



**CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
AGENDA**

**MONDAY, MARCH 8, 5:30 PM
CITY COUNCIL CHAMBERS**

BOARDMEMBERS:

***Nick Williams -Chair
Art Konstantino
Mike Langston***

***Ken Schwiebert -Vice Chair
Jonathan Lewis - Treasurer***

STAFF:

**Laura Jones, CRA Director
Nicole Bouse, Planning Assistant**

CALL TO ORDER

APPROVAL OF MINUTES - *February 8, 2021*

CONSENT AGENDA

TREASURER'S REPORT

1. *Finance Report*

PUBLIC COMMENTARY

NEW BUSINESS

OLD BUSINESS

1. *Wayfinding Signs RFP*
2. *Sidewalk Plan*
3. *Parking Lot Plan*

STAFF ANNOUNCEMENTS

NEXT CRA MEETING DATE - *April 12, 2021 at 5:30 PM*

ADJOURNMENT

NOTICE:

IF A PERSON DECIDED TO APPEAL ANY DECISION MADE BY THIS COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, THEY MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Minutes of the CRA meeting may be obtained from the Department of Community Development. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.



CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
MINUTES
MONDAY FEBRUARY 8, 2021 5:30 PM
CITY COUNCIL CHAMBERS

BOARDMEMBERS:

Nick Williams - Chair
Art Konstantino
Mike Langston

Ken Schwiebert - Vice Chair
Jonathan Lewis - Treasurer

STAFF:

Laura Jones, CRA Director
 Nicole Bouse, Secretary

CALL TO ORDER - 5:32 PM

APPROVAL OF MINUTES

Mr. Jonathan Lewis, Treasurer moved to approve the minutes, Dr. Ken Schweibert, Vice Chair second. The motion passed 4-0. (Mike Langston was about 15 minutes late)

CONSENT AGENDA

TREASURER’S REPORT - Ms. Laura Jones, CRA Director brought forth invoices from Burrell Engineering regarding the Block 12 Parking Lot Project design to be approved for payment. Dr. Schweibert motioned to approve the invoice. Mr. Lewis seconded. The Motion passed 4-0. **PUBLIC COMMENTARY** - Matt Brooks owner of B4 Signs, spoke on the Wayfinding Project. There was a lot of miscommunication regarding this and he submitted bid back in October. Ms. Jones received a bid in January and it showed zero dollar amount. Mr. Brooks explained by the time she saw the bid that the invoice was voided out for the new year and would show zero since it’s a linked item in QuickBooks. Mr. Brooks wanted to let the Board know that he did send in a bid and apologized for all the miscommunication that went on. He looks forward to re bidding the project as a local vendor.

Ms. Dede Merando- Passed out a packet with information on creative uses for downtown buildings in small towns.

Jobe Penny Discussion on downtown and how rundown they look, wanted to know why the City isn't doing anything? Ms. Jones advised Mr. Penny that the owner of the buildings in question is Mr. Michael Pessa and it is being dealt with through Code Enforcement.

NEW BUSINESS

1. **Arcade-** Ms. Jones- Discussed plans for the Arcade as well as the businesses on either side. She met with the Architect, Walker and Assoc., and did a walk through. They already have an idea of what to do. They will send us a quote and some renderings within the next few weeks.
2. **Parking Lot-** Ms. Jones explained changes to plans of the parking lot. We will hold off on the Main Street improvements for now that since plans may change due to FDOT. We will move forward with the parking lot itself. Mr. Williams asked if the drawing were ready to submit for Bid. Ms. Jones advised that yes it will be going out shortly and the engineer Troy Burrell is handling the bid requests.
3. **Block 12 Owners Contact Plan-** Ms. Jones has reached out to a few owners of Block 12 and explained how excited they are about the parking lot and the façade grant. We are putting together a formal contact form asking certain questions pertaining to their buildings. Ms. Gorman, City Manager also has started investigating low interest loans for the owners. Mr. Williams brought up upping the façade grant and asked to get more information for him and bring back at a later date. Ms. Gorman will reach out to local banks to try and get better loan information and will be searching for grants.

OLD BUSINESS

1. **Wayfinding Signs-** Ms. Jones wrote a memo requesting getting a new RFP sent out, since there was miscommunication on the last one. RFP # needs to 2021-02. Mr. Lewis would like to go with a point system and giving local vendors a higher score. Mr. Williams suggests we should go with lowest bidder that meets all the requirements. Does not want to show favoritism and wants to be fair.
2. **Sidewalks-** Ms. Jones discussed the quote for pressure washing the sidewalks for Heritage Park and possibly getting a maintenance contract with him. Mr. Williams discussed the quote for Block 12 and said the amount was very reasonable and would like to some work done right downtown. Would like to

start the sidewalks and to see before and after pictures so people can see that we are making an effort. Also would like discussion on continuing maintenance on the sidewalks at least twice a year.

