

ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY
BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

Wednesday, October 27, 2021 - 5:30 p.m.

1. CALL TO ORDER / ROLL CALL

The Rockledge Community Redevelopment Agency Board of Commissioners met in regular session on October 27, 2021 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
	Al Siefert	Commissioner
	Janet Monaco	Commissioner
	David Bucher	Commissioner
	Joseph Miniclier	Commission Attorney
	Tricia T. Olsson	Recording Secretary

ABSENT:	Lynne Krnoul Roll	Commissioner (<i>excused</i>)
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STAFF PRESENT:	Matthew Trine	Assistant City Manager/ Finance Director
	John Cooper	Planning Director
	Maddie McDonald	Redevelopment Coordinator

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

2. APPROVAL OF MINUTES & ATTENDANCE RECORD

A. Meeting of July 28, 2021 (Regular Meeting)

Commissioner Lum made a motion to approve the minutes and attendance record of the regular meeting on July 28, 2021; seconded by Commissioner Monaco. The motion carried unanimously.

3. FINANCIAL REPORT

A. July 2021 (*see item 3C*)

B. August 2021 (*see item 3C*)

C. September 2021

Commissioner Lum moved to be in receipt of the financial reports for the Rockledge Community Redevelopment Agency for the months of July 2021, August 2021 and September 2021; motion seconded by Commissioner Sanders. The motion carried by unanimous vote.

4. REPORTS FROM STAFF / COMMITTEES

A. Progress Reports

Redevelopment Coordinator McDonald provided an update on the following:

1. Recent Events

- None

2. Upcoming Events

- Fall Food Truck “Feast”-ival on Saturday, November 6, 2021 from 4:00 p.m. – 7:00 p.m. at the Rockledge Civic Hub
- Annual Light Up Rockledge and Festival of Trees on Sunday, December 4, 2021 at 6:00 p.m. at the Rockledge Civic Hub
- Annual Cocoa/Rockledge Holiday Parade on Saturday, December 11, 2021 at 2:00 p.m.

3. Façade Improvement Grant Program Update

- A total of \$76,821.14 in façade grant projects are in progress, and projects have been completed in the amount of \$65,039.69 for Fiscal Year 2021. Commissioners requested that this report be included in future agenda packets.

5. UNFINISHED BUSINESS

- None

6. CONSENT BUSINESS

- None

7. NEW BUSINESS

- A. Approval: Façade Improvement Grant – The Health Bar Florida, LLC -1854 Rockledge Blvd.

Redevelopment Coordinator McDonald presented the façade improvement grant application for The Health Bar Florida, LLC, 1854 Rockledge Boulevard, and outlined the applicant’s intention to install a wall sign with vinyl window decals and to add new landscaping in existing planter space. Redevelopment Coordinator McDonald reported that the required cost estimates were obtained, and the total cost of the project is \$4,188.95. The applicant requested a façade improvement grant amount of \$2,094.48. Amanda LaPage, co-owner, 1854 Rockledge Boulevard, answered questions from the Commissioners about outdoor seating and landscaping.

Commissioner Monaco moved to approve the façade improvement grant for The Health Bar Florida, LLC in the amount of \$2,094.48; motion seconded by Commissioner Lum. The motion passed by unanimous vote.

ITEM NOT ON AGENDA

Planning Director John Cooper gave a brief report on the Publix remodel at 1880 Rockledge Boulevard and noted that the City has received site plans and landscaping plans for this project.

B. Approval: Don Griffin Trail Improvements, Phase 2

Redevelopment Coordinator McDonald gave an update on the BusinessFlare Phase II Implementation Plan to initiate improvements of the Lake Betsi Recreation Area to include upgrading portions of the Don Griffin trail. Redevelopment Coordinator McDonald explained that the improvements are being done in five (5) phases, and the cost from the first phase has increased. She went on to explain that the priority is accessibility to the trail, and the trash receptacles, benches, dog waste stations, and low-level lighting will be considered in the final phase. Redevelopment Coordinator McDonald answered questions from Commissioners and reported that the estimated cost of Phase 2 is \$136,602.00. Assistant City Manager/Finance Director Trine explained that the total cost of Phase I is \$89,134.00. Planning Director Cooper provided a more detailed explanation of Phase II construction. A bid proposal was provided by Gregori Construction Inc. for the Commission's consideration.

Commissioner Lum moved to approve the Don Griffin Trail Improvements, Phase 2 in an amount not to exceed \$150,000.00 and to forward the recommendation to City Council; motion seconded by Commissioner Monaco. The motion carried unanimously.

C. Approval: Proposed Rockledge Community (Multipurpose) Center at The McKnight Family Sports Complex

Planning Director Cooper presented the Scope of Work and estimated costs for a multipurpose community center located on the northwest corner of Sherwood Drive and Cogswell Street. The total estimated cost for the design project described in the Scope of Work, including subcontractor services, is \$204,450.00. Planning Director Cooper clarified details regarding the size and location of the building, additional costs, and the time frame of the project. Architects RZK, Inc. provided a cover letter for the Commission's consideration.

