MINUTES
CITY OF COCOA
COCOA CRA
REGULAR MEETING
JANUARY 8, 2020

The Regular Meeting of the Cocoa Community Redevelopment Agency was held on January 8, 2020 at City Hall, 65 Stone Street, Cocoa, FL, as publically noted.

I. Call to Order

Chairperson Williams called the meeting to order at 5:05 pm

ROLL CALL:

Jake Williams, Jr.	Chairperson
Alex Goins	Vice Chairperson
Don Boisvert	Agency Member
Janne Etz	Agency Member
Lorraine Koss	Agency Member
Edward Lanni	Agency Member
Brenda Warner	Agency Member
Anthony Garganese	City Attorney

PRESENT:

Jake Williams, Jr.	Chairperson
Alex Goins	Vice Chairperson
Don Boisvert	Agency Member
Janne Etz	Agency Member
Lorraine Koss	Agency Member
Edward Lanni	Agency Member
Brenda Warner	Agency Member
Anthony Garganese	City Attorney

ABESENT:

STAFF PRESENT:
Charlene Neuterman, Deputy Community Services Director, **Matt Fuhrer,** Assistant City Manager, **John Titkanich**, City Manager, **Nancy Bunt**, Community Services Director, and **Courtney Jackson,** Recording Secretary.

Vice Chair Goins provided the invocation and **Agency Member Boisvert** led the assembly in the Pledge of Allegiance to the flag of the United States of America.

II. Approval Of Agenda And Minutes:

1. AGENDA: Meeting of January 8, 2020

* **MOTION by Agency Member Lanni; SECONDED by Agency Member Koss to approve the Agenda for the January 8, 2020 Regular Meeting.**

AYES: WILLIAMS, GOINS, BOISVERT, ETZ, KOSS, LANNI, WAGNER

MOTION PASSED UNANIMOUSLY (7-0)

2. MINUTES: Regular Meeting of December 11, 2019

* **MOTION by Agency Member Boisvert; SECONDED by Vice Chair Goins to approve the Minutes from the December 11, 2019 Regular Meeting.**

AYES: WILLIAMS, GOINS, BOISVERT, ETZ, KOSS, LANNI, WAGNER

MOTION PASSED UNANIMOUSLY (7-0)

III. Delegations:

Aleck Greenwood (640 Brevard Ave.) discussed the recent developments that transpired from the recent Commercial Property Group of Cocoa Village meeting and provided Exhibit A for the board. He expressed they would like the crosswalks back as well as enhance and enlarge the one at the square, the future hotel site, and at the end of Brevard Ave in front of the church on circular drive. He shared they would like to bring back the striping on the street and expressed the benefits of a parking garage and shared suggested locations.

IV. Action Items

1. Authorize the City Manager to approve the Task Order and Purchase Order for ISS to complete the 100% plans for the Harrison Streetscape Project (CS15HS).

Charlene Neuterman shared the background of the item and shared that the task order presented for approval consist of the following tasks"

TASK 1 – Field Data

- 1.1 Field Services – Engineering Surveying.
    - Updated survey to note any changed in the project area since 90% design was completed.

TASK 2 – Conceptual Design Services

- 2.1 Conceptual Design Services
    - Parking Concept – identity and modify any potential parking spaces that could be gained.
    - Grading Concept- plan developed to maximize the elevation of the roadway to mitigate future impacts and maintain positive drainage and adjacent building elevations.

    - Stormwater Concept – expand and improve the level of stormwater treatment provided in the existing stormwater facility in Riverfront Park.

TASK 3 – Final Design Services

- 3.1 – (90%) Final Design Submittal Services.
    - Prepare and submit (90%) design construction plans and cost estimate for Harrison Street between Delannoy Avenue and Lee Wenner Park using the approved concepts for parking, grading and storm water.
- 3.2 – (100%) Final Design Submittal Services.
    - Prepare and submit (100%) design construction plans for the project for the city to use in the bidding process.
- 3.3 – Permitting Services
    - St. Johns Water Management District (SJRWMD) stormwater permitting is anticipated during this process.
    - Any additional permitting requirements will be addressed should the project expand beyond the current project limits.

As part of this Task Order, ISS will provided three (3) sets of the Conceptual Plans, 90% Plans, 100% Plans and one electronic copy of the 100% Plans.

ISS Provided a schedule for the deliverables:

- Field Surveying Services – 20 day.
- Draft Concept Plans – 30 days.
- Conceptual Plans Review, Public Meetings, CRA meetings – 30 days.
- 90% Plans – 40 days.
- City $90 plan review – 10 days.
- 100% Plans and contract documents- 30 days

Total Task Days – 160

Staff is requesting Agency authorization to allow the City Manager to approve the Task Order and Purchase Order for $31, 815 for the tasks associated with the Harrison Street Streetscape Project (CS15HS).

