

Community Redevelopment Agency  
Regular Meeting Minutes  
Council Chambers  
January 27, 2021  
5:30 P.M.

Community Redevelopment Agency Board members: Reynolds Henderson, Joe Johnson, Cathy Mosley, Susan Bakalo, Darius Paul, and City Manager Mell Smigielski. City Clerk Maryanne Schrader and City Attorney Clay Adkinson were also in attendance.

Chair R. Henderson called the Community Redevelopment Agency meeting to order at 5:03 p.m.

**2. Approval of Minutes** - Chair R. Henderson asked for a motion to approve the minutes.

**Motion** by Board Member C. Mosley and seconded by Board Member D. Paul to approve the minutes of November 18, 2020. All ayes. Motion carried.

**3. Citizen Comments** - Chair R. Henderson asked if there were any public comments. No comments from the public were made.

**4. CRA Strategic Plan Consultant RFQ Update**

City Manager M. Smigielski presented a draft for the Request for Qualifications for a consultant to assist with the Strategic Plan. He pointed out the Scope of Services on page 3 of the draft and asked the Board for comments.

Chair Henderson asked whether all the comments are in the scope and purview of what we can legally ask for, and City Attorney Clay Adkinson said yes for the purposes of the Board and what we have the money to do. The position will be someone to assist in the development of what a strategic plan is.

Chair Henderson asked about the part to eliminate blight and the areas to focus on. He said the projects should be done, as we are trying to revitalize areas for more of an impact.

City Manager M. Smigielski pointed out the blight issue is addressed on page 3, in reply to Board Member J. Johnson. He added we will not negotiate the cost at the RFQ stage but added it could cost between \$20,000 and \$40,000.

Discussion ensued on the blight issue and the need to maximize the monies available collectively.

City Manager M. Smigielski mentioned concentrating on the four areas in the middle of page 3.

City Attorney Clay Adkinson added the information highlighted on page 2 is just the advertisement for the RFQ.

City Manager M. Smigielski said part of the plan is to identify vacant land and get a feel for the future. The focus would be on what the developer would do with the land adding the property is already zoned. The Board agreed to focus on specific areas.

Chair Henderson said suggestions for Code Enforcement could be beneficial, as well. Board Member C. Mosely suggested getting something in writing to assist Code Enforcement and also offer ideas to fix the issue.

City Attorney Clay Adkinson said he can tweak the language. He recommended to build the explicit requirement come from multiple meetings with the Board. The consultant could give the Board a technical analysis of what the Board requires and provide an assessment of our existing plans with objectives of what we need and what should be updated. If they give us suggestions, we will know if they can connect with our mission and vision. He pointed out on page 6, on the approach to study, the Board can easily evaluate the criteria based on what they have provided in their responses. After negotiation, it will determine how much we should pay for the services. The Board could then revise the scope with compatibility of city functions and add what our weaknesses are to focus on. We would also have a better idea of how much the plan will cost.

City Attorney Clay Adkinson encouraged the Board to ensure we have a match of what the Board needs is to have the consultant give us a quality work product that we learn something from. He added the Board may need an operations plan in addition to a strategic plan, however we need an updated annual strategic plan per Statute.

Chair Henderson likes the idea of an operational plan. City Attorney Clay Adkinson suggested to include in the RFP maps, graphics, budget, and the operational plan with possible phases.

Board member J. Johnson asked where the original plan came from and City Manager M. Smigielski replied it was staff initiated. Board member J. Johnson asked if the consultant will professionally shape the plan, and City Manager M. Smigielski said there are some items that is not a good use of our money.

**Motion** from Board member J. Johnson and seconded by Board Member C. Mosely to have staff clean up the RFQ draft and advertise it. All ayes. Motion carried.

In other matters, Code Enforcement Officer Chris Strawn said he has ten properties with judgements and fines. He has sent four liens to go out. Most are abandoned properties. He has one coming up for Hearing next month that has not been cleaned up.

Discussion ensued on liens, fines, and foreclosure procedures. City Attorney Clay Adkinson said a bank will not permit the city to take property on a foreclosure, however, there is a possibility on a mortgage.

Discussion ensued on the challenges that Code Enforcement Officer C. Strawn has with the old cases and with the inability of some property owners to pay for their repairs.

Chair Henderson mentioned if the Board knows about an issue, we can assist as a Board. Board member J. Johnson added his point is to help the owners bring the property to code, if asked.

Board member J. Johnson asked about the status on the dumpsters. City Manager M. Smigielski said we are working it out, as the city has dumpsters for commercial use. He added Waste Management is working with the city and the county.

Chair Henderson mentioned bringing a plan for discussion at the next meeting and what we need to help provide dumpsters to people that need it. Board member J. Johnson added to bring back the cost, as well.

Board member J. Johnson asked about adequate lighting on particular businesses to help them remain safe, and Chair Henderson said a lighting plan would be part of the plan that the RFQ may provide.

Board Member C. Mosely suggested asking the business to come before the Board for assistance. Board member J. Johnson offered to talk to the business and offer help and ask if they would like to be placed on a future agenda.

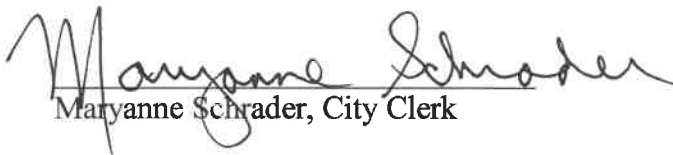
## 5. Adjournment

**Motion** by Board Member C. Mosley and seconded by Board Member D. Paul to adjourn. All ayes. Motion carried.

Chair R. Henderson adjourned the meeting at 5:51 p.m.

Minutes Approved by,

  
Reynolds Henderson, Chair

  
Maryanne Schrader, City Clerk

