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HIGH SPRINGS  
COMMUNITY REDEVELOPMENT AGENCY MEETING  
MINUTES  
NOVEMBER 12, 2015

Meeting called to order by Chair Williams 6:33 p.m.

Invocation by

Pledge of Allegiance.

**ROLL CALL:**

Chair Byran Williams- Present  
Vice Chair Jason Evans- Present  
Member Gloria James- Present  
Member Scott Jamison- Present  
Member Sue Weller- Present  
Member Sylvia Newcomb- Absent

**STAFF PRESENT:**

Amanda Rodriguez, CRA Executive Director  
Jenny Parham, City Clerk  
Angela Stone, Assistant City Clerk  
Courtney Johnson, City Attorney

**APPROVAL OF CRA MINUTES OF OCTOBER 13, 2015.**

**Motion Member Weller to table the Minutes of October 13, 2015.**

**Second Member Evans.**

**Motion carried 5-0.**

Mayor Williams stated that we need to add an agenda item to discuss wording on Mrs. Rodriguez's contract and the accrual of Paid Time Off, and how we want to word this in the contract.

**Motion Member Weller to add an agenda item #6, for the purpose of clarification, the CRA Executive Director's Contract as it refers to days off.**

**Second Member James.**

**Motion carried 5-0.**

**BUSINESS ITEMS**

**REVIEW AND CONSIDER APPROVAL OF THE FINAL CRA PLAN.**

Executive Director Rodriguez stated that this is the final CRA Plan. She states that this has gone before the Plan Board, and there are have been a few changes and additions since this board approved in August.

Mrs. Rodriguez gave on overview of the changes.

Mrs. Rodriguez stated that once the commission approves the plan it will go to the county.

**Motion Member Jamison to approve the Final CRA Plan.**

**Second Member Weller.**

**Motion carried 5-0.**

**REVIEW AND CONSIDER APPROVAL OF QUILT MURAL.**

Suzie Clark gave an overview of the quilt design and colors.

**Motion Member Weller to approve School House Quilt with the white background, red school house and blue for the roof, on the left hand side of the presented document.**

**Second Vice Chair Evans.**

**Motion carried 5-0.**

**Motion Vice Chair Evans to approve the size of 8x8 for the quilt mural.**

**Second Member Weller.**

**Motion carried 5-0.**

**CONSIDER APPROVAL OF THE FOLLOWING CRA FACADE GRANTS**

**A. CYBER STUDIOS**

Constance Heuss, Cyber Studios, spoke of the awning on their location needing replacement, building needing repainting and a couple of boards needing replacement. She stated that they would like to put a metal roof awning, versus the wood shingles that are there.

Discussion on having to go before the Historical Preservation Board.

**Motion Member Weller to approve the grant up to \$2500.00 as a match grant with the understanding that this is for the construction of the new awning roof as the Historic Preservation deems appropriate.**

**Second Vice Chair Evans.**

**Motion carried 5-0.**

Discussion on the Certificate of Appropriateness process.

David Roberts states that there is a fee of \$35.00 for the Administrative Certificate of Appropriateness, but the Certificate of Appropriateness that goes before the Historic Board is \$100.00.

Mrs. Rodriguez stated that this applicant has already received an Administrative Certificate of Appropriateness. Member Weller asked if this motion would still stand. Attorney Johnson stated that it would as she has her Certificate of Appropriateness.

Consensus that Ms. Hues will get a quote on the wood shingles.

**B. ALLSTAR TATTOO**

Mrs. Rodriguez stated that they would like this to look like an old ice cream parlor; painting blank and white and replace the awning.

**Motion Member Weller that the Application by Mr. Pis be referred to The Historic Preservation Board for review**  
**Second Member James.**  
**Motion Carries 5-0.**

**C. ROBINSON CLEANERS BUILDING**

Mr. Robinson stated that they are looking to replace the front doors on the building.

**Motion Member Jamison to approve the Grant Application for Robinson Cleaners Building.**  
**Second Member Weller.**  
**Motion carries 5-0.**

**D. KELLY BARBER, 25 N. MAIN STREET**

Mr. Barber would like to put metal roofing, replace siding with hardy board. Would like to also replace the soffit with metal as well.

