M I N U T E S
COMMUNITY REDEVELOPMENT AGENCY MEETING
CITY OF HOLLY HILL, FLORIDA

March 27, 2007

1. CALL TO ORDER

A. Roll Call

Mayor Via called the meeting to order in the Commission Chambers at City Hall, 1065 Ridgewood Avenue at approximately 7:03 p.m. Attending with Mayor Via were Commissioners John Penny, Gilles Blais, Mark Reed and Traci A. Anderson.

Also attending were City Manager Joe Forte, Finance Director Kurt Swartzlander, Financial Technical Advisor Brenda Gubernator, Public Works Director/City Engineer Chris Hurst, Community Development Director/City Planner Doug Gutierrez, Building Official Tim Harbuck, Community Redevelopment Coordinator Marsha Radulovich, and City Clerk Valerie Manning.

2. AUDIENCE PARTICIPATION

Regarding items not on the agenda.

None.

Mr. Forte asked the Mayor and Commissioners if they could pull Item #8 from the Regular City Commission agenda to this Agency meeting because it would be more appropriate to have it on this agenda.

There was consensus from the City Commission to allow that item to be moved to the Community Redevelopment Agency meeting.

3. RESOLUTION 2007-R-12, CREATING THE POSITION OF A COMMUNITY REDEVELOPMENT AREA (CRA) COMMUNITY SERVICE OFFICER

Mr. Forte ready by short title:

RESOLUTION 2007-R-12

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY, CITY OF HOLLY HILL, FLORIDA, ESTABLISHING THE POSITION OF A CRA COMMUNITY SERVICE OFFICER; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Forte spoke briefly about Code Enforcement in the redevelopment area and mentioned that he had spoken to each of the Commissioners about this position to do Code Enforcement within the CRA. This position would be funded out of the TIF monies and the purpose of this position would be to concentrate on Code Enforcement concerns within the commercial and residential properties within the CRA district. This position would focus strictly within the redevelopment area and not work outside of it. The salary range is from $24,388 to $39,988 which is the same as the other Code Enforcement positions. Mr. Forte mentioned that he thinks this is a move in the right direction to try and get a more positive approach to bringing properties into compliance.

*Commissioner Blais made a motion to **APPROVE** Resolution 2007-R-12, seconded by Commissioner Penny.*

The motion **CARRIED** 5-0 on roll call: Blais – Yes, Penny – Yes, Anderson – Yes, Reed – Yes Mayor Via – Yes

4. (*Item #8*) **RESOLUTION 2007-R-08, COMMUNITY REDEVELOPMENT AREA (CRA) MASTER PLAN AGREEMENT – HERBERT HALBACK, IN., (HHI)**

Mr. Forte ready by short title:

RESOLUTION 2007-R-08

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH HERBERT HALBACK, INC. (HHI) FOR THE DEVELOPMENT OF A MASTER PLAN FOR THE COMMUNITY REDEVELOPMENT AREA (CRA); AND PROVIDING AN EFFECTIVE DATE.

Mr. Forte informed the Mayor and Commissioners that they have a copy of the HHI contract in their packets. The City Attorney, staff members, and I had several comments that had gone back and forth with Ginger Corliss from HHI and they have accommodated all of staff's questions and concerns. There was one thing that was raised today which was Task 4.0 and 5.0 which was left optional. The City Attorney was concerned that the City was paying for maintaining a mailing list and Website control which that was something that the staff could do so I had asked Ms. Corliss to leave it in as optional that if the City wanted to opt out of it we could but if we wanted to keep it in we would and at this point Mr. Forte recommended that the City keep it in because he thinks that is a task that he really doesn't want staff to have to manage; we can let the consultant manage it and keep them in complete control of the project that way there is no separation of the duties. There is a breakdown of all the fees from the sub-consultants that are part of the project team. Should we find that we need to go over these tasks, we fall back to the hourly rates that are within the contract. If we find that we do not need some of these tasks then they will also be reduced accordingly.

*Commissioner Penny made a motion to **APPROVE** Resolution 2007-R-08, seconded by Commissioner Blais.*

Mayor Via opened public participation.

Maureen Monahan, 215 – 5th Street, mentioned that $142,000 is too much money to spend on anything in the City and shared her concerns about the additional fees that HHI could possibly charge after that.

Mayor Via closed public participation.

There was some discussion amongst the Mayor and City Commissioners at this time.

The motion **CARRIED** 5-0 on roll call: Penny – Yes, Blais – Yes, Reed – Yes, Anderson – Yes Mayor Via – Yes

5. ADJOURNMENT

The Agency meeting officially adjourned at approximately 7:20 p.m.

Attest:	City of Holly Hill, Florida
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Valerie Manning City Clerk	Roland D. Via Mayor