

**MINUTES
COMMUNITY REDEVELOPMENT AGENCY MEETING
HAINES CITY, FLORIDA**

September 6, 2018

6:00 PM

Commission Chambers

1. CALL TO ORDER

Mayor Morris West called the Community Redevelopment Agency (CRA) meeting to order at 6:01 p.m. on Thursday, September 6 2018, in the City Commission Chambers located at 620 East Main Street, Haines City, FL.

Board Members in attendance were: Mayor Morris West, Vice Mayor Don Mason, Commissioner Roy Tyler, Commissioner Anne Huffman, Korri Stallworth and Kay Ambroise

Absent Members: Commissioner West

2. APPROVAL OF MINUTES

2.1. MINUTES FROM CITY COMMISSION MEETING – JUNE 21, 2018

Staff Contact: Linda Bourgeois, City Clerk

Vice Mayor Mason moved to approve the CRA minutes from the June 21, 2018 meeting. Commissioner Huffman seconded the motion, the motion was approved unanimously.

3. NEW BUSINESS

3.1. FISCAL YEAR 2018 / 2019 CRA BUDGET ADOPTION

Staff Contact: Shantavia Conner, Office of Management & Budget Dir.

Finance Director Shantavia Conner presented on the 2018/2019 CRA Workplan and Budget Adoption and stood for any questions. Highlights of the plan included; Debt Service, Personnel Services, Operating Expenses, Capital Outlay, Grants and Aids. She went over budget increases, debt funding, program implementation, and goals. She stated the new work plan adopted earlier this year is being implemented.

Mayor West asked about the cost to pave the roads on 7th street for parking, he inquired about where the multi family housing would be located downtown. Finance Director Conner stated the cost to rave the road may be less depending on the cost of construction. She said there are various locations for the multi purpose housing, she said the city received leads from property owners wanting to develop low income housing. In foreseeing future needs the monies were set aside for possible implementation.

Commissioner Huffman inquired about the 7th street parking breakdown of the project within the budget, what would be done to it and whether it will be available to staff and the public. It was stated, staff is close to getting a survey to start laying out the project, and the bidding process will take place for the survey. It was further stated the parking would be available to staff and the public.

Mayor West inquired whether the 7th street parking would eliminate the paid parking spaces located on 6th street. It was stated by staff that the paid parking would be eliminated.

Commissioner Huffman asked about the increase of operating expenses and what it encompasses. She asked about the grants and aids section of the budget and the parking infrastructure as well as the total operating costs being double that of last year and salary increases. Director Conner stated the majority of funds was for the facilitation of the pool, facade grants, housing assistance and rehab, and CRA impact fee repayment parking. It also encompasses Lake Eva, debt service, streetscapes and employee salaries transitioned into the CRA budget, insurance and contingencies. Director Conner went on to explain how the monies are being allocated.

Commissioner Huffman stated she was excited about the training portion of the plan. Deputy Director Bennett answered, the training is with the Florida Redevelopment Association, he said himself and CRA Manager Jane Waters will be attending FRA's conference Redevelopment Professional Certification Program which is a series of 5 classes. Commissioner Huffman stated she was hoping there would be available training for businesses in the CRA area, training on how to apply for small business loan. Deputy Director Bennett stated there would be more talk about the business development program for the CRA area.

Vice Mayor Mason asked for clarification on the professional services operating costs and if it was all related to the pool. It was stated the totals are an estimate, the set amount was ear marked for the construction of the pool, left over monies will roll over to contingency or capitol.

Commissioner Huffman asked about unallocated CRA funds being carried over, she further asked about the capitol outlay monetary difference between the present and upcoming year. Capitol outlay for machinery and equipment, what machinery and equipment will be needed, she asked for a detailed breakdown of the funds. It was stated by Director Conner the funds were allocated to bring up blighted areas, she went on to talk about the use of remaining CRA funds and further informed the board of the associated costs of the great lawn at Lake Eva, audio visual system, streetscape, and maintenance.

Discussion amongst staff and the board ensued concerning the breakdown of line items.

Vice Mayor Mason asked about the monies allocated for the multi family housing and the logistics of the plan. It was explained to the commission the monies could be distributed in the form of a grant or a loan depending on the type of deal and the negotiation process. Deputy Director Bennett stated the intent is to promote activity in the downtown area, the monies could be used for land acquisition, impact fee repayment, permit fees or other supporting promotions. Director Conner went on to say, it was more than likely an RFP would be conducted to not restrict the market.

Board Member Ambroise asked whom the multi family project would target. It was stated, the affordable housing market would be the targeted population.

Further discussion concerning the location of multifamily homes, parking, redevelopment and facade grants between staff and the City Commission.

