



**CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
AGENDA**

**Monday, November 8, 2021 5:30 PM
City Council Chambers**

BOARDMEMBERS

**Nick Williams, Chair
Ken Schwiebert, Vice Chair
Jonathan Lewis, Treasurer
Art Konstantino
Mike Langston**

STAFF

**Laura Jones, CRA Director
Nicole Bouse, Secretary
Kiersten Ballou, City Attorney**

CALL TO ORDER

ROLL CALL

APPROVAL OF PRIOR MINUTES

1. October 11, 2021

CONSENT AGENDA

2. None

TREASURER'S REPORT

3. Finance Report

PUBLIC COMMENTARY

OLD BUSINESS

4. Election of Officers-Elect Treasurer
5. Amendment of By-Laws
6. Walker Architects Block 12 Arcade Update

NEW BUSINESS

7. Heritage Park Presentation - Landmark Landscaping
8. Block 12 Update - City of Williston Utilities
9. Block 12 Update - Walker Associates

10. Chamber of Commerce Winter Wonderland Donation Request

11. Approval of Creative Sign Designs Invoice

STAFF ANNOUNCEMENTS

12. FRA Conference Update

OTHER BUSINESS

ADJOURNMENT

NEXT CRA MEETING DATE

December 13, 2021 at 5:30 PM

Notice:

If a person decided to appeal any decision made by this committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceeding, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Minutes of the CRA meeting may be obtained from the Department of Community Development. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.

**COMMUNITY REDEVELOPMENT AGENCY
MINUTES**

MONDAY October 11, 2021

CALL TO ORDER - 5:30 PM

Board Members

Nick Williams, Chair
Art Konstantino
Mike Langston

Ken Schwiebert -Vice Chair
Jonathan Lewis, Treasurer -Absent
Kiersten Ballou- City Attorney

Staff

Laura Jones, CRA Director
Nicole Bouse, CRA Secretary

APPROVAL OF PRIOR MINUTES

1. July 12, 2021 - Dr. Ken Schwiebert, Vice Chair, motioned to approve/ Mr. Art Konstantino seconded. Motion passed 4-0.
2. August 9, 2021- Dr. Schwiebert motioned to approve/ Mr. Konstantino seconded. Motion passed 4-0.
3. September 13, 2021- Mr. Konstantino motioned to approve with 2 grammar changes (under old business, item #1 “askes” should be “asked”. Also, item #3 last paragraph, “ask” should be “asked”. / Mr. Mike Langston seconded. Motion passed 4-0.

CONSENT AGENDA

4. None

TREASURER’S REPORT

5. **Finance Report-** Ms. Laura Jones explained that this report is the year end report and that they might want to pull it out and keep this. This report shows everything that has been completed the past year. Ms. Jones said that they did a lot less last year due to Covid 19 but they will not lose that money.

PUBLIC COMMENTARY- None

OLD BUSINESS

6. Approve Walker Architects, Inc. Invoice – Mr. Williams asked for clarity on where the Arcade Rehabilitation & Streetscape Concepts Pre-Construction Services fall under. He explained that he is looking at the Oelrich construction invoice that is attached. Ms. Jones explained that that particular invoice is run through Walker Architects, which is part of their construction documents pay item.

Dr. Schwiebert motioned to approve invoice for \$3500 / Mr. Langston seconded. Motion passed 4-0

NEW BUSINESS

7. Election of Officers- Mr. Williams said that there are 4 officers listed and a position that they have not filled in the past which being the Board Secretary. He feels that there isn't a need for one. Ms. Jones explained that their By-Laws state they do not have to have one appointed. City staff is here to be able to record the minutes and maintain the records and meetings. The Board agreed there was not a need to fill the Secretary position.

Discussion came up on the nominations for Treasurer. Due to Mr. Jonathan Lewis-current Treasurer being absent the Board discussed whether they should wait to vote. The Board agreed to wait on the Treasurer position but to move forward with the other nominations for Chair and Vice Chair.

