

CRESTVIEW REDEVELOPMENT AGENCY MEETING

January 8, 2018
5:00 PM

Board	Staff	Visitors
J. B. Whitten	Teresa Gaillard	Ellis Connor
Bill Cox	Alisa Burleson	Attorney
Shannon Hayes	Elizabeth Roy	Carol Leone
Douglas Faircloth		
Joe Blocker		Absent
Margareth Larose-Pierre		
Ron Gautney		

The data reflected within these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes and photographs. Comments reflected herein are sometimes paraphrased, condensed and have been edited to reflect essential subject matter covered during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Clerk's office and providing their own representative and equipment to produce a verbatim account of the proceedings pursuant to Crestview Policy 91 1, Duplication of Public Records, Chapters 119 and 283, Florida Statutes and Attorney General opinions in force at time of enactment of Policy 91 1.

1. Call to Order and Opening of Meeting:

Meeting was called to order by Mr. Whitten at 5:00 PM.

2. Pledge of Allegiance

Mr. Hayes led the pledge.

3. Approval of CRA Minutes:

Approval of the minutes from December 11, 2017 Quarterly Meeting.

Mr. Hayes motioned to approve the minutes, Mr. Blocker seconded. All voted in favor. Unanimous.

4. Old Business

a. CRA Master Plan Status

Mr. Whitten detailed the presentation of the CRA Master Plan to the County Commissioners and stated that the Plan had not been approved by the Board, which was reflected in the letter to the City from Chairwoman Ketchel. He then asked for Dr. Leone to discuss the matter.

Dr. Leone explained that the City Council is the governing body of the CRA. When it comes to discussion of the plan with another taxing entity, like the county, the Statute says the approval of the plan is done by the City Council and therefore, any objection must be done by a hearing with the County Commissioners by the City Council.

Mr. Whitten stated the details from that would be on the agenda for tonight's City Council meeting.

Mr. Hayes stated that his understanding was that the Board could sit down and talk with the County, but that the County could not regulate the CRA.

Mr. Hayes asked to have on the record that all CRA Commissioners were present.

b. eProperty Plus update

Ms. Burleson stated that in doing her research on the software she feels the program is too big for just the CRA and would be more beneficial to be used by the City. She further stated, that references had spoke highly of the software, however, reiterated that the undertaking was not something the CRA should do alone, but only be done in conjunction with the City.

Mr. Hayes asked if his information request of a list of smaller cities had been received.

Ms. Burleson stated that she had talked to one of the smaller clients but that she misunderstood that the list was to go to the Board as opposed to just speaking with Ms. Burleson. She further discussed her contact and that she would forward his contact information to the board.

Mr. Hayes stated he did not wish to speak with them, but wanted the information he had requested.

Mr. Faircloth asked if the one client Ms. Burleson had spoken with was the only small town the company has and stated that he had asked for a list of small towns, so that he could speak with them. He also stated that he did not understand the way the company was going to be managing all the properties.

Ms. Burleson stated there were more smaller cities and thought the information had been part the original packet provided but would check and get contact information. She clarified that the purpose was not managing the property, but was a data gathering and data management tool. Ms. Burleson expressed that she would like to do more research before bringing the software to the City Council.

c. CRA Laptop Protection Plan

Ms. Burleson stated that she had researched and found that the CRA insurance would not cover the laptop. She further stated the City does not carry any extra coverage or insurance on any of the laptops owned by the City. She stated she did obtain information on extended warranty and provided that to the board. She said the cost was almost ¼ of the total cost of the laptop, but did not feel it would be necessary.

Mr. Cox stated he did not feel the extended warranty would be needed. Stated that the purchase made by a credit card would double the warranty period.

Mr. Hayes stated he agreed with Mr. Cox and that the extended warranty would not be necessary based on his experience with laptops and laptop repair.

Mr. Blocker stated that he had wanted the company [from the previous conversation] to send him a list of its clients. He asked if the CRA had received anything like that. Ms. Burleson stated that she had not but that she would take the blame and had misunderstood the original request at the previous meeting. She had talked to one already, and that was when she had determined the software was too much for just the CRA.

Mr. Whitten then asked if there were any other comments on the laptop warranty discussion.

Mr. Blocker said he had none.

Mr. Whitten stated that he noted the coverage did cover accidental damage. He did have experience with the type of warranty where he was refunded the money. However, he agreed with everyone else and felt we did not need the warranty.

