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**HIGH SPRINGS  
COMMUNITY REDEVELOPMENT AGENCY  
MINUTES  
SEPTEMBER 21, 2017**

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

Invocation by Mayor 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  
Angela Stone, Assistant City Clerk  
Courtney Johnson, City Attorney  
Jennifer Stull, Finance Director  
Antoine Sheppard, Deputy Police Chief

**APPROVAL OF AGENDA:**

**Motion Member James to approve the agenda as presented.**

**Second Member Jamison.**

**Motion carried 3-0.**

**APPROVAL OF MINUTES:**

**Motion Member James to approve the minutes of the August 3, 2017 CRA Meeting with two small typographical errors that have been corrected.**

**Second Member Jamison.**

**Motion carried 3-0.**

**BUSINESS ITEMS**

**DISCUSS AND CONSIDER APPROVING THE RECOMMENDATIONS FOR THE APPROPRIATION OF REMAINING FY 16-17 UNENCUMBERED FUNDS.**

CRA Director Rodriguez stated there will be \$264,192 that must be appropriated. The recommended appropriations actions of the remaining FY 16-17:

**2017-2018 Projects:**

2016-17 Awarded Grants to Others-\$1,707.00  
Farmers Market Pavilion Parking Project\_ \$57,253.00  
Downtown Sidewalk Project - \$119,285.00  
Christmas Decorations-\$10,000.00  
Approved Quilt Murals-\$500.00  
Rails to Trails- \$10,000.00

**2018-2019 Projects:**

Downtown Sidewalk Project- \$30,000.00  
Rails to Trails - \$35,447.00

Commissioner Jamison asked the time line on the sidewalk project. CRA Director Rodriguez stated that they are looking at a completion date at the end of June.

**Motion Member Jamison to approve the appropriation of remaining funds for FY 16-17.**

**Second Member James.**

**Motion carried 3-0.**

**DISCUSS AND DETERMINE STATUS OF EXECUTIVE DIRECTOR POSITION.**

Attorney Johnson stated it was recommended by the City Manager to have the CRA Director Position report to the City Manger instead of to the CRA Board as it is now.

Member James stated that it was discussed at the Commission Meeting and she thinks it is a good way to go to, and have this position report to the City Manager.

Member Jamison states it makes sense to have the City Manager over see. He states that the pay would not change but the title would be CRA Director so it is the same as the other departments. He states that this would benefit the City.

CRA Director Rodriguez stated she has spoken with the City Manager and Department Heads and is comfortable with either decision.

Attorney Johnson stated that there is not currently a Job Description, but they could use the past contract to develop a job description.

**Motion Member Jamison to have the CRA Executive Director Position changed to CRA Director and report to the City Manager.**

**Second Member James.  
Motion carried 3-0.**

**Motion Member Jamison to appoint the City Manager as the Executive Director of the CRA.  
Second Member James.  
Motion carried 3-0.**

**DISCUSS AND CONSIDER DESIGNATING THE FARMER'S MARKET AS A CRA PROGRAM.**

CRA Executive Director Rodriguez stated that this position would need to be designated as a CRA Program.

Attorney Johnson states this would determine if it is in the CRA Budget or City Budget.

Carol Roane stated she has been with the Farmer's Market since 2006 and wants to be around a long time.

Jennifer Stull, Finance Director, stated she will have to look into how the Farmer's Market will sit. She explains how the budget works.

**Motion Member Jamison to designate the Farmer's Market as a CRA Program.  
Second Member James.  
Member Jamison resends his motion.**

**Motion Member Jamison that the Farmers Market remains a separate fund in the General Fund, but the Farmer's Market Manager reports to the CRA Director.  
Second Member James.  
Motion carried 3-0.**

**DISCUSS AND CONSIDER APPROVAL OF QUILT MURAL BLOCK FOR ALICE'S RESTAURANT.**

CRA Director Rodriguez stated that Mr. Cason, Alice's Restaurant, selected the Friendship Flag Block Quilt and it will be placed on the side of the building facing Barber's Automotive.

Member Jamison questions the coloring of the quilt. CRA Executive Director Rodriguez stated she can bring back the reasoning of the quilt, all the information on this type of quilt block.

Consensus to table item until next meeting.

**DISCUSS AND CONSIDER APPROVAL OF RIVER RUN OLIVE OIL AS NEXT LOCATION FOR QUILT MURAL.**

CRA Executive Director Rodriguez stated that River Run Olive Oil contacted her and asked to be a location for a quilt mural, it would be on the wall by the Pizza to Go.

**Motion Member James to designate River Run Olive Oil as the next location for a Quilt Mural.  
Second Member Jamison.  
Motion carried 3-0.**

CRA Executive Director Rodriguez stated the other murals are in, but due to the storm there has been a delay in having them put up.

**DISCUSS AND CONSIDER ADOPTION OF INTERLOCAL AGREEMENT BETWEEN THE HIGH SPRINGS CRA AND THE HIGH SPRINGS POLICE DEPARTMENT.**

CRA Executive Director Rodriguez stated she has met with Deputy Chief and Chief of the Police Department about enhancing the community policing in the CRA. She stated that they came up with an Interlocal Agreement. She stated that there were a few changes and she reviewed the minor changes.

Chair Jones asked what the exhibit A and B would be. Attorney Johnson stated exhibit A is a list of dates of the anticipated use of the Police Services. She states that Exhibit B is the form that is filled out for the Police Services.

**Motion Member James to approve the Interlocal Agreement between the High Springs CRA and High Springs Police Department.  
Second Member Jamison.  
Motion carried 3-0.**

**DISUCUSS AND CONSIDER APPROVAL OF RECOMMENDED CHRISTMAS DECORATIONS.**

CRA Executive Director Rodriguez stated that the current decorations are twenty years old and are failing and not worth repairing. She is recommending that they purchase 20 of the 5 ft. LED Garland Wreaths. She stated that the new wreaths would not have the candles in the middle, as they were causing major repair issues.

**Motion Member Jamison to approve the recommended Christmas Decorations.  
Second Member James.  
Motion carried 3-0.**

**CHAIR REPORT.**

Chair Jones has nothing at this time.

**EXECUTIVE DIRECTOR REPORT.**

CRA Executive Director Rodriguez stated that there are two residential grants on going, but should close by the end of next week.

Advised that the survey has been done for the sidewalks. She stated that she has been working with the Tree Board on selecting trees to be planted, native trees. Advised they would be ready to go to bid by March and completed by June.

Advised that Folks in the Springs had over a 1,000 in attendance; the random survey revealed that over 50% were from outside of Alachua County.

Advised Friday First is October 1<sup>st</sup> where business will offer promotions from 5:00 p.m.-8:00 p.m.

Advised the hurricane caused little damage to the CRA District. She stated she has passed out information to the businesses for storm damage help.

Member James stated she received an email about how well the Police Department did with traffic during the storm.

Advised that the County was pleased with our presentation and what we are doing here.

Advised that the Farmer's Market Conference was rescheduled for October and she will present.

Advised that she and the Attorney will be presenting at the Annual Redevelopment Conference in October.

Advised there is a new House Bill filed with the State with what they would like CRA's to report and what CRA's can and cannot do. She stated that she will be working with the Redevelopment Conference to come up with realistic measurements.

Advised that she would like for the meeting to go back to the regular schedule in November, the first Thursday of the Month.

**Motion Member James to adjourn.**

**Chair Jones adjourned the meeting at 7:24 p.m.**