Chairman- Mr. Konstantino motioned for Mr. Williams to continue to be Chairman. Dr. Schwiebert seconded. Motioned passed 4-0.

Vice Chairman- Mr. Konstantino motioned for Dr. Schwiebert to continue to be Vice Chairman. Mr. Langston seconded. Motion passed 4-0.

Treasurer- To be brought back to next meeting.

Secretary- No need to fill position.

Ms. Jones mentioned to the Board to please look at their By-Laws that are attached and to see if there are changes that needed to be made. This particular document has not been updated since 2001.

Mr. Konstantino asked if someone is going to reach out to Mr. Lewis and see if he still wants to serve on the Board. Ms. Jones explained that Mr. Williams and she had sent him a letter a few months ago and that Mr. Lewis did still want to be part of the Board. She just wasn't sure why he could not make it to tonight's meeting.

Mr. Williams wanted to note that we don't have any criteria for excused absences in advanced. Mr. Donald Barber, audience member, mentioned that you could put a

clause in there that it be up to the Board to approve an excused absence. Mr. Williams agreed it was a logical suggestion. Mr. Williams asked the Board if they were wanting to update the By-Laws since it was the beginning of the new terms. Ms. Jones said that anything they would like to change would be reasonable since its been about 20 years since it was last updated. Mr. Williams agreed that it would be worth taking a look at and then brining it back next month. Ms. Jones asked if they had ever changed this before because it stated 7 members but our Muni-Code states 5 now. Mr. Williams replied that, "they had made that change several years ago."

8. Adopt Budget by Resolution- Ms. Jones explained that the budget that had seen was approved on July 12, 2021 and went before City Council for final approval. The only changes that they made was that they increased the Façade Grant to \$50,000 like the CRA wanted. Ms. Jones said that she had spoken to Stephen Bloom about Nicole's salary percentage and they decided to leave it as is due to all of the up-coming projects that she'll be working on through out the year. She also went on to say that they discussed the attorney's fee and that the CRA will not be responsible for those, the City will be taking care of it.

Mr. Williams read the Resolution 2021-66 Adopt Budget for approval.

Dr. Schwiebert motioned to approve. Mr. Langston seconded. Motion passed 4-0.

9. Additional Services Proposal: ASA-01 Early Release Demolition- Ms. Jones explained that Oelrich construction C/O Walker Architects has submitted a proposal for the exploratory demolition of the Block 12 Arcade. When they came out a few weeks ago they couldn't really get a good look as to what lies above the ceiling to see how much damage has been done. This proposal is to be able to get a good look above the tin roof. The scope of work is attached to the agenda. The guarantee maximum amount would be \$7,118.00. This is a cost plus project.

Dr. Schwiebert agreed that this is important and that it needs to be done. Mr. Williams asked if this was planned. Ms. Jones said no that it had come up when they were out there doing a walk-thru a few weeks ago.

Discussion went on regarding asbestos removal and Ms. Jones explained that we should probably hire someone separately to do some surveys before major construction starts.

Dr. Schwiebert motioned to approve invoice for a maximum amount of \$7,118.00. Mr. Konstantino seconded. Motion passed 4-0.

10. Welcome Signs -Mr. Mike Langston acting as a representative for the Chamber of Commerce passed out a proposal for the Welcome to Williston sign that will be located at the north end of Heritage Park. He stated that they were in process of getting the permit package together for the demolition of existing and installation of the new one. He went on to explain that this will be done in phases.

Phase I- Demolition and Installation of the New Welcome to Williston Signage. Chamber is requesting permission to remove shrubbery directly in front of existing signage.

Phase II- Hardscaping- Chamber will, as allowed by FDOT requirements, place retaining block border around base of signage. Chamber will also install solar based up-lighting as well as mulching during this phase. There will be absolutely no cost to the CRA.

Phase III- Landscaping- This phase shall not take place until the spring. University of Florida IFAS Master Gardeners will be assisting. Mr. Langston read an email quote from Ms. Barbara Edmonds- "We will provide practical information on plant selection, design and assist with installation of plant material. I can commit to instruction in efficient gardening practices and principles of Florida-friendly landscaping. This is in line with our educational mission".

