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HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY MEETING
MINUTES
September 16, 2014

Meeting called to order by Chair Weller 6:00 p.m.

Invocation by Chair Weller.

Pledge of Allegiance.

Roll call:

- Chair Weller – Present
- Vice Chair Barnas – Present
- Member Bass - Present
- Member Gestrin – Present
- Member Jamison – Present
- Member Sylvia Newcomb – Present
- Member Williams - Present

Staff Present:

- Ed Booth, Executive Director/City Manager
- Jenny L. Parham, City Clerk
- Courtney Johnson, City Attorney

BUSINESS ITEMS

1. REVIEW APPLICATIONS FOR THE POSITION OF CRA EXECUTIVE DIRECTOR.

Chair Weller states that four applications were received for the position. States one application was received after the deadline of the 30th. The deadline was set for a Saturday and we were also closed the following Monday for the holiday.

Discussion on how the board would like to handle the interviews.

Member Jamison suggested to interview; then rank the applications.

Attorney Johnson states it is her suggestion that the position needs to be an employee and the board can make recommendation to the city manager on who should be hired.

Chair Weller states she thinks that the position should be a contract position.

Member Barnas states the reason we wanted a director was to report to the board.

Considerable discussion on whether the position should be a contract person or an employee.

Member Bass states she feels we should take money for the director and give to businesses and homeowners in the district.

Attorney Johnson stated the director can assist with the extension of the CRA.

Mr. Booth states that there is a need for a CRA Director; he thinks that the board should control the CRA director.

Motion Member Williams to proceed with the procedures for a contractual employee for the Executive Director position.

Second Vice Chair Barnas.

Motion Passes 6-1 with Member Gestrin opposing.

2. DISCUSS AND ESTABLISH INTERVIEW/HIRING PROCESS.

Chair Weller states, from the discussion earlier, she thinks that they are in agreement that they will have a meeting where we only interview all four individuals and then rate the individuals from 4-1 after that interview. She questioned if we want to put the rating numbers out at that meeting.

Vice Chair Barnas states he would like to put the ratings out at the meeting and have Mrs. Parham calculate the numbers. He adds that they can tell which individual has the most points and that they intend on offering that person the position. Chair Weller added and they are being vetted.

Member Williams questions that they all can sit in while the others are interviewed. Chair Weller states it would be a public meeting. Member Williams states that he has an issue with the fact the person you interview first will have a disadvantage.

Attorney Johnson states it is a public meeting and we cannot ask them to sit out in the hallway, but if they choose to do so that is fine. She states that you, the members, cannot put pressure on anyone not to attend a public meeting.

Attorney Johnson states if you are all meeting that it is a public meeting.

Member Bass suggested after all the interviews are completed allowing the individuals a few minutes to give any additional information that they would like to give to the board.

Discussion on interviewing process.

Consensus to come up with two questions each and the interview order will be drawn.

3. DETERMINE DATE FOR INTERVIEWS.

Vice Chair Barnas states that it would, probably, be up to Mrs. Parham or Mr. Booth to contact the candidates to check their availability.

Chair Weller states that Mrs. Parham will need to check with the board members to see when they are available.

Mrs. Parham suggested that the board give her two dates to work with.

Consensus for a meeting on October 14th, 2014 for interviews.

Attorney Johnson asked if they wanted a draft contract before the interviews.

Consensus to have a draft contract sent before the meeting and discuss at the meeting after the interviews.

4. UPDATE ON MAIN STREET SIDEWALKS.

Mr. Booth stated he met with Mr. Strickland from D.O.T. and they discussed the sidewalks downtown. He added that he was very much for it. He stated we also meet with the District Secretary, which in this state is the District Engineer, and his recommendation is that the State can pay for the design work and we can do all the work.

Mr. Booth adds that the State does not want to put any money into this, because if they do they will have to bring it up to ADA compliance.

Member Barnas states he thought they would help fund and fix it; not just leave it. He states he thinks we are taking on way more than we can chew.

Chair Weller states that we want the downtown to be refreshed. She states that the sidewalks need to be redone. She adds that if we do not have the money then we need to identify it as a project until you have the funds. She states that we need to get the design and costs so we can start putting the money down and can start refurbishing the downtown area.

Mr. Booth states that there may be grants that may be able to assist.

Chair Weller passes the gavel to Vice Chair Barnas.

Motion Chair Weller to place the refurbishment of the sidewalks in the CRA Plan and establish a reserve for next year towards building the money that is needed for refurbishment of the sidewalks for going into the ten year plan.

Second Member Gestrin.
Motion Carried 7-0.

Vice Chair Barnas returned gavel to Chair Weller.

5. FORWARD CRA PROJECTS AMENDED THROUGH 2016 TO CITY COMMISSION FOR CONSIDERATION AND APPROVAL.

Chair Weller states that the CRA board needs to send an amended plan to the city commission for approval for what we want to do. She states she would suggest that we send to the commission the old thirty year plan with a cover sheet and appendix of the amendments to the plan.

Attorney Johnson states that if you are modifying the plan you will need to send it to the county.

Mr. Booth states what you are trying to do is establish goals and objectives for the next two years; you are not modifying the plan.

Chair Weller states that maybe just by the CRA and Commission having approved the budget is sufficient, because that shows what are goals and objectives are for that year.

Attorney Johnson states that as long as there is something in the plan that supports the projects you have planned then you would not need to modify the plan. We can go back through and specify the support from the plan that you have.

Attorney Johnson stated that she sent out the Facade Grant Agreement for residential for the sake of uniformity to be similar to the business agreement. She stated that when this is on the agenda you can vote on the changes.

Consensus to have Mrs. Parham schedule a meeting for October, other than the October 14, 2014 meeting.

Chair Weller gives a reminder that there will be a grant check presentation for the Farmers' Market Pavilion from USDA on September 25, 2014 at 10:00 a.m.

Motion Member Jamison to adjourn.
Meeting adjourned at 7:33 p.m.