monitor the CEDC service for 60 days, rather than on a quarterly basis, and the item will be presented again to the CRA Advisory Board at the April 14, 2009 meeting. Mayor Bryant informed the Board that the agency has requested office, computer and desk space at the CRA office, and to make appointments through the Mayor's office. The topic of office space was delegated to the CRA Advisory Board for a recommendation.

**E. Ward 1 Park status review**

Informational item only. Mrs. Lukowiak stated the item was delayed until the March 25, 2009 CRA Advisory Board meeting that was continued from March 17, 2009. She identified the property as the unbuildable lot located across from the lift station where the City opened the street.

**G. Payment and budget amendment for survey invoice from Leo Mills and Associates for flagging the wetland buffer at Palmetto Palms. Mr. Tusing stated the survey and flagging was necessary to identify the wetlands to assist in determining the proper use of the property.**

**MOTION: Commissioner Cornwell moved, Commissioner Lancaster seconded and motion carried 5-0 to follow the recommendation of the Advisory Board and approve the budget amendment of \$1,200 for engineering and expenditure of \$1,600 for the flagged boundary lines in the wetland survey.**

**H. Payment and budget amendment for additional payment for engineering services for US 41 and 7th Street.**

**MOTION: Commissioner Varnadore moved, Commissioner Zirkelbach seconded and motion carried 5-0 to approve item H.**

**I. Organizational and structure presentation by Mark Barnebey (Information only)**

Referring to the recently adopted ordinance, section 11.84 Powers & Duties, Commissioner Lancaster inquired who prepares the budget. Attorney Rudacille opined the CRA Advisory Board, working with the Executive Director, would prepare the budget. Commissioner Lancaster suggested that the ordinance should be amended to state that the Executive Director will work with the Advisory Board in the preparation of the budget.

**J. Mangrove trimming**

**MOTION: Commissioner Zirkelbach moved to approve the mangrove trimming under tab 11. Commissioner Cornwell seconded.**

Discussion: Mrs. Lukowiak confirmed the mangroves are in the CRA and the trimming would be done by a licenses arborist. Mr. Tusing stated the City is not licensed; he would have to research the topic further. He recommended approving the item in order not to miss the trimming schedule.

**Motion on the floor carried 5-0.**

The CRA Board did not consider the following three items, as they were continued to the CRA Advisory Board meeting on March 25, 2009.

Storefront Grant application #09-04  
Storefront Grant application criteria review 09-10  
Advisory Board meeting schedule

The CRA Board requested that items coming to them for approval have a point paper with information to clearly state the nature of the item, the recommendation from the CRA Advisory Board, and the vote on the item. The Board also requested that future agendas differentiate action and information topics. It was also suggested that the Consent Agenda should be approved as a whole, after items for discussion were pulled by a board member.

#### 4. CRA DIRECTOR'S COMMENTS

Informed the Board she has contacted the State for a legal opinion in writing on the CRA using TIF funds to pay for different staff positions in the City. The State confirmed the legal opinion can be provided at a cost. Mrs. Lukowiak stated she feels the compliance audit will answer the question. The Board concurred that she should take no further action on the topic.

#### 5. CRA BOARD COMMENTS

##### Mr. Williams

Inquired if there will be a workshop for the CRA Board. A joint meeting between the CRA Board and CRA Advisory Board was scheduled for April 14, 2009 at 7:00 pm. Subjects for discussion will be the Rules and Procedures, and the topics that were deferred by the CRA Board.

##### Mr. Zirkelbach

Suggested putting public comments at the beginning of the agenda.

Suggested moving the CRA agenda to the last of the Commission's agenda.

Presented Mrs. Lukowiak a print of proposed parking ideas in the downtown corridor and requested that she get estimates on engineering the project and its cost. Mr. Williams suggested giving the plan to traffic engineering before obtaining quotes.

##### Mr. Williams

Stated that guidelines need to be established.

#### 6. MAYOR'S COMMENTS

Announced an appointment to the CRA Advisory Board will be made during the Commission meeting.

The compliance audit will be coming forward in the near future.

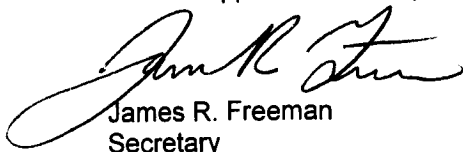
Requested that Mrs. Lukowiak look at the possibility of using some of the housing funds, to work with local realtors and assist purchasers by providing closing costs for the purchase of vacant and foreclosed homes, in order to stabilize the community.

#### 7. PUBLIC COMMENTS FOR CRA BOARD

None.

Meeting adjourned at 8:14 pm.

Minutes approved: April 6, 2009



James R. Freeman  
Secretary