

**MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
SPECIAL MEETING
January 31, 2022**

The Special Meeting of the Diamond Square Community Redevelopment Agency was held on January 31, 2022, at 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
Delores Martin	Vice Chairperson
Sylvia Thomas	Agency Member
Ed Jones	Agency Member
Jackie Isom	Agency Member
Marilyn Ross Smith	Agency Member
Larry Brown	Agency Member
Joseph Colombo	Agency Attorney
Lori Chabot	Recording Secretary

PRESENT:

Tracy A. Moore	Chairperson
Jackie Isom	Agency Member
Larry Brown	Agency Member
Delores Martin	Vice Chairperson
Sylvia Thomas	Agency Member (<i>arrived at 6:11 pm</i>)
Joseph G. Colombo	Agency Attorney
Lori Chabot	Recording Secretary

ABSENT:

Marilyn Ross Smith	Agency Member
Ed Jones	Agency Member

STAFF PRESENT:

Charlene Neuterman, Interim Community Services Director. Councilman Goins was also in attendance.

Vice Chairperson Martin provided the invocation and the Pledge of Allegiance to the flag of the United States of America.

II. **Approval of Agenda and Minutes:**

AGENDA: Special Meeting of January 31, 2022.

- * ***MOTION by Vice Chairperson MARTIN; SECONDED by Agency Member BROWN to approve the agenda for the January 31, 2022, DS CRA Special Meeting as written.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (4-0)

MINUTES: Special Meeting of December 13, 2021.

- * ***MOTION by Agency Member BROWN; SECONDED by Vice Chairperson MARTIN to approve the minutes for the December 13, 2021, as written.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (4-0)

III. **Delegations**-None

IV. **Presentations:** None

V. **Action Items:**

1. 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 536 South Varr Street, Cocoa Fl and authorize the City Manager to execute a Paint Program Agreement.

Mrs. Neuterman explained this item has been brought back to the Agency as requested to include additional photos of the home. Those photos have been added to the application.

- * ***MOTION by Agency Member BROWN; 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 536 South Varr Street, Cocoa Fl and authorize the City Manager to execute a Paint Grant Program Agreement.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (4-0)

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 607 S. Fiske Blvd, Cocoa Fl and authorize the City Manager to execute a Paint Program Agreement.

Mrs. Neuterman presented the request stating applicant had met the application requirements and photos are attached.

* ***MOTION by Agency Member BROWN; 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 607 S. Fiske Blvd., Cocoa Fl and authorize the City Manager to execute a Paint Grant Program Agreement.

AYES: ALL

MOTION PASSED UNANIMOUSLY (4-0)

3. 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 710 Ixora Avenue, Cocoa Fl and authorize the City Manager to execute a Paint Program Agreement.

Mrs. Neuterman presented the request stating applicant had met the application requirements.

* ***MOTION by Agency Member BROWN; SECONDED by Vice Chairperson MARTIN to approve** an application for the agency's Paint Grant Program in an amount not to exceed \$1,000 for the property located at 710 Ixora Avenue, Cocoa Fl and authorize the City Manager to execute a Paint Grant Program Agreement.

AYES: ALL

MOTION PASSED UNANIMOUSLY (4-0)

Agency Member Sylvia Thomas arrived 6:11 pm

4. 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 556 Johnson Street, Cocoa Fl and authorize the City Manager to execute a Beautification Program Agreement.

Mrs. Neuterman presented the request stating applicant had met the application requirements.

* ***MOTION by Agency Member BROWN; SECONDED by Vice Chairperson MARTIN to approve** an application for the agency's Beautification Grant Program in an amount not to exceed \$500 for the property located at 556 Johnson Street., Cocoa Fl and authorize the City Manager to execute a Beautification Grant Program Agreement.

**AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)**

Before proceeding to Item number 5, Chairperson Moore thanked staff for the photos as they were helpful. She also thanked the community and is grateful to be able to allocate funds to the grant programs. Mrs. Neuterman added staff will be evaluating expenses and will prepare an analysis for Agency Members to determine if they want to increase funding during the March-April timeframe. Several applications have been received in recent weeks. This analysis will also help for future budgeting. Chairperson Moore asked about the signs and Mrs. Neuterman replied the signs are in the yards. Mrs. Neuterman stated she has photos that were taken when the signs were put out and will bring to the next meeting.

