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**ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

**Wednesday, October 26, 2022 - 5:30 p.m.**

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1. CALL TO ORDER / ROLL CALL

The Rockledge Community Redevelopment Agency Board of Commissioners met in regular session on October 26, 2022 at 5:30 p.m. in the Council Chamber at Rockledge City Hall, 1600 Huntington Lane, Rockledge, Florida.

PRESENT:	Edward Inman	Commissioner
	Al Siefert	Commissioner
	Janet Monaco	Commissioner
	David Bucher	Commissioner
	April Fearon	Commissioner
	Joseph Miniclier	Commission Attorney
	Jennifer M. LeVasseur	City Clerk

ABSENT:	Steve Lum	Commissioner ( <i>excused</i> )
	Frederick Sanders	Commissioner ( <i>excused</i> )

STAFF PRESENT:	Dr. Brenda Fettrow	City Manager
	Matthew Trine	Assistant City Manager/ Finance Director
	John Cooper	Planning Director

With a quorum present, the meeting was called to order by Chairman Edward Inman.

2. APPROVAL OF MINUTES AND ATTENDANCE RECORD

A. Meeting on July 27, 2022 (Regular Meeting)

**Commissioner Bucher moved to approve the minutes and attendance record of the regular meeting on July 27, 2022; seconded by Commissioner Monaco. The motion carried unanimously.**

3. FINANCIAL REPORT

A. July 2022

***See item 3.C. for motion***

B. August 2022

***See item 3.C. for motion***

C. September 2022

**Commissioner Fearon moved to be in receipt of the financial report for the Rockledge Community Redevelopment Agency for the months of July 2022, August 2022, and September 2022; seconded by Commissioner Monaco. The motion carried by unanimous vote.**

4. PRESENTATION

- None

5. REPORTS FROM STAFF/COMMITTEES

A. Progress Reports

Planning Director Cooper provided an update on the following:

1. Recent Events

- 9/11 Remembrance Ceremony, held on Saturday, September 10th at the Rockledge Civic Hub
- Inaugural Rocktober 5K, held on Sunday, October 16th at the Rockledge Civic Hub

2. Upcoming Events

- City of Rockledge Annual Holiday Food Drive, November 1st – December 9th
- Food Truck Friday, the 3<sup>rd</sup> Friday of each month for November and December 2022 from 4:30 p.m. – 7:30 p.m. in the Rockledge City Hall/Civic Hub parking lot

3. Facade Improvement Grant Updates

- A total of \$42,094.48 in facade grant projects are in progress from Fiscal Year 2021 – 2022, and projects have been completed in the amount of \$42,700.00 for Fiscal Year 2021 – 2022.

4. Project Updates

- Planning Director Cooper provided a brief status update concerning the Barnes Boulevard beautification project and the Rockledge Community Multipurpose Center at The McKnight Family Sports Complex.

6. UNFINISHED BUSINESS

- None

7. CONSENT BUSINESS

- None

8. NEW BUSINESS

A. Approval: Façade Improvement Grant – Wash Rite Laundry – 920 Barton Boulevard #13-14

Planning Director Cooper presented the façade improvement grant application for Wash Rite Laundry, 920 Barton Boulevard #13-14, and provided details on the applicant's plan to install new signage for their business. It was further explained that the proposed signage consists of a raceway mounted channel letter wall sign with 30" tall blue lettering. The applicant obtained two (2) price quotes for the sign, and the lower quote from One Stop Signs totaled \$5,699.80. Wash Rite Laundry is requesting a façade improvement grant in the amount of \$2,849.90.

**Commissioner Bucher moved to approve the façade improvement grant for Wash Rite Laundry, 920 Barton Boulevard #13-14, in the amount of \$2,849.90; seconded by Commissioner Monaco. The motion passed unanimously.**

- B. Approval: Resolution No. 2022-\_\_\_\_-CRA – Allocation of Fiscal Year 2022 Uncommitted Fund Balance

Assistant City Manager/Finance Director Trine reported that Section 163.387(7), Florida Statutes, authorizes community redevelopment agencies to allocate any surplus, or uncommitted funds remaining in the Community Redevelopment Trust Fund at the end of a fiscal year into one of the four options within Florida Statute subsection (7)(a) – (d). Mr. Trine reported that the Fiscal Year 2022 operating account balance is \$1,495,137.60 and the escrow account balance is \$4,200,236.04. In accordance with Florida Statutes, per staff's recommendation, the proposed Resolution appropriates the uncommitted fund balance into an escrow account for the purpose of redevelopment projects pursuant to the approved Community Redevelopment Plan.

Staff confirmed that the existing funds on hand would be sufficient to cover the \$4.1 million future expenditure that has been previously approved by the Board for the Multipurpose Center at The McKnight Family Sports Complex. Further, interest is earned on the fund balance as it is placed in an escrow account.

**Commissioner Fearon moved to approve the allocation of funds to specific redevelopment projects, pursuant to the CRA plan; seconded by Commissioner Monaco. The motion carried by unanimous vote.**

**Commissioner Monaco offered a Resolution entitled "A RESOLUTION OF THE ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY, CITY OF ROCKLEDGE, BREVARD COUNTY, FLORIDA, APPROPRIATING THE BUDGET SURPLUS FUNDS FOR FISCAL YEAR 2022" and moved to read the Resolution by title only; seconded by Commissioner Bucher. The motion passed unanimously.**

City Attorney Miniplier read aloud the title of the Resolution.

**Commissioner Fearon moved for adoption of the Resolution; seconded by Commissioner Bucher. The motion carried without objection.**

- C. Approval: Proposed Amended Fiscal Year 2021-2022 Community Redevelopment Agency Budget

Assistant City Manager/Finance Director Trine provided an overview of the proposed budget amendment and noted that the approval of the proposed amended Fiscal Year 2021-2022 Community Redevelopment Agency Fund Budget is necessary for the continued operation of the Agency.

**Commissioner Bucher moved to approve the fiscal year 2021-2022 Community Redevelopment Agency Fund Budget amendment and to forward the recommendation to City Council; motion seconded by Commissioner Fearon. The motion carried by unanimous vote.**

D. Approval: Multipurpose Center – Request for Funds for Site Work,  
Sidewalks, Fiber Installation, and Other Portions of the Project

Planning Director Cooper offered a brief history of the approval history of the project and provided the Commissioners with the cost estimates received for site work, sidewalks, fiber installation, and other portions of the project for the planned Multipurpose Center at The McKnight Family Sports Complex. Planning Director Cooper summarized the details of the relocation of the children's playground and other construction elements. A project cost in the amount of \$1.1 million with an additional contingency of 15% was requested for approval.

**Commissioner Bucher moved to approve the proposed cost for the Multipurpose Center site work, sidewalks, fiber installation, and other project items in an amount not to exceed \$1.1 million with an additional contingency of 15% and to forward the recommendation to the City Council; seconded by Commissioner Fearon. The motion carried without objection.**

9. REPORTS FROM COMMISSIONERS

- o Planning Director Cooper shared an update on several development projects that are currently in progress.

10. ADJOURN

There being no further business to come before the Commission, Chairman Inman declared the meeting to be adjourned at 5:56 p.m.

Respectfully submitted,

Jennifer M. LeVasseur  
City Clerk

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Chairman, Board of Commissioners of the  
Community Redevelopment Agency