

# City of Apalachicola

## COMMUNITY REDEVELOPMENT AGENCY

### AGENDA

November 16, 2021

5:15 pm

1 Bay Drive

Apalachicola, Fl. 32320

I. CALL MEETING TO ORDER

II. AGENDA ADOPTION

III. APPROVAL OF MINUTES

- Approval of Blight Removal Workshop Minutes from October 19, 2021
- Approval of CRA Regular Meeting Minutes from October 19, 2021

IV. OLD BUSINESS

- Orman House Historical Marker text: Latest Revisions (See Attached)
- **Blight Removal Program:** Guidelines, Program Language, and Application Approval- ***ACTION ITEM***

V. NEW BUSINESS

VI. CRA DIRECTOR'S UPDATE

- 5th Street Pump House Structural Assessment Discussion (See Attached)
- CRA Budget Update- FD Bebeau
- CRA Plan: Cost range of Professional Services, Plan Requirements/Revision
- CRA Conference Update and Request for Budget Allocation: ***ACTION ITEM***  
-CRA Director requests \$1,000 to be allocated towards CRA Board Member Training facilitated by FRA President, Jeff Burton.

VII. PUBLIC COMMENTS

VIII. CRA BOARD MEMBERS' COMMENTS

VIII. ADJOURNMENT

# City of Apalachicola

## COMMUNITY REDEVELOPMENT AGENCY

### Blight Removal Workshop

### MEETING MINUTES

**October 19, 2021**

**5:00pm**

**1 Bay Drive**

**Apalachicola, Fl. 32320**

#### **CRA Members Present**

**Lockley, Chair- *absent***

**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 Vice Chair Grove at 5:15 pm** due the City Commission's Special Meeting which was held prior to the CRA Blight Removal Workshop.

#### **II. AGENDA ADOPTION**

#### **III. DISCUSSION: Blight Removal Program**

**Commissioner Elliott** provided a written program description for the Blight Removal Program which builds off of the previous program context that was provided and approved at September's CRA meeting. Elliott went on to initiated the discussion and shared that she referenced similar program language in her program description from CRA organizations in Escambia County and Pensacola who has established similar programs to address blight in their districts.

**Commissioner George** suggested that the applications be approved by the CRA Board rather than the proposed Committee of three, being, the CRA Chair, Vice Chair, and Director. George also supports having a dollar amount listed in the application and/or program language as a cap amount to determine the amount of

# City of Apalachicola

projects that the CRA would be able to fund as well as, including language that requires supporting documentation when applicable.

**Commissioner Elliott** suggested that the Review Committee remain small supports the proposed members. Elliott also suggests that no dollar amount be listed as the Program would seek to assist based on the need and on a case-by-case basis as well as requiring two forms of residency as supporting documentation.

**Commissioner Grove** went on to suggest that a link to the CRA Boundary Map be included on the application and also encouraged the Board to determine if they would like to have a Review Committee or prefer that the applications be decided upon by the Board.

## IV. PUBLIC COMMENTS

**Community Member Bradski commented.**

**Community Member Barfield commented.**

## V. ADJOURNMENT

With no additional discussion made by the Board, and no additional comments from the public, **Vice Chair Grove called the Blight Removal Workshop to an end.**

# City of Apalachicola

## COMMUNITY REDEVELOPMENT AGENCY

### Regular Meeting

### MINUTES

October 19, 2021

5:30pm

1 Bay Drive

Apalachicola, Fl. 32320

#### CRA Members Present

Lockley, Chair *absent*

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 Vice Chair Grove at 5:40 pm

#### II. AGENDA ADOPTION

A **Motion** was made by Commissioner George to adopt the October 19, 2021 Agenda; **2<sup>nd</sup> by Commissioner Elliott.**

#### III. APPROVAL OF MINUTES

A **Motion** was made by **Commissioner Elliott** to approve the September 21, 2021 Regular Meeting Minutes and the September 30, 21 Special Meeting Minutes; **2nd by Mayor Ash.** Here and none. **Motion carried unanimously.**

#### IV. NEW BUSINESS

##### **Funding Request- Raney House- Caty Greene (A.A.H.S.)**

On behalf of the Apalachicola Area Historic Society, Caty Greene requested that the Board reappropriate funds that was previously approved as match funds for a Special Categories Grant with the Division of Historical Resources which she had

# City of Apalachicola

previously applied for. Greene stated the grant that the application was not denied *however*, it ranked number 39 which may result in the project not being funded. Therefore, Greene's request for the reallocation of funds was approved by the Board. The \$25,000 amount would remain the same just used to directly fund the repairs of the columns at the Raney House. Greene also stated that she would pair funds from the CRA with an application to the TCD for the Museum Preservation Grant.