Mr. Langston advised the Board that the CRA will not be responsible for Landscaping and that there is zero cost to them. He also explained that the Chamber will be in charge of the maintenance of the flower beds.

Mr. Langston explained that the reason he's coming to the Board is to get permission to be able to remove the shrubbery that's in front of the existing sign. Mr. Barber with the City Utility Department asked, "who will be removing the bushes?" Mr. Langston replied that in the past they were going to request a work order from the City Utility Department to have them removed. Mr. Barber asked how is this going to be paid for to cover the expense of time and equipment? Ms. Jones suggested that the CRA pay for the removal since its part of Heritage Park. The Board agreed.

Discussion went on about the maintenance of the flower beds and if there will be an agreement made. Mr. Langston said that once Phase III comes then they can have a meeting to discuss those details, but it won't be until Springtime. Mr. Williams asked for a cost estimate for the removal. Mr. Barber said that it should not exceed \$1,500.00

Dr. Schwiebert motioned to approve a maximum amount of \$1,500.00 for removal. Mr. Konstantino seconded. Motion passed 3-0.

STAFF ANNOUNCEMENTS- Ms. Bouse explained that she gotten a quote for the Military Dog Statue and attached a picture. She said that the sculpture is priced at \$16,500. Ms. Bouse had spoken with Carolyn Broeck with the Chamber of Commerce to see if it was something that they would like to take on and raise donations for it and she said that they would discuss it at their October 26th meeting.

Mr. Williams stated that if they were to donate that they would need a formal vote on to what amount to donate. Ms. Jones said that we do not have to vote on an amount tonight and we could bring it back after the Chamber's meeting. Dr. Schwiebert mentioned that there were some organizations that they could reach out to that he's sure they wouldn't mind contributing to. He believes this is a nice touch and would like to see it done. Mr. Williams does not want to leave it open ended and would like to be able to contribute to it, whether it be the pedestal or what not. He went on to say that he would like to have a set amount that the CRA would contribute to it. The Board agreed to wait until after the Chamber had their meeting.

Ms. Bouse let Mr. Williams know that he was on the City Council Agenda for Tuesday October 19th to give a CRA update. She also let the Board know that they were signed up for the Ethics Course on November 18th at Folds and Walkers office and if they could not make it to please let her know.

Mr. Konstantino asked Ms. Jones if she knew what was going on with the old building that is falling down on Block 12. He said that he noticed that the wall is starting to shift. Ms. Jones said that she will speak with the architect and have them take a look at it.

Mr. Williams mentioned the expenditure of the \$1500 that was approved for the pedestal for Foolish Pleasure and when thinking about it mentioned that some sort of fencing should be placed around it to keep people off of it.

Ms. Jones let the Board know that the parking lot for Block 12 is going to be split into 2 Bids, underground utilities and then for the paving of the parking lot.

Mr. Langston asked that if CRA could contribute again to the Chamber's "Winter Wonderland Event" last year the CRA contributed \$750. Mr. Williams suggested that we bring it back on the next agenda so they can vote on it. The Board agreed.

OTHER BUSINESS- None

ADJOURNMENT-6:44 PM

NEXT CRA MEETING DATE

November 8, 2021 at 5:30 PM

Nick Williams, Chair

Nicole Bouse, Recording Secretary

NOTICE:

IF A PERSON DECIDED TO APPEAL ANY DECISION MADE BY THIS COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, THEY MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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**CRA FUND
ACTUAL VS BUDGET
100.00 % Yr Complete For Fiscal Year: 2021 / 9**