Commissioner Lum moved to approve the proposed Rockledge Community (Multipurpose) Center at the McKnight Family Sports Complex design Scope of Work and cost estimates and to forward the recommendation to City Council; motion seconded by Commissioner Monaco. The motion passed by unanimous vote.

D. Approval: Proposed Barnes Blvd. Streetscape/Landscape

Redevelopment Coordinator McDonald introduced the Proposed Barnes Boulevard Streetscape/Landscape project and gave a brief background of the project. Redevelopment Coordinator McDonald advised the Commission that Architects RZK, Inc. submitted a proposal to utilize Susan Hall Landscape Architecture (SHLA) for the planning and design phase. The Scope of Services provided by SHLA includes concept drawings for sidewalk layouts

around the park, along with benches and dog waste stations. Additionally, roadway medians landscape plans and irrigation plans will be included in the final plans. The total estimated cost for the design project is \$27,280.00. A cover letter was provided by Architects RZK, Inc. for the Commission's consideration. Planning Director Cooper responded to questions from the Commission regarding the future use of the surrounding property.

Commissioner Monaco moved to approve the proposed Barnes Boulevard Streetscape/Landscape design Scope of Work and cost estimates and to forward the recommendation to City Council; motion seconded by Commissioner Sanders. The motion carried without objection.

- E. Approval: Proposed Updates to the Redevelopment Mixed-Use District Architectural and Site Guidelines

Redevelopment Coordinator McDonald provided an update on the Redevelopment Mixed-Use District Architectural and Site Guidelines to include clarification on the requirements and addition of the use of metal as an exterior finish. Planning Director Cooper explained to the Commission the distinction of a razor wire prohibition over barbwire use, and he further explained that amendments to the Land Development Regulations have been completed to incorporate guidelines City-wide. Attorney Miniclier also advised the Commission to be prepared on upcoming changes and requests by City Council and staff to update Ordinances and the LDR guidelines. A Redevelopment Mixed-Use District Architectural and Site Guidelines document was provided for the Commission's consideration.

Commissioner Bucher moved to approve the Redevelopment Mixed-Use District Architectural and Site Guidelines and to forward the recommendation to City Council for a public hearing to discuss and approve the proposed revisions; motion seconded by Commissioner Monaco. The motion passed unanimously.

- F. Approval: Resolution No. 2021-___-CRA – Allocation of Fiscal Year 2021 Uncommitted Fund Balance

Assistant City Manager/Finance Director Trine explained that Section 163.387(7), Florida Statutes authorizes community redevelopment agencies to allocate any surplus, or uncommitted, funds remaining in the Community Redevelopment Trust Fund at the end of a fiscal year into one of the four options within State Statute 7(a)(b)(c)(d). Mr. Trine reported that the Fiscal Year 2021 operating account balance is \$1,142,847.29 and the escrow account balance is \$3,054,888.28. In accordance with Florida Statutes, Resolution 2021-_-CRA appropriates the uncommitted fund balance into an escrow account for the purpose of redevelopment projects pursuant to the approved Community Redevelopment Plan. A memo on compliance with Florida Statute 163.387(7) (a-d) was provided for the Commission's consideration.

Commissioner Monaco moved to approve the allocation of funds to specific redevelopment projects, pursuant to the CRA plan; seconded by Commissioner Lum. The motion carried by unanimous vote.

Commissioner Monaco offered a Resolution entitled "A RESOLUTION OF THE ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY, CITY OF ROCKLEDGE, BREVARD COUNTY, FLORIDA, APPROPRIATING THE BUDGET SURPLUS FUNDS FOR FISCAL YEAR 2021" and moved to read the Resolution by title only; seconded by Commissioner Bucher. The motion passed unanimously.

City Attorney Miniclier read aloud the title of the Resolution.

Commissioner Lum moved for adoption of the Resolution; seconded by Commissioner Monaco. The motion carried without objection.

G. Approval: Proposed Amended Fiscal Year 2020-2021 Community Redevelopment Agency Budget

Assistant City Manager/Finance Director Trine reported that the approval of the proposed amended Fiscal Year 2020-2021 Community Redevelopment Agency Budget is necessary for the continued operation of the Agency. The Fiscal Year 2020-2021 Proposed Amended Community Redevelopment Agency Budget was provided for the Commission's consideration. Assistant City Manager/Finance Director Trine provided further clarification on the amended budget amounts and adjustments.

Commissioner Lum moved to approve the Fiscal Year 2020-2021 Community Redevelopment Agency Budget amendment and to forward the recommendation to City Council; motion seconded by Commissioner Sanders. The motion carried by unanimous vote.

8. REPORTS FROM COMMISSIONERS

- o Commissioner Siefert introduced himself and expressed his excitement to be a part of the Commission.
- o Planning Director Cooper provided a brief update to the Commission regarding new businesses in the City.

9. ADJOURN

There being no further business to come before the Commission, Chairman Inman declared the meeting to be adjourned at 6:31 p.m.

Respectfully submitted,

Tricia T. Olsson
Recording Secretary

Chairman, Board of Commissioners of the
Community Redevelopment Agency