

# City of Apalachicola

## COMMUNITY REDEVELOPMENT AGENCY

### AGENDA

October 19, 2021

5:30pm

1 Bay Drive

Apalachicola, Fl. 32320

#### I. CALL MEETING TO ORDER

#### II. AGENDA ADOPTION

#### III. APPROVAL OF MINUTES

- Sept 21, 2021 CRA Regular Meeting
- October 30, 2021 Special Meeting

#### IV. NEW BUSINESS

- Funding Request- Raney House- Caty Greene (A.A.H.S.) ***ACTION ITEM***  
(Attachment 1)

#### V. CRA DIRECTOR'S UPDATE

- 6<sup>th</sup> Street park update (site plan, survey, cost estimates, etc.)
- 6<sup>th</sup> Street Restroom Update- Chair Lockley and CM Wade
- 5th Street Pump House Structural Report Received
- Orman House Historical Marker Update
- Finance updates- FD Bebeau (See Attached)

#### VI. OLD BUSINESS

- CRA Plan Committee: Recommendation to request RFQs for Consultant- Commissioner Grove ***ACTION ITEM***
- Blight Removal Program Update- Commissioner Elliott

#### VII. MAYOR-COMMISSIONER COMMENTS

- CRA Budget- Mayor-Commissioner Ash ***ACTION ITEM*** (See Attached)
- CRA V. Hillside CDBG-DR Grant projects
- CRA Director training

**VIII. PUBLIC COMMENTS**

**VIII. CRA BOARD MEMBERS' COMMENTS**

**X. ADJOURNMENT**

# COMMUNITY REDEVELOPMENT AGENCY

## MINUTES

September 21, 2021

5:00pm

1 Bay Drive

Apalachicola, Fl. 32320

### CRA Members Present

Lockley, Chair

Anita Grove, Vice-Chair

Brenda Ash

Adriane Elliott

Despina George

Tami Ray-Hutchinson

Leslie Coon

Sheneidra Cummings, Director

### I. CALL MEETING TO ORDER

Meeting was called to order by Chair Lockley at 5:02 pm

### II. AGENDA ADOPTION

A **Motion** was made by Commissioner Grove to adopt the September 21, 2021 Agenda; **2<sup>nd</sup> by Commissioner Elliott** *with Discussion*. In *Discussion*, **Elliott** informed the Board of an emailed received by community member J. Solomon regarding the *NEW BUSINESS* agenda item *Commerce Street Mural* and requested that the Board table the action item, *Commerce Street Mural* project. Commissioner **Grove amended her Motion to include, the deletion of the NEW BUSINESS action item, Commerce Street Mural; Amended Motion 2<sup>nd</sup> by Elliott.**

### III. APPROVAL OF MINUTES

A **Motion** was made by **Commissioner Elliott** to approve the September 21, 2021 Minutes; **2<sup>nd</sup> by Commissioner George**. Here and none. **Motion carried unanimously.**

#### IV. OLD BUSINESS

##### **CRA Adjunct Committee Update/Proposal**

**Commissioner Grove** updated the Board on the progress of the CRA Adjunct Committee. Grove presented the CRA Vision and Mission Statement for the Board to adopt. A **Motion** was made by **Commissioner George** to adopt the proposed Vision and Mission Statement for the CRA Plan; **2<sup>nd</sup> by Member Coon.** Here and None. Motion passed unanimously.

##### **5<sup>th</sup> St. Pump House- Structural Assessment Update**

**Commissioner Elliott** shared with the Board that the Structural Assessment Report has not been received from MK Webber Structural Engineering and the Board should expect the report by October's meeting.

##### **6th Street Restroom Budget Allocation**

**Chair Lockley** updated the Board on the outcome of the structural drawings received from architect Benoit. Lockley informed the Board that City Manager Wade accompanied him to the proposed site, and both determined that some changes are needed for their approval. Chair Lockley shared that in the upcoming week(s) they plan to have another on-site meeting which would include Director Cummings and Benoit in order to finalize a feasible design that would be supported by the City. Lockley asked for a Motion to appropriate \$40,000.00 for the completion of the rest room project. A **Motion** was made by **Commissioner Elliott** to allocate \$40,000.00 towards the development and completion of 6<sup>th</sup> Street Restroom project; **2<sup>nd</sup> by Commissioner Grove.** *Discussion* by **Commissioner George.** **George** opposed the Motion and suggested that the Board vote on this allocation at the Special Meeting scheduled for September 30<sup>th</sup>. Chair Lockley commission a vote from the Board. **Recognized were, (3) in favor of the Motion** i.e., Commissioner Elliott, Chair Lockley, and Mayor Ash; **(1) Opposed** i.e., Commissioner George; and **(3) Members did not vote** i.e., Commissioner Grove, Commissioner Ray, and Member Coon. Majority stood in favor of the Motion by Commissioner Elliott to allocate \$40,000.00 to the development and completion of the 6<sup>th</sup> Street Restroom Project; **Motion carried with (1) opposed.**

