
**ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

Wednesday, July 28, 2021 - 5:30 p.m.

1. CALL TO ORDER / ROLL CALL

The Rockledge Community Redevelopment Agency Board of Commissioners met in regular session on July 28, 2021 at 5:30 p.m. in the Council Chamber at Rockledge City Hall, 1600 Huntington Lane, Rockledge, Florida.

PRESENT:	Edward Inman	Commissioner
	Frederick Sanders	Commissioner
	Janet Monaco	Commissioner
	David Bucher	Commissioner
	Joseph Miniclier	Commission Attorney
	Tricia T. Olsson	Recording Secretary
ABSENT:	Steve Lum	Commissioner (<i>Excused</i>)
	Lynne Krnoul Roll	Commissioner (<i>Excused</i>)
	Ashley Lanier	Commissioner (<i>Unexcused</i>)
STAFF PRESENT:	Dr. Brenda Fettrow	City Manager
	Matthew Trine	Assistant City Manager/ Finance Director
	John Cooper	Planning Director
	Maddie McDonald	Redevelopment Coordinator

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

2. APPROVAL OF MINUTES & ATTENDANCE RECORD

A. Meeting of June 23, 2021 (Regular Meeting)

Commissioner Monaco made a motion to approve the minutes and attendance record of the regular meeting on June 23, 2021; seconded by Commissioner Bucher. The motion carried unanimously.

3. FINANCIAL REPORT

A. June 2021

Commissioner Monaco moved to be in receipt of the financial report for the Rockledge Community Redevelopment Agency for the month of June 2021; motion seconded by Commissioner Sanders. The motion carried by unanimous vote.

4. REPORTS FROM STAFF / COMMITTEES

A. Progress Reports

Redevelopment Coordinator McDonald provided an update on the following:

1. Recent Events

- The 34th Annual City of Rockledge Independence Day Family Picnic, held on July 4th, 2021, was well-attended.

2. Upcoming Events

- The City of Rockledge 9/11 Remembrance Ceremony will be held on Saturday, September 11, 2021 at 10:00 a.m. at the Civic Hub.

3. Façade Improvement Grant Program Update

- A total of \$73,871.60 in façade grant projects are in progress, and projects have been completed in the amount of \$54,244.44 for the current fiscal year.

5. UNFINISHED BUSINESS

- None

6. CONSENT BUSINESS

- None

7. NEW BUSINESS

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

Assistant City Manager/Finance Director Trine gave an overview of the CRA budget for fiscal year 2022. Mr. Trine highlighted some changes in the budget, to include the City Council designation of a portion of funds from the American Rescue Plan Act Fund for premium pay and vaccination incentives. Mr. Trine noted that the estimated ad valorem tax revenue was received by the City, and the City Council tentatively set a millage rate of \$5.99 mills per thousand dollars of taxable property value, which is a decrease from last year's millage rate. This will assist in the transfer of funds to the Community Redevelopment Agency to facilitate their plan. Mr. Trine also discussed the increase in budget for the construction phases of the Community Redevelopment Agency plan during the final years before the Agency sunsets in 2026.

Commissioner Monaco moved to approve the proposed Fiscal Year 2021-2022 Community Redevelopment Agency budget and to forward the recommendation to City Council; motion seconded by Commissioner Bucher. The motion passed without objection.

B. Approval: Rockledge Community Redevelopment Agency Audit Engagement Letter

Assistant City Manager/Finance Director Trine reported that the City is required by Statute and under Rules of the Auditor General to undergo a financial statement audit each year. Additionally, it has been deemed

necessary by the Florida Auditor General for Community Redevelopment Agencies to undergo independent audits to ensure compliance with existing laws. An engagement letter from Carr, Riggs & Ingram, LLC was provided for the Commission's consideration.

City Manager Fettrow also noted that the City recently received the Government Finance Officers Association Excellence in Financial Reporting for the first time ever. She expressed gratitude and praise to Mr. Trine and the Finance team for their diligence and hard work. City Manager Fettrow also mentioned that Mr. Trine recently received the 2020 Hero Award from the Government Finance Officers Association.

Commissioner Monaco moved to approve the engagement letter with Carr, Riggs & Ingram, LLC for Fiscal Year 2021 auditing services and to forward the recommendation to City Council; motion seconded by Commissioner Bucher. The motion carried unanimously.

