

CITY OF APALACHICOLA

COMMUNITY REDEVELOPMENT AGENCY

MINUTES

May 18, 2021

5:00pm

1 Bay Drive

Apalachicola, FL 32320

CRA Members

I. CALL MEETING TO ORDER

Meeting was called to order by Chair Ash at 5:09 pm.

II. AGENDA ADOPTION

A **Motion** was made to adopt the April 20th Agenda by Commissioner **Elliott** and 2nd by Commissioner **George**. Adoption carried. For the record, Chair Ash acknowledged that there were three CRA Board Members absent and that there were enough members present to establish a quorum.

III. APPROVAL OF MINUTES

A **Motion w/ Discussion** was made by **Commissioner George** to approve the April 20th Minutes with corrections and 2nd by **Commissioner Grove**. **George** clarified, the 2020 Annual Audit Report mentioned in the April 20th Minutes should be recorded as the *City's Annual Audit Report for the fiscal year ending September 30, 2020*. Furthermore **George** provided clarification for the *Public Works Yard*, Agenda item, *VII* stating the Public Works Project has always been with the CRA and to strike the comment that referenced the project 'remaining under the City's authority' in order to prevent any issue(s) that may arise in the future regarding the CRA's authority of the project. **None Opposed. Motion Carried.**

IV. OLD BUSINESS

- **CRA Adjunct Committee Update**

Commissioner Grove updated the Board on the progress of the Adjunct Committee and shared that each member has been assigned sections of the CRA Plan Outline and will continue to update the Board as progress is made.

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- **Orman House Historical Marker**

Director Cummings gave an update on the proposed edits from the Council with the Division of Historical Resources and shared that an interactive webinar was scheduled for May 20th to discuss the proposed changes/edits to the Orman House marker and invited the Board to participate in the discussion. Cummings stated that she would participate in the webinar and share the Council's edits with the Board at the June CRA meeting.

- **Kiosk Signs/Interpretative Displays**

Community members Willie Tolliver and **Valentina Webb** provided an update on the kiosk signage that was proposed for the Historical Trail and presented to the Board the thirteen sites for the kiosk signs relative to the CRA's boundaries. Tolliver also provided the Board with signed letters of support from property owners who agreed to have the kiosks placed in front and/or adjacent to their property. Tolliver and Webb requested a \$15,000 contribution from the CRA to fund the remaining costs of the interpretative kiosk displays in accordance with the grant applied for by Community member **Cindy Clark** with the Division of Historic Preservation. Clark commented on her efforts to complete the grant application and the intent to include the thirteen kiosks displays that was proposed for the Historical Trail. Clark went on to state that the City approved the application towards the end of March and shared that the deadline for the submission of the grant would be June 1, 2021. **FD Leo Bebeau** commented that the City's intent for approving the grant is to replace the existing dilapidated kiosks located in the state parks in the city and shared with the Board the benefits being able to include the additional thirteen interpretative displays for the Historical trail.

A **Motion was made by Commissioner Grove to APPROVE** the request for funding in the amount of \$15,000, 2nd by **Commissioner George. Chair Ash** opened the Motion for *discussion*. Commissioner **Grove** ascertained if a formal Letter of Support would be needed for the grant application, Clark confirmed. No further *discussion*, none opposed. **Motion carried unanimously.**

- **6th Street Restroom Update**

Director Cummings provided an update per conversation with Engineer, Gena Johnson, and her recommendation to have the property surveyed as the first step in order to determine the parameters of the project i.e. the suitable areas to erect a structure in accordance with the City's set back restrictions, building code etc. Johnson went on to say that once the premises are surveyed she could develop a proposal for the structure regarding its size, design limits, and building

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specifications. Additional updates will be reported back to the Board as the preliminary steps are achieved.