#### V. CRA DIRECTOR'S UPDATE

Financial Report-

**FD Bebeau** stated that there have been no significant changes made to the CRA available balance. The amount that remains for appropriation is \$55, 646.19

**VI. NEW BUSINESS**

**VII. PUBLIC COMMENTS**

None.

**VIII. CRA BOARD MEMBER COMMENTS**

**Commissioner George** suggested that the Board meet before the end of the fiscal year to review and approve the CRA 2021-2022 Annual Budget and to allocate the remaining funds to approved CRA project(s).

A **Motion** was made by **Commissioner Grove** to hold a Special Meeting on September 30<sup>th</sup> 2021 at 5pm, 1 Bay Dr., to approve the Budget and to appropriate any remaining funds; **2<sup>nd</sup> by Commissioner George**. Here and None. **Motion passed unanimously.**

**VIII. ADJOURNMENT**

**Chair Lockley** requested a Motion to Adjourn. A **Motion to Adjourn** was made by **Commissioner Elliott**; and **2<sup>nd</sup> by Commissioner George**. None opposed. **Motion carried unanimously.**

# COMMUNITY REDEVELOPMENT AGENCY

## Special Meeting

### MINUTES

September 30, 2021

5:00pm

1 Bay Drive

Apalachicola, Fl. 32320

#### CRA Members Present

Lockley, Chair

Anita Grove, Vice-Chair

Brenda Ash, *absent*

Adriane Elliott

Despina George

Tami Ray-Hutchinson

Leslie Coon, *absent*

Sheneidra Cummings, Director

#### I. CALL MEETING TO ORDER

Meeting was called to order by Chair Lockley at 5:00 pm

#### II. AGENDA ADOPTION

A **Motion** was made by **Commissioner Elliott** to adopt the September 30, 2021 Agenda; **2<sup>nd</sup> by Commissioner George**, *with Discussion*. In *Discussion*, **George** asked to strike Agenda Item *III: APPROVAL OF MINUTES* as an order of procedure, and requested that the Agenda item be approved at the regular CRA meeting to be held October 19, 2021. The Original **Motion was amended by Elliott** to strike the Approval of Minutes from the September 20, 2021 Agenda and table item III until the next regular CRA Meeting; **2<sup>nd</sup> by George**. **No further discussion. None opposed. Motion carried.**

#### III. APPROVAL OF MINUTES

Item Struck from Agenda; tabled until CRA regular meeting, October 19, 2021.

#### IV. OLD BUSINESS

- **Allocation of Remaining Funds (\$16,035.67)** towards Blight Removal Program; Draft Application and Program Concept

**Chair Lockley** asked Board Member for *Discussion*.

**In regards to the allocation of remaining funds towards a blight-removal program, Commissioner Grove** suggested some contextual changes be made to the application and the language identifying the target market for the Blight Removal Program.

**Commissioner Ray** suggested more inclusive language that would include the opportunity for small business owners within the CRA area to apply for the Blight Removal program.

**Commissioner Elliott** requested *point of information* regarding the permitting process for the removal of structure dilapidated structures. Referencing the governing Fl. Statutes for the CRA, Elliott ascertains if the requirement for permitting required given that, the CRA is given authority in the Statutes to remove blight.

**Commissioner George** suggested that the Board table the approval of the application and move forward with a motion to approve the allocation of funds towards the blight removal program.

