
**ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

Thursday, November 19, 2020 - 5:30 p.m.

1. CALL TO ORDER / ROLL CALL

The Rockledge Community Redevelopment Agency Board of Commissioners met in regular session on November 19, 2020 at 5:30 p.m. in the Council Chamber at Rockledge City Hall, 1600 Huntington Lane, Rockledge, Florida.

PRESENT:	Edward Inman	Commissioner
	Lynne Krnoul Roll	Commissioner
	Steve Lum	Commissioner
	Frederick Sanders	Commissioner
	Darby Miller*	Commissioner
	Janet Monaco	Commissioner
	Joseph Miniclier	Commission Attorney
	Jennifer M. LeVasseur	Recording Secretary

**arrived at 5:32 p.m.*

ABSENT:	Bill Ellis (excused)	Commissioner
---------	----------------------	--------------

STAFF PRESENT:	Dr. Brenda Fettrow	City Manager
	Matthew Trine	Assistant City Manager/ Finance Director
	John Cooper	Planning Director
	Trina Gilliam	Senior City Planner
	BJ Haveman	Redevelopment Coordinator

With a quorum present, the meeting was called to order by Chairman Edward Inman.

2. APPROVAL OF MINUTES & ATTENDANCE RECORD

A. October 28, 2020 (Regular Meeting)

Commissioner Roll made a motion to approve the minutes and attendance record of the regular meeting on October 28, 2020; seconded by Commissioner Monaco. The motion carried unanimously.

3. **FINANCIAL REPORT**

A. October 2020

Motion by Commissioner Lum to be in receipt of the financial report for the Rockledge Community Redevelopment Agency for the month of October 2020; motion seconded by Commissioner Roll. The motion passed unanimously.

4. **REPORTS FROM STAFF/COMMITTEES**

A. Progress Reports

Redevelopment Coordinator Haveman provided an update on the following:

1. Recent Events

- Rockledge Flats Top Out Event, October 29, 2020

2. Upcoming Events

- Light Up Rockledge/Festival of Trees, Saturday, December 5, 2020 from 6:00 p.m. - 7:30 p.m., Rockledge Civic Hub
- Cocoa-Rockledge Holiday Parade, Saturday, December 12, 2020 at 3:00 p.m.
- 2021 Rockledge Art and Craft Show, Saturday and Sunday, February 20 and 21, 2021 from 10:00 a.m. – 4:00 p.m. daily, Rockledge Civic Hub

3. Façade Improvement Grant Program

Redevelopment Coordinator Haveman explained that several Façade Improvement Grants were still in progress. The grant for Rosa Plaza, 760 Barnes Boulevard, has been closed out.

5. **UNFINISHED BUSINESS**

- None

6. **CONSENT BUSINESS**

- None

7. **NEW BUSINESS**

A. Approval: 2021 Meeting Schedule (Community Redevelopment Agency Board of Commissioners)

Redevelopment Coordinator Haveman presented the proposed meeting schedule for the 2021 calendar year, which must be established per Florida Statute. Discussion ensued regarding the selection of an alternate date in November 2021 due to the Thanksgiving holiday. A proposed date of November 18, 2021 was offered for consideration.

Motion by Commissioner Lum to adopt the meeting schedule for the 2021 calendar year with the proposed date of November 18, 2021 for the November regular meeting; motion seconded by Commissioner Monaco. The motion carried without objection.

- B. Approval: Selection of Chair and Vice Chair for 2021; recommendation to City Council (Community Redevelopment Agency Board of Commissioners)

Redevelopment Coordinator Haveman reported that Florida Statutes require the City Council's approval of the chair and vice chair for the Agency Board. However, there is no term limit addressed, so once the recommendation has been made and approved, the officers remain in effect until a reappointment is recommended by the Board.

Chairman Inman opened the floor to nominations for the Office of Chair.

Commissioner Lum nominated Commissioner Inman.

Chairman Inman closed the floor to nominations.

Motion by Commissioner Lum to elect Commissioner Inman as Chair. The motion carried unanimously, and Commissioner Inman was declared Chair by acclamation.

The floor was then opened to nominations for Vice Chair.

Commissioner Roll nominated Commissioner Monaco.

Commissioner Inman nominated Commissioner Lum.

A vote was taken. Commissioner Monaco received four votes, and Commissioner Lum received two votes.

Motion by Commissioner Lum to elect Commissioner Monaco as Vice Chair. The motion carried without objection, and Commissioner Monaco was declared Vice Chair.

NOT AN AGENDA ITEM

Assistant City Manager/Finance Director Trine explained that the City is required by Statute and under Rules of the Auditor General to undergo a financial statement audit each year. A recent enactment of Florida Laws Chapter 2019-163 and an interpretation by the Florida Auditor General has deemed it necessary for the Community Redevelopment Agency to prepare a stand-alone audit of financial statements by an independent auditor in order to ensure compliance with existing laws.

Assistant City Manager/Finance Director Trine explained that an engagement letter from Carr, Riggs & Ingram, LLC has been provided for the Commission's consideration at a cost of \$3,000.00 for the auditing services for Fiscal Year

2020. It was confirmed that this cost will be an ongoing cost for the Agency going forward unless deemed unnecessary by the Legislature in the future.

Commissioner Lum moved to approve the engagement letter with Carr, Riggs & Ingram, LLC for Fiscal Year 2020 auditing services and forward the recommendation to City Council; seconded by Commissioner Roll. The motion carried unanimously.

8. REPORTS FROM COMMISSIONERS

- Commissioner Roll presented Redevelopment Coordinator Haveman with a trophy for winning a golf contest at the recent Kiwanis Children's Charities Golf Tournament.
- Commissioner Monaco announced that she recently lost a friend to COVID and asked whether the City has reconsidered a mask mandate. City Manager Fettrow explained that the City Council's standing emergency order does not mandate masks; however, they reserve the right to implement a mandate in the future as the situation evolves.
- Commissioner Inman wished everyone a happy Thanksgiving and requested an update on current development projects. City Manager Fettrow explained that Double D's BBQ recently relocated to Barton Boulevard, and the owners have additional exciting plans for the future.

9. ADJOURN

There being no further business to come before the Commission, Chairman Inman declared the meeting to be adjourned at 5:55 p.m.

Respectfully submitted,

Jennifer M. LeVasseur
Recording Secretary

Chairman, Board of Commissioners of the
Community Redevelopment Agency