G/L NO.	DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	VARIANCE	% OF BUDGET
REVENUES					
403-331-200	TAX INCREMENTAL REVENUE - CITY	112,465.00	112,464.00	(1.00)	100.00 %
403-331-300	TAX INCREMENTAL REVENUE - COUNTY	135,225.00	155,720.86	20,495.86	115.16 %
403-361-100	INTEREST INCOME	150.00	129.54	(20.46)	86.36 %
403-384-000	OTHER FINANCING SOURCES	264,408.00	0.00	(264,408.00)	0.00 %
403-385-000	SPECIAL EVENTS	0.00	300.00	300.00	0.00 %
TOTAL REVENUES		512,248.00	268,614.40	(243,633.60)	52.44 %
=====					
EXPENDITURES					
OPERATING & PERSONAL SERVICES					
403-552-010-014	OVERTIME	300.00	131.98	(168.02)	43.99 %
403-552-010-021	PAYROLL TAXES	3,588.00	2,740.57	(847.43)	76.38 %
403-552-010-022	RETIREMENT	1,184.00	410.50	(773.50)	34.67 %
403-552-010-023	LIFE & HEALTH INSURANCE	8,393.00	5,795.02	(2,597.98)	69.05 %
403-552-010-024	WORKER'S COMPENSATION	1,125.00	1,458.48	333.48	129.64 %
403-552-010-112	SALARIES & WAGES	46,608.00	36,240.83	(10,367.17)	77.76 %
403-552-010-113	OTHER SALARIES	0.00	21.25	21.25	0.00 %
403-552-030-031	PROFESSIONAL SERVICES	15,000.00	0.00	(15,000.00)	0.00 %
403-552-030-032	ACCOUNTING AND AUDIT	7,000.00	7,025.90	25.90	100.37 %
403-552-030-036	FINANCIAL SERVICES	16,363.00	16,363.53	0.53	100.00 %
403-552-030-040	TRAVEL AND PER DIEM	3,000.00	0.00	(3,000.00)	0.00 %
403-552-030-042	POSTAGE	200.00	5.80	(194.20)	2.90 %
403-552-030-154	DUES AND SUBSCRIPTIONS	175.00	795.00	620.00	454.29 %
403-552-030-248	ADVERTISING	1,000.00	699.00	(301.00)	69.90 %
403-552-030-254	TRAINING - SCHOOLS & SEMINARS	3,000.00	0.00	(3,000.00)	0.00 %
403-552-030-352	MATERIAL AND SUPPLIES	15,000.00	2,484.79	(12,515.21)	16.57 %
403-552-030-400	SPECIAL EVENTS	3,500.00	1,550.00	(1,950.00)	44.29 %
403-552-080-082	CRA - AID TO PRIVATE ORGANIZATIONS	10,000.00	0.00	(10,000.00)	0.00 %
TOTAL OPERATING & PERSONAL		135,436.00	75,722.65	(59,713.35)	(55.00)%
CAPITAL OUTLAY					
403-552-060-062	CAPITAL OUTLAY - SIDEWALKS	0.00	29,402.96	29,402.96	0.00 %
403-552-060-064	CAPITAL OUTLAY - CONTINGENCY	376,812.00	42,441.39	(334,370.61)	11.26 %
TOTAL CAPITAL OUTLAY		376,812.00	71,844.35	(304,967.65)	(19.00)%
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TOTAL EXPENDITURES		512,248.00	147,567.00	(364,681.00)	(28.00)%
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EXCESS REVENUES OVER/UNDER EXPENDITURES		0.00	121,047.40	121,047.40	0.00 %
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CRA FUND
ACTUAL VS BUDGET
8.33 % Yr Complete For Fiscal Year: 2022 / 10

