

**City of Crestview  
Community Redevelopment Agency Meeting  
June 11, 2018**

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| <b>Board</b>            | <b>Absent</b> | <b>Staff</b>             | <b>Visitors</b> |
|-------------------------|---------------|--------------------------|-----------------|
| J.B. Whitten            | None          | Carol Leone, Attorney    | Mike Carroll    |
| Bill Cox                |               | Alisa Burleson, Director | Paul Lowery     |
| Joe Blocker             |               | Teresa Gaillard, Admin   | Linda Parker    |
| Shannon Hayes           |               |                          | Charles Salis   |
| Doug Faircloth          |               |                          | Beth Brant      |
| Ron Gautney             |               |                          | Ken Nielsen     |
| Margareth Larose-Pierre |               |                          | Wayne Steele    |
| Nathan Boyles           |               |                          | Elizabeth Roy   |

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**

Mr. Whitten called the meeting to order at 4:00 PM.

**2. Pledge of Allegiance**

Mr. Boyles led the pledge.

**3. Approval of CRA Minutes**

All voted to approve the minutes from the May 14, 2018 meeting.

**4. Public Opportunity on Agenda Items**

None.

**5. Old Business**

a. Gateway Entrance Sign Project

Ms. Burleson presented the sign options.

Mr. Cox requested that native plants be used.

Mr. Boyles suggested a directional arrow on the sign to guide people to the downtown area.

Mr. Faircloth stated a directional arrow attached to the sign would disturb the symmetry and suggested it be posted on a plaque next to the sign; also, suggested installing a row of pavers in front of the sign to protect the sign from a weed trimmer.

Ms. Roy stated the year needs to be changed to 1916.

Mr. Blocker suggested increasing the size of the letters for clarity and he would like to see a maintenance-free sign.

Discussion ensued regarding the arch sign options.

Mr. Cox stated he would send pictures of archways from other cities to Beth at Poly, to help find one more appropriate.

Mr. Hayes asked if an event sign could be attached.

Ms. Brant stated that it could be used as a background to attach a temporary sign to.

Mr. Boyles stated a motion could be made to move forward subject to review of drawing produced by the chosen contractor. He also stated he felt the County would be willing to partner with the CRA to offset the cost of the digital sign.

Mr. Faircloth suggested using the bottom portion of the digital sign as a directory.

Discussion ensued regarding using excess brick from the courthouse and the shape/design of the sign. Consensus was reached on a triangular sign. Sign verbiage was also discussed and construction materials.

Mr. Hayes motioned to move forward based on the summary provided by Mr. Boyles and Mr. Faircloth seconded. All voted in favor.

b. The Bush House – Crestview Historic Museum

Ms. Burleson stated the grant application was submitted June 1, 2018. Ranking and Review will be held August 21 and 22, 2018. She can either attend in person or via web cast to answer questions. The Historic Preservation Board will also be in attendance.

**6. New Business**

a. CRA fund transfer request from Money Market Account to Operations Account - \$50,000 (Current Operation Account Balance - \$2,000.79)

Mr. Gautney motioned to approve, seconded by Mr. Cox. All voted in favor.

b. CRA Quarterly Financial Report

Ms. Burleson presented expenditures to date.

Mr. Whitten asked if a checklist could be created for grant applicants.

Ms. Burleson stated she is currently working on policies and procedures for grants.

c. CRA Director Contract Renewal

Ms. Burleson presented the 2017-2018 Year in Review and her Contract for Services.

Mr. Blocker asked about the status of the Depot.

Ms. Burleson stated it has not been started yet but is part of the Downtown/Park Segue.

Discussion ensued regarding the status of the Dog Park.

Mr. Blocker motioned to approve the contract and Mr. Cox seconded.

Discussion ensued regarding the length of the contract being two years versus one.

Ms. Gaillard stated the Main Street Association representative will speak to the Board next month regarding a partnership, and he was present now, if the Board had questions. MSCA wanted to enable a full-time Director to manage the Association. This action would release the CRA Director from the responsibility of the MSCA, which ultimately, would mean a portion of the CRA Director's new contract, which required Main Street participation, may need to be adjusted. Also, the reference to Growth Management Department should be removed from the contract verbiage, as it has been removed from the Assurances.

Discussion ensued, the role the CRA Director has with the Main Street Association, and the definition of the CRA Administrator in the Assurance versus the contract.

All voted in favor of approving the contract.

Discussion ensued regarding the necessity of a CRA Administrator and the designation of the position.

Mr. Cox motioned that the CRA Administrator remain the Growth Management Director until further notice and Mr. Hayes seconded. Whitten, Cox, Hayes, Gautney, and Larose voted aye. Blocker and Faircloth voted nay.

d. Re-appointment of Commissioners with expiring terms.

Ms. Burleson stated there are two Board members whose terms expire in July.

Ms. Gaillard stated the Board is on automatic renewal.

**7. Report from the CRA Attorney**

Ms. Leone stated the May payment has been received and is reduced as requested. She also reviewed Florida Statute 112 part 3, that addresses voting conflicts for the Board.

**8. Public Comments and Questions**

None

**9. Meeting Closing and Adjournment**

The meeting adjourned at 5:47 PM.

*Approved  
July 9, 2018*