Ms. Burleson agreed and stated she would do her best to take care of the laptop.

d. Downtown Shopping Ornament Program

Ms. Burleson stated the program went better than she expected. Stated they had sold 41 of the coins and raised a total of \$271 to give to the Police Department toy fund for next year. She stated that \$130 was in donations. \$100 came from Rollin EZ Tobacco and \$30 from Antique's Attic. She wanted to present the check to the Police Department at the next Council meeting.

Mr. Hayes stated he applauded her for the efforts on the coins this year, but wanted to know what she was planning for the next year.

Ms. Burleson stated she was working on an idea of a Christmas Ornament Art contest with the awarding of the winner at the Fall Festival.

Discussion of selling the coins continued.

Ms. Burleson stated that she was planning on looking for any opportunity to sell the coins.

5. New Business:

a. Report from the CRA Director

i. Accounting Services Contract

Ms. Burleson discussed the contract offered by the accountant and what it offered. She stated that the annual reports and efforts were needed. She stated that she could prepare the quarterly reports. This would save \$475 dollars a quarter.

Mr. Whitten asked what the price would be for just the annual work.

Ms. Burleson stated \$1785 listed in the contract.

Mr. Hayes asked Legal if the quarterly report was required.

Dr. Leone told the annual financial report done by an independent entity was what was required.

Ms. Burleson stated that she would prepare the quarterly report and would obtain a contract for annual reports and efforts only.

ii. Gateway Entrances Project

Ms. Burlison discussed the new redevelopment plan covers gateway entrance signs, informing that the budget included \$203,500 for the project. She discussed the value of gateway signs and showed examples from other areas;

Showed examples of signs at three locations, one being at south entrance of Main Street on triangle parcel, a second being two existing posts at the north entrance of Main Street at Highway 90, and the third being at the Highway 85 and Highway 90 intersection, which had a concern with the placement of sign on FDOT property and meeting their regulations. Discussion continued with matching the proposed design to the courthouse architecture.

Ms. Burlison stated that what she was presenting was a conceptual plan and. She then presented a preliminary task order for an estimate from the engineer that is on contract with the City.

Discussion on the design and placement of signs ensued.

Ms. Burlison clarified that the conceptual plan was there, that the money had been budgeted for the project, and that the answers to many of the Board's questions would come from the design engineers. Direction from the Board is need if they want to move forward with the project.

Ms. Burlison said that like to see more conceptual options, and that the ones she showed were just examples. She is looking forward to the approval to proceed.

Mr. Gautney stated he would like to see the board move forward with this because it has been around for a long time.

Mr. Whitten stated that a longer than usual CRA meeting needed to be planned to discuss this further.

iii. Light Post Restoration Project

Ms. Burlison stated the light poles on Main Street and Wilson Street needed to be refurbished and that Sherwin Williams has offered to donate the paint. CRA just needs to pay for the labor to paint.

iv. CRA Grant Review Board

Ms. Burlison stated that the Grant Review Board was going to need to be reestablished and rewrite the grant review policy. The review board that was established a while back has had some of their time expired and some have passed.

Ms. Gaillard stated that the Grant Review Board was a City Council board and not under the CRA. She further stated she was in the process of revamping this to present to the City Council.

v. Request for Growth Management Reports

Ms. Burleson stated she would like to get a report monthly from Growth Management for such things as if a building is involved with Code Enforcement. She stated she would like to request this information monthly.

Mr. Whitten asked Ms. Gaillard if this would be a problem.

Ms. Gaillard stated that this had not been requested before but that it should not be a problem to provide.

b. **Fund Transfer Request** - \$25,000 from Money Market account to the CRA Operational Account for estimated 2nd quarter expenses (Jan. – Mar. 2018).

Ms. Burleson stated the transfer was needed for operational costs.

Mr. Gautney motioned to authorize the transfer, Mr. Hayes seconded.

6. Report from the CRA Attorney

Ms. Leone stated she had nothing to report. She stated the check from the bill collector had been reissued and was supposed to be in the mail.

7. Public Comments and Questions:

Mr. Whitten asked for comments from the public.

Mr. Connor discussed his opinion on the signage. He stated the signs in place were placed many years ago. He stated those signs are very important and serve a worthwhile purpose and advertise when people are entering the downtown area. He stated that previous discussions had also mentioned placing signs elsewhere such as in Floral. He reiterated that the signs were a very valuable and needed item.

8. Meeting Closing and Adjournment

Mr. Whitten adjourned the meeting at 5:59.

Teresa Gaillard
Administrative Assistant

J. B. Whitten
CRA Chairman

Minutes approved the 12th day of February 2018.