

**CRESTVIEW REDEVELOPMENT AGENCY MEETING**

**February 12, 2018**

**5:00 PM**

Board	Staff	Visitors
J. B. Whitten	Teresa Gaillard	Nathan Boyles
Bill Cox	Alisa Burleson	Charles Salis
Shannon Hayes	Elizabeth Roy	Cal Zethmayr
Douglas Faircloth	Senida Oglesby	Mayor Cadle
Joe Blocker	Wayne Steele	Linda Parker
Margareth Larose-Pierre		Saundra Wilson
Ron Gautney		Ms. Whitten
		Ken Neilson
Attorney	Absent	Jerry Milligan
Carol Leone	None	Rae Schwartz
		Bill Toannon
<p>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.</p>		

**1. Call to Order and Opening of Meeting:**

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

**2. Pledge of Allegiance**

Ms. Larose led the pledge.

**3. Approval of CRA Minutes**

Approval of the minutes from January 8, 2018 Meeting.

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

**4. Public Opportunity on Agenda Items**

Mr. Whitten called for anyone in the public to address the board. No one spoke.

**5. Old Business**

**a. CRA Master Plan Status**

Ms. Burleson stated the Public Hearing meeting regarding the Master Plan had been cancelled due to weather and rescheduled for February 13, 2018 at Warriors Hall at 2:00 pm.

**b. Light Post Restoration Project**

Ms. Burleson stated that Sherwin Williams had donated the paint. Stated she had spoken with the contractor the City uses for painting as directed by Chuck Powell at Public Works and she was advised that after the weather maintains a temperature above 50°, an estimate would be provided. The estimate should be for labor only.

Mr. Whitten asked Mr. Steele if this could possibly be done before the Triple B. No one could answer that question.

c. Gateway Entrance Signage – Engineering Contract

Ms. Burleson discussed that she was working to reduce the price. In working with Wayne Steele, she is trying to negotiate with Polyengineering to reduce the price and terms down to \$25,000 for the entire project. She is also working to find other engineers to bring the price down.

Mr. Hayes asked if we were working with one engineer or with multiple engineers.

Ms. Burleson stated that the ones the City normally contracts with have declined for either being too busy or unable to do the construction engineering. Currently, she is working with an engineer that is already under contract with the City.

Mr. Whitten stated that the Board had hired someone to come up with a plan, accepted the plan, have the money for the plan, and now we just need to get moving with the plan.

d. Dog Park Update

Ms. Burleson stated that she had received the engineering plans for the dog park. She stated the price was \$9,300. She would like to allocate the remaining \$700 towards a sign to be put up when breaking ground.

Mr. Whitten stated he would like to know a little more detail about the project, which part was CRA funded and which was not, and asked if anyone knew when the project would break ground.

Mr. Steele answered that the City Engineer had just completed the plans the previous week. They were currently working on the cost estimate. What had been provided to him before the meeting was a cost of \$198 thousand for the materials. Some of that was going to be donated materials. That also does not include any labor. He stated that some of the labor could be done in house. The next step to take would be to put the project on the next TRC meeting. He stated the project would then come before the City Council for approval for funding before any request for bids or anything else can begin. He acknowledged that some of the funding had been put together and provided to Ms. April Meier. No source for the remaining funding had yet been identified.

Mr. Whitten stated that he did not think that anyone had anticipated \$200 thousand for the dog park and wanted to see more information on the project.

Mr. Steele stated he would provide a complete set of plans for everyone to see the breakdown. He stated he had these concerns from the beginning. It is at a point now that

decisions need to be made to determine what could be cut out of the plans to still provide what is desired versus what can be funded.

**6. New Business:**

**a. Workshop Date Request** to discuss and negotiate letter of intent from Flying Coffin LLC

Ms. Burleson presented a letter of intent from Flying Coffin LLC. She stated the letter was their dream and understand it was not what the Board was going to agree to. She discussed that the Board would need to review and then discuss with Flying Coffin. She suggested scheduling a special workshop to discuss with them the proposal.

Mr. Cox asked how soon input was needed.

