DRAFT

MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
December 19, 2022

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on December 19, 2022, at City of Cocoa, City Hall, 65 Stone Street, Cocoa, FL, as publicly noted.

I. Call to Order

Chairperson Moore called the meeting to order at 6:03 pm.

ROLL CALL:

Tracy A. Moore	Chairperson
Larry Brown	Vice Chairperson
Amy Robinson	Agency Member
Ed Jones	Agency Member
Jackie Isom	Agency Member
Marilyn Ross Smith	Agency Member
Crystal McQueen	Agency Member
Joseph Colombo	Agency Attorney
Lori Chabot	Recording Secretary

PRESENT:

Larry Brown	Vice Chairperson
Ed Jones	Agency Member
Jackie Isom	Agency Member
Marilyn Ross Smith	Agency Member
Crystal McQueen	Agency Member
Lori Chabot	Recording Secretary

ABSENT:

Tracy Moore	Chairperson
Amy Robinson	Agency Member
Joseph Colombo	Agency Attorney

STAFF PRESENT:

Councilman Goins and Community Services Director, Charlene Neuterman were in attendance.

Agency Member MCQUEEN provided the invocation and the Pledge of Allegiance to the flag of the United States of America.

II. Approval of Agenda and Minutes:

<u>AGENDA</u>: Regular Meeting of December 19, 2022.

* ***MOTION by Agency Member SMITH; SECONDED by Agency Member ISOM to approve the agenda for the December 19, 2022, either as written.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (5-0)

<u>MINUTES</u>: Regular Meeting of October 17, 2022.

* ***MOTION by Agency Member MCQUEEN; SECONDED by Agency Member ISOM to approve the minutes for the October 17, 2022, meeting as written.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (5-0)

III. **<u>Delegations</u>** – Anna Terry Habitat – Ms. Terry thanked Staff and the DS CRA for all their dedication and hard work and sticking with the Female Veterans Village. She expressed her excitement that it had come to completion and is looking forward to the dedication in the spring. Female Veteran and resident, SanJanette Scott was in attendance.

Delores McLaughlin of ANR provided an update on the PAL activities. She discussed the annual conference and stated they had one young lady came back a winner. She was named Girl of the Year and spoke sharing her experiences and the benefits of the Cocoa PAL. She expressed her appreciation to the DS for helping the Cocoa PAL. Agency Member **SMITH** congratulated her. Ms. McLaughlin also stated they won $500. Agency Member **ISOM** asked about the program and time frame and Ms. McLaughlin replied.

IV. **<u>Presentation:</u>** Shauna Ginn, Cocoa Housing Authority Director of Development, shared hard copies of her presentation with the agency members. The presentation is attached to the minutes. She discussed the changes since 2018 with housing apartments, Section 8 and acres of undeveloped land. She also shared how many families have been helped and the coming programs to be offered.

Herb Hernandez, CHA Executive Director, spoke about the upcoming affordable housing along Fiske/Stone area, School Street, and near Endeavor that is to be built. He discussed funding for the building and stated he will be presenting requests to the City with regard to increased density, square footage, building height and amended parking requirements.

Vice Chair **BROWN** asked about the property in DS stating it is currently zoned for single family and they are currently focused on multi-family. No specific plans now, replied the director.

Vice Chair **BROWN** asked about recreational areas and if they talked about that in their housing plans. He replied that they decided years ago the playgrounds created possibility for liability/injury. He added with the final design, they could add it. They have a pagoda for gathering and or cooking.

Shameka Adams, 405 Blake Avenue, asked about the land near her and property and if it has it been opened up for purchase. Director Neuterman replied there is RFP for that property however, they need to build affordable housing along those guidelines.

SanJanette Scott – Whaley Street, Cocoa asked about square footage of apartments. The Cocoa Housing responded explaining the requirements for square footage of the apartments.