G/L NO.	DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	VARIANCE	% OF BUDGET
REVENUES					
403-331-200	TAX INCREMENTAL REVENUE - CITY	141,461.65	0.00	(141,461.65)	0.00 %
403-331-300	TAX INCREMENTAL REVENUE - COUNTY	188,615.53	0.00	(188,615.53)	0.00 %
403-361-100	INTEREST INCOME	150.00	0.00	(150.00)	0.00 %
403-384-000	OTHER FINANCING SOURCES	396,277.32	0.00	(396,277.32)	0.00 %
403-385-000	SPECIAL EVENTS	500.00	0.00	(500.00)	0.00 %
TOTAL REVENUES		727,004.50	0.00	(727,004.50)	0.00 %
=====					
EXPENDITURES					
OPERATING & PERSONAL SERVICES					
403-552-010-014	OVERTIME	300.00	0.00	(300.00)	0.00 %
403-552-010-021	PAYROLL TAXES	3,864.62	279.64	(3,584.98)	7.24 %
403-552-010-022	RETIREMENT	974.23	74.54	(899.69)	7.65 %
403-552-010-023	LIFE & HEALTH INSURANCE	11,398.52	948.14	(10,450.38)	8.32 %
403-552-010-024	WORKER'S COMPENSATION	1,376.64	0.00	(1,376.64)	0.00 %
403-552-010-112	SALARIES & WAGES	50,217.90	3,726.98	(46,490.92)	7.42 %
403-552-030-031	PROFESSIONAL SERVICES	15,000.00	0.00	(15,000.00)	0.00 %
403-552-030-032	ACCOUNTING AND AUDIT	6,950.00	0.00	(6,950.00)	0.00 %
403-552-030-036	FINANCIAL SERVICES	8,327.31	693.92	(7,633.39)	8.33 %
403-552-030-040	TRAVEL AND PER DIEM	3,000.00	0.00	(3,000.00)	0.00 %
403-552-030-042	POSTAGE	200.00	0.00	(200.00)	0.00 %
403-552-030-154	DUES AND SUBSCRIPTIONS	175.00	795.00	620.00	454.29 %
403-552-030-248	ADVERTISING	1,000.00	0.00	(1,000.00)	0.00 %
403-552-030-254	TRAINING - SCHOOLS & SEMINARS	3,000.00	0.00	(3,000.00)	0.00 %
403-552-030-352	MATERIAL AND SUPPLIES	15,000.00	0.00	(15,000.00)	0.00 %
403-552-030-400	SPECIAL EVENTS	3,500.00	0.00	(3,500.00)	0.00 %
403-552-080-082	CRA - AID TO PRIVATE ORGANIZATIONS	50,000.00	0.00	(50,000.00)	0.00 %
TOTAL OPERATING & PERSONAL		174,284.22	6,518.22	(167,766.00)	(3.00)%
CAPITAL OUTLAY					
403-552-060-064	CAPITAL OUTLAY - CONTINGENCY	552,720.28	0.00	(552,720.28)	0.00 %
TOTAL CAPITAL OUTLAY		552,720.28	0.00	(552,720.28)	0.00 %
=====					
TOTAL EXPENDITURES		727,004.50	6,518.22	(720,486.28)	0.00 %
=====					
EXCESS REVENUES OVER/UNDER EXPENDITURES		0.00	(6,518.22)	(6,518.22)	0.00 %
=====					

COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM

November 8, 2021

TOPIC: Election of Officers

REQUESTED BY: Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

According to the attached City of Williston By-Laws, Article IV- Agency Officers, 4.1, The Community Redevelopment Agency shall elect a Treasurer. No individual may hold more than one office at the Agency.

Attached please find the By-Laws which detail the duties of the officers.

LEGAL REVIEW: NA

FISCAL IMPACTS: None

RECOMMENDED ACTION:

Ask for nominations for Treasurer. Vote on position.

ATTACHMENTS: City of Williston CRA By-Laws

BY-LAWS OF WILLISTON

COMMUNITY REDEVELOPMENT AGENCY

ARTICLE I - FISCAL YEAR

1.1 The fiscal year of the Williston Community Redevelopment Agency (hereinafter referred to as the Agency) shall be October 1 through September 30.

ARTICLE II - AGENCY COMPOSITION

2.1 Composition of the Agency - The Agency shall be composed of five (5) members appointed by the Williston City Council.