Ms. Burleson stated she would need it as soon as possible. Ms. Burleson stated this would be a great place for downtown, and they would like to be downtown. She stated the company was already getting ready to build outside the City. They had someone ready to build whatever this company needed outside the City limits.

Mr. Cox stated asked for a suggested timeline.

Ms. Burleson stated she would need something within the week from the Board to bring back to the company. She discussed items that she had already advised the company would need to address.

Mr. Hayes stated there were a lot of unknowns that he could not support it yet. Discussed that he felt the presentation was not ready to be presented to the Board because of numerous questions.

Ms. Burleson stated that she had attempted to meet with the Board members individually to go over the details prior to the meeting; and that the company wanted to be able to work with the CRA on this project.

Mr. Hayes asked if the attorney had any time to review the proposal.

Ms. Leone stated she had only briefly looked over the proposal. She went on to say that generally it would have to also be put out for RFP to see what others might offer on the property.

Mr. Whitten stated that the Director was supposed to be bringing suggestions to the Board for review that are to redevelop the CRA district. She is to bring proposals or ideas that will require investment to the Board for input and then go back and gather more details. He asked the Board to work together as a group.

Mr. Hayes stated that when looking at this only, all the questions start jumping out and were unanswered. He said he is for a workshop for this proposal.

Mr. Gautney stated that he had wanted the building appraised and an engineer to check it out.

Ms. Burleson stated that we were not at that point yet. It was something that would be done further into the process.

Dr. Larose asked what were the expectations of the CRA when wanting to establish a relationship with someone that wants to start a project. Are there general expectations of the institution or CRA?

Ms. Burleson stated there are allocated matching funds in the grant money to help with construction work. This would go to the grant review board that needs to be established. This is a major business that would bring a lot to the downtown area.

Dr. Larose then asked what the cost to match was.

Ms. Burleson stated that it was estimated to be \$125,000 at the highest estimate. She stated this was their estimate based on their experience in doing this elsewhere. She went on to discuss the value of the business and what it would bring to the downtown area. She further discussed that this needed a workshop to discuss.

**b. Education and Conference**

**i. FRA Academy Class – March 15 – 17, 2018**

Ms. Burleson discussed this was her third class, with two more after this to be certified. She needs approval for the expenditure and travel.

Mr. Whitten stated that the schools were authorized as part of hiring Ms. Burleson.

**ii. National Interagency Community Reinvestment Conference located at the Hyatt Regency Miami on March 18 – 21, 2018.**

Ms. Burleson discussed this conference was immediately following the Academy class. She discussed driving back and stopping at other CRAs and gather information and suggestions from others.

Mr. Hayes discussed that this was geared towards Community Reinvestments. He said he researched to see what could be gleaned from this to apply to Crestview CRA.

Ms. Burleson stated that she understood that it was based on the experiences of larger cities but felt that there were ideas that could be applied to Crestview such as art exhibits. She is looking for ideas and funding sources that could be molded to work for Crestview CRA.

Mr. Whitten asked for motion from the Board.

Mr. Gautney made a motion to approve the trip. Dr. Larose seconded.

Mr. Blocker asked if the travel could be done in one method, all flying or all driving.

Ms. Burleson stated she was looking at the costs and felt that driving might afford more opportunity to stop and gather more information and visit other cities.

Mr. Hayes stated he wanted to support what was needed. He felt that more research needs to be done on these items and see what is involved.

Dr. Larose stated that when sending someone out to learn something, the risks versus the benefits should be weighed.

Mr. Whitten called for a vote on the motion. All voted in favor.

**7. Report from the CRA Attorney**

Ms. Leone stated that the December and January payments from RE Development and expected to receive continued payments.

**8. Public Comments and Questions:**

Mr. Whitten asked for comments from the public. No one spoke.

**9. Meeting Closing and Adjournment**

Mr. Whitten adjourned the meeting at 5:46.

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**Teresa Gaillard**  
Administrative Assistant

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**J. B. Whitten**  
CRA Chairman

Minutes approved the 12<sup>th</sup> day of March, 2018.