

ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY
BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

Wednesday, February 28, 2024 - 5:30 p.m.

1. CALL TO ORDER / ROLL CALL

The Rockledge Community Redevelopment Agency Board of Commissioners met in regular session on February 28, 2024 at 5:30 p.m. in the Council Chamber at Rockledge City Hall, 1600 Huntington Lane, Rockledge, Florida.

PRESENT:	Edward Inman	Commissioner
	Steve Lum	Commissioner
	Al Siefert	Commissioner
	David Bucher	Commissioner
	Gabrielle Busseni	Commissioner
	Frederick "Rick" Sanders	Commissioner
	Joseph Miniclier	Agency Attorney
	Tricia T. Olsson	Recording Secretary

ABSENT:	Martha "Marti" Rich	Commissioner (<i>excused</i>)
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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 November 29, 2023 (Regular Meeting)

Commissioner Lum moved to approve the minutes of the regular meeting on November 29, 2023; seconded by Commissioner Siefert. The motion passed unanimously.

Commissioner Bucher moved to approve the attendance record of the regular meeting on November 29, 2023; seconded by Commissioner Siefert. The motion passed unanimously.

3. FINANCIAL REPORT

A. November 2023

Commissioner Lum moved to be in receipt of the financial report for the Rockledge Community Redevelopment Agency for the month of November 2023; seconded by Commissioner Bucher. The motion carried by unanimous vote.

B. December 2023

Commissioner Lum moved to be in receipt of the financial report for the Rockledge Community Redevelopment Agency for the month of December 2023; seconded by Commissioner Sanders. The motion carried by unanimous vote.

C. January 2024

Commissioner Lum moved to be in receipt of the financial report for the Rockledge Community Redevelopment Agency for the month of January 2024; seconded by Commissioner Bucher. The motion carried by unanimous vote.

4. REPORTS FROM STAFF / COMMITTEES

A. Progress Reports

Planning Director Cooper provided an update on the following:

1. Recent Events / Upcoming Events

o Recent Events

- Annual Light Up Rockledge and Festival of Trees, held December 2, 2023 at the Rockledge Civic Hub
- City of Rockledge Annual food drive, ended December 8, 2023
- Annual Cocoa/Rockledge Holiday Parade, held December 9, 2023 at the Rockledge High School
- Rockledge Market Day, held December 13, 2023 at the Rockledge Civic Hub
- Food Truck Friday, held February 23, 2024 at the Rockledge City Hall/Civic Hub parking lot

o Upcoming Events

- Food Truck Friday, March 22, 2024 from 4:30 p.m. – 7:30 p.m. at the Rockledge City Hall/Civic Hub parking lot
- Trash Bash, April 6, 2024 from 8:00 a.m. – 12:00 p.m. at the Rockledge City Hall
- 23rd Annual Charity Golf Tournament, April 20, 2024 at 7:00 a.m. at the Turtle Creek Golf Course
- First City Market, April 27, 2024 from 10:00 a.m. – 3:00 p.m. at the Rockledge Civic Hub

o Item not on agenda - Project Updates Handout

- Planning Director Cooper provided a handout of the current and completed projects, and gave an update on the multi-purpose center at the McKnight Family Sports Complex.

2. Façade Improvement Grant Updates

- o A total of \$786.45 of façade improvement grants are in progress and a total of \$9,538.22 of façade improvement grants have been completed for Fiscal Year 2024.

5. UNFINISHED BUSINESS

- o None

6. CONSENT BUSINESS

- o None

7. NEW BUSINESS

A. Approval: Selection of Chair, Vice Chair; Recommendation to City Council

Planning Director Cooper stated that the Florida Statutes require the City Council's approval of the chair and vice chair for the Community Redevelopment Agency Board of Commissioners.

Chairman Inman opened the floor to nominations for the Office of Chair.

Commissioner Lum nominated Commissioner Inman.

Attorney Miniclier explained the nomination process.

No other nominations were heard. Chairman Inman closed the floor to nominations.

Motion by Commissioner Lum to elect Commissioner Inman as Chair; seconded by Commissioner Bucher. The motion carried unanimously, and Commissioner Inman was declared Chair by acclamation.

Chairman Inman opened the floor to nominations for the Office of Vice Chair.

Commissioner Lum nominated Commissioner Bucher.

No other nominations were heard. Chairman Inman closed the floor to nominations for the Office of Vice Chair.

Motion by Commissioner Lum to elect Commissioner Bucher as Vice Chair. The motion carried without objection, and Commissioner Bucher was declared Vice Chair by acclamation.

B. Approval: Architectural and Engineering Design Services Proposal

Planning Director Cooper reported that an evaluation of the parks and recreation locations was completed to make better use of the McKnight Sports Complex, and RZK Architects was presented with a proposal through the continuing services agreement to produce a design idea. RZK provided draft plans and a cost estimate in the amount of \$63,700.00 with a design idea for beautification and to improve accessibility and use of the park.

Staff recommended approval to allow the City Manager to execute and engage in a contract with RZK Architects for an amount not to exceed \$70,000.00.

