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**HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
MINUTES
JUNE 1, 2017**

Meeting called to order by Chair Jones 6:32 p.m.

Invocation by Member Gloria James.

Pledge of Allegiance.

ROLL CALL:

Chair Linda Jones- Present
Vice Chair Byran Williams- Absent
Member Scott Jamison- Present
Member Jason Evans-Absent
Member Gloria James-Present

STAFF PRESENT:

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

APPROVAL OF AGENDA:

Motion Member Evans to approve the agenda as presented.

Second Member James.

Motion carried 4-0.

APPROVAL OF MINUTES:

Motion Member Evans to approve the minutes of April 6, 2017, April 13, 2017 and April 27, 2017 with the additional page, page three, for the April 27, 2017 minutes.

Second Member James.

Motion carried 4-0.

BUSINESS ITEMS

DISCUSS AND CONSIDER RESIDENTIAL FACADE GRANT REQUESTS:

CRA Director Rodriguez states that there is around \$21,000.00 left to give out for Residential Grants this budget year. She advised that this is our last Façade Grant Application cycle for the budget year unless the board would like to do another set.

MAINESS SHUPE: REQUESTING \$5,000 FOR A NEW ROOF

CRA Director Rodriguez states that she has met with Mr. Shupe regarding the replacement of the roof. She states that they will be replacing the current metal roof with another metal roof. This home is not in the Historic District so does not need a Certificate of Appropriateness.

Member James asked why they were not replacing the roof of the back porch area. Mr. Shupe advised that it is a newer roof on the back porch.

Motion Member Evans to approve the Residential Façade Grant for Mainess Shupe up to the amount of \$5,000.00.

Second Member James.

Motion carried 4-0.

JERRY GARDNER: REQUESTING \$5,000 FOR A NEW ROOF

CRA Director Rodriguez stated that Mr. Gardner has put a lot of work into this home already. She states he will putting on a metal roof, this home is not within the Historical District and will not require a Certificate of Appropriateness.

Motion Member James to approve the Residential Façade Grant for Jerry Gardner up to \$5,000.00.

Second Member Jamison.

Motion carried 4-0.

JOANNE TREMBLEY: REQUESTING \$825 FOR NEW WINDOWS

CRA Director Rodriguez stated she met with Mrs. Trembley regarding the replacing of the windows. She advised that Ms. Trembley is requesting to change her application to only two sets of windows and requesting \$389.46. She states that Ms. Trembley is doing the work herself. She adds that the quotes presented are higher because they are contractor quotes.

Motion Member Evans to approve the Residential Façade Grant for Joanne Trembley up to \$389.46.

Second Member James.

Motion carried 4-0.

BEVERLY RENFROE: REQUESTING \$1,318 FOR NEW PAINT AND ATTIC VENT RENOVATION

CRA Director Rodriguez states that Ms. Renfroe is going to be painting the exterior and replacing the attic vent.

Ms. Renfroe explained that she is painting the home to blend in more.

Motion Member Evans to approve the Residential Façade Grant for Beverly Renfroe up to the amount \$1,318.00.

Second Member James.

Motion carried 4-0.

DISCUSS AND CONSIDER AWARDING BID FOR JAMES PAUL PARK STAIRS.

CRA Director Rodriguez stated that we only received one bid, from Jimmy Reed Handyman Service. She states that he has done work for the City in the past and we are aware of the work he does.

Motion Member Evans to award bid for James Park Stairs to Jimmy Reed's Handyman Service in the amount of \$4,875.00 for labor and material.

Second Member Jamison.

Motion carried 4-0.

DISCUSS AND CONSIDER A RESOLUTION REGARDING THE CITY OF HIGH SPRINGS TIF TRANSFER.

Attorney Johnson stated that CRA Staff, Finucane Director and the CRA Director had a meeting regarding the use of best practices for finances in the CRA. She states that this resolution outlines current practices and new practices for the future. She states that there is also a waiver for any taxing authority for any payment that was late this year; this would waive the penalty.

Finance Director Stull stated the quarterly transfer of expenditures is not in the resolution as discussed.

Attorney Johnson stated that we can add that in. Mrs. Stull states that the city pays all CRA expenditures up front, and we also transfer their revenues to their bank account. Mrs. Stull states that quarterly the CRA will transfer back the money to the city, thirty days after the quarter ends. She adds that this gives time for all the expenditures to clear. She states the last transfer will be at the time of audit, once the audit is finished.