Request Agency Acceptance of a multi-year Quote from MSL, CPA's & Advisors for the Annual Audit, of the CRA Financial Statements for Fiscal Years 2021 to 2027 and to Authorize the CRA Chairperson to Sign the Engagement Letter that is Required each Audit Year (FY2021 to FY2027).

5.

Mrs. Neuterman introduced the item and explained how the need came about. She added that by using the same Auditors as the City, there is a cost savings for the CRA and included in the agenda, there is a letter outlining the costs for the coming years as well. Staff is requesting acceptance.

Chairperson Moore asked to confirm the CRA's Auditors were the same as the City and because of this, the cost is lower than budgeted. Mrs. Neuterman confirmed. Agency Member Brown asked Chair if she had a problem with the funds for audit. She replied she did not, wanted to confirm and understands the benefits of using the same CPA firm as the City.

* ***MOTION by Agency Member BROWN; SECONDED by Agency Member THOMAS to Accept a multi-year Quote from MSL, CPA's & Advisors for the Annual Audit, of the CRA Financial Statements for Fiscal Years 2021 to 2027 and to Authorize the CRA Chairperson to Sign the Engagement Letter that is Required each Audit Year (FY2021 to FY2027).**

**AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)**

VI. **Attorney's Report** –NONE

VII. **Updates and Staff Report** –

Mrs. Neuterman reported staff has seen an uptick in DSCRA grants and are compiling photos of homes who have taken advantage of the grants and she would be bringing pictures back. She also added photos would be shared through social media to show off those homes. She continued stating she was pleased the community was using them and adding the sweat equity creates a sense of ownership and builds pride. Staff will be returning to Agency Members in the near future requesting additional funding for the grants. Chairperson Moore asked if staff sensed a good partnership with the paint and landscape vendors. Mrs. Neuterman replied the relationships have been positive adding, the finished products tell the story. Vendors have met with applicants and assisted them with their choices. In regards with the painting program, homes are pressure-washed first. Mrs. Neuterman added many calls have been received with regards to the grants and the DS CRA area and staff has provided maps showing the DS CRA boundaries to assist Agency Members if they are asked questions.

Mrs. Neuterman reported on the Rose Garden Apartments stating staff is waiting on an update. The apartments next door had not been sold. There are repairs to be made in order to remove existing liens or code violations. The next step would be to work with the CRA attorney to draft an RFP for the property adjacent and see if there is any interest for a developer to build residential homes. Mrs. Neuterman will bring back information to discuss and prepare the RFP.

Chairperson Moore asked about the RFP and if it was according to CRA rules. Mrs. Neuterman responded correct, discussed the RFP and agency members would have input.

Agency Member Brown asked about an area on the map that looked like part of a neighborhood was cut off (Jackson area). Mrs. Neuterman stated that was the original boundaries of the CRA in the County. When the City annexed those parcels the CRA was never expanded to include that areas. Agency Member Brown said some people that live in that area have contacted him about it and asked about how to add it to CRA. Mrs. Neuterman replied the plan would need to be amended and would have to ask the County to approve it.

Discussion continued on the subject to include the number of years left in the CRA, the time it would take to complete such a process, if the County would agree, and that the costs could be high. Mrs. Neuterman asked the attorney if asking the county would be a good ask.

Agency Attorney Colombo stated the property was annexed early 2000. The Agency would need to prove blight, and the CRA could approach county staff, but it would be time and money. Mrs. Neuterman stated she would check the Interlocal Agreement between the City and the County and see if this is addressed. Chairperson Moore recalled hearing at the CRA conference talk about CRAs expanding their boundaries and did speak of difficulties but in the end, said it was a positive move. She would like to dip a toe in and see if it would be possible. There are people who could benefit and would like to look further to see advantages and disadvantages. Vice Chairperson Martin added there are homes in that areas that would benefit.

Agency Member Brown asked Councilman Goins if this is his district and what were his thoughts. Councilman Goins spoke about another way that could benefit the residents in this area. He continued, speaking about the DS CRA grants and would like to approach City to adopt the programs to be City-wide. His priority this budget year is to discuss it for the coming budget.

