DRAFT

MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
January 23, 2023

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on January 23, 2023, 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
Jackie Isom	Agency Member
Crystal McQueen	Agency Member
Joseph Colombo	Agency Attorney
Lori Chabot	Recording Secretary

PRESENT:

Tracy Moore	Chairperson
Larry Brown	Vice Chairperson
Amy Robinson	Agency Member *(arrived 6:19 pm)*
Jackie Isom	Agency Member
Crystal McQueen	Agency Member
Lori Chabot	Recording Secretary

ABSENT:

Marilyn Ross Smith	Agency Member
Ed Jones	Agency Member

STAFF PRESENT:

City Manager, Stockton Whitten, Councilman Goins, Dennis Bunt, Code Enforcement Director 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:**

AGENDA: Special Meeting of January 23, 2023.

* ***MOTION by Agency Member BROWN; SECONDED by Agency Member MCQUEEN to approve the agenda for the January 23, 2023, with an amendment, to move Code Enforcement Manager to Presentations.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (4-0)

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

* ***MOTION by Vice Chair BROWN; SECONDED by Agency Member MCQUEEN to approve the minutes for the December 19, 2022, meeting as written.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (4-0)

Chair **MOORE** asked for clarification on "strongly emphasized" language present in the minutes from the December 19, 2022 meeting. Agency Member **ISOM** replied agency members were trying to figure out how to determine who lives in a property requesting DSCRA grants. Director Neuterman replied that after their discussion the applications have been modified and will be brought forward in Item 2.

Chair **MOORE** asked about the meeting and Director Neuterman elaborated on the contents of the discussion during the meeting and that both she and Ms. Chabot were concerned by Vice Chair **BROWN's** comments at the last meeting. City Manager Whitten also responded and additional discussion continued.

Also discussed were comments made at the December meeting with regard to the DSCRA Attorney and his lack of meeting presence. Agency Attorney replied with information as to how he bills the agency and the intent has been to keep the annual costs lower. To do this meant he would attend meetings that required his attendance. He continued he would be happy to attend all meeting however, the annual fees will be greater.

Vice Chair **BROWN** asked if he could be available by phone if an issue came up. He replied, if an emergency, yes. Chair **MOORE** stated she appreciated the explanation.

III. <u>Delegations</u> –

Ms. Lanza, Cocoa Fl spoke about neighbors and their equipment on the property. Agency Attorney Colombo replied this board does not have jurisdiction to handle this as this is a civil matter.

Anna Terry, Habitat for Humanity – Ms. Terry extended her appreciation to the Agency and Chair **MOORE** expressed how much she enjoyed the last home dedication. Ms. Terry also stated they are not finished and to keep them on the radar.

IV. **Presentation:**

Dennis Bunt, Code Enforcement Director was present, per the DSCRA request at the previous meeting. Director Neuterman stated at the last meeting there was a request to have Mr. Bunt present at this meeting to answer any questions with regard to a home requesting grants at the previous meeting. She also explained that as an extra measure to determine whether the homeowner lived in the home, water usage was reviewed on that particular address. As a result, staff has requested the homeowner to re-apply when they have completed repairs and are living in the home. Agency Member **MCQUEEN** asked how the agency is to determine whether the home is lived in. Director Neuterman stated that checking water usage is a resource to help determine that.

Agency Member **MCQUEEN** asked about the signs in the window of the property in question and why the homeowner wanted to leave it in the home and also asked Mr. Bunt about their role and if they determined who lives in the home. Mr. Bunt explained the homeowner put the sign inside and wanted to keep it there as he thought that would help keep people from going in. There have been previous code cases, however there are not any code cases currently. Agency Member **MCQUEEN** confirmed placement of sign. Vice Chair **BROWN** asked Mr. Bunt if legally he should have removed the sign. Mr. Bunt replied he would not be allowed enter the house to remove it. Agency Attorney confirmed. It's a judgment call explained Mr. Bunt, adding they don't get most signs back. Agency Member **MCQUEEN** asked Mr. Bunt about the application process. Director Neuterman explained the process is that staff communicated with the assistant at Code Enforcement as to whether or not there were any code violations or existing liens on a home prior to bringing the application to the Agency. And in this particular case, there were no liens on that property.

