

Community Redevelopment Agency  
Regular Meeting Minutes  
Council Chambers  
October 28, 2020  
5:00 P.M.

Community Redevelopment Agency Board members: Reynolds Henderson, Joe Johnson (arrived at 5:05 p.m.), Cathy Mosley, Susan Bakalo, Darius Paul, Planning Director Kelly Schultz, and City Manager Mell Smigielski. Deputy City Manager Carisse LeJeune and City Clerk Maryanne Schrader were also in attendance.

Chair R. Henderson called the Community Redevelopment Agency meeting to order at 5:02 p.m.

**2. Approval of Minutes** - Chair R. Henderson asked for a motion to approve the minutes.

Citizen Robert Raymond asked the Board to table the minutes, as he did not agree with statements attributed to him.

**Motion** by Board Member C. Mosely and seconded by Board Member S. Bakalo to table the minutes of September 23, 2020 until the next meeting for clarification on citizen comments. All ayes. Motion carried.

**3. Citizen Comments** - Chair R. Henderson asked if there were any public comments.

Citizen R. Raymond mentioned he would like the Complete Streets program on his block. He mentioned a civil matter between he and his neighbor that could result in fines by the city, as well as delaying his project.

City Manager M. Smigielski suggested he contact the city attorney. Citizen R. Raymond voiced concern that his situation is not being addressed.

**4. Surplus Property Update** -

City Manager M. Smigielski announced that the six properties of the seven were sold. The minimum bid for the seven properties was set at \$36,633.00, and the remaining six properties were sold at \$38,750.00.

**Motion** by Board Member C. Mosely and seconded by Board Member D. Paul to allow the city to open a checking account entitled the Redevelopment Trust Fund. All ayes. Motion carried.

City Manager M. Smigielski said we have a \$46,000 TIF estimate, which will assist in the hire of the new assistant position. He added we are required to make the adjustment to the trust fund by December 1<sup>st</sup> of each year.

Chair R. Henderson asked about bridging the gap to hire the Assistant Code Enforcement Officer and City Manager M. Smigielski replied the TIF money will help bridge the gap.

Citizen R. Raymond asked if we have addressed issuing bonds to leverage the CRA, but City Manager M. Smigielski replied that the city has not addressed the issue yet.

City Manager M. Smigielski said the salary for the Assistant Code Enforcement Officer would be in the \$30,000 range. He has looked at the Code Enforcement Assistant job description and will send it to the City Council for review. After it is approved, it will be advertised. He added it may be after the first of the year before it is filled to allow for posting and interviewing.

Chair R. Henderson announced we have the proactive ordinance in place now.

Citizen R. Raymond asked about the TIF and whether the entire city is part of the CRA. He added if you look at the map it appears that a lot of the city is left off.

City Manager M. Smigielski responded the TIF is the city limits minus the lakes and public properties.

Citizen R. Raymond added the map appeared to have a clerical mistake.

## **5. CRA Strategic Plan Update**

Chair Henderson asked if there were any other comments. He asked the Board to get the updates done.

City Manager M. Smigielski said the State passed new laws regarding the CRA. The laws cover budget for administration and overhead to implement planning, surveying and economic analysis, money expended before the plan is approved and adopted, acquisition of property, clearance and preparation of property, repayment of indebtedness, affordability of housing, community policing, and expense that is necessary to exercise powers granted under the Statute.

Chair R. Henderson asked to have the list sent to the Board members, as everybody's input is important.

City Manager M. Smigielski said when we receive more money, we can address getting an executive director for the CRA.

Chair R. Henderson asked if we can maximize what employees we have in order to save money.

Board member J. Johnson mentioned the dedication of hours to the CRA and suggested looking at a job description. City Manager M. Smigielski mentioned a cost-share. He added he provides reports to the State now.

Chair R. Henderson said one of the job duties is completing the paperwork and asked administration to search for a job description.

## **6. Code Enforcement Assistant Hire Update**

Chair Henderson mentioned the topic was covered earlier.

## **7. November and December Meeting Schedule**

City Manager M. Smigielski said November and December meeting dates have conflicts. Discussion ensued on meeting dates.

**Motion** by Board member C. Mosely and Board member D. Paul to reschedule the November meeting to November 18<sup>th</sup> at 5:30 p.m. and cancel the December meeting. All ayes. Motion carried.

Robert Raymond announced the Lake DeFuniak website has placed the guide manual on their website to receive comment on CRA issues. He also asked about traffic count numbers for Christmas Reflections, as a metrics on traffic count would be a good measure to track.

City Manager M. Smigielski said we had a traffic counter in place, but the volunteers did not always place it out. He added that the city will have an option to pay on-line.

Chair R. Henderson mentioned counting the ticket sales. Board member C. Mosely mentioned some people just give donations and added ticket sales would be the closest measure.

City Manager M. Smigielski said this is the first year the city has run it and is looking at options.

Deputy City Manager came forward to update the CRA on Florence Park and introduced Dan Owens. She said the City Beautification and Tree Board is in the inventory process now.

Dan Owens, Chair of the City Beautification and Tree Board, stepped forward and said the Board is inventorying the parks and is working on the Master Plan.

Chair R. Henderson responded the CRA is looking forward to working with the Tree Board.

City Manager M. Smigielski announced Live Oak is being paved toward 26<sup>th</sup> Street. He added 20<sup>th</sup> Street to Hwy 90 is going to be paved, as well.

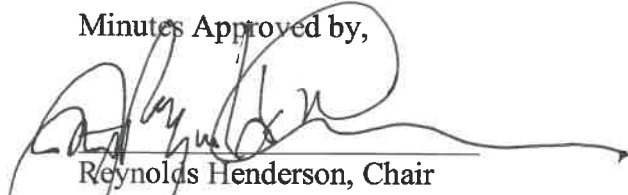
Code Enforcement Officer Chris Strawn passed out some calculations on violation stats from January to present. He added the violations are color-coded to give a brief idea of where the blight is located.

## **8. Adjournment**

**Motion** by Board Member C. Mosely and seconded by Board Member D. Paul to adjourn. All ayes. Motion carried.

Chair R. Henderson adjourned the meeting at 5:38 p.m.

Minutes Approved by,



Reynolds Henderson, Chair



Maryanne Schrader, City Clerk

