

**MINUTES  
CITY OF COCOA  
DIAMOND SQUARE CRA  
SPECIAL MEETING  
August 23, 2021**

The Special Meeting of the Cocoa Community Redevelopment Agency was held on August 23, 2021 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noted.

**I. Call to Order**

**Agency Member Smith** called the meeting to order at 6:09 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:**

|                    |                                          |
|--------------------|------------------------------------------|
| Delores Martin     | Vice Chairperson                         |
| Jackie Isom        | Agency Member                            |
| Marilyn Ross Smith | Agency Member                            |
| Larry Brown        | Agency Member                            |
| Sylvia Thomas      | Agency Member ( <i>arrived at 6:11</i> ) |
| Ed Jones           | Agency Member                            |
| Lori Chabot        | Recording Secretary                      |

**ABSENT:**

|                   |                 |
|-------------------|-----------------|
| Tracy A. Moore    | Chairperson     |
| Joseph G. Colombo | Agency Attorney |

**STAFF PRESENT:**

**Charlene Neuterman**, Interim Community Services Director.

Agency Member Brown 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 August 23, 2021.

- \* **\*MOTION by Agency Member BROWN; SECONDED by Agency Member ISOM to approve the agenda as written for the August 23, 2021, Special Meeting.**

**AYES: ALL**

**MOTION PASSED UNANIMOUSLY (4-0)**

*Agency Member Thomas arrived 6:11 pm and the meeting was turned over to her.*

**MINUTES:** Regular Meeting of July 19, 2021.

- \* **\*MOTION by Agency Member BROWN; SECONDED by Agency Member JONES to approve the minutes for the July 19, 2021, as written.**

**AYES: ALL**

**MOTION PASSED UNANIMOUSLY (5-0)**

III. **Delegations:** - None

IV. **Presentations:** - None

V. **Action Items:**

1. Staff is requesting Agency approval for an application for the agency's Residential Paint Grant Program in an amount not to exceed \$1,000 for the property located at 416 D Street, Cocoa Fl and authorize the City Manager to execute a Residential Paint Program Agreement.

Mrs. Neuterman reviewed the Agenda Item adding this is the first Paint Grant to be requested and that all requirements have been checked applicant is eligible to receive award.

Agency Member Isom asked about the dollar amount and how much paint the applicant would receive. Mrs. Neuterman explained the Sherwin Wilms will let staff know the actual costs once they were given the address, but that it would not exceed \$1,000.

Agency Member Brown asked about their time frame and Mrs. Neuterman explained they have 30 days to complete the project per the agreement, however, if more time is requested and the agency agrees the grantee can be given more time.

Agency Member Thomas asked about who picked the paint colors and Mrs. Neuterman replied they did and will work with the Paint Company.

Agency Member Isom asked if applicants were first come, first serve and Mrs. Neuterman replied affirmative. Agency Member Isom asked what amount was budgeted and Mrs. Neuterman replied \$5,000 current budget and \$10,000 for year end 2022.

\* **\*MOTION by Agency Member BROWN; SECONDED by Agency Member SMITH** to approval for an application for the agency's Residential Paint Grant Program in an amount not to exceed \$1,000 for the property located at 416 D Street, Cocoa Fl and authorize the City Manager to execute a Residential Paint Program Agreement.

**AYES: ALL**

**MOTION PASSED UNANIMOUSLY (5-0)**

2. Staff is requesting Agency approval for an application for the agency's Residential Paint Grant Program in an amount not to exceed \$1,000 for the property located at 607 Aurora Street, Cocoa Fl and authorize the City Manager to execute a Residential Paint Program Agreement.

Mrs. Neuterman introduced the item stating all requirements have been met and applicant is eligible.

\* **\*MOTION by Agency Member SMITH; SECONDED by Agency Member BROWN** to approval for an application for the agency's Residential Paint Grant Program in an amount not to exceed \$1,000 for the property located at 607 Aurora Street, Cocoa Fl and authorize the City Manager to execute a Residential Paint Program Agreement.

**AYES: ALL**

**MOTION PASSED UNANIMOUSLY (5-0)**

3. Request Agency of the Diamond Square Community Redevelopment Agency's acceptance of the Financial Statement Year Ending 9/30/2020 Independent Auditor's Report.

Mrs. Neuterman reviewed the Agenda Item adding the report stated there were not any outstanding comments, no violations nor were there any issues with financial records. The Report was sent to State for their acceptance per Florida Statutes.

\* **\*MOTION by Agency Member BROWN; SECONDED by Agency Member ISOM** to acceptance of the Financial Statement Year Ending 9/30/2020 Independent Auditor's Report.

**AYES: ALL**

**MOTION PASSED UNANIMOUSLY (5-0)**

VI. **Attorney's Report** – None

VII. **Updates and Staff Report**

Mrs. Neuterman reported the next Diamond Square CRA meeting will be held on September 20 at the Dr. Joe Lee Smith Center adding that flyers were made about the meeting and staff will promote through the City and Social media. Agency Members were given copies of the flyers to distribute.

Mrs. Neuterman told Agency Members the next meeting included:

2022 Proposed Budget Approval Request that will included ANR.

There will be a few paint and beautification grants for approval.

Group Photo will be taken for the DS CRA brochure.

