

ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY  
BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

Wednesday, March 25, 2020 - 5:30 p.m.

1. CALL TO ORDER / ROLL CALL

The Rockledge Community Redevelopment Agency Board of Commissioners met in regular session on March 25, 2020 at 5:30 p.m. in the Council Chamber at Rockledge City Hall, 1600 Huntington Lane, Rockledge, Florida.

PRESENT:	Edward Inman, Chair	Commissioner
	Lynne Krnoul Roll	Commissioner
	Steve Lum, Vice Chair	Commissioner
	Carol Laymance	Commissioner
	Bill Ellis	Commissioner
	Darby Miller	Commissioner
	Janet Monaco	Commissioner
	Joseph Miniclier	Commission Attorney
	Jennifer M. LeVasseur	Recording Secretary

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

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

2. APPROVAL OF MINUTES & ATTENDANCE RECORD

- o Meeting of February 26, 2020 (Regular Meeting)

**Commissioner Lum made a motion to approve the minutes and attendance record of the regular meeting on February 26, 2020; seconded by Commissioner Ellis. The motion carried unanimously.**

3. FINANCIAL REPORT

**Motion by Commissioner Lum to be in receipt of the financial report for the Rockledge Community Redevelopment Agency for the month of February 2020; motion seconded by Commissioner Laymance. The motion carried unanimously.**

4. REPORTS FROM STAFF

A. Progress Reports

Planning Director Bernard notified the Commission that Britta Kellner is no longer an employee with the City of Rockledge, effective March 13. Planning Director Bernard provided an update on the following:

1. Recent Events

a. 2020 Wednesday/Friendsday Tabletop Expo

Planning Director Bernard shared that the Wednesday/Friendsday event at the Civic Hub was a huge success. She expressed thanks to all attendees and staff. Commissioner Miller noted that, as a Chamber of Commerce employee, she received overwhelmingly positive feedback on the event and venue.

2. Upcoming Events

b. City of Rockledge Employee Charity Golf Tournament, Saturday, June 6, 7:00 a.m., Turtle Creek Golf Club

Planning Director Bernard explained that the charity for this year's golf tournament is Family Promise of Brevard, who assists homeless families in Brevard County.

5. UNFINISHED BUSINESS

- o None

6. CONSENT BUSINESS

- o None

7. NEW BUSINESS

A. Approval: Agency Attorney Contract (City Manager)

City Manager Fettrow explained that Agency Attorney Miniclier's contract is due to expire on June 30, 2020. If the Commission is amenable to continuing the contract, City Manager Fettrow is requesting that the Commission recommend a contract renewal and subsequently forward the matter to City Council for approval. Attorney Miniclier currently receives \$1,300 per month, regardless of the workload and number of meetings scheduled. The Community Redevelopment Agency will sunset on September 30, 2026. City Manager Fettrow is recommending that the Commission consider a three-year contract renewal, with the option of up to three (3) one-year renewals, which would carry the agency through the sunset period. The Commission is asked to consider a monthly compensation rate of \$1,400 for the first three (3) years. Subsequently, the first one-year renewal compensation would increase to \$1,500 per month, at which point the rate would remain the same through the sunset of the agency. All other contract terms will remain the same.

**Motion by Commissioner Ellis to accept the three-year contract renewal with three (3) one-year additional term extensions in accordance with the pricing schedule proposed and to forward the recommendation to City**

**Council for approval; motion seconded by Commissioner Monaco. The motion carried unanimously.**

B. Approval: 2019 Community Redevelopment Agency Annual Report

Planning Director Bernard presented the 2019 Community Redevelopment Agency Annual Report, which is required by Florida Statutes, Chapter 163, for submittal to the County Commission and other agencies. In addition, the report will be made available online.

**Motion by Commissioner Lum to approve the 2019 Community Redevelopment Agency Annual Report; motion seconded by Commissioner Ellis. The motion carried unanimously.**

8. REPORTS FROM COMMISSIONERS

- Commissioner Miller introduced herself and shared a brief personal and professional background, which includes a passion for history, development and the City of Rockledge. Commissioners welcomed her to the Board.
- Commissioner Laymance:
  - Inquired about the vacant CRA Coordinator position; Planning Director Bernard confirmed that the position has been posted, and the City is currently accepting applications.
  - Announced that the Georgia Phillips Reading Room is closed for the foreseeable future due to COVID-19.
- City Manager Fettrow explained that, due to COVID-19, many businesses have either limited services or have closed temporarily. The City is utilizing Facebook to regularly share information regarding the virus. We are encouraging citizens to support local businesses, and the City has relaxed snipe sign regulations to allow businesses to advertise more broadly. The City is still providing regular services and will remain accessible to the public as social distancing will allow. City Manager Fettrow, along with other City Managers throughout Brevard County, are continuously working with Brevard County to navigate changes, updates, planning, and decision making.
- Commissioner Monaco announced that the Soul Hibachi food truck will be serving dinner in her parking lot on Thursday, March 26 from 5:00 – 8:00 p.m.
- City Attorney Miniclier thanked the Commission for recommending that his contract be renewed.

9. ADJOURN

There being no further business to come before the Commission, Chairman Inman declared the meeting to be adjourned at 6:01 p.m.

Respectfully submitted,

Jennifer M. LeVasseur  
Recording Secretary

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Chairman, Board of Commissioners of the  
Community Redevelopment Agency