2.2 Purpose and Powers - The purpose and powers of the Agency are set forth in Florida statutes, Chapter 163.

ARTICLE III - AGENCY MEETINGS

3.1 Regular Meetings - The Agency shall hold regular meetings as established by the Agency.

3.2 Special Meetings - Special meetings may be held upon the call of the Chairperson or at the request of at least three members of the Agency. The Secretary of the Agency shall be notified of the call or request and the proposed subject(s) of the meeting shall be specified.

3.3 Workshop Meetings - The Agency may hold workshop meetings periodically, at times and dates to be determined, as necessary.

3.4 Notice of Regular Meetings - Notice of the time and place of regular meetings of the Agency shall be filed with the Clerk of the City of Williston. No additional notice shall be required for regular Agency meetings other than those listed in these By- Laws. Public notice shall be in accordance with the Florida Public Meetings Law.

3.5 Notice of Special Meetings - Notice of the time and place of special meetings of the Agency shall be posted at Williston City Hall in accordance with the Florida Public Meetings Law.

3.6 Missed Meetings - Agency members shall, forfeit their position after missing three (3) consecutive regularly scheduled meetings without an approved excuse.

3.7 Quorum and Voting - Requirements for establishing a quorum and for voting shall be as defined in Florida Statutes, Chapter 163, Part III.

3.8 Consent Agenda - The Chairperson may place on a Consent Agenda any matters requiring Agency action which the Chairperson believes does not require formal presentation before the Agency. The members of the Agency shall be provided by the Chairperson, as part of the Agenda package, documentation and recommendations for action with respect to the items contained in the Consent Agenda, at least seventy-two (72) hours prior to meeting. Prior to taking action on the Consent Agenda, any member of the Agency may cause, by individual request, any or all items on the Consent Agenda to be moved to either "Old Business" or "New Business" on the Order of Business. After the Chairperson has presented the Consent Agenda and any items have been moved to "Old Business" or "New Business", the Agency shall take action on any remaining items on the Consent Agenda by a single motion on the entirety of the remaining items contained in the Consent Agenda.

3.9 Order of Business - The Order of Business at Regular Agency Meetings shall be as follows:

- Call to Order
- Roll Call
- Approval of Prior Minutes
- Consent Agenda
- Treasurer's Report
- Public Commentary
- Old Business
- New Business
- Other Business
- Adjournment

3.10 Location of Meetings - The Agency shall meet at Williston City Hall or such other appropriate place as specified in a Notice of Meeting.

ARTICLE IV – AGENCY OFFICERS

4.1 Agency Officers - The Community Redevelopment Agency shall elect a Chairperson and Co-Chairperson annually and at their discretion may elect a Secretary and Treasurer. No individual may hold more than one office on the Agency.

4.2 Chairperson - The Chairperson shall preside at all meetings of the Agency and perform such other duties as may be required by the Agency. The Chairperson shall have one vote in the proceedings of the Agency, but no veto authority. The Chairperson shall be considered the official head of the Agency and shall execute in the name of the Agency any legal documents which are properly approved by the Agency (and the City Council, if required), provided that such action is pursuant to the powers of the Agency as provided in Chapter 163, Part III, Florida Statutes.

4.3 Co-Chairperson - The Co-Chairperson, in the absence of the Chairperson, shall have the authority to exercise any of the powers and duties of the Chairperson. The Co-Chairperson shall also assist the Chairperson generally and perform such other duties as may be required

by the Agency. The Co-Chairperson shall be the liaison between the Community Redevelopment Agency and the City Council and Finance Director.

4.4 Secretary - The Secretary shall see that the minutes are record and maintained of all proceedings of the Agency. The Secretary shall prepare and serve all notices required by these By-Laws and by the State of Florida. The Secretary, in conjunction with the Chairperson, shall execute any legal documents which may be approved by the Agency. The Secretary shall also perform any other duties that may be required by the Agency.