- **5th St Public Works Yard Feasibility Study**

Commissioner Elliott provided an update on her efforts to obtain a quote for a structural assessment. Elliott shared that she has reached out to several engineering firms and consultants requesting a call back and quote for a structural assessment to no avail. She went on to share with the Board an upcoming meeting scheduled with Keith Bowers and would request of him references for a structural engineer. **Cummings** shared that she had recently made contact with M&K Webber, the structural engineering company that was used by the City to conduct an assessment and feasibility study on the Popham building and is awaiting a response from the company regarding the cost of a structural assessment on the pumping station and feasibility study for the property that house the former Public Works Dept.

Commissioner George commented and referenced what was approved during April's CRA meeting, that is, to have a structural assessment conducted on the pumping station building as well as Elliott's suggestion to have a feasibility study conducted on the entire property in order for the Board to know what the options and potential of the property. George also referenced Chair Ash's suggestion to have Elliott and Cummings research the cost of a feasibility study as the next step in the process. Cummings confirmed, her and Elliott's efforts were to obtain cost estimates for a feasibility study. **FD Bebeau** shared with the Board that M&K Webber was able to provide both a structural assessment and feasibility study to the City for the Popham building for a roughly \$4,800. **Chair Ash** suggested that we move forward with obtaining a cost estimate for a feasibility study and continue to seek vendors to conduct the structural assessment.

V. NEW BUSINESS

VI. CRA DIRECTOR'S UPDATE

Financial Report/Update -

FD Leo Bebeau reported no changes have been made to the budget and that the available funding reported in April's meeting remains available. Bebeau also gave a rough estimate on the available funds after the \$15,000 funding request was approved for the 13 additional kiosks.

Chair Ash suggested that the Board move forward with the allocation process to appropriate funds to various projects before the end of the fiscal year ending September 30, 2021. Bebeau concurred.

FAMU's Pop-Up Museum-

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Cummings shared that she was contacted by Andrew Chin, Assistant Dean of FAMU's School of Architecture and Engineering Technology and asked to submit a Letter of Support for a Pop-Up Museum exhibit to be hosted by FAMU. She informed the Board that is seeking to apply for a grant that would fund the exhibit and is seeking for the Board's support as the exhibit would be erected within the boundaries of the CRA.

Chair Ash ascertained if any Board Members had any questions and if there were any members opposed to Cummings submitting a Letter of Support on behalf of the CRA in support of Chin's request. No members opposed Cummings to submit a Letter of Support on behalf of the CRA. Cummings stated that she would present the draft Letter of Support to the Board for their review.

VII. PUBLIC COMMENTS

Community Member **Caty Green** requested a formal Letter of Commitment in support of her approved request for funding in April's meeting. Director Cummings was commissioned with the task to create a CRA letterhead and prepare a Letter of Commitment for funding and present it Chair Ash for her signature.

VIII. CRA BOARD MEMBERS' COMMENTS

Commissioner George suggested that the Board set a goal for the next CRA meeting to present their ideas and/or come up with projects to fund in a effort to allocate the remaining available balance of approximately \$126, 000 before the end of the 20-21 fiscal year ending September 30, 2021. George also encouraged the Board to make progress on the approved projects as the Board would also be preparing to develop the budget for the upcoming fiscal year as of October 1, 2021. George proposed that each Board Member submit their list of projects that they believe is a priority to Director Cummings for her to compile and present at the next CRA meeting.

FD Bebeau informed the Board of his conversation with Chris Moran regarding contributions received by the CRA and went on to share that if the combined contributions to a CRA exceed \$100,000 the CRA would be required to have an audit independent audit. Furthermore, Bebeau recommended that the Board earmark funds in the 21-21 Budget for the independent audit that would be required moving forward. Lastly, Bebeau suggested that the CRA consider funding the cost to stripe ADA-compliant parking spaces in the downtown commercial area.

Chair Ash commented on the deadline to submit Agenda requests and stated that all requests be submitted no later than 7 days prior to the next meeting.

No other comments were made. **Chair Ash** requested a Motion to Adjourn.

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VIII. ADJOURNMENT

A **Motion to Adjourn** the CRA meeting was made by **Commissioner George** and **2nd by Commissioner Elliot**. None opposed, **Motion carried**.