



# MINUTES

## Community Redevelopment Agency (CRA)

5:00 PM – Thursday, May 18, 2023 – City Hall

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**CALL TO ORDER: 5:08 P.M.**

### **ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE**

**PRESENT:** Ms. Nan Cobb, Mr. Willie Hawkins, Vice Chair Emily Lee and Chairman Michael Holland

**ABSENT:** Mr. Gary Ashcraft

### **1. APPROVAL OF MINUTES**

#### February 16, 2023 CRA Meeting

Motion made by Vice Chair Lee, Seconded by Mr. Hawkins, to approve the Minutes as submitted. The motion passed on the following vote:

Voting Yea: Ms. Cobb, Mr. Hawkins, Vice Chair Lee, Chairman Holland

### **2. CRA ITEM WITH BOARD DISCUSSION, PUBLIC INPUT AND DIRECTION**

#### **2.1 CRA Resolution Number 23-01: Approving and Ratifying A 1ST Amendment to Developer Agreement**

Tom Carrino, City Manager, explained that the two community representatives for the Board already had pre-arranged travel plans when the meeting was announced so they would not be part of the meeting.

Al Latimer, Economic Development Director, explained the amendment to the Developer Agreement with Hometown Property Investments is for an extension from January 1, 2024 to January 1, 2025. He stated they had difficulties with acquiring materials and supplies, labor challenges and subcontractor delays which has necessitated the request for the extension. He stated staff's recommendation for approval.

Motion made by Mr. Hawkins, Seconded by Ms. Cobb, to approve CRA Resolution Number 23-01. The motion passed on the following vote:

Voting Yea: Ms. Cobb, Mr. Hawkins, Vice Chair Lee, Chairman Holland

#### **2.2 CRA Resolution Number 23-02: Authorizing City Manager to Enter into Agreement with a Consultant to Develop a Downtown Master Plan**

Mr. Latimer stated Resolution Number 23-02 is to award the contract for development of the downtown master plan. He explained that G3C2 conducted a bid solicitation for the master plan and received two submittals. Those submittals were from GAI and MIG both of whom gave presentations to G3C2 and City staff. MIG was selected as the first choice for negotiations. He stated the cost for the master plan is \$250,000 and the CRA has sufficient funds available. He indicated staff would work with G3C2 to fund a portion of the project. He added the timeline for the project would occur in five phases

over a nine-month period from June 2023 to February 2024. He provided a breakdown of the phasing as follows: 1) Phase 1 - Would begin immediately and consist of the visioning process; 2) Phase 2 - Generating design options for a conceptual framework; 3) Phase 3 - Draft master plan; 4) Phase 4 - Provision of final master plan; and 5) Phase 5 - Development actions and seeking of partnership facilitations to move from vision to reality. He stated staff's recommendation for approval.

The Board asked how much the two developers would be asked to pay with Mr. Latimer responding \$25,000 each.

Mr. Carrino indicated that is part of what needs to be negotiated.

Motion made by Mr. Hawkins, Seconded by Ms. Cobb, to approve CRA Resolution Number 23-02. The motion passed on the following vote:

Voting Yea: Ms. Cobb, Mr. Hawkins, Vice Chair Lee, Chairman Holland

Mr. Carrino informed the Board that the resolution also effectuates the related budget amendment. He noted that will require staff notifying all of the CRA funding partners as well.

### 2.3 CRA General Update

Mr. Latimer provided the general update regarding revenues, expenses and the status of various projects including the basketball shade structure, gateway grants, seawall monitoring, Bay Street drainage improvement project, Palmetto Park Phase 3, and street rehabilitation.

Vice Chair Lee asked for an update on the housing rehab program with Mr. Carrino indicating he was in contact with Lake Community Action Agency regarding a holdover project. He explained they had eight to ten homes that were on the list and the City, at one point, had instructed them to freeze the list. They are now almost at the end of the list. He stated the rollover amount is approximately \$135,000 and the Board will need to discuss how to proceed at that point.

Vice Chair Lee asked if anyone goes back and assesses whether or not the homeowners are continuing to maintain their homes.

Mr. Carrino responded that the City has not done that and staff needs to contact LCAA regarding what their follow up consists of. He noted that education and upkeep has been discussed in the past with Vice Chair Lee adding that LCAA previously stated they had an education program.

Mr. Carrino reported that he and Mr. Hawkins had attended a meeting with CDBG staff at Lake County and asked them what kind of educational resources they have. He stated they have an educational platform that they are required to use. He indicated that staff will look at that to see if it is something that is transferable to the City's program.

Ms. Cobb stated her thought that the \$135,000 remaining was to complete those eight to ten homes.

Mr. Carrino responded that there are still a couple of projects on the list that have not been paid out which will probably reduce the holdover to about \$100,000 which can be used for additional homes or another project.

Mr. Hawkins expressed support for the other board members seeing what the completed projects look like.

**3. ADJOURNMENT: 5:22 P.M.**

*\*These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to [www.eustis.org](http://www.eustis.org) and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*

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CHRISTINE HALLORAN  
City Clerk

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MICHAEL L. HOLLAND  
Chairmen