A **Motion** was made by **Commissioner Elliott** to reallocate the \$25,000 budgeted toward the Raney House as match funds for a small grant be allocated directly to the Raney House for repairs. **2<sup>nd</sup> by Commissioner George with Discussion. In Discussion, George** sought clarification on the TDC's grant in which Greene was applying for. Greene provided clarification and shared that the TDC grant was a reimbursement grant and the goal is to use the \$25,000 from the CRA to qualify for the reimbursement grant from the TDC. **No further Discussion. Here and None. Motion carried unanimously.**

## V. CRA DIRECTOR'S UPDATE

### **6th Street park update (site plan, survey, cost estimates, etc.)**

**Director Cummings** shared with the Board that she is working with We Love Land, a local landscape architect company that has agreed to work with me and the community to revitalize the community park space. The husband and wife team is a member of the community and have agreed to donate their time to develop a site plan which would include feasible playground equipment, landscaping, park inventory, and community input. **Cummings** also informed the Board of the boundary survey ordered for the park in which is required by many playground equipment manufacturers to determine the amount of buildable area in conjunction with the chosen playground equipment structures.

### **6th Street Restroom Update**

**City Manager Wade** informed the Board that he met with two contractors regarding the 6<sup>th</sup> street restrooms and received verbal estimates for the cost to convert the structure between \$7,000 and \$7,500. Referencing the estimates, Wade shared that it would be more feasible to install a single exterior door in the back of the existing structure rather than build an add-on structure to house the new restrooms. Wade went on to state that associated costs for this option would be substantially than what was previously presented at previous meetings; and included that the restrooms would be ADA compliant by 1) increasing the width of the doors, 2) adding a ramp and connecting pad for wheelchair maneuverability, and 3) relocating existing bathroom fixtures which would increase the interior turn space to accommodate wheelchairs. Lastly, Wade explained that by simply adding an exterior door would enable the existing restrooms to be used as public restrooms as well as maintain access from the inside when an event is taking place. As of this meeting, no quotes in-writing have been received.

# City of Apalachicola

## **5th Street Pump House Structural Report Received**

**Director Cummings** informed the Board that the Structural Assessment was received from MK Webber Engineering Inc. and that the Board should be prepared to discuss its findings by November's meeting. **Cummings** shared that it would be placed on next month's Agenda for discussion. Cummings asked the Board to submit any questions and/or recommendations regarding the report and potential use of the land.

## **Orman House Historical Marker Update**

**Director Cummings** shared that the historical marker text for this marker was still under review by the Division of Historical Resources and would be sent out via email when received. Cummings stated that the Board should have a response by next meeting. Commissioner George inquired about the delivery date for St. Paul A&E Church historical marker and Cummings informed the Board that the delivery of markers ranges from 6 to 12 months for delivery once the application is approved, and that time frame includes production.

## **Finance updates- FD Bebeau**

**FD Bebeau** stated that there was a balance from the Audit budget item, and that the remaining funds would be converted back to the CRA Trust Fund available balance. Bebeau stated that the \$12,500 appropriated for each audit report is now reflected in the Budget as only \$8,000 for each report. In which, the CRA Trust Fund Account reflects a total amount of \$10,000 for reappropriation; including the \$1,000 balance from the \$5,000 of allocated funds for the Structural Assessment.

## **VI. OLD BUSINESS**

### **CRA Plan Committee Recommendation**

Director Cummings requested that the Board authorize the solicitation of professional services via a RFP, for the continued development and updating of the current CRA plan. Commissioner Elliott suggested to reach out to the Florida League of Cities and the FRA for additional resources and/or personnel that may be able to assist. Commissioner George was in support of professional services and shared that the current plan is extremely deficient, outdated, and does not include any of the current projects that the CRA is working on or intend to fund. Mayor Ash informed Director Cummings that she would assist in the process of developing an RFP for professional services as well as work with Cummings and the professional in efforts to ensure progress is being made regarding the revision/update of the current CRA plan. Ash also suggested that the Board submit any recommendations and/or ideas to Director Cummings that they wish to be incorporated into the CRA Plan. Ash shared sentiments regarding the lack of input from Board Members and the seemingly overwhelming requests made by Boards Members of Staff, without providing feedback or assistance.