4.5 Treasurer - The Treasurer shall maintain financial records on behalf of the agency and serve as the liaison between the City of Williston Financial Director and the Agency. All funds shall be held, controlled and dispersed by the City of Williston. The Treasurer shall also perform any other duties that may be required by the Agency,

4.6 Agency Member Vacancies - Should any member of the Agency be removed as an officer (pursuant to Florida Statutes, Chapter 163), fail to be re-appointed by the City Council, resign from his or her seat or a member's seat becomes available for any other reason, the City Council shall appoint a new member, who shall replace the former member. In the event that the vacated position was that of an officer, the procedure as set forth in section 4.1 shall apply.

4.7 Election of Officers - The officers shall be elected by the members of the Agency annually, at the first meeting of the Fiscal Year, except when necessary as outlined in Section 4.6 and approved by the governing body of the municipality.

4.8 Term of Office - Officers of the Agency shall retain office from the date of appointment or election until the following annual election.

ARTICLE V - AMENDMENT OF THE BY-LAWS

5.1 Notice - Notice of the subject matter of a proposed amendment shall be included in the notice of any meeting at which the proposed amendment is to be considered.

5.2 Proposal of Amendment - Any agency may propose an amendment to these By-Laws by written proposal. The proposed amendment must be provided to all other members and shall be considered at the next regular or special meeting of the Agency. A proposed amendment must receive a 3/5 vote of the members present to pass. To be effective a proposed amendment must be approved by the City Council.

Updated By-laws approved: September 7, 2010 (Resolution 2010-09)

COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM

November 8, 2021

TOPIC: Amendment of By-Laws

REQUESTED BY: Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

CRA By-Laws were updated in 2010. The Board requested a review and update.

LEGAL REVIEW: NA

FISCAL IMPACTS: None

RECOMMENDED ACTION:

Make recommendations on amendments and staff will bring back as a resolution to December meeting.

ATTACHMENTS: City of Williston CRA By-Laws

BY-LAWS OF WILLISTON

COMMUNITY REDEVELOPMENT AGENCY

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3.6 Missed Meetings - Agency members shall, forfeit their position after missing three (3) consecutive regularly scheduled meetings without an approved excuse.

3.7 Quorum and Voting - Requirements for establishing a quorum and for voting shall be as defined in Florida Statutes, Chapter 163, Part III.

3.8 Consent Agenda - The ~~Chairperson~~ **Chairman** may place on a Consent Agenda any matters requiring Agency action which the ~~Chairperson~~ believes does not require formal presentation before the Agency. The members of the Agency shall be provided by the ~~Chairperson~~ **Chairman**, as part of the Agenda package, documentation and recommendations for action with respect to the items contained in the Consent Agenda, at least seventy-two (72) hours prior to meeting. Prior to taking action on the Consent Agenda, any member of the Agency may cause, by individual request, any or all items on the Consent Agenda to be moved to either "Old Business" or "New Business" on the Order of Business. After the ~~Chairperson~~ has presented the Consent Agenda and any items have been moved to "Old Business" or "New Business", the Agency shall take action on any remaining items on the Consent Agenda by a single motion on the entirety of the remaining items contained in the Consent Agenda.

3.9 Order of Business - The Order of Business at Regular Agency Meetings shall be as follows:

Call to Order
Roll Call
Approval of Prior Minutes
Consent Agenda
Treasurer's Report
Public Commentary
Old Business
New Business
Other Business
Adjournment

3.10 Location of Meetings - The Agency shall meet at Williston City Hall or such other appropriate place as specified in a Notice of Meeting.

ARTICLE IV – AGENCY OFFICERS

4.1 Agency Officers - The Community Redevelopment Agency shall elect a ~~Chairperson~~ **Chairman** and ~~Co-Chairperson~~ **Vice-Chairman** annually and at their discretion may elect a Secretary and Treasurer. No individual may hold more than one office on the Agency.

4.2 ~~Chairperson~~ **Chairman** - The ~~Chairperson~~ **Chairman** shall preside at all meetings of the Agency and perform such other duties as may be required by the Agency. The ~~Chairperson~~ **Chairman** shall have one vote in the proceedings of the Agency, but no veto authority. The ~~Chairperson~~ **Chairman** shall be considered the official head of the Agency and shall execute in the name of the Agency any legal documents which are properly approved by the Agency (and the City Council, if required), provided that such action is pursuant to the powers of the Agency as provided in Chapter 163, Part III, Florida Statutes.