Commissioner Lum moved to allow the City Manager to engage in a contract with RZK Architects for an approved amount not to exceed \$70,000.00 and to forward the recommendation to City Council; seconded by Commissioner Sanders. The motion carried by unanimous vote.

C. Approval: Softball Concession Building Press Box Renovations – McKnight Sports Complex

Planning Director Cooper provided an overview of the renovations needed for the softball concession building and the two (2) press boxes at the softball fields at the McKnight Sports Complex. It was further explained that the project will include a tear down of the old buildings and new construction will be completed. The project has a guaranteed maximum price of \$1,522,040.00 through the continuing services contractor. Planning Director Cooper added that this project will also be in coordination with Brevard County leveling both of the softball fields.

Staff recommended approval of the McKnight Sports Complex softball concession building and press box renovations in an amount not to exceed \$1.6 million with an additional contingency of 15% and to forward a recommendation to City Council.

City Manager Fettrow stated that these improvements to the McKnight Sports Complex will allow the city to be an event hosting venue. It was further explained that this project will be a total overhaul with many improvements and great opportunity for the city. City Manager Fettrow reported that the facilities have been toured and have been considered a blighted area which qualifies under the Community Redevelopment plan. It was further added that the plan for maintenance of the new facilities will be through the ongoing agreement with Brevard County and the City of Rockledge.

Commissioner Bucher moved to approve the McKnight Sports Complex softball concession building and press box renovations in an amount not to exceed \$1.6 million with an additional contingency of 15% and to forward the recommendation to City Council; seconded by Commissioner Sanders. The motion carried unanimously.

D. Approval: Football Building and Sports Meeting Area Renovations – McKnight Sports Complex

Planning Director Cooper provided information on the repairs and renovations needed to improve the football building and sports meeting area at the McKnight Family Sports Complex to accommodate the football league. The renovations will include new construction of the building. It was further stated that the architecture of this facility will be in line with the multi-purpose center building.

Staff recommended approval for the proposed cost of the renovated football meeting/storage building in an amount not to exceed \$500,000.00 with an additional contingency of 15% and to forward a recommendation to City Council.

Commissioner Bucher moved to approve the McKnight Sports Complex football building and sports meeting area renovations in an amount not to exceed \$500,000.00 with an additional contingency of 15% and to forward the recommendation to City Council; seconded by Commissioner Sanders. The motion carried without objection.

- E. Approval: Façade Improvement Grant – First Baptist Church 1810 Cedar Street

Planning Director Cooper presented the façade improvement grant application for First Baptist Church, 1810 Cedar Street, and provided the details of the renovations and improvements to be made on the interior and exterior areas to include the replacement of the cross, install LED signboard, and add a church steeple. The applicant obtained the required price quotes for the interior and exterior projects. The total cost of the interior renovation improvements was \$37,200.00, and the total cost of the exterior improvements was \$58,518.00. The applicant requested \$18,600.00 for the interior grant amount and \$25,000.00 for the exterior grant amount.

Staff recommended approval for the interior façade improvement grant in the amount of \$18,600.00, and for the exterior façade improvement grant in the amount of \$25,000.00 for fiscal year 2024.

Rodney Walker, pastor of First Baptist Church, 5020 Brambleton Street, Cocoa, Florida, provided background information about the church and the improvements needed to it.

Planning Director Cooper provided a more detailed explanation of the amended façade improvement program.

Commissioner Bucher moved to approve the interior renovation improvement grant in the amount of \$18,600.00 and the façade improvement grant in the amount of \$25,000.00 for the First Baptist Church, 1810 Cedar Street; seconded by Commissioner Busseni. The motion passed unanimously.

- F. Approval: Façade Improvement Grant – Elebash and Selig, LLC 833 Barton Boulevard

Planning Director Cooper presented the façade improvement grant application for Elebash and Selig, LLC, 833 Barton Boulevard, and stated the applicant is planning to improve the exterior area by painting, paving, landscaping and installation of an awning. The applicant obtained the required quotes, and accepted the lower quote in the amount of \$33,498.00. The applicant requested a façade improvement grant in the amount of \$16,749.00.

Staff recommended approval for the façade improvement grant in the amount of \$16,749.00 for fiscal year 2024.

Mike Selig, managing partner of Elebash and Selig, LLC, 1843 Barrett Drive, Rockledge, Florida explained some of the complications they had during some past projects and improvements made to the facility.

Commissioner Bucher moved to approve the façade improvement grant for Elebash and Selig, LLC, in the amount of \$16,749.00; seconded by Commissioner Sanders. The motion passed without objection.

8. REPORTS FROM COMMISSIONERS

- Commissioner Gabrielle Busseni introduced herself and provided a brief background.
- Planning Director Cooper announced City of Rockledge is hosting a United Way BBQ luncheon event on March 8, 2024 at 11:00 a.m. – 1:30 p.m. at the Rockledge Civic Hub.
- City Manager provided updates and details on events throughout the city.

9. ADJOURN

There being no further business to come before the Commission, Chairman Inman declared the meeting to be adjourned at 6:18 p.m.

Respectfully submitted,

Tricia T. Olsson
Recording Secretary

Chairman, Board of Commissioners of the
Community Redevelopment Agency