**Chair Lockley** suggested that we move forward with the approval of the application and the allocation of remaining funds towards the proposed Blight Removal Program

**Commissioner Elliott made a Motion** to hold a public workshop on October 19th at 5:00pm, before the CRA Regular meeting, in efforts to gain the Board's feedback and address any public suggestions and concerns regarding the proposed Blight Removal Program; including that the CRA Regular Meeting be held at 5:30pm on the same day. **Motion 2nd by Commissioner Grove. None opposed. Motion carried.**

**Commissioner Ray made a Motion** to allocate the remaining \$16,035.76 towards the Blight Removal Program, to be detailed at a later date; **2nd by Commissioner George. None opposed. No further Discussion. Motion carried unanimously.**

## V. NEW BUSINESS

- **Approval of proposed Budget for 2021-2022 fiscal year and Resolution for Recommendation of Budget.** (moved to Agenda Item VI)

**Commissioner Elliott** asked for *Discussion*. In *Discussion*, **Elliott** proposed switching Agenda Item VI, *OLD BUSINESS: Allocation of Remaining Funds* with Agenda Item IV, *NEW BUSINESS: Approval of 2021-2021 fiscal year Budget* as a point of procedure. *Elliott stated that not doing so would render the available funds for fiscal year 2020-2021 unappropriated.* The Board agreed. **Elliott** went on to make a **Motion to Switch the (2) Agenda Items; 2<sup>nd</sup> by Commissioner George. None opposed. No further Discussion. Motion Carried.**

As Agenda Item VI, **Commissioner made a Motion** to approve the 2021-2022 fiscal year Budget and the Resolution for the recommendation of Budget; **2<sup>nd</sup> by Commissioner George, with Discussion.** In *Discussion*, George requested that FD Bebeau provide insight regarding items presented in the Budget.

**FD Bebeau** commented that the City's auditor has strictly addressed to him that the CRA Director needs to be a full-time employee of the City in order to receive "full-time benefits" and that, "the Director's management needs to be by a City employee", further stating that they are working with the Commission and the City to form an agreement that would outline what the City plans to do. Bebeau went on to state that the City is planning to include "professional services" into the Administrative Fee(s) budget item as well. In his closing, Bebeau stated that the CRAs administrative expenses would include the use and/or assistance from City's departments e.g. P&Z.

**Director Cummings** commented on FD Bebeau's statement regarding the City's anticipated action to take over the CRA Director's management, and asked for the Board's opinion on the CRA not being an autonomous Agency. Cummings also commented on the need for the CRA to have an interagency so that both entities understand its roles, responsibilities, and boundaries. Cummings went on to state that the current roles and responsibly of the CRA Director would completely controlled by the City instead of the CRA Board; insisting that the boundaries could become very convoluted.

**Commissioner George** commented on the general purpose of Administrative Agreements between cities and/or CRAs. George went on to state that FD Bebeau is going to draft a services agreement for the Commission's consideration, and that both the CRA and City Commission would need to agree before it takes affect. George also stated that the CRAs operating expense is high and the Board should consider ways to reduce administrative expenses.

Chair Lockley acknowledged that there was a Motion and 2<sup>nd</sup> for the Approval of the 2021-2022 fiscal year Budget and Resolution, and restated that Commissioner Elliott made the Motion; and 2<sup>nd</sup> by Commissioner George. Please see above. **Vote; 3-yay (George, Grove, Elliott), 1-did not vote (Ray), and none opposed. Motion carried.**



**VI. CRA DIRECTOR'S UPDATE**

**No further update provided.**

**VII. PUBLIC COMMENTS**

**Community Member Barfield** commented on the Blight Removal Program and suggested that the CRA allow *renters* to apply for assistance for blight removal via the program. Barfield went on to suggest that that Program be treated as a priority, and that the CRA Board consider having the program active before the annual Seafood Festival Festivities.

**No further comments were made.**

**VIII. CRA BOARD MEMBER COMMENTS**

**Commissioner Elliott**, in response to Community Member Barfield, commented that, in situations where the property is owned and/or shared by multiple parties some form of alternative proof of authority could be sufficient in order to apply to the Blight Removal Program.

**Commissioner Grove** suggested that a current utility bill, recent tax receipt, etc. could suffice as a form of proof of occupancy. In Grove's final comments she stated as clarification, that the CRA is not autonomous from the City, and hasn't been since approximately 2014, when the City Commission chose to take over the CRA.

**Chair Lockley** suggested that any further recommendations regarding the Blight Removal Program be presented at the public workshop on October 19th at 5pm, being held prior to the CRA regular meeting which would begin at 5:30pm of the same day.

**No Further Comments were made.**

**VIII. ADJOURNMENT**

**Chair Lockley** requested a Motion to Adjourn. A **Motion to Adjourn** was made by **Commissioner Elliott**; and **2nd by Commissioner George**. None opposed. **Motion carried unanimously.**

