

Community Redevelopment Agency
Regular Meeting Minutes
Council Chambers
March 24, 2021
5:00 P.M.

Community Redevelopment Agency Board members: Reynolds Henderson, Joe Johnson, Cathy Mosley, Susan Bakalo, Planning Director Chris Wallace, and Mayor Bob Campbell. City Clerk Maryanne Schrader and City Attorney Clay Adkinson were also in attendance. Board member Darius Paul was excused.

Chair R. Henderson called the Community Redevelopment Agency meeting to order at 5:02 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 S. Bakalo to approve the minutes of February 24, 2021. All ayes. Motion carried.

3. Introduction of Chris Wallace, Planning Director

Planning Director Chris Wallace mentioned he came from a southern Illinois community with a large university. He has worked the last eighteen years in the Planning field with the last eight in the Planning Department.

4. CRA Budget

Discussion ensued on the budget report. Mayor Campbell stated he will ask Finance Director Debra Gibson to come next meeting to answer any questions regarding the budget report.

5. Payment of Annual Reporting Fee

Finance requests a motion for the CRA fund to reimburse the General Fund in the amount of \$175.

Motion by Board member C. Mosley and seconded by Board member J. Johnson to reimburse the general fund in the amount of \$175. All ayes. Motion carried.

Motion by Board member C. Mosley and seconded by Board member S. Bakalo to pay this years' annual reporting fee when due. All ayes. Motion carried.

6. Annual Reporting Requirements

Approve the Annual Report to the Florida Department of Economic Opportunity, which is due by March 31, 2021.

City Attorney Clay Adkinson said the report should include that the CRA budget is posted annually each October on the CRA page, along with Board member contact information.

Motion by Board member C. Mosley and seconded Board member S. Bakalo to approve and authorize transmittal of the annual report with changes and submit the annual report by March 31, 2021. All ayes. Motion carried.

7. CRA Strategic Plan Consultant – Tony Vallee came forward to inform the Board he had spoken to the Florida A & M Architectural Director who supports providing an upper level or studio student. However, the student chooses their own thesis, so we would have to provide the subject material. He explained he sits on the Board and will plant the seed of our needs. He added, if the Main Street Plan is implemented, it would be a building block. Florida A & M was also open to the idea and welcomed participation utilizing a graduate student that could assist with the CRA under direction of the professor after their semester studio reviews, adding it would be a paid position. It will be an opportunity with a limited scope and time. He mentioned a graduate student may be available in the summer.

Board member J. Johnson suggested the student could fill in while we are awaiting a replacement in August. T. Vallee added that Florida Auburn University has a real estate development program and had reached out to him. They would like a tour and see what we are doing. They will do a one on one with the program director, possibly in June, as they do have a graduate program that could offer us assistance. T. Vallee said he will be meeting with them later. Florida A & M would need coverage for overhead and expenses for travel.

To bring C. Wallace up-to-date, Chair R. Henderson mentioned the CRA has a poor Strategic Plan, so the idea is to recraft the current plan. City Attorney Clay Adkinson added the Board has talked about going out for an RFQ for a consultant to write the Strategic Plan, and we discussed using the college as a resource.

Board Member J. Johnson asked that T. Vallee reach out to FAMU to get costs. T. Vallee said he will ask Florida A&M for their cost. He added they have worked regionally and mentioned the work done for Apalachicola. In his discussion, they want to help with the blight problem and are supportive.

Chair R. Henderson has spoken to the local college, but it is above their level.

8. Code Enforcement Update

1. Dumpster Discussion

Chair R. Henderson mentioned the Board agreed with funding for an assistant code enforcement officer.

Motion by Board member J. Johnson and seconded Board member C. Mosley to rescind the funding for an assistant code enforcement officer. All ayes. Motion carried.

City Attorney Clay Adkinson said one of the concerns discussed was that the Assistant Code Enforcement Officer was going to assist C. Strawn with blight. However, the money would have to be narrowly connected to the additional officer.

