

SANFORD COMMUNITY REDEVELOPMENT AGENCY

March 3, 2010

The City of Sanford Community Redevelopment Agency met in Regular Meeting in the Railroad Depot Room, Second Floor, City Hall, 300 North Park Avenue, Sanford, Florida, at 4 PM on Wednesday, March 3, 2010.

Present: Maria Shreve, Vice Chair
Bruce McKibbin
Otto Garrett
Bob Tunis, Executive Director
Tom George, Interim City Manager
Cynthia Porter, Deputy City Clerk

Absent: Jeff Triplett, Chairman
Charles Rowe
Janet Dougherty, Secretary

1) **Call to Order/Roll Call**

Ms. Shreve called the meeting to order at 4:06 P.M.

2) **Approval of Minutes of February 3, 2010**

Ms. Shreve asked that the minutes be amended to reflect on page 8, item 10, that a three year renter recently moved to Maitland, not Winter Park.

Mr. McKibbin moved to approve the Minutes, as amended. Seconded by Mr. Garrett and carried by vote of the Agency as follows:

Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

3) **Election of Chair and Vice-Chair**

This item was tabled to the next meeting.

4) **Treasurer's Report**

Mr. Tunis introduced Cynthia Lindsay, Interim Finance Director, who briefly reviewed the Treasurer's Report.

Mr. McKibbin moved to approve the Treasurer's Report. Seconded by Mr. Garrett and carried by vote of the Agency as follows:

Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

Mr. Tunis said that at the next meeting he would like to establish a date to have a special meeting in May to discuss the budget.

5) **Director's Report**

Mr. Tunis reported that regarding the Palmetto Avenue property, he received a reply from the environmental attorney; there are still negotiations whether EPA or DEP is going to take ultimate action on the project, so until that is determined he doesn't know what grants to apply for or other actions to take. He expects to have that information by the next meeting.

Mr. Tunis reported that the City Clerk has requested that the CRA reimburse salary expense for administrative support for the CRA which includes agenda preparation, attending the meetings, and preparing the minutes. The estimated amount for the remainder of this fiscal year is \$1,581.84 (8 hours a month). He said he will meet with the Finance Director to determine a funding source for consideration by the Agency at the next meeting.

Mr. Tunis reported that the Sanford Avenue streetscape design selection committee met today and determined a short list of firms expected to provide a presentation at the end of next month: CPH, Bellomo Herbert, WBQ Design, and Land Design Innovations. Negotiations for a final contract will be held with the top firm and the contract should be in place by May.

Mr. Tunis reported that the incubator lease is signed and the renovation should start as soon as the City issues permits. It is expected that by the first of April the expanded space will be ready and the new companies can move in. Also, he has the first draft of the agreement with UCF for administration costs and expects it to be finished within the next week.

The Palmetto Avenue / Magnolia Avenue streetscape contract is in its final working. An interlocal agreement will need to be executed between the CRA and the City, because the CRA signs the contract instead of the City (even though it is under the City's continuing services contract).

6) **Public Works Report – John Reichardt**

Mr. Reichardt reported that the estimated cost for the Park Avenue upgrade on the court house side is \$20,000 and includes four lights, twelve high rise oak trees, and running the wire, but is contingent upon the County allowing the City to tie back into its service. If the County is not agreeable to that it would be necessary to do almost a full blown streetscape (minus doing pavers) and would cost in the neighborhood of

\$70,000. He has only a gentleman's agreement with the County and can only hope to hold good faith with them. He will pursue and will advise the Agency by the next meeting.

7) **Discussion: Funding Request: Jim Payne Blue Ribbon 5K Run for Kids House**

Marcie Dearth, Development Director, Kids House of Seminole, Inc., requested funding for the Jim Payne Blue Ribbon 5K for Kids House event to be held May 15, 2010.

Mr. McKibbin moved to approve funding in the amount of \$1,735 (promotions budget). Seconded by Mr. Garrett and carried by vote of the Agency as follows:

Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

The Agency may consider further funding after the event when a follow up report is presented which includes detailed expenditures.

8) **Discussion: Façade Grant Applications – Sanford Avenue Buildings**

Jason Turner and Christine Dalton distributed and reviewed information regarding his request for three façade grant applications for property located at 400, 401, and 410 S. Sanford Avenue.

There was a consensus of the Agency to consider one application at this time.

Mr. McKibbin moved to approve a façade grant in the amount of \$5,000 for 410 S. Sanford Avenue, and require that detailed invoices indicate labor, parts, and supply equal to that amount. Seconded by Mr. Garrett and carried by vote of the Agency as follows:

Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

9) **Discussion: Promotion of Building Improvement Programs**

Special Events Supervisor Barbi Bauman distributed a proposed brochure entitled, *Operation Renovation*, promoting the opportunity for property owners to get a 1% loan subsidy from the Sanford CRA to rehabilitate their historic downtown property.

The Agency suggested that the brochure be tri-fold which will eliminate the need for mailing it in an envelope. Ms. Bauman said she will work on the design and determine the cost of a tri-fold piece and postage. She will hand distribute to the downtown businesses and will mail to out of town property owners.

Mr. McKibbin moved to approve the brochure concept and information and approve expending up to \$500 for printing and postage. Seconded by Mr. Garrett and carried by vote of the Agency as follows:

Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

10) **Other Business**

Gerald Koning, property owner of 210 – 212 E. 1st Street, distributed and briefly reviewed a proposed estimate of improvements for his property. He expressed interest in the 1% loan subsidy program and façade grant program, and said that he will submit applications.

11) **Public Comment**

There being no further business, the meeting was adjourned at 5:09 PM.

CHAIRMAN

Attest:

Secretary

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