V. **Action Items:**

1. Request Agency Approval for a Change Order to PO#80041 in the amount of $10,000 to the ANR Agreement for Contract Services and approve a Resolution and BAF amending the Fiscal Year Budget of $10,000 to cover the increased contract amount.

Director Neuterman introduced the item reminding Agency Members their wishes at a previous meeting. Vice Chair **BROWN** stated he thought this had been previously presented and approved by the Agency. Director Neuterman explained this was a request for the BAF and also explained how the payments will be made to account for the increase.

* ***MOTION by Agency Member MCQUEEN; SECONDED by Vice Chair BROWN to approve** a Change Order to PO#80041 in the amount of $10,000 to the ANR Agreement for Contract Services and approve a Resolution and BAF amending the Fiscal Year Budget of $10,000 to cover the increased contract amount.

AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)

2. Staff is requesting Agency approval for an application for the agency's Paint Grant Program in an amount not to exceed $1,000 for the property located at 1205 Counts St., Cocoa Fl and authorize the City Manager to execute a Paint Program Agreement.

Vice Chair **BROWN** stated he strongly disagrees with this item stating the resident lives in Rockledge and not at this location, he continued that the sign was still in the window and the home was not livable. Director Neuterman replied that eligibility for the grant was re-checked through Code Enforcement and there were not any code violations or assessments on the property. Vice Chair **BROWN** strongly emphasized his disagreement with staff with regard to the eligibility of the property owner and much discussion ensued about Staff not doing their due diligence with the review of applications. Agency Member **ISOM** wished to abstain from voting. Agency Member **JONES** suggested tabling this item and the next (same address) and Agency Member **SMITH** agreed. Vice Chair **BROWN** read into record an email that he received in October.

* ***MOTION by Agency Member JONES; SECONDED by Agency Member ISOM to table this application until the next meeting.**

AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)

3. Staff is requesting Agency approval for an application for the agency's Beautification Grant Program in an amount not to exceed $500 for the property located at 1205 Counts St., Cocoa Fl and authorize the City Manager to execute a Beautification Program Agreement. Vice Chair **BROWN** reiterated his disapproval of this application and again stated Staff did not do their due diligence in review of the application.

* ***MOTION by Agency Member JONES; SECONDED by Agency Member ISOM to table this item until the next meeting.**

AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)

4. Staff is requesting Agency approval for an application for the agency's Paint Grant Program in an amount not to exceed $1,000 for the property located at 412 D St., Cocoa Fl and authorize the City Manager to execute a Paint Program Agreement.

* ***MOTION by Agency Member SMITH; SECONDED by Agency Member ISOM to** approve an application for the agency's Paint Grant Program in an amount not to exceed $1,000 for the property located at 412 D St., Cocoa Fl and authorize the City Manager to execute a Paint Program Agreement.

AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)

5. Staff is requesting Agency approval for an application for the agency's Beautification Grant Program in an amount not to exceed $500 for the property located at 412 D St, Cocoa Fl and authorize the City Manager to execute a Beautification Program Agreement.

* *MOTION by Agency Member MCQUEEN; SECONDED by Agency Member ISOM to approve** an application for the agency's Beautification Grant Program in an amount not to exceed $500 for the property located at 412 D. St., Cocoa Fl and authorize the City Manager to execute a Beautification Program Agreement.

AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)

6. Staff is requesting Agency approval for an application for the agency's Paint Grant Program in an amount not to exceed $1,000 for the property located at 701 Aurora St., Cocoa Fl and authorize the City Manager to execute a Paint Program Agreement.

* *MOTION by Agency Member MCQUEEN; SECONDED by Agency Member ISOM to approve** an application for the agency's Paint Grant Program in an amount not to exceed $1,000 for the property located at 701 Aurora St., Cocoa Fl and authorize the City Manager to execute a Paint Program Agreement.

AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)

7. Request Agency Approval of the Diamond Square CRA 2023 Meeting Schedule.

* *MOTION by Agency Member MCQUEEN; SECONDED by Agency Member ISOM to approve** the Diamond Square CRA 2023 Meeting Schedule.

AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)

Agency Member **SMITH** asked about a workshop. Director Neuterman replied staff is working with Clerks office on dates.

8. **Request Agency Approval of Resolution Amending the Budget, BAF23-019-T in the amount of $206 in order to pay the final invoice for legal services by a Change Order. Director Neuterman explained Staff's receipt of the final invoice for FY22.**

Vice Chair **BROWN** also strongly expressed his displeasure with the Agency Attorney's lack of attendance at the meetings. Discussion ensued with regard to this request.

* ***MOTION by Agency Member ISOM; SECONDED by Agency Member**

MCQUEEN to approve the Resolution Amending the Budget, BAF23-019-T in the amount of $206 in order to pay the final invoice for legal services by a Change Order.

AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)

Councilman GOINS asked how Attorney Colombo became the Agency Attorney and if he was appointed by Attorney Garganese. Director Neuterman replied that the Agency Attorney was approved/appointed by the Agency.

9. **Request Agency Approval of the updated, revised applications for the DS CRA Paint Grant and DSCRA Beautification Grant.**

Ms. Chabot introduced the item stating staff had made some minor updates to the applications and program guidelines in an effort to clarify/emphasize some of the requirements and for ease of reading. She added none of the eligibility requirements or other legal language in the document had been changed and the copies of each application showing the updates were attached to the agenda item.

Councilman GOINS replied to Vice Chair **BROWN** about the requirement of living in the home. He continued explaining how a homeowner may own multiple homes and not live in the home. Vice Chair **BROWN** stressed his opinion for the need to verify applicant is living in the home. Councilman Goins stated it will be hard to see who lives in the home. It would be unlawful to go onto the property without consent.

Agency Member **ISOM** asked, are we going to double check where everyone lives? Director Neuterman explained if they carry homestead exemption, they live in the home.

Agency Member **MCQUEEN** asked about inviting Dennis Bunt of Code Enforcement to the meeting. Director Neuterman stated she would invite him to the next meeting.

Discussion ensued regarding the requirements/eligibility for the grants. Vice Chair **BROWN** strongly expressed his dissatisfaction with Staff and his opinion of their lack of due diligence with regard to the two grants discussed earlier.

* ***MOTION by Agency Member ISOM; SECONDED by Agency Member MCQUEEN to approve the updated, revised applications for the DS CRA Paint Grant and DSCRA Beautification Grant with the addition to the application for the applicant to confirm/attest they live in said property.**

AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)

After additional discussion regarding the grant applications, Agency Members made the following Motion.

*** *MOTION by Agency Member ISOM; SECONDED by Agency Member SMITH to hold any further grant applications except those already received by Staff and to remove the applications from the City Website until further review and discussion.**

AYES: 4 (BROWN, ISOM, SMITH, MCQUEEN)
NAYS: 1 (JONES)
MOTION PASSED (4-1)

VI. **Attorney's Report** –None

VII. **Updates and Staff Report** –

Cocoa resident, Ms. Lanza who lives next to Joe Lee Smith Center spoke about a petition on Next Door for removal of outside speakers that belong to her neighbor. She continued sharing the problems she has had with regard to the noise. Agency Member **ISOM** stated she recalls hearing this at a prior meeting and asked Councilman Goins to address the issue. He replied it has to go through Code Enforcement.

VIII. **Next Meeting Date**

The next scheduled meeting of the Diamond Square Community Redevelopment Agency will be on January 23, 2023, 6 pm at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

IX. **Adjournment**

*** *MOTION by Agency Member SMITH; SECONDED by Agency Member ISOM to adjourn the meeting.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (5-0)

MEETING WAS ADJOURNED at 7:34 pm.

Tracy Moore, Chairperson

Respectfully Submitted by:

Lori Chabot, Recording Secretary