- C. Approval: Façade Improvement Grant – Beach Fly Brewing Company (tenant) – 513 Barton Blvd

Redevelopment Coordinator McDonald presented the façade improvement grant application for Beach Fly Brewing Company (tenant), 513 Barton Boulevard, and highlighted the applicant's intention to repaint the exterior to include a mural approved by City Council on June 2, 2021, as well as add new landscaping and erect a monument sign. The total cost for the contracted portions of the project was estimated to be \$20,427.80, and the portions of the project utilizing the owner/builder option total \$2,471.28. The applicant requested a façade improvement grant in the amount of \$10,000.00.

Zach Featherstone of 513 Barton Boulevard, Rockledge, FL, and representative for Beach Fly Brewery, spoke briefly about the building plan progress and the estimated opening date for this fall.

Commissioner Monaco moved to approve the façade improvement grant for Beach Fly Brewing Company (tenant) in the amount of \$10,000.00; motion seconded by Commissioner Bucher. The motion passed by unanimous vote.

- D. Approval: Façade Improvement Grant – JPA Properties II, LLC (owner) - 920 Barton Blvd

Redevelopment Coordinator McDonald introduced the façade improvement grant application for JPA Properties II, LLC (owner), 920 Barton Boulevard, and noted that the applicant planned to paint and repair the mansard and soffits. Two estimates were obtained by the applicant, and the total cost of the project was estimated to be \$75,000.00. The applicant requested a façade improvement grant in the amount of \$10,000.00.

John Newton of 1217 S. Riverside Drive, Indialantic, FL and representative for JPA Properties II, LLC, answered questions regarding building and parking lot lighting.

Commissioner Monaco moved to approve the façade improvement grant for JPA Properties II, LLC (owner) in the amount of \$10,000.00; motion

seconded by Commissioner Sanders. The motion carried without objection.

- E. Approval: Façade Improvement Grant – Thrifty Specialty Produce & Meats of Rockledge, LLC (tenant) – 920 Barton Blvd

Redevelopment Coordinator McDonald presented the façade improvement grant application for Thrifty Specialty Produce & Meats of Rockledge, LLC (tenant), 920 Barton Boulevard. The applicant indicated that they plan to install wall signs, refurbish the existing monument sign and add a single directional sign. Two estimates were obtained for the project, and the total cost was estimated to be \$48,020.00. The applicant requested a façade improvement grant in the amount of \$10,000.00.

John Newton, Thrifty Specialty Produce & Meats, explained that the sign and contractor selection was based upon quality rather than cost.

Planning Director Cooper confirmed that the proposed sign was in compliance with code and façade grant eligibility requirements.

Commissioner Monaco moved to approve the façade improvement grant for Thrifty Specialty Produce & Meats of Rockledge, LLC (tenant) in the amount of \$10,000.00; motion seconded by Commissioner Bucher. The motion passed unanimously.

- F. Approval: Façade Improvement Grant – Danowski Enterprises, LLC – 200 Barton Blvd

Redevelopment Coordinator McDonald introduced the façade improvement grant application for Danowski Enterprises, LLC, 200 Barton Boulevard, and explained that the applicant, also known as Double D's BBQ, is in the process of rebranding and transitioning to a deli style restaurant. As part of the transition, the applicant desired to install vinyl lettering on their windows. The total cost of the project is projected to be \$1,530.50. The applicant requested a façade improvement grant in the amount of \$765.25.

Wendy Danowski, Co-owner of 200 Barton Boulevard, Rockledge, FL explained the menu items will still include BBQ but the business intends to offer more deli style restaurant options. She announced that the grand opening will be August 7, 2021 from 3:00 p.m. – 6:00 p.m.

Planning Director Cooper noted that the window signage is based upon preference and is a more cost effective advertising method.

Commissioner Monaco moved to approve the façade improvement grant for Danowski Enterprises, LLC in the amount of \$765.25; motion seconded by Commissioner Bucher. The motion carried by unanimous vote.

8. REPORTS FROM COMMISSIONERS

- Commissioner Inman recognized members in the audience, who expressed interest in opening a smoothie business in Rockledge.
- City Manager Fettrow provided a brief update on the Barton Boulevard redesign project and potential plans to widen Eyster Boulevard.

9. ADJOURN

There being no further business to come before the Commission, Chairman Inman declared the meeting to be adjourned at 6:07 p.m.

Respectfully submitted,

Tricia T. Olsson
Recording Secretary

Chairman, Board of Commissioners of the
Community Redevelopment Agency