

CRESTVIEW REDEVELOPMENT AGENCY MEETING

April 09, 2018

5:00 PM

Board	Staff	Attorney	Absent	Visitors
J. B. Whitten	Teresa Gaillard	Carol Leone	Margareth Larose-Pierre	Jack Doorman
Bill Cox	Alisa Burleson			Linda Parker
Shannon Hayes	Elizabeth Roy			Jerry Milligan
Douglas Faircloth	Wayne Steele			Ken Nielsen
Joe Blocker	David Cadle			Chuck Branch
Ron Gautney				Juliet Milam
				Aaron Jacobs
<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. All Board members present.

2. Pledge of Allegiance

Ms. Burleson led the pledge.

3. Approval of CRA Minutes

Approval of the minutes from March 12, 2018 Meeting.

Mr. Hayes motioned to approve the minutes, Mr. Gautney seconded. Mr. Blocker noted corrections needed, he was listed as absent and Mr. Whitten was listed as seconding two motions.

Ms. Gaillard explained that he was not listed as absent and would correct the motions made. The revised minutes will be approved at the next meeting.

4. Public Opportunity on Agenda Items

Mr. Whitten called for anyone in the audience to address the Board, no one spoke.

5. Old Business

a. NextSite Program Agreement and Contract

Ms. Burleson recalled Mr. Branch's presentation at the previous meeting and directed the Board to the Agreement and Memorandum of Agreement (MOA) in their packets. The MOA details how the fees are paid to NextSite by the City and CRA. The agreement terms will be a 70%/30% split of the contract cost of \$22,000 (Yearly payment), with the City paying 70% (\$15,400) and the CRA paying 30% (\$6,600).

One thing that was not stated was the CRA's annual renewal of the contract to re-negotiate the percentage of the contract paid by the CRA. Ms. Burleson suggested that this be included in the agreement.

Mr. Faircloth asked if the \$22,000 fee will remain constant and Ms. Burleson confirmed that it would.

Mr. Blocker confirmed that the contract is with the City, not the CRA.

Mr. Cox questioned if item 2 in the contract regarding Time of Performance was applicable.

Ms. Burleson explained that it would be since it concerns the City and not the CRA.

Further discussion included reviewing only the Memorandum of Agreement and revising the verbiage to reflect an annual review of the Agreement by the CRA.

Mr. Hayes motioned to approve the Memorandum of Agreement and its review by the CRA Board each year and Mr. Faircloth seconded. Five Board members voted for the motion and Mr. Gautney voted against, motion passed.

b. CRA Assurances

Ms. Burleson stated that the proposed changes is to separate the administrative and financial duties of the CRA. She presented the revised Assurances to the Board for approval.

Mr. Gautney motioned to approve the changes and Mr. Cox seconded the motion.

Mr. Whitten asked for input from the CRA Administrator and the CRA Attorney.

Ms. Gaillard expressed her concerns about the proposed changes. She discussed oversight, reporting and communication and asked the Board to consider the changes very carefully.

Ms. Leone explained the proposed changes are a process change. They would move financial oversight from the current Administrator to the City Finance Department, which is not unusual for CRAs. Administrative oversight would remain with the Growth Management Department.

Ms. Burleson confirmed the statements made by Ms. Leone. Reports would still go to Growth Management. The Finance Director would replace the current accountant to oversee bank statements and money sent. The Administrator would not be removed from administrative duties.

Discussion ensued and the consensus of the Board was to vote on the changes at the next meeting.

Mr. Gautney withdrew his motion and Mr. Cox rescinded his second.

Mr. Hayes requested the CRA Director to state, in writing, why the proposed changes are a better solution than what is done currently.

6. New Business:

a. Resolution 18-01: Interlocal Agreement among Okaloosa County, the City of Crestview and the City of Crestview Community Redevelopment Agency

Ms. Burleson presented Resolution 18-01 to the Board for approval, as it pertains to the CRA entering the interlocal agreement. She clarified, with Ms. Leone, the recitals stated in Section 1 referenced the first two paragraphs of the Resolution and not a separate document.

Mr. Hayes asked if the verbiage should state that the additional CRA Board member from the County Board of Commissioners is a non-voting member.

Ms. Leone agreed it would be more accurate.

A consensus was reached to add the verbiage to the resolution to include "ex-officio, non-voting" to the description of the Board member.

Mr. Cox moved to approve Resolution 18-01 with the additional verbiage "ex-officio" and Mr. Gautney seconded. All voted in favor and the motion carried.

7. Report from the CRA Attorney

Ms. Leone reported the monthly check was received. She suggested, in the future, and dependent upon time, using this time to talk about ethics rules. She could highlight one ethics rule each month to keep everyone refreshed.

Mr. Hayes asked if it would be wise for her to contact a Board member if she noticed that member doing something unethical.

Ms. Leone agreed and stated that she does if she is aware of it.

Mr. Hayes did not want anyone to be burned by doing something they were unaware was unethical.

Ms. Leone agreed that doing something unethical in ignorance is not an excuse. She reminded the Board that she is the best source with respect to questions on ethics rules and she invited them to contact her.

8. Report from Growth Management Director

Ms. Gaillard reported the CRA Grant Review Board is working on a grant for Mr. John Colby with Main Street Suites. They also have a meeting on April 12, 2018 with Tracy from Casbah Coffee and a third application has been submitted, although it is incomplete. There are a couple of partnerships that will be submitting in the next month or so and the word is getting around that there is a new plan that will offer people a much more flexible way to be able to work.

9. Public Comments and Questions

Mr. Whitten asked for any comments or questions from the public. There were none.

Mr. Hayes made a motion that the CRA Director and CRA Administrator communicate with each other at least once a week and Mr. Gautney seconded.

Discussion defined that communication is face to face, not written.

Mr. Hayes then amended his motion that the communication be face-to-face, communicating with one another at least once a week, with the time not being specified. Mr. Gautney's second stood. All voted in favor and the motion passed.

10. Meeting Closing and Adjournment

Mr. Whitten adjourned the meeting at 5:54 pm.

Teresa Gaillard
Administrative Assistant

J. B. Whitten
CRA Chairman

Minutes approved the 14th day of May, 2018.