



COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
MINUTES
MARCH 21, 2017
5:30 P.M.

PRESENT: Chairman Eddie Cole, Director, Vice Chairman, Donovan Williams, Director Tarus Mack, Director Rodney Daniels; Director; Brent Gardner, and Director, Marilyn Davis-Sconions. **Also in attendance:** CRA Attorney Greg Jackson, CRA Director, James Benderson, and Cathlene Williams, Town Clerk. **ABSENT:** Director Theo Washington. **(Surgery).**

Chairman Cole called the CRA Meeting to order at 5:30 PM; Chairman Cole led the Prayer followed by the Pledge of Allegiance.

- I. CALL TO ORDER AND VERIFICATION OF QUORUM**
- II. INVOCATION & PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. MINUTES**

A. Approval of February 21, 2017 CRA Minutes. Motion by Director Daniels to approve the minutes; the motion was seconded by Director Sconions; **AYE: ALL, MOTION PASSES.**

Director Sconions asked for **Item (B)** to be pulled and moved to CRA Decision. CRA Director Mr. Benderson addressed the board members regarding the Consent Agenda.

V. CONSENT AGENDA

- A. CRA-Resolution-17-03 CRA Meeting 2017 Calendar.**
- B. CRA-Resolution-17-04 FY 2016-2017 Budget. MOVED.**
- C. CRA-Resolution-17-02 CRA Program Application Process.** Chairman Cole indicated that there is already an application process; it has been vetted and approved by the CRA Board; tonight is for the other funding. Director Sconions asked what the original amount was in the first time home buyer program.

Chairman Cole replied it was \$5,000 vs. the \$2,000; with this program the amount is up to \$5,000. **TABLED.**

D. CRA-Resolution-17-05 CRA Programs. Mr. Benderson explained the next program which is a matching Grant Program and the amount is up to \$10,000. The residential Grant; residents can apply for that for improvements to their property; the next one is a business matching grant; up to \$10,000, with a minimum three (3) year lease; this program is for a person that is leasing a property in the Town. Next is the Community Redevelopment Proposal; an applicant can bring a proposal to the Town; the applicant would explain how the proposal would be beneficial to the Town; this program is consistent with the CRA Plan. Director Sconions asked Mr. Benderson shouldn't there be a policy and procedure in place for this program; Mr. Benderson replied yes; the application is attached; Director Sconions asked if there was a policy in place; Mr. Benderson replied the application is the process; the applicant would fill out the application; each has a point system, in order for the applicant to move forward they have to have a minimum of over 200 points; after they receive the 200 points, and based on their responses to the questions, the application will be forwarded to the board for approval or denial. Mr. Benderson explained the CRA Programs to the Board and audience. Chairman Cole asked Attorney Jackson has he reviewed these programs; Attorney Jackson replied he has reviewed them. Director Daniels asked Mr. Benderson did he create these procedures; Mr. Benderson replied most of this is his work based on the information that he know is required. Vice Chairman Williams asked will there be checks and balances in place once the money is distributed to potential homeowners; and to monitor the work that is being done to the home? Mr. Benderson replied they are required to have quotes and bids for the work being done once they submit their application; with that it's more of a staff double checking on the project; it also has to be permitted and signed off-on by staff. Director Gardner asked Mr. Benderson how we will know the money that they receive will be used for that purpose as indicated in the application. Attorney Jackson replied those are valid concerns; once the application is approved there should be an Agreement that the applicant signs; I will put this process together with Mr. Benderson. Director Sconions stated there should be an Agreement process for each Program. Vice Chairman Williams asked would a cap be placed on the programs all together; we have several different programs; we need to apply some type of monetary value on these since they fall under the same umbrella. Director Sconions requested to receive a copy of the first time home buyers assistance program; also give a copy to Director Mack. **After further discussion, this item was TABLED.**

Motion by Director Daniels to approve the Consent Agenda, the motion was seconded by Director Sconions; with items; (C & D being tabled; and item (B) moved to New Business; AYE: ALL, MOTION PASSES.