Discussion:

Discussion between Agency Member Koss and Charlene Neuterman regarding the timeframe and funding for this task order.

* **MOTION MADE BY AGENCY MEMBER KOSS; SECONDED BY AGENCY MEMBER BOISVERT TO APPROVE ACTION ITEM 1.**

AYES: WILLIAMS, GOINS, BOISVERT, ETZ, KOSS, LANNI, WAGNER

Motion passes unanimously (7-0)

2. Agency Approval of a Sale Source Purchase Order to retain GAI Community Solutions Group to assist as a meeting moderator and general facilitation of community and ideas relative to parking in Cocoa Village, for $6,000.

Agency Member Koss asked if there would be a report at the end to which Charlene Neuterman replied that a report will be provided within 30 days of the workshop.

Agency Member Etz inquired if $6,000 is a current going-rate for facilitators.

City Manager Titkanich explained that compared to other facilitators, $6,000 is on the lower end.

* **MOTION MADE BY AGENCY MEMBER BOISVERT; SECONDED BY AGENCY MEMBER ETZ TO APPROVE ACTION ITEM 2.**

AYES: WILLIAMS, GOINS, BOISVERT, ETZ, KOSS, LANNI, WAGNER

Motion passes unanimously (7-0)

V. Attorney's Report

None,

VI. Updates and Staff Reports

1. Informational Item- Project Updates

City Manager Titkanich updated the Agency on the status of the Hotel Project. He is currently seeking direction from the Agency if they would want to approve a 60-day extension for Lodging Decisions, Inc. and Jack Brown to submit his deliverables to city.

Discussion:

Aleck Greenwood expressed why he felt Jack Brown cannot go any further and believes the city is holding Mr. Brown back.

City Manager Titkanich explained that Mr. Brown did not want to do the traditional route and they structured the agreement with his input and used the timeframes he provided and modified. The city is not holding Jack Brown back. The city is waiting on Mr. Brown to receive requested information.

Discussion between Vice Chair Goins and City Manager Titkanich regarding what direction he is seeking from the Agency.

Board Member Koss inquired if they are in the same position with the hotel that they were a year ago.

City Manager Titkanich explained where they are at in terms of the project and what has caused delays.

Board Member Lanni asked why there are height restrictions.

Chair Williams explained the height requirement was set by the residents to keep the aesthetic of the village. However, it was approved that Mr. Brown could go over the previous height restriction.

Board Member Lanni expressed that Cocoa Village is unique because of the different look throughout the Village.

City Manager Titkanich explained that the design still needs to meet the requirements to have the hotel in the city and staff could not approve anything if Jack Brown does not submit his plans in the timeframe he agrees to[1].

Board Member Lanni expressed that staff should get rid of the paperwork and get going on the hotel.

Jack Brown (Developer) stated he had a difficult time trying to find information regarding an update on the hotel, he was not prepared to make an argument as to why he needs[2] an extension, but has come to the conclusion that not everyone is trying to work towards the common goal of establishing this hotel.

Agency Member Koss asked if the engineering study will be available tomorrow.

Mr. Brown explained that he will have it tomorrow and discussed the other studies that he has paid for and submitted to the city.

Agency Member Etz she is in favor of the hotel being done and the extra layer of parking just wants to know that we have everything in order to move forward.

* **MOTION MADE BY MAYOR WILLIAMS; SECONDED BY AGENCY MEMBER WARNER TO ALLOW JACK BROWN TO HAVE 60 SIXTY DAYS FROM JANAURY 8, 2020 TO COMPLETE TASK RELATED TO THE HOTEL AND TO HAVE THE ATTORNEYS COMMUINICATE.**

AYES: WILLIAMS, GOINS, BOISVERT, ETZ, KOSS, LANNI, WAGNER

[1] Board Member Boisvert left the room at 5:46pm.
[2] Board Member Boisvert re-entered the room at 5:50pm)

MOTION PASSES UNAMIOUSLY (7-0)

Charlene Neuterman shared that the remaining Project Updates are attached in their agendas for review.

2. <u>Informational Item- Budget Report</u>

Charlene Neuterman shared that the budget report is attached for review.

VII. <u>Next Meeting Date</u>

The next regularly scheduled meeting of the Cocoa Redevelopment Agency will be on Wednesday, February 12, 2020 at 5pm at the Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

VIII. <u>Adjournment</u>

* **MOTION made by Agency Member Boisvert; SECONDED by Vice Chair Goins to adjourn the Regular Meeting of January 8, 2020.**

AYES: WILLIAMS, GOINS, BOISVERT, ETZ, KOSS, LANNI, WAGNER

MOTION PASSES (7-0)

MEETING WAS ADJOURNED at 6:02 PM.

Jake Williams, Jr., Chairperson

Respectfully Submitted by:

, City Clerk

Courtney Jackson, Recording Secretary