Member Weller stated if it should go before the Historic Preservation Board as it is a drastic change.

Member Jamison spoke of the need to let applicants know ahead of time that it will need to go to the Historic Board.

Attorney Johnson states that the board can approve, but they cannot commence construction until approved by the Historical Board.

**Motion Member Jamison to approve the grant application for Kelly Barber pending approval of the Historical Preservation Board.**  
**Second Vice Chair Evans.**  
**Motion carried 5-0.**

**E. HIGH SPRINGS COMMERCIAL, LLC**

Carol Daugherty, Great Outdoors, speaking for Bob and Karen Bentz; they are looking to reasphalt the Hospice parking lot to make it safe. They will continue to allow the parking lot to be used as a city parking lot for the downtown.

Member Jamison stated that he received a campaign donation from an affiliated member of this company; for full disclosure.

Ms. Daugherty stated they tried the overlay method and it does not stay. They are looking to go down 3” and tear up the old.

**Motion Member Weller to approve the grant application submitted by High Springs Commercial, LLC.**

**Second Member James.**

**Motion carries 5-0.**

The board went back to the All Star Tattoo application as the applicant was now present.

Richard Pis, owner of the All Star Tattoo, stated he is trying to make it look like an old style barber or ice cream shop.

Chair Williams stated we have recommended this to go to the Historic Preservation Board due to the drastic change.

Mr. Pis stated he has a book of the old High Springs. He stated they are just trying to improve the building.

Elizabeth Pis asked if it can be approved and then taken to the Historic Preservation Board.

Attorney Johnson stated that they could resend the motion and make a new motion.

**Motion Member Weller to resended her previous motion referring it to the Historic Preservation Board.**

**Second Member James.**

**Motion carried 5-0.**

**Motion Member Weller to approve the grant application by All Star Tattoo pending approval of the Historical Preservation Board.**

**Second Vice Chair Evans.**

**Motion carried 5-0.**

**CONSIDER INSTALLATION OF ADDITIONAL LIGHTING IN FRONT OF THE OLD SCHOOL FOR SAFETY.**

Ms. Rodriguez stated that we have two light poles that the CRA already owns that can be placed in front of the Old School. She states it should not cost over \$2,000.00 to have these installed.

Member Weller stated that now that it gets dark out earlier it is a safety issue when the Santa Fe classes let out.

**Motion Member Weller to approve installing the two lights outside the Old School Building.**

**Second Member James.**

Chair Williams asked where these funds would come from. Mrs. Rodriguez stated it would come from contingency.

**Motion carried 5-0.**

**CONSIDER REPLACING THE PICNIC TABLE AT THE CHAMBER BUILDING.**

Ms. Rodriguez stated that the picnic table by the Chamber building was removed because it was broken. She is asking for this to be replaced with an industrial table.

**Motion Vice Chair Evans to approve the replacement of the picnic table at the Chamber Building.  
Second Member James.**

**Motion carries 5-0.**

**APPROVAL OF THE CRA DIRECTOR CONTRACT AND THE WORDING OF PAID TIME OFF.**

Jenny Parham, City Clerk, gave an overview of what the personnel manual states the accrual of paid time off is.

Member Jamison stated that this is a contract employee.

Member Weller questioned if the current contract is drawn up as they understood. Member Weller stated the contract renews every year and this is something we can discuss each year.

Member Weller asked if there is a motion needed. Attorney Johnson stated if there is no change, no motion would be required.

**CHAIR REPORT.**

Nothing at this time.

Member Weller stated that in regards to Rails to Trails from High Springs to Newberry is one of the top ten projects scheduled for consideration on December 14<sup>th</sup> in Tallahassee. She, and the city manager are planning to attend to give support for this project.

**EXECUTIVE DIRECTOR REPORT.**

Advised she will be applying for a grant in conjunction with the African American Museum to offer oral programming.

Gave an update on projects that have received grant funds.

Advised of the upcoming Music in the Park, and a day with Santa.

Gave an update on Christmas Trees.

Gave an update on businesses in the CRA District.

Suzie Clark stated she will be a volunteer coordinator for the Smithsonian Museum Exhibit.

**Chair Williams adjourned the meeting at 8:11 p.m.**