Member Jamison asked for explanation on page 2, paragraph G. Attorney Johnson stated that in the early 2000's the City did not pay the TIF contribution to the CRA fund. In the agreement with the County the City agreed to make the CRA whole for those 4 years and pay back those funds. She states that Statues require that TIF contribution go in by January 31st, but there is no statutory provision for this repayment. She states for consistency sake we will pick a date and always transfer the amount on that date. Member Jamison asks if the Resolution should explain the repayment. Attorney Johnson stated we can put it as "the repayment to the CRA from the City of High Springs will be paid back annually on a designated date in accordance with the Interlocal Agreement with the County for the five year repayment period."

Member Jamison asked about paragraph D and asked for explanation. Attorney Johnson stated that the money will come in from the County; the Finance Director will take the money from the County and take the City's contribution and move it to the CRA; then as expenses come in the Finance Director pays the expenses. So this paragraph is saying the CRA Director will be a part of that process before expenses

are paid out. Finance Director Stull states the CRA Director does her own purchase orders and designates which line item it comes from.

Motion Member Evans to approve Resolution 2017-A with changes as discussed to include quarterly transfers and update whereas clause paragraph G.

Commissioner Jamison asked the transfer date. Finance Director Stull suggested by March 31st.

**Member Evans amended the motion to add the transfer date of March 31st.
Second Member Jamison.**

Roll Call:

**Chair Jones-yes
Member Evans –yes
Member James-yes
Member Jamison-yes.**

Motion carried 4-0.

LEGISLATIVE UPDATE AND CRA RESPONSE.

CRA Director Rodriguez stated she has drafted a response to the 2017 proposed legislation regarding CRAs. She stated that this bill is for large metropolitan CRA's with large budgets. She states this would require the CRA to have their own audit done, and they will put a cap on administrative costs. She would like to do a study this summer, it is in the budget. She would like to bring in a statistician to help us measure our success, so we can help draft this new legislation.

Commissioner Jamison asked what the study would involve. CRA Director Rodriguez stated that she will sit down with a statistician figure out with every dollar spent by the CRA what is the rate of return. She states she will do most of the data collection and the statistician will set up mechanisms so in the future we can plug in the numbers to know the success rate.

Commissioner Jamison asked if the audit is an administrative expense. CRA Director Rodriguez stated it is.

**Motion Member Evans to allow our Executive Director to conduct an Evaluation Study.
Second Member Jamison.
Motion carried 4-0.**

CHAIR REPORT.

EXECUTIVE DIRECTOR REPORT.

Advised that there are two outstanding Commercial Grants; Hart Strings is near completion.

Advised that the Fire Separation Loan Program has turned out to be very complicated and will not be implemented this year. She reminded that the County was against the Fire Separation Grant Program and that is why we moved to the loan program. She states we can look at this next year if we still want to pursue this.

Presented the murals and colors for the mural for Bennett's and the Antique Center.

Advised the Old School Sign is completed and will be installed next week.

Advised on the downtown landscaping, due to fire danger they had to replace the mulch to pine nuggets. It should be completed next week, and we will replace some of the flowers the week after.

Gave an update on the D.O.T and Sidewalk project; she has been working with D.O.T and the Great Outdoors to resolve an issue of damage to their irrigation system that was caused by D.O.T. Added overall there have been very few complaints, and the sidewalk contract has been executed.

Advised that in regards to the Community Garden, she has met with Mr. Watson twice and they are working on a plan. She did advise that Santa Fe College will not be partnering on this project; this would be a project with Mr. Watson independently.

Advised that Father's Day Blues is June 18th at 2:00 p.m.

Advised that May's Music in the Park was canceled due to weather.

Advised that we will be hosting our first Movie in the Park night with Parks and Recreation; this is tentatively set for June 27th. She states it was approved by the board to purchase a screen for this together with Parks and Recreation, there is a company that is going to bring a screen for this event so we can see the reception before we purchase.

Advised that Folk in the Springs is September 17.

Advised SCORE held a workshop on May 22, 2017; the next meeting is June 26.

Advised that there have been a couple of new business open in the CRA; a law office, engineer, Emerald Data and antique store.

Introduced Chelsea Bakaitis the CRA Coordinator from the City of Alachua.

Advised that she will presenting to the Alachua County Commission on August 22, 2017.

Advised that she and Attorney Johnson have been asked to present at the Annual Redevelopment Conference in October regarding our CRA Extension.

Advised she will be on vacation next week with limited cell and internet connection, but will check her phone daily.

Motion Member Evans to adjourn.

Chair James adjourned the meeting at 7:29 p.m.