VI. NEW BUSINESS

B. CRA-Resolution-17-04 FY 2016-2017 Budget. Director Sconions referred to the line item budget; there is no funding in this line item for unemployment compensation or worker's compensation. Mr. Benderson replied this would be on the Council side budget. Ms. Gibson responded that the CRA does pay their own liability and workers compensation insurance; this was an oversight, I did catch this, it has already been paid for the year; I will need to fill out an audit form; the amount is \$5,000 for worker's compensation; Director Sconions asked about the unemployment; Ms. Gibson indicated that she will need to add \$2,000 for the two (2) employees in the CRA, this money will come from contingency line. Next item of concern from Director Sconions is travel and per diem line; is this just for the Director of the Board; Mr. Benderson replied its' for everyone. On line 60; insurance amount of \$5,000; what is this insurance for; Mr. Benderson replied it's the liability insurance for the CRA. Director Sconions referred to the Contingency Line: the capital outlays; this should be at least \$100,000 to \$200,000; I would rather see more in contingency for demolition as stated by Director Sconions; if we put the funding in the budget, I want to make sure that we do the work for whom ever comes before this board. Mr. Benderson replied that the work that will be done will be tied to the CRA Plan. Director Sconions asked for explanation on the Kennedy Blvd Master Plan. Mr. Benderson replied this is for development of the West Side of Kennedy Blvd; the East side is not included as indicated in the budget. Vice Chairman Williams asked if the Master Plan can include both East and West Kennedy Boulevard. On 76; infrastructure improvement; I would like to see the demolition and acquisition all in, I feel this is a Town issue. Mr. Benderson replied this has been in plan, this is an updated plan. All the funds that we receive annually we are required to spend them, if not we would have to send back, as stated by Mr. Benderson. Director Sconions asked the amount of money that we normally receives from the State for the CRA; Mr. Benderson replied normally about \$300,000 Annually. Director Sconions indicated the budget does not show any funds for the Code Enforcement position. Mr. Benderson replied there is money in the budget for Code Enforcement on line item #54. Director Sconions asked Ms. Gibson what is the budgeted amount in the Towns Budget for the Code Enforcement Officer; Ms. Gibson replied \$20,000. After further discussion; it is noted that the corrections to the budget will be to add \$10,000 to item# 44; item#45, \$2,000. Motion by Director Daniels, the motion was seconded by Director Gardner; **AYE:** Vice Chairman Williams, Chairman Cole, Director Daniels, Director Mack, and Director, Gardner; **NAYE:** Director Sconions; **MOTION PASSES.**

a. Board of Directors Report

Vice Chairman Williams; asked Mr. Benderson to put together a long term business plan for the CRA; goals and objectives to be accomplished within the next 6-7 months; we still need to get bylaws in place to clarify some things and get things moving. For Grants that we try to get, will we use the Towns ID# or the CRA's ID#.

Director Sconions; NO REPORT

Director Daniels; looking forward to Mr. Benderson making our Town more pro-active and presentable; and looking at some of the vacant homes; also thanks to Mr. Benderson and Mr. Jackson we had an awesome CRA Meeting; also if we can in our bylaws; every board member has a right to put something on the Agenda that it follows protocol.

Director Mack- approve of the budget, I want to go in the direction of getting everyone that want to get money from the CRA that qualifies; want to see the money used in our Town for these things.

Director Gardner- asked Mr. Benderson to ensure that all of the CRA audits are in compliance; also to check on an Advisory Board of the citizens can be a part of us. Director Sconions that we do need an Advisory Board, this would be better for us.

Chairman Cole- the CRA Board should agree to have a workshop on having a Citizen Advisory Board. We will be able to find out who is for this Town and who is not; whether a tax payer or not. We will create a form for this board of any concerns, so when we get to the meeting we are ready to vote; I appreciate Mr. Benderson getting the Agenda to us early; please review them, if any questions or concerns, contact Mr. Benderson.

- b. **Staff Report- Mr. Benderson-** in reference to Mr. Gardners concern regarding the Audit; the annual report is due at the end of March, not the Audit. In regards to Director Mack's concern; we will take an active approach in promoting the programs that we have. Vice Chairman Williams's concern we will seek and apply through other Grants with our tax ID#; that will be more Grant money for everyone. I do have draft bylaws that I will give to the Attorney to review; after his review, I will give to the Board to approve.

Attorney Jackson- legislature hb 13, CRA's must have all projects in by October 23, 2017, and no new projects shall take place after October 23, 2017. CRA's are being looked at very closely; there is a possibility that come June 1, 2017 CRA's would be greatly limited on what they could do in terms of reporting, and how they are going to spend and; and in three years having no current projects that they can bring to the board, unless they have issue bonds.

c. Citizen Comments

E. CITIZENS PARTICIPATION

Jeffrey Wooden- Distributed information to the CRA Board members, regarding LLC information.

Angie Gardner, 535 Berthann Lane, Eatonville, Fl- what is the status of the foreclosure application that was on the previous agenda; Chairman Cole replied this item is tabled; not open for discussion. Would the point structure still apply for the first time home buyers program since it was pulled? Mr. Benderson stated it is already a process.

F. ADJOURNMENT- Meeting adjourned at 7:05 pm.

**RESPECTFULLY SUBMITTED BY
Cathlene Williams, Town Clerk**