

ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY
BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

Wednesday, April 26, 2023 - 5:30 p.m.

1. CALL TO ORDER / ROLL CALL

The Rockledge Community Redevelopment Agency Board of Commissioners met in regular session on April 26, 2023 at 5:30 p.m. in the Council Chamber at Rockledge City Hall, 1600 Huntington Lane, Rockledge, Florida.

PRESENT:	Edward Inman	Commissioner
	Steve Lum	Commissioner
	Frederick Sanders	Commissioner
	David Bucher	Commissioner
	Joseph Miniclier	Commission Attorney
	Tricia T. Olsson	Recording Secretary
ABSENT:	Al Siefert	Commissioner (<i>Unexcused</i>)
	April Fearon	Commissioner (<i>Excused</i>)
STAFF PRESENT:	Dr. Brenda Fettrow	City Manager
	Matthew Trine	Assistant City Manager/ Finance Director
	John Cooper	Planning Director

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

2. APPROVAL OF MINUTES & ATTENDANCE RECORD

A. Meeting of March 22, 2023 (Regular Meeting)

Commissioner Bucher made a motion to approve the minutes and attendance record of the regular meeting on March 22, 2023; seconded by Commissioner Lum. The motion carried unanimously.

3. FINANCIAL REPORT

A. March 2023

Commissioner Lum moved to be in receipt of the financial report for the Rockledge Community Redevelopment Agency for the month of March 2023; seconded by Commissioner Bucher. The motion carried by unanimous vote.

4. REPORTS FROM STAFF / COMMITTEES

A. Progress Reports

Planning Director Cooper provided an update on the following:

1. Recent Events
 - Food Truck Friday, held on March 24, 2023 at the Rockledge City Hall parking lot
 - Trash Bash, held on April 1, 2023 at the Rockledge City Hall
2. Upcoming Events
 - Food Truck Friday, April 28, 2023 from 4:30 p.m. – 7:30 p.m. at the Rockledge City Hall parking lot
 - Volunteer Breakfast, May 6, 2023 at 9:00 a.m. at the Rockledge Regional Medical Center
 - Rockledge Market Day, May 10, 2023 from 10:00 a.m. – 2:00 p.m. at the Rockledge Civic Hub
 - 22nd Annual Charity Golf Tournament, May 13, 2023 at 7:00 a.m. at the Turtle Creek Golf Course
3. Facade Improvement Grant Updates
 - A total of \$6,392.50 in façade improvement grant projects are in progress, and a total of \$38,073.90 in façade improvement grant projects have been completed.
4. Project Updates
 - None
5. UNFINISHED BUSINESS
 - None
6. CONSENT BUSINESS
 - None
7. NEW BUSINESS
 - A. Approval: Completed Audit of Rockledge Community Redevelopment Agency for FY 2022

Assistant City Manager/Finance Director Trine acknowledged the diligent work of Finance Coordinator, Carol King on the preparation of the financial statements for the audit of Rockledge Community Redevelopment Agency for fiscal year 2022. Christine Noll-Rhan, accountant for Carr, Riggs & Ingram, CPAs and Advisors was introduced and provided an overview of the independent external audit that was completed for the City of Rockledge.

Commissioner Lum moved to be in receipt of the audit and to forward the recommendation to City Council; seconded by Commissioner Bucher. The motion carried by unanimous vote.

- B. Approval: Audit Engagement Letter

Assistant City Manager/Finance Director Trine stated that the City is required by Statute and under the Rules of the Auditor General to undergo a financial statement audit each year. An engagement letter was provided for the

Commission's consideration for continued services with Carr, Riggs & Ingram, LLC to conduct the 2023 audit.

Commissioner Bucher moved to approve the engagement letter with Carr, Riggs & Ingram, LLC for Fiscal Year 2023 auditing services and to forward the recommendation to City Council; seconded by Commissioner Sanders. The motion passed unanimously.

ITEM NOT ON AGENDA

City Manager Fettrow requested approval to utilize CRA funds for a land acquisition in a CRA sub-district in an amount up to \$250,000.00, which is budgeted.

Commissioner Lum moved to approve a land acquisition in an amount up to \$250,000.00 and to forward the recommendation to City Council; seconded by Commissioner Bucher. The motion passed by unanimous vote.

8. REPORTS FROM COMMISSIONERS

- City Manager Fettrow provided updates on the Multipurpose Center project and the Beachfly Brewing Company.
- Planning Director Cooper gave an update on several projects and developments in Rockledge.
- City Manager Fettrow announced there will be a music concert in the Rockledge Civic Hub scheduled for June 17, 2023 from 5:00 p.m. – 10:00 p.m.
- Commissioner Lum expressed his excitement and pride in regards to the improvements of the city.
- Commissioner Sanders suggested more electronic message boards throughout the city with welcome messages and construction project updates. It was stated that the city will take this suggestion under consideration.

9. ADJOURN

There being no further business to come before the Commission, Chairman Inman declared the meeting to be adjourned at 5:57 p.m.

Respectfully submitted,

Tricia T. Olsson
Recording Secretary

Chairman, Board of Commissioners of the
Community Redevelopment Agency