Commissioner Huffman inquired of staff whether more monies would be allocated toward businesses and the revitalization of old and abandoned buildings and businesses. Deputy Director Bennett said in addition to the facade grants, there are impact fee reimbursements and the business redevelopment grant program.

Vice Mayor Mason moved to approve the CRA Budget. Commissioner Huffman seconded the motion, the motion was approved unanimously.

Mayor West opened the floor for a public hearing.

Sharon Garrett asked what is this difference between CRA and CRA (2) two. Director of Development Services Greenwood explained the original CRA area was the core area and it was expanded to cover a larger area to include districts 46 and 47.

Mayor West closed the public hearing.

Vice Mayor Mason moved to approve the CRA Budget. Commissioner Huffman seconded the motion, the motion was approved unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Don Mason, Vice Mayor
SECONDER:	Anne Huffman, Commissioner
AYES:	Mason, Tyler, Stallworth, West, Huffman, Ambroise
ABSENT:	Horace West

3.2. ESTABLISH A CRA ADVISORY COMMITTEE

Staff Contact: Mark Bennett, Deputy Director of Development Services/CRA Mgr.

Deputy Director Bennett presented on the CRA Advisory committee and later introduced Ms. Jane Waters - CRA Project Manager. He talked about the selection and establishment of the CRA Advisory Committee. The request for each member of the CRA board to come up with the name of a person who resides, owns a business or owns property in the CRA area, and has a passion for redevelopment to serve on the committee. Staff asked that the selections be submitted to staff within the next 2 weeks. At which time, the CRA will formally establish a CRA Committee.

Board Member Stallworth asked what would be the max number of members to make up the committee. Staff stated it would be anywhere from 5 to 7 members.

Before presenting to the City Commission, CRA Manager Waters talked about the CRA area and the resources available to the region. She talked about outreach and relationships with community partners and the central focus being on the work plan initiatives. Existing projects that need direction, the trinity project, the housing for veterans. There are 3 active facade grants in the area and 3 in the works; *Rudy's liquor up lounge, The*

Arcade on Main Street, and 600 East Hinson Ave, The Western Wear Store, she went over the impacts and developments of the properties.

Upcoming properties include;

- LaFiesta Building - Dining Deck
- Masonic Lodge - Painting and doors
- The Arcade - To be determined

Targeted incentives programs;

- Restaurant - Business plan beautification
- Library - coffee shop
- Alta Vista Elementary school playground - beautification.

Commissioner Huffman asked about food trucks, Deputy Director Bennett stated staff is working on an ordinance to bring food trucks to the city.

CRA Manager Waters talked about the historic downtown, downtown core, and Dr. Martin Luther King Jr. Way merchant meeting. She said there was an immediate collaboration between the merchants and wanting to work together. The projects and programs of the CRA will assist with this.

Commissioner Huffman asked how Sirmon grocery factors into the merchant group. It was stated because they are located in the CRA [CRA II, District 46] they factor into the merchants in the specified area and are eligible for the grants as well.

It was shared, the owner for Theatre works out of Davenport is an award winning community theatre performer and director who is interested in bringing dinner theatre to downtown Haines City. Based on the outcome of the merchant meeting, it was discovered there is a need for future meetings, housing and parking.

CRA Manager Waters introduced the (TRP) Tactical Redevelopment Program and current projects currently being implemented such as; Alley beautification projects, Newspaper delivery for seniors at the senior center, and bus bench relocation to city hall. Special projects - art in public places, housing assistance and housing repair programs - Keystone challenge fund,

Mayor West questioned whether the cleaning of the sidewalks within the downtown area qualify as beautification. It was stated the sidewalks would definitely be included.

Commissioner Huffman questioned whether there is criteria for businesses using the façade grants, or does the business owner pick the colors they want making the area a rainbow of colors or more uniform. It was stated, there are guidelines for historically marked regions and the City is following the states guidelines.

Mayor West opened the floor for a public hearing

Sharon Garrett stated she would like for the medians on Hwy 17 surrounding Publix to be maintained to beautify the city.

Mayor West closed the public hearing.

No further discussion was had.

RESULT: PRESENTED

3.3. COMMUNITY REDEVELOPMENT AGENCY UPDATE

Staff Contact: Jane Waters, CRA Project Manager

This item was postponed.

RESULT: PRESENTED

4. BOARD COMMENTS

There were no comments from the board.

5. ADJOURNMENT

Without any further business the Community Redevelopment Agency meeting was adjourned at 6:58 p.m.

APPROVED: _____

BY: _____

ATTEST:

Linda Bourgeois
City Clerk