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**HIGH SPRINGS  
COMMUNITY REDEVELOPMENT AGENCY  
MINUTES  
July 19, 2018**

Meeting called to order by Chair Lavin at 5:30p.m.

Invocation by Jessica Hall, HSPD Chaplin

Pledge of Allegiance.

**ROLL CALL:**

Chair Nancy Lavin- Present  
Vice Chair Gloria James- Present  
Member Scott Jamison- Absent  
Member Linda Jones-Present  
Member Byran Williams- Present

**STAFF PRESENT:**

Ed Booth, CRA Executive Director  
Kristina Wright, CRA Directors  
Jenny Parham, City Clerk  
Angela Stone, Assistant City Clerk  
Scott Walker, City Attorney  
Rich Maltby, City Attorney

**APPROVAL OF AGENDA:**

Chair Lavin stated the CRA Director has asked that an item be added, Item # 8, to the agenda to review and approve the contract for the Preparation of a Finding of Necessity Study Expansion of High Springs CRA Area.

**Motion Vice Chair James to approve the agenda with the addition of Item # 8, as mentioned.  
Second Member Williams.  
Motion carried 4-0.**

**APPROVAL OF MINUTES:**

**Motion Vice Chair James to approve the minutes of the June 21, 2018 CRA Meeting.  
Second Member Williams.**

**Motion carried 4-0.**

Attorney Walker introduced the new Attorney with his office, Rich Maltby.

**BUSINESS ITEMS:**

**SWEAR IN MEMBERS OF THE DOUGLASS ADVISORY BOARD.**

Jenny Parham City Clerk gave the Oath of Office and swore in Raymond Lee, Eyvonne Andrews, Raymond Mobley, J.R. Reed, Patricia Dixon, and Jessica Hall.

**SUNSHINE LAW TUTORIAL STARTED AT 5:45 P.M. AND LEAD BY CITY ATTORNEY WALKER.**

Attorney Walker gave a tutorial on the Sunshine Law.

City Clerk Parham gave the Oath of Office and swore in Ronald Wilson and John Durr.

Chair Lavin thanked each person for serving on the board.

Vice Chair James thanked everyone serving on the advisory board.

Member Williams thanked everyone for stepping up, it is hard to find people to serve on boards.

Member Jones thanked them all as well.

**NOMINATION OF A DOUGLASS ADVISORY BOARD CHAIRPERSON.**

Chair Lavin stated that they would need to nominate a Chair and Vice Chair to their board.

Member Williams asked if they should have a proper meeting of that advisory board to nominate those positions. Attorney Walker stated they should have a called meeting to put in their positions, but we can nominate the liaison from this board. Chair Lavin asked if the Attorney would be at the meetings. Attorney Walker stated they could be, but they are not normally at advisory board meetings.

Chair Lavin asked if they would like to meet on the third Thursday of the Month before the CRA meeting, but in August it will be the 2<sup>nd</sup>.

Kristina Wright, CRA Director, stated that before the fiscal year starts it should be the 1<sup>st</sup> Thursday of the month and then potentially the third Thursday of the month after the next fiscal year.

Consensus for the Douglas Advisory Board meeting to be held on August 2<sup>nd</sup>, 2018 6:00 p.m. for the organizational meeting.

**Motion Vice Chair James to nominate Member Williams as the Liaison for the Douglas Neighborhood Advisory Board.**

**Second Member Jones.  
Motion carried 4-0.**

**Motion Member Jones to change the wording “CHAIR PERSON” on the agenda item # 2 to Liaison.**

**Second Vice Chair James.  
Motion carried 4-0.**

**CONSIDER APPROVAL OF PROPOSED GRANT APPLICATION FORMS FOR COMMERCIAL, NONPROFIT, AND RESIDENTIAL GRANT APPLICATIONS.**

CRA Executive Director Booth spoke of the County Manager, at the time of the extension was the County Attorney, and her idea of the Façade Grants being façade not A/C, roof, etc. He stated that they are also recommending bricks and mortar kind of items, or something we can touch and feel.

Chair Lavin stated that CRA Director Wright has made the applications more defined. Mr. Booth stated he feels that that this meets their requirement for façade. He states there are grant applications we have already received, and he feels that aren't for facade.

Discussion on application.

Vice Chair James stated she thinks that CRA Director Wright did a good job putting these applications together.

Chair Lavin asked if the applicant is just painting, do they need to go to the Historical Preservation Board for a Certificate of Appropriateness. CRA Director Wright stated she does not think so, if it is just painting. She stated that when presenting each application, she will do a staff report.

Member Williams states he likes supporting the local businesses, but he asks, to make the money stretch for the citizens they cannot comparison shop; they have to purchase locally. Chair Lavin stated she thinks that we should reinvest in our community.

