

ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY  
BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

Wednesday, July 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 July 26, 2023 at 5:30 p.m. in the Council Chamber at Rockledge City Hall, 1600 Huntington Lane, Rockledge, Florida.

PRESENT:	Edward Inman	Commissioner
	Al Siefert	Commissioner
	David Bucher	Commissioner
	April Fearon	Commissioner
	Martha Rich	Commissioner
	Joseph Miniclier	Commission Attorney
	Tricia T. Olsson	Recording Secretary

ABSENT:	Steve Lum	Commissioner ( <i>excused</i> )
	Frederick Sanders	Commissioner ( <i>excused</i> )

STAFF PRESENT:	Dr. Brenda Fettrow	City Manager
	Matthew Trine	Assistant City Manager/ Finance Director
	John Cooper	Planning Director
	Melissa Cochie	Planning Permit Technician

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

2. APPROVAL OF MINUTES & ATTENDANCE RECORD

A. Meeting of April 26, 2023 (Regular Meeting)

**Commissioner Bucher made a motion to approve the minutes and attendance record of the regular meeting on April 26, 2023; seconded by Commissioner Fearon. The motion carried unanimously.**

3. FINANCIAL REPORT

A. April 2023

***See item 3.C. for motion***

B. May 2023

***See item 3.C. for motion***

C. June 2023

**Commissioner Bucher moved to be in receipt of the financial reports for the Rockledge Community Redevelopment Agency for the months of April 2023, May 2023 and June 2023; seconded by Commissioner Fearon. 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

- Volunteer Breakfast, held May 6, 2023 at the Rockledge Regional Medical Center
- 22<sup>nd</sup> Annual Charity Golf Tournament, held May 13, 2023 at the Turtle Creek Golf Course
- 4<sup>th</sup> of July Picnic, held July 4, 2023 at the McLarty Park
- Food Truck Fridays, held every fourth Friday of each month at the Rockledge City Hall parking lot

##### ***Item 4.B.1. heard at this time***

##### 2. Upcoming Events

- Food Truck Friday, July 28, 2023 from 4:30 p.m. – 7:30 p.m. at the Rockledge City Hall parking lot
- Annual 9/11 Remembrance Ceremony, September 9, 2023 at 9:00 a.m. at the Rockledge Civic Hub
- Rockledge Market Day, September 13, 2023 from 10:00 a.m. – 2:00 p.m. at the Rockledge Civic Hub
- 2<sup>nd</sup> Annual Rocktober 5K, October 7, 2023 at 7:30 a.m. at the Rockledge Civic Hub

##### 3. Facade Improvement Grant Updates

- A total of \$44,472.40 have been completed.

##### 4. Project Updates

##### B. Staff Reports (***heard after item 4.A.1.***)

##### 1. Budget Report – Community Redevelopment Agency FY 2024

City Manager Fettrow gave an overview of the budget report for the Community Redevelopment Agency FY 2024 and stated it has been thoroughly reviewed and vetted by the Finance and Budget Committee. City Manager Fettrow further stated the funds from this budget will be used for previously approved projects and for the future projects. City Manager Fettrow also provided an update on several projects in progress.

City Manager Fettrow asked the Commissioners if they would be interested in amending the façade improvement grant program to include interior projects and to increase the improvement grant amount to \$25,000.00 due to the price increase of projects. Additionally, an applicant would be eligible to apply for both an interior and exterior improvement grant per fiscal year. Several Commissioners expressed support for the idea.

**Commissioner Fearon moved to amend the façade improvement grant program and increase the improvement grant to up to \$25,000.00 each for exterior and interior project improvements; seconded by Commissioner Bucher. The motion carried.**

5. UNFINISHED BUSINESS

A. Façade Improvement Grant – RJM Merco – 801 Angela Avenue

Planning Director Cooper provided a background on the RJM Merco project which has been delayed numerous times due to Covid 19 and the economy. The owner has completed the work and has requested an additional extension to receive the reimbursement in the amount of \$10,000.00 for the completed project.

Attorney Miniclier explained the project is within the discretion of the Commission to give approval for the grant.

**Commissioner Siefert moved to approve an additional extension to receive the reimbursement of the façade improvement grant for RJM Merco, 801 Angela Avenue, in the amount of \$10,000.00; seconded by Commissioner Fearon. The motion passed.**

6. CONSENT BUSINESS

- o None

7. NEW BUSINESS

A. Approval: Selection of Vice Chair; Recommendation to City Council

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

**Commissioner Fearon nominated Commissioner Bucher.**

Chairman Inman closed the floor to nominations.

Attorney Miniclier explained the voting process.

**Motion by Commissioner Fearon to elect Commissioner Bucher as Vice Chair; seconded by Commissioner Siefert. The motion carried without objection, and Commissioner Bucher was declared Vice Chair by acclamation.**

B. Approval: Façade Improvement Grant – My Island Pancake House – 165 Barton Boulevard

Planning Director Cooper presented the façade improvement grant application for My Island Pancake House, 165 Barton Boulevard, and explained the applicant replaced windows and improved the front and side areas of the business. The applicant received two (2) price quotes for the window replacements, and the lower quote from Barfield Contracting totaled \$21,500.00. Planning Director Cooper further stated the project has been completed and the applicant followed all the façade improvement grant guidelines. Staff requested a façade improvement grant in the amount of \$10,000.00 for My Island Pancake House.

**Commissioner Bucher moved to approve the façade improvement grant for My Island Pancake House, 165 Barton Boulevard, in the amount of \$10,000.00; seconded by Commissioner Rich. The motion passed unanimously.**

C. Approval: Façade Improvement Grant – First Baptist Church of Rockledge – 1810 Cedar Street

Planning Director Cooper provided details on the façade improvement grant application for the First Baptist Church of Rockledge, 1810 Cedar Street, and further explained the applicant will be replacing and updating the landscaping and irrigation system to make improvements to the front and side façade areas of the property. The applicant obtained two (2) price quotes for the project, and the quote from Earl Mills and Jerry's Woodwork came in for a total of \$6,445.00. The applicant is requesting a façade improvement grant in the amount of \$3,000.00.

**Commissioner Fearon moved to approve the façade improvement grant for First Baptist Church of Rockledge, 1810 Cedar Street, in the amount of \$3,000.00; seconded by Commissioner Bucher. The motion passed without objection.**

8. REPORTS FROM COMMISSIONERS

- Planning Director Cooper provided an update on several development projects currently in progress and completed projects.
- Commissioner Siefert apologized for his absence from the last meeting.
- City Manager gave an update on the Market Day event schedule.

9. ADJOURN

There being no further business to come before the Commission, Chairman Inman declared the meeting to be adjourned at 6:03 p.m.

Respectfully submitted,

Tricia T. Olsson  
Recording Secretary

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Chairman, Board of Commissioners of the  
Community Redevelopment Agency