STAFF ANNOUNCEMENTS- Ms. Jones welcomed Nicole Bouse as the new secretary and she now has the Planning Assistant email address if they need anything.

BOARD ANNOUNCEMENTS

Dr. Schweibert discussed the amount of memorial bricks that he has to install and asked if he could hire someone to install them. All agreed it would be ok to do so.

NEXT CRA MEETING DATE - March 8, 2021 at 5:30 PM

ADJOURNMENT - 6:50 PM

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CRA FUND
ACTUAL VS BUDGET
41.66 % Yr Complete For Fiscal Year: 2021 / 2

G/L NO.	DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	VARIANCE	% OF BUDGET
REVENUES					
403-331-200	TAX INCREMENTAL REVENUE - CITY	112,465.00	28,116.00	(84,349.00)	25.00 %
403-331-300	TAX INCREMENTAL REVENUE - COUNTY	135,225.00	155,720.86	20,495.86	115.16 %
403-361-100	INTEREST INCOME	150.00	39.69	(110.31)	26.46 %
403-384-000	OTHER FINANCING SOURCES	264,408.00	0.00	(264,408.00)	0.00 %
403-385-000	SPECIAL EVENTS	0.00	200.00	200.00	0.00 %
TOTAL REVENUES		512,248.00	184,076.55	(328,171.45)	35.94 %
EXPENDITURES					
OPERATING & PERSONAL SERVICES					
403-552-010-014	OVERTIME	300.00	131.98	(168.02)	43.99 %
403-552-010-021	PAYROLL TAXES	3,588.00	1,679.25	(1,908.75)	46.80 %
403-552-010-022	RETIREMENT	1,184.00	176.71	(1,007.29)	14.92 %
403-552-010-023	LIFE & HEALTH INSURANCE	8,393.00	3,559.76	(4,833.24)	42.41 %
403-552-010-024	WORKER'S COMPENSATION	1,125.00	364.62	(760.38)	32.41 %
403-552-010-112	SALARIES & WAGES	46,608.00	22,178.44	(24,429.56)	47.59 %
403-552-010-113	OTHER SALARIES	0.00	21.25	21.25	0.00 %
403-552-030-031	PROFESSIONAL SERVICES	15,000.00	0.00	(15,000.00)	0.00 %
403-552-030-032	ACCOUNTING AND AUDIT	7,000.00	0.00	(7,000.00)	0.00 %
403-552-030-036	FINANCIAL SERVICES	16,363.00	6,818.03	(9,544.97)	41.67 %
403-552-030-040	TRAVEL AND PER DIEM	3,000.00	0.00	(3,000.00)	0.00 %
403-552-030-042	POSTAGE	200.00	5.80	(194.20)	2.90 %
403-552-030-154	DUES AND SUBSCRIPTIONS	175.00	795.00	620.00	454.29 %
403-552-030-248	ADVERTISING	1,000.00	420.32	(579.68)	42.03 %
403-552-030-254	TRAINING - SCHOOLS & SEMINARS	3,000.00	0.00	(3,000.00)	0.00 %
403-552-030-352	MATERIAL AND SUPPLIES	15,000.00	1,710.20	(13,289.80)	11.40 %
403-552-030-400	SPECIAL EVENTS	3,500.00	750.00	(2,750.00)	21.43 %
403-552-080-082	CRA - AID TO PRIVATE ORGANIZATIONS	10,000.00	0.00	(10,000.00)	0.00 %
TOTAL OPERATING & PERSONAL		135,436.00	38,611.36	(96,824.64)	(28.00)%
CAPITAL OUTLAY					
403-552-060-063	CAPITAL OUTLAY - HERITAGE PARK	0.00	1,225.25	1,225.25	0.00 %
403-552-060-064	CAPITAL OUTLAY - CONTINGENCY	376,812.00	2,348.21	(374,463.79)	0.62 %
TOTAL CAPITAL OUTLAY		376,812.00	3,573.46	(373,238.54)	0.00 %
TOTAL EXPENDITURES		512,248.00	42,184.82	(470,063.18)	(8.00)%
EXCESS REVENUES OVER/UNDER EXPENDITURES		0.00	141,891.73	141,891.73	0.00 %

NW Main Street end of **Power Wash** where it turns on to NW 1st Street

