



# Community Redevelopment Agency

January 14, 2019 5:00 pm - 6:00 pm

Location: Council Chambers at Crestview City Hall

198 N. Wilson Street, Crestview, FL 32536

## Monthly Meeting Agenda

1. Call to Order
2. *Pledge of Allegiance*
3. Opening of Meeting and Approval of Agenda
4. Special Presentations
  - a. Grant Reimbursements
    - Main Street Suites
    - The Cottage
    - Main Street Medical
5. Approval of CRA Minutes – December 10, 2018
6. Public Opportunity on Agenda Items
7. Presentations from the Public
8. New Business
  - a. Proposal for Downtown Festival
9. Old Business
  - a. Presentation by Next Site
10. CRA reports
11. Public comments and Questions
12. Meeting Closing and Adjournment

Note: If any person decides to appeal any decision made by the CRA Board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Community Redevelopment Agency of the City of Crestview, Florida does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation as provided for the American With Disabilities Act to insure access to and participation in the meeting should contact the Office of the City Clerk at (850)682-1560 prior to the meeting to make appropriate arrangements.



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**Crestview Redevelopment Agency Meeting**  
**December 10, 2018**  
**5:00 PM**  
**Council Chambers**

The Regular Meeting of the Crestview Redevelopment Agency was called to order at 5:00 P.M. Members present were: Chairman J.B. Whitten, Vice President Bill Cox, Shannon Hayes, Joe Blocker, Mr. Shannon Hayes and Doug Faircloth, Patty Cook, Margareth Pierre-Larose. Also present were the honorable Mayor David Cadle, City Clerk Elizabeth Roy, CRA Attorney Carol Leone, department heads and members of the press. Mr. Ron Gautney, Mr. Blocker and Mr. Boyles were absent from this meeting.

**CRESTVIEW REDEVELOPMENT AGENCY**

**1. Call to Order**

This meeting was called to order by Whitten at 5:00 p.m.

**2. Pledge of Allegiance**

The pledge was led by Commissioner Cox.

**3. Opening of Meeting and Approval of Agenda**

Chairman Whitten noted that Commissioner Boyles, Commissioner, Blocker and Commissioner Gautney were not present for this meeting and asked for any changes or approval of the agenda.

There were no changes and the agenda were approved by unanimous consent.

**4. Special Presentations**

**a. Grant Reimbursements**

**Court House Suites**

Chairman Whitten noted that Commissioner Boyles has joined the meeting and gave the floor to the CRA Director for Special Presentations.

Ms. Alisa Burleson presented a check to Court House Suites for a grant reimbursement.

**5. Approval of Minutes- November 5, 2018**

**Approval of the minutes from the November 5, 2018 CRA Meeting.**

With two corrections the minutes from November 5, 2018 CRA Meeting were approved by the Board with unanimous consent.

**6. Public Opportunity on Agenda items**

**7. Presentations from the Public**

**8. Old Business**

**a. Request for Seaside Engineering Payment- Dog Park**

Ms. Burleson, CRA Director stated that the 2017-2018 CRA budget contained a line item of \$10,000 under Economic Revitalization and Marketing for the proposed Crestview Dog Park. On July 12, 2017 the CRA contracted an agreement with Seaside Engineering and Surveying, LLC for a task order to provide professional landscape architect services for this project. The contracted amount was for a lump sum of \$9,300 and was paid on February 7, 2018 with check number 2085. On July 30, 2018, the city engineer, Fred Cook, authorized an invoice for adjustments made to the finalized landscape plan (see attached email). This resulted in an additional charge of \$156.25 over the original contracted agreement (invoice attached). This additional charge does not exceed the 2017-2018 budgeted amount of \$10,000.

Since the Dog Park project was closed out in the 2017-2018 budget and no line item was rolled over to the 2018-2019 budget, the additional funds will need to be allocated through a separate line item. It is the suggestion of the CRA Director that the \$156.25 invoice be paid and expensed through the Administration Expenses budgeted line item.

Chairman Whitten asked for action by the Board.

A motion was made by Commissioner Hayes to pay the additional expense of \$156.25 for the Dog Park landscape adjustment out of the Administration Expenses budgeted line item. Seconded by Commissioner Faircloth with 5 yeas and 0 nays motion carried.

**9. New Business**

**a. CRA Grants Approval**

- 1) **Main Street Suites**
- 2) **Main Street Medical**
- 3) **The Cottage**

Ms. Roy, CRA Administrator stated that in the November meeting the Board approved a one-time extension on existing grants or existing buildings that have already completed the façade

grant. At the November 27<sup>th</sup> Grant Review meeting there were 3 grants approved under that extension: Main Street Suites, Main Street Medical, and The Cottage. Their recommendation to the Board was that these three applications be approved.

Discussion ensued.

Chairman Whitten then asked for action by the Board.

A motion made by Commissioner Cox to approve CRA Grants as recommend by the Grant Review Board on the November 27<sup>th</sup> Grant Review Committee meeting. Seconded by Commissioner Hayes with 5 yeas and 0 nays the motion was carried.

**10. CRA Reports**

Ms. Burleson, CRA Director updated the Board on the Gateway Entrance signs and NextSite projects.

A discussion ensued.

**11. Public Comments from the Audience**

**12. Meeting Closing and Adjournment**

Chairman Whitten adjourned the meeting at 5:30 p.m.

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**Elizabeth M. Roy**  
City Clerk

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**J B Whitten**  
Chairman

Minutes approve this \_\_\_ day of \_\_\_\_, 2019.

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