

**CRA BOARD MEETING
BEGINS IMMEDIATELY FOLLOWING THE
CITY COMMISSION AGENDA ITEMS**

**April 1, 2013
7:00 PM**

Board Members Present:

Shirley Groover Bryant, CRA Board Presiding Officer
Tambra Varnadore, Chair
Charles Smith, Vice Chair
Tamara Cornwell
Jonathan Davis
Brian Williams

Staff Present:

Mark Barnebey, City Attorney
Jeff Burton, CRA Director
Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Rick Wells, Chief of Police
Amber Foley, Assistant City Clerk

Mayor Bryant opened the CRA Board meeting at 8:04 p.m.

1. CRA BOARD AGENDA APPROVAL

Mr. Burton removed item 2.C. and item number 4 from the agenda.

Motion: **Mrs. Cornwell moved, Mrs. Varnadore seconded, and the motion carried 5-0 to approve the April 1, 2013 CRA Board Agenda with the removal of items 2.C and 4.**

2. CRA CONSENT AGENDA

- A. Minutes: March 18, 2013
- B. Treasure Cove Development Store Front Grant #13-08
- C. Growers Hardware Store Front Grant #13-09 (This item was removed)
- D. Seychelles Spa Store Front Grant #13-10

Mrs. Cornwell removed items 2.B and 2.D for discussion.

Motion: **Mrs. Cornwell moved, Mr. Williams seconded, and the motion carried 5-0 to approve item 2.A.**

2.B. Treasure Cove Development Store Front Grant #13-08

Mrs. Cornwell questioned why this Store Front Grant is being reimbursed 75 percent of the cost of landscaping and the Manatee R.V. Store Front Grant is being reimbursed 50 percent of the cost of landscaping. Mr. Burton explained that there is a Temporary Maintenance Program in effect for \$10,000, which takes the incentive up to 75 percent. An applicant can take the first \$10,000 of the \$50,000 maximum for painting, landscaping and paving and be reimbursed up to 75 percent. Once the applicant reaches \$10,000, then the reimbursement drops to 50 percent. Mr. Burton is working with the CRA Advisory Board on revamping this program.

Mrs. Cornwell questioned why the Manatee R.V. Store Front Grant was being reimbursed at 75 percent for the installation of fencing. Mr. Burton will take that application back to his staff to find out why the fence is being reimbursed at 75 percent and not 50 percent.

Mrs. Cornwell requested that the Store Front Grant applications be updated to reflect the current Board members.

Motion: **Mrs. Cornwell moved, Mr. Smith seconded, and the motion carried 5-0 to approve items 2.B and 2.D of the Consent Agenda.**

3. MANATEE R.V. STORE FRONT GRANT

Mr. Burton removed this item to discuss with staff and will bring it back at the next meeting.

4. DOWNTOWN COMMERCIAL CORE REDEVELOPMENT INCENTIVES 2.0

This item was removed from the agenda.

Action Request: Motion to approve amendments to Downtown Commercial Core Incentives.

No action was taken.

5. SUTTON PARK PAVILION CONTRACT APPROVAL

The CRA negotiated a contract with the number one ranked contractor and has agreed upon a contract for the CRA Board's approval.

Mr. Williams departed the meeting at 8:11 p.m.

Motion: Mr. Smith moved and Mrs. Cornwell seconded a motion to approve a contract with Zirkelbach Construction for the construction of the Sutton Park Pavilion not-to-exceed \$538,000 and approve a contingency fund for the project not-to-exceed \$54,084 and approve the use of the contingency fund to repave 10th Avenue from 6th to 7th Street.

Mrs. Varnadore is not in favor of Section 3.4 of the contract which states that all printing expenses of construction documents will be at the Owner's expense, up to a maximum cost of \$10,000. Attorney Barnebey said that the Board can change that amount. Mr. Smith suggested the Mayor could get with the contractor to discuss that dollar amount before she signs the contract.

Attorney Barnebey mentioned two blank dollar amounts in Section 6.1.2 of the contract. Mr. Freeman stated that at the beginning of the contract there are amounts listed. Attorney Barnebey suggested putting the amount listed for General Conditions plus the amount listed for Overhead and Profit into the first blank dollar amount for the Contractor's Fee.

Attorney Barnebey discussed the blank dollar amount in Section 6.2.7.6 for preconstruction fees. Mr. Freeman stated that amount is listed as zero in Section 1.4.6. Mr. Barnebey said that zero needs to be listed in Section 6.2.7.6 also.

Attorney Barnebey requested that the motion on the floor be modified to approve the contract as proposed with the blanks filled as discussed and, with regards to Section 3.4, the Mayor will talk with the contractor and the contract will be adjusted closer to what the cost is expected to be.

Mr. Smith agreed with the motion as modified by Attorney Barnebey, Mrs. Cornwell seconded the modified motion. The motion carried 4-0 with Mr. Williams absent for the vote.

Mr. Williams returned to the meeting at 8:26 p.m.

5. DISCUSSION: CRA LOAN FUNDS

Mr. Burton stated that there is loan money which is restricted [the CRA has some portion of the loan which has not been spent]. The principal and interest are paid on this loan monthly. There is also money budgeted to pay down the loan. He would like to know what the Board would like to do with the loan funds.

Mr. Davis suggested using the loan to build restrooms in the parks. Mr. Burton stated that would require the scope of the loan to be expanded, then, if the bank agrees, those funds could be used to build restrooms in Sutton Park.

Mrs. Varnadore asked if the CRA Advisory Board should review the use of the loan to build restrooms and give their recommendation to the Board. Mr. Burton suggested providing a payback plan to the CRA Advisory Board if the funds are used to build restrooms. Mrs. Varnadore recommended taking this discussion of building restrooms [in Sutton Park] to the CRA Advisory Board to see what their

recommendation is. The consensus of the Board was to take this discussion to the next CRA Advisory Board for their recommendation.

Mrs. Varnadore requested information on how the loan is being paid back.

6. CRA DIRECTOR'S COMMENTS

Mr. Burton stated that he currently uses Allison-Gause, Inc., [for project management.] He has been asked why he does not use different firms for different projects. He is requesting input from the Board on whether they would like for him to keep using Allison-Gause, Inc. or if they would like him to find different companies for different projects. Mr. Smith stated he is in support of using Allison-Gause, but does not want to see the CRA be limited. He would like to see more diversity.

7. PRESIDING OFFICER'S COMMENTS

Mayor Bryant discussed the article in the North River News regarding Better Manatee Day and the landscaping project that took place last weekend [on the northeast corner of Riverside Drive and 8th Avenue].

8. CRA BOARD MEMBERS' COMMENTS

Mr. Williams—Thanked Mr. Burton for his great job on the current projects in the CRA.

Mr. Davis—Stated he appreciates the CRA Advisory Board and their recommendations.

9. PUBLIC COMMENTS FOR THE CRA BOARD

None

Mayor Bryant adjourned the meeting at 8:50 p.m.

Minutes approved: April 15, 2013

James R. Freeman

James R. Freeman
City Clerk