Chair R. Henderson stated he does not want to make this an on-going obligation, and City Attorney Clay Adkinson said the discussion is how, what, and who we need for the agency.

Board Member J. Johnson suggested hiring a part-time officer, when needed.

Code Enforcement Officer Chris Strawn stated he has twelve new violations with six closed for compliance and four orders to come into compliance. He is keeping 70 or 80 cases on the books. He added he was directed to be proactive and also answer anonymous complaints.

Code Enforcement Officer Chris Strawn has researched purchasing dumpsters and went over the sizes and pricing options. Board Member J. Johnson asked if student welding could build one if we pay for the materials.

Discussion ensued on the availability of students in the fall and using nighttime students.

Board Member J. Johnson suggested contacting the welding teacher, Steve Daugherty. Chair R. Henderson asked C. Strawn to contact him to see if the school can build one.

Citizen, T. Vallee, mentioned he had spoken to several people in the community, and they are happy with the dumpster idea.

Board Member J. Johnson asked Mr. Hall to come forward. Kendrid Hall stated he is the owner of Hall's Junk Removal. In response to Board Member J. Johnson, Mr. Hall responded he is willing to provide a dumpster, if there is a need. Board Member J. Johnson said he would like the County to waive the tipping fee.

City Attorney Clay Adkinson said we would need to develop a policy for those to show a need if the Board approves. He added the policy would be open to anyone who could offer a dumpster to anyone who could verify financial need.

Motion by Board Member J. Johnson and seconded by Board member S. Bakalo to direct the mayor to approach the county to waive the tipping fee for a city-provided dumpster and discuss the pickup and delivery of dumpsters, as well as having the Code Enforcement Officer bring a report back at the next CRA meeting and bring back any financial need cases. All ayes. Motion carried.

Board member S. Bakalo mentioned she had researched other CRA's and found collaborations of small businesses or large, partnering with psychologists for hoarding issues, coordinating with volunteers, they did events such as neighbors helping neighbors. She would like a general policy to collaborate with churches who could be added to a database. She would be willing to call the churches, if needed.

Chair R. Henderson agreed and said it should be part of the plan.

Board Member J. Johnson suggested contacting the Baptist Association, as they have a group of men who could help, as well as the Rotary Club, which also has a group.

Board member S. Bakalo said the Rock the Block event in Delray has been a great help to their community adding each Board member can help by talking to area businesses.

Board Member J. Johnson said code enforcement can give the Board names of people in need.

Chair R. Henderson would like a form created to get it started.

Board Member J. Johnson said some kids come help, as well. He asked legal if we could form a summer work program. City Attorney Clay Adkinson responded the city would have to approve someone. Board Member J. Johnson said we could take the money and help them develop work programs at the schools.

City Attorney Clay Adkinson said perhaps reaching out to the service organizations would be a good option.

Board Member J. Johnson asked if a retired contractor could be used, and City Attorney Clay Adkinson replied we would have to go to the procurement process.

Board member S. Bakalo volunteered to gather volunteers. She will put together a list to gauge interest.

Chair R. Henderson asked the Board to get the information to the City Clerk by the next meeting.

Discussion ensued on the benefits of gathering volunteers to showcase a small project to show the community what the CRA does.

Motion by Board member J. Johnson and seconded by Board member S. Bakalo to have S. Bakalo bring back a list of those in need of owner-occupied properties that demonstrate a need for financial hardship in May. All ayes. Motion carried.

9. Citizen Comments - Chair R. Henderson

Discussion ensued on whether the Planning Director should be removed from the Board, as it would benefit the Board for him to communicate with Board members. Board member J. Johnson said the Council should reevaluate C. Wallace sitting on the Board.


City Attorney Clay Adkinson said the Mayor could speak to the Council, and Mayor Campbell will advise the Council.

Adjournment

Motion by Board Member J. Johnson and seconded by Board Member C. Mosley to adjourn. All ayes. Motion carried.

Chair R. Henderson adjourned the meeting at 6:15 p.m.

Minutes Approved by,


Reynolds Henderson, Chair


Maryanne Schrader, City Clerk