Sylvia asked about the meeting and covid. Mrs. Neuterman explained social distancing, mask and limited seating will be in place and seats spaced accordingly.

Mrs., Neuterman reported summer camp scholarships for the summer for 14 campers and final costs under the \$6,000 approved. Actual costs \$5,304. Great effort on the agency members part to assist to the kids. Agency Member Thomas suggested if one or two or kids could come to board to report. Mrs. Neuterman replied she would try to get one or two.

Agency Member Brown asked is there a better way to advertise for coming meeting? He added, were the signs from Public Works available? Mrs. Neuterman said that she would check on that.

Agency Member Brown also asked for an update on the weVenture grantee. Mrs. Neuterman responded the grantee is a Consultant for small businesses and the contract/agreement was in process. She stated more details will be available at the next meeting. Agency Member Brown

asked if there was a deadline for execution of the agreement. Mrs. Neuterman stated there was not.

Agency Member Brown stated the area by the RR track had been cleaned up however, the area near the Real Estate company had not and how could the city get them to act. Mrs. Neuterman stated she would follow up with Code Enforcement with regard to the businesses.

Mrs. Neuterman discussed the upcoming CRA Conference and that so far it was being held in person. Although, that may change. Mrs. Neuterman stated staff needed their responses by Sept. 20 if they wanted to attend adding, if Staff learns things changed with regard to conference, Agency Members will be notified.

Mrs. Neuterman also reminded members of the Annual Mandatory Ethics Training being offered on October 4 at the County Govt. from 9-1 and requested members to RSVP by letting staff know so that the City Clerk can have them added to the list of attendees.

Mrs. Neuterman also reported on the Rose Garden Apartments and the new management company who is updating the building to include central a/c and heat in the apartments. They have also purchased the building next door to them for apartments and are updating that building providing 40 more units. The Management company has expressed interest in 50-70 feet of the DS property on the other side to use for parking. Mrs. Neuterman will bring a plan to the next meeting with recommendation on their request through an agreement that would require them to provide lighting, fencing for a safer space.

Mrs. Neuterman updated members regarding two grants awarded. The 1<sup>st</sup> a \$50,000 grant from the State of Florida Division of Historical Resources Small Matching Grant for Expansion of Education Displays at the Leon and Jewel Collins Museum of African American History & Culture for historic displays, audio, video, etc. and Staff will work with a contractor in the field to gather and organize this information.

The 2<sup>nd</sup> grant is a Federal Grant, through the National Park Service's African American Civil Rights Grant Program in the amount of \$30,000 to help preserve sites and history related to the African American struggle for equality and get information out about the Civil Rights Case Gilbert v. Board of Public Instruction of Brevard County, Florida regarding unfair wages. Mrs. Neuterman restated staff would work with a consultant for development of educations material, website information etc.

Agency Member Brown asked Staff to follow up with the City Manager as to what the plan is about a director or curator like they did at the Moore Center. He fears so much time is losing a lot of history and the center needs to have someone in place to gather and store information. Mrs. Neuterman replied she would follow up with the City Manager.

Agency Member Thomas stated that would make a lot of families happy and requested to add the names of the people who were the first at different things or positions etc., for example the first African American Police Chief. Mrs. Neuterman explained her fondness for the historical value of the community and the center, adding the consultant would also work with community members to collect data.

Agency Member Thomas, asked about funds for the old Dr. Joe Lee Smith center and Mrs. Neuterman stated she hopes the RFP for youth and senior services at the center will be released soon, however the funds have been carried over to the next year.

Agency Member Smith asked about the we-Venture recipient and what kind of consultant was it. Mrs. Neuterman replied they worked with Small business to grow.

Mrs. Neuterman added Staff will work to get signs for the recipients of the paint and beautification grants advertising the DSCRA.

Agency Member Brown requested a larger map of DS CRA. Mrs. Neuterman replied she is working with GIS to get an 11x17 copy at next meeting.

Agency Member Brown asked if anyone had applied for the Beautification Grant and Mrs. Neuterman replied affirmative and a few applications will be presented at the next meeting.

Agency Member Jones asked about the DS signs and Mrs. Neuterman replied they had all been re-done.

**VIII. Next Meeting Date**

**The next regularly scheduled meeting of the Diamond Square Community Redevelopment Agency will be on Monday, September 20, 2021 at 6 pm at the Dr. Joe Lee Smith Center, 415 Stone Street, Cocoa, Florida, unless a business need arises earlier.**

**IX. Adjournment**

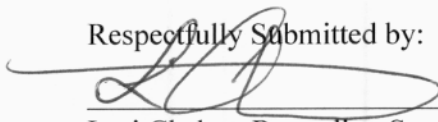
\* **\*MOTION by Agency Member BROWN; SECONDED by Agency Member ISOM to adjourn the meeting.**

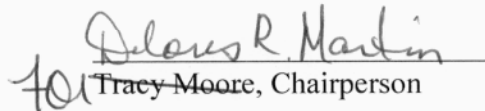
**AYES: ALL**

**MOTION PASSED UNANIMOUSLY (5-0)**

**MEETING WAS ADJOURNED at 6:56 pm.**

Respectfully Submitted by:

  
Lori Chabot, Recording Secretary

  
Tracy Moore, Chairperson