Councilman Goins asked Agency Member Brown if he would have an opportunity to ask Mr. Lober about his thoughts on the subject. Agency Member Brown asked Mrs. Neuterman how to go about it, she replied she would speak with City Manager and stated the area would have to meet standards of "a blighted area" as defined by the Florida Statutes requirements. She continued she would need a consultant to assist and would speak with the City Manager to gain his insight on the process to determine the feasibility, cost. Councilman Goins added they needed to balance the costs vs how many homes would be affected. Chairperson Moore would like to explore more adding this is not just in regards to paint and landscape but also infrastructure. Agency Member Isom asked Councilman Goins if he was saying he would be asking the City about adding the paint and beautification programs for all of the City. He replied that was correct.

Agency Member Isom stated she thought she had heard in prior meetings her district may be doing a beautification program. She has had others in her areas ask as well. Mrs. Neuterman clarified stating that was a wish and not been approved but it is the wish of Council Members Goins and Hearn to include in City budget for FY2023.

Agency Member Isom asked about the work along Fiske Blvd and had previously heard it would be started by now. There are pot holes and she has taken pictures and asked if she should bring those to a City Meeting. Mrs. Neuterman recommended sending her information to Public Works. She stated it is an FDOT project, not City or County project. She added they have started in the Rockledge area and have not gotten to Cocoa. It is her belief that their schedule directs them to begin at one end or another; they also started later than anticipated. Councilman Goins also recommended to Agency Member Isom to contact the Public Relations department of FDOT to ask her questions.

Councilman Goins also wanted to give the Agency Members some dates to remember.

February 19, 2022 at 9:00 am is the Mayors Challenge and there will be a walk at the trail off Barbara Jenkins. There will be Zumba and other activities. He added that the pond was developed because Emma Jewel gave that property to the City for a storm-water pond. At Council Meeting the prior week, it was decided that pond would be named after Thomas Cole for dedicating that land to the City.

March 5, 2022 in downtown at the Riverfront Park.

March 12, 2022, Community Meeting. It is an opportunity to see what people want in the coming budget. He would like to see a lot of people there. He also told Agency Members he appreciated their programs and helping residents.

Agency Member Brown asked Councilman Goins if the March 12 is his community meeting. He replied yes and wanted to keep to 1 hour and keep to budget items and see what people want.

Mrs. Neuterman told members Staff will send out dates to them.

Mrs. Neuterman also advised Agency Members that DS brochures were complete and brought copies to give members.

Chairperson Moore stated she was glad to hear about the effort from Councilman Goins to do something Citywide with regard to grants but wants to be sure the CRA takes care of Diamond Square first.

Chairperson Moore recognized Agency Member Thomas for her service as her term is ending and thanked her for her leadership, being a representative of the DS people and would miss her presence.

Agency Member Thomas replied it had been her privilege and honor to be on the board and it opened her eyes to the city and all they do to made the City wonderful. She looks forward to seeing what the future for the City is.

Mrs. Neuterman also gave thanks to Ms. Thomas for her service from staff and to call any time if we can help. She also let Agency Members know City Clerk is accepting applications for Ms. Thomas' seat. If they have any recommendations or know anyone who is interested, they can apply with the City Clerk. She added, the term is one year and can be renewed two times.

VIII. Next Meeting Date

The next regularly scheduled meeting of the Diamond Square Community Redevelopment Agency will be in March 21, 2022, 6 pm at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

IX. Adjournment

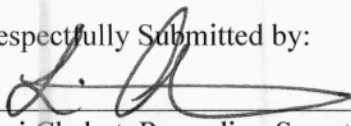
* *MOTION by BROWN; SECONDED by Agency Member THOMAS to adjourn the meeting.

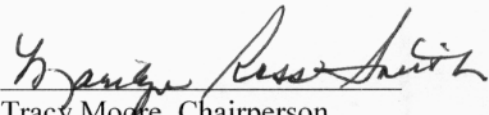
AYES: ALL

MOTION PASSED UNANIMOUSLY (5-0)

MEETING WAS ADJOURNED at 7:05 pm.

Respectfully Submitted by:


Lori Chabot, Recording Secretary

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Tracy Moore, Chairperson