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 118 Aurora St., Cocoa Fl and authorize the City Manager to execute a Paint Program Agreement.

Director Neuterman introduced the item stating all the documents have been completed and submitted and the applicant is eligible for the grant.

* ***MOTION by Agency Member MCQUEEN; SECONDED by Vice Chair BROWN to approve the application for the agency's Paint Grant Program in an amount not to exceed $1,000 for the property located at 118 Aurora St., Cocoa Fl and authorize the City Manager to execute a Paint Program Agreement.**

AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)

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

   Director Neuterman introduced the item reminding Agency Members of the discussion at the previous meeting and their request to add to the applications I attest/certify that I live in the home which has been added, then turned it over to Ms. Chabot.

   Ms. Chabot stated 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.

   Additionally, at the agency's request, staff is still not accepting applications for either grant and asked if the Agency would like to resume accepting applications.

   Attorney Colombo added one additional mechanism is to require homestead exemption. Director Neuterman replied this has also been added to the application.

   * ***MOTION by Agency Member MCQUEEN; SECONDED by Agency Member ISOM to approve the updated, revised applications for the DS CRA Paint Grant and DSCRA Beautification Grant as presented.**

   AYES: ALL
   MOTION PASSED UNANIMOUSLY (5-0)

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

* ***MOTION by Agency Member ROBINSON; SECONDED by Agency Member ISOM to begin accepting applications for the Paint and Beautification Grants.**

AYES: ALL
MOTION PASSED UNANIMOUSLY (5-0)

Some discussion continued with regard to the one application that was on hold and that will be presented at the next meeting and the application grandfathered in.

VI. **Attorney's Report** –None

VII. **Updates and Staff Report** –

City Manager Whitten reported that after discussions with Representative Sirois and BHA regarding the Old Joe Lee Bldg., a feasibility study will be submitted to see what the numbers are for BHA. The goal is to find some funds to turn the facility into a health provider location. The specific services to be offered are not yet known. Chair **MOORE** replied favorably and asked to be kept posted. City Manager Whitten replied they hope to be able to renovate the first and second floors, however reminded Agency Members it would be a multi-year project.

Director Neuterman reported, at the request of Agency Members, a workshop will be held in City Chambers immediately prior to the March 20 meeting. The workshop will begin at 5:00 pm followed by the DSCRA Meeting. Ms. Neuterman stated discussions will include accomplishments and budget numbers and how to spend funds moving forward. Chair **MOORE** asked if the meeting would be an open meeting and Director Neuterman replied it would.

Vice Chair **BROWN** stated he had met with Commissioner Goodson who is willing to help in any way. I.e.., bus, paving, sidewalks. He also asked staff about a homemade sign between Blake and Fiske that says, "Please slow down" and how to address that. Director Neuterman replied she would need to see the sign and Councilman GOINS stated it was there for the speeding.

Councilman GOINS reported that Aging Matters program Senior's at Lunch that is currently held at Joe Lee Smith Center doesn't have enough seniors attending to continue the program there. He also asked agency members to spread the word about it. Agency Member **ROBINSON** asked about how the program works, Seniors at Lunch and Meals on Wheels. Director Neuterman explained the two programs and how they work.

Council GOINS also reported on Feb 20 will be Aids and STD testing at Joe Lee Smith Center from 11-2 pm. Vice Chair **BROWN** stated the Community needs to use the Joe Lee Center. He also stated he spoke with Commissioner Goodson about that and the lack of coordinator there.

VIII. **Next Meeting Date**

The next scheduled meeting of the Diamond Square Community Redevelopment Agency will be on March 20, 2023, 6 pm at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

IX. **Adjournment**

*** *MOTION by Vice Chair BROWN; SECONDED by Agency Member ISOM to adjourn the meeting.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (5-0)

MEETING WAS ADJOURNED at 7:23 pm.

for ______________________
Tracy Moore, Chairperson

Respectfully Submitted by:

____
Lori Chabot, Recording Secretary