# City of Apalachicola

**A Motion was made by Member Coon** to authorize Director Cummings to reach out to experienced professional consultants to gather what would be required from this Board for the consultant(s) to assist with the development and revision of the current CRA Plan, including the cost for services. **2<sup>nd</sup> by Commissioner Duncan. Here and None. Motion carried unanimously.**

## **Blight Removal Program Update**

**Commissioner Elliott** provided an update on the Blight Removal Workshop that was held prior to the regular CRA meeting. Elliott recapped on what was discussed and gave insight on program eligibility, types of projects this program would be able to assist with, as well as the types of supporting documentation that may be required of applicants; such as proof of residency, driver's license, and/or Release of Liability Waivers etc. Elliott briefly went over proposed guidelines of the program, program language, and the Board's recommendation regarding advertisement, and additional language to be included in the application.

## **VII. MAYOR-COMMISSIONER COMMENTS**

In reference to October 30, 2021 Special Meeting **Mayor Ash** asked for clarification from fellow Board Members regarding the proposed action/suggestion that the CRA Director should be under the authority and management of the City. Mayor Ash expressed concern about this suggestion and stated that the CRA and the City are separate entities and should be treated as such. **Commissioner Duncan** made a **Motion to table** the discussion regarding the CRA Director for another time when City Manager Wade would be in attendance and participate in the discussion; **2<sup>nd</sup> by Commissioner Elliott. Here and None. Motion carried unanimously.** Elliott went on to comment on the need to have a full-time Director and that the CRA Board should consider hiring a full-time Director. Further stating that the points of division amongst the Board regarding communication, delegation, and distribution of power would be resolved by delegating those responsibilities to full-time staff and recommends that this topic be included in the discussion with Manager Wade in the upcoming weeks.

- **CDBG-DR**

**Mayor Ash** inquired about CDBG-DR project funding that the City applied for various restoration and revitalization projects that has been approved for the Hill district. Ash wanted insight on *what* would the CRA Director be responsible for, if any, being that the proposed projects would be within the CRA boundaries. FD Bebeau provided clarification and explained that the CDBG-DR approved projects for only the five applicants that Cummings assisted with in her City role and that the approved grant projects fall under City functions. Bebeau also shared that Cummings in her role with the City would be working with the five grant recipients to complete their documentation etc. to move forward with the specific projects.

- **CRA Board Training**

# City of Apalachicola

**Mayor Ash** proposed investing in the CRA by funding the training and continued education of CRA Director. **Commissioner Elliott** shared the dates of the upcoming CRA Annual Conference and suggested that the Board sends Director Cummings to Fort Myers to participate. **Elliott** provided the costs, location, and information on where the Board could go to receive additional information regarding conference specifics. **Commissioner Grove** supported the idea of additional training and highly recommends it. **Commissioner Duncan** suggested to Cummings to present the information regarding the upcoming classes/training so the Board would have the information to earmark funds towards future training.

**Mayor Ash** asked for a **Motion** in support of Director Cummings attending the FRA Annual CRA Conference in Fort Myers Florida, Oct. 26-29<sup>th</sup>, 2021. **Commissioner Duncan made that Motion and included as an Amended Motion the authorization for CRA Director Training to be deducted from the Training budget and the per diem, accommodation, travel, conference registration, and lodging be deducted from the Operation Expenses budget ; Original Motion 2<sup>nd</sup> by Commissioner Elliott, and the Amended Motion was 2<sup>nd</sup> by Mayor Ash.**

**Mayor Ash** also clarified that the financial update that was provided shared that a few projects came out under budget and that the CRA has those funds available to appropriate to the Training Expense budget item which would cover those projected expenses. **FD Bebeau** recommended to the Board to authorize the costs of the Conference and training to be deducted from the CRA's Operating Expense funds of \$3,800 due to it being in the current year's budget. Bebeau further clarifying that in the 2021-2021 CRA Budget, there is \$500 earmarked for *Training* and & \$3,800 earmarked for *Operation Expenses*. The costs of the CRA Board Training would be deducted from the *Training* budget; and the convention, accommodation, media, and travel would be deducted from the *Operation Expenses* budget. In response to **Commissioner Grove's** question regarding prepaid accommodation and expenses **FD Bebeau** clarified that according to the Florida League of Cities, the room accommodations should be prepaid, a mode of payment for the conference registration and training classes should be provided as well as a gas card for gas; however, the meals, additional accommodations, and incidentals are all reimbursement items. Adding that, if all the things are provided, the only reimbursements Director Cummings would need would be for her actual mileage on her vehicle; and her daily food expenses.

## **VIII. PUBLIC COMMENTS**

**Community Member C. Barfield commented.**

## **VIII. CRA BOARD MEMBER COMMENTS**

**Here and None.**

## **X. ADJOURNMENT**

**Motion to adjourn was made by Commissioner Elliott; 2<sup>nd</sup> by Commissioner George. None opposed. Motion carried unanimously.**