Chair Lavin will speak with the local business owners for price matching, also would like to add an information sheet to application on the free paint program the county has.

Member Jones asked if we would have someone inspect before the painting, to make sure it is ready for painting.

Consensus to add to the application for Painting, that once it is pressure washed they are to contact the CRA Director to inspect that it is pressure washed and ready for paint.

**Motion Vice Chair James to approve the three applications with the addition of amendments discussed tonight.**

**Second Member Williams.  
Motion carried**

**CONSIDER MOTION TO POSTPONE GRANT APPLICATIONS TO THE NEXT CRA BOARD MEETING FOR THE FOLLOWING:**

**Motion Vice Chair James to Postpone the Grant Applications for First Presbyterian, Jodie's Beauty and Barber Shop and Jerry Gardner until the next meeting scheduled for August 2<sup>nd</sup>.  
Second Member Williams.  
Motion carried 4-0.**

**CONSIDER APPROVAL OF A BUDGET AMENDMENT TO TRANSFER FUNDS FOR THE CONSULTANT TO COMPLETE THE FINDING OF NECESSITY FOR THE CRA BOUNDARY AND PLAN EXTENSION AND REVISION.**

CRA Director Wright stated staff would like to have a budget amendment to move the funds from the Parking Project, since we are getting to the end of the fiscal year. She adds that this amendment will allow us to have the Finding of Necessity and the CRA Extension Plan.

**Motion Vice Chair James to approve the budget amendment for the \$15,000.00, for the consultant to complete the Finding of Necessity for the CRA Boundary and Plan Extension and Revision.  
Second Member Williams.  
Motion carried 4-0.**

**SET MEETING DATE SCHEDULE FOR THE REMAINDER OF THE FISCAL YEAR.**

**Motion Member Jones to set the September CRA Meeting for September 6, 2018 at 6:30 p.m. and at that meeting they will determine the meeting dates for the rest of the year.  
Second Vice Chair James.  
Motion carried 4-0.**

**REVIEW AND APPROVE THE CITY MANAGER TO EXECUTE THE CONTRACT FOR THE PREPARATION OF A FINDING NECESSITY STUDY EXPANSION OF HIGH SPRINGS CRA AREA AND THE PLAN EXTENSION AND REVISION.**

**Motion Member Jones to Authorize the City Manager to execute the Contract for the Preparation of a Finding of Necessity Study for the expansion of the High Springs CRA Area and the Plan Extension and Revision.  
Second Vice Chair James.  
Motion Carried 4-0.**

**DISCUSSION ITEMS:**

**FISCAL YEAR 2018-2019 CRA BUDGET AND CONSTRUCTION PROJECTS**

CRA Director Wright stated that the County would like to see construction projects.

Chair Lavin stated that the Famer's Market Pavilion will hopefully come in and the sidewalk project.

CRA Director Wright wanted to see if there were any suggestions; this is the time, we are starting to plan for next year.

Mr. Lee talked about the Music in the Park Program and would like to see a stage built at their parks, so they could have Music in the Park at their park. He states that he would like to direct people to their community, their part of town is beautiful too. He talks about having bleachers and a canopy for the stage. He also talks of having ventilation in the bathrooms.

Sharon Yeago spoke of the Outreach Program. She spoke of how their program has grown but have financially hit a road block. She spoke of looking for funding.

CRA Director Wright spoke of a meeting with Untied Way and the CRA Director; United Way is willing to help look for contacts that can help us with a building for this organization to help provide for our community.

### **CHAIR'S REPORT**

Nothing at this time.

### **CRA DIRECTOR'S REPORT**

#### **SPOKE OF THE FOLLOWING:**

- A) **DOWNTOWN MERCHANTS MEETING: MARKETING**  
Advised the Chamber of Commerce did a really nice three-minute segment on CBS about the City.
- B) **FIRST FRIDAYS**  
Advised that the First Friday in August, they are looking into giving away a spring's trip. For October the Chamber is wanting to possibly partner with us on that one.
- C) **MUSIC IN THE PARK AND FOLK IN THE SPRINGS**  
Folk in the Springs is coming up September 16<sup>th</sup>.
- D) **WALKING TOUR UPDATE**  
Working on having an Eagle Scout work on helping us develop a walking tour.
- E) **COMMUNITY OUTREACH AND COLLABORATION**  
Mentioned the meeting with the United Way and Community Outreach. Exciting to see things starting to come together and everyone working in conjunction with each other.

Chair Lavin mentioned that with the First Friday in September there is going to be a Street Painting Festival.

Member Williams stated the clock is not working again. Mr. Booth stated we will have it looked at again.

**Motion Member Williams to adjourn.**

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