4.3 ~~Co-Chairperson~~ **Vice-Chairman** - The ~~Co-Chairperson~~ **Vice-Chairman**, in the absence of the ~~Chairperson~~ **Chairman**, shall have the authority to exercise any of the powers and duties of the ~~Chairperson~~ **Chairman**. The ~~Co-Chairperson~~ **Vice-Chairman** shall also assist the

~~Chairperson~~ **Chairman** generally and perform such other duties as may be required by the Agency. The ~~Co-Chairperson~~ **Vice-Chairman** shall be the liaison between the Community Redevelopment Agency and the City Council and Finance Director.

4.4 Secretary - The Secretary shall see that the minutes are record and maintained of all proceedings of the Agency. The Secretary shall prepare and serve all notices required by these By-Laws and by the State of Florida. The Secretary, in conjunction with the **Chairman** ~~Chairperson~~, shall execute any legal documents which may be approved by the Agency. The Secretary shall also perform any other duties that may be required by the Agency.

4.5 Treasurer - The Treasurer shall ~~maintain financial records on behalf of the agency and~~ serve as the liaison between the City of Williston's **Chief Financial Director Officer** and the Agency. All funds shall be held, controlled and dispersed by the City of Williston. **The Treasurer will work with the City's Chief Financial Officer on the CRA's Administration Budget and make financial information available to Board members as needed.** The Treasurer shall also perform any other duties that may be required by the Agency.

4.6 Agency Member Vacancies - Should any member of the Agency be removed as an officer (pursuant to Florida Statutes, Chapter 163), fail to be re-appointed by the City Council, resign from his or her seat or a member's seat becomes available for any other reason, the City Council shall appoint a new member, who shall replace the former member. In the event that the vacated position was that of an officer, the procedure as set forth in section 4.1 shall apply.

4.7 Election of Officers - The officers shall be elected by the members of the Agency annually, at the first meeting of the Fiscal Year, except when necessary as outlined in Section 4.6 and approved by the governing body of the municipality.

4.8 Term of Office - Officers of the Agency shall retain office from the date of appointment or election until the following annual election.

ARTICLE V - AMENDMENT OF THE BY-LAWS

5.1 Notice - Notice of the subject matter of a proposed amendment shall be included in the notice of any meeting at which the proposed amendment is to be considered.

5.2 Proposal of Amendment - Any agency may propose an amendment to these By-Laws by written proposal. The proposed amendment must be provided to all other members and shall be considered at the next regular or special meeting of the Agency. A proposed amendment must receive a 3/5 vote of the members present to pass. To be effective a proposed amendment must be approved by the City Council.

Updated By-laws approved: ~~September 7, 2010 (Resolution 2010-09)~~

COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM

November 8, 2021

TOPIC: Williston Chamber of Commerce Request for Donation

REQUESTED BY: Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

The Williston Chamber of Commerce Winter Wonderland Event is December 4, 2021 in Heritage Park. The Chamber is requesting a \$750 donation to the event from the CRA. In 2020, the CRA donated \$750.

LEGAL REVIEW: NA

FISCAL IMPACTS: \$750.00

RECOMMENDED ACTION:

Vote on donation to Winter Wonderland Event.

ATTACHMENTS: None

COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM

November 8, 2021

TOPIC: Creative Sign Designs Invoice Approval

REQUESTED BY: Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

This is a partial payment for the construction of the poles and blades. One more payment will be requested after installation.

LEGAL REVIEW: NA

FISCAL IMPACTS: \$6,005.50

RECOMMENDED ACTION:

Vote on invoice approval.

ATTACHMENTS: Creative Sign Designs Invoice #2100833



CONSULT. DESIGN. FABRICATE. INSTALL.

REMIT PAYMENT TO:

P.O. Box 17299 Clearwater, FL 33762-0299
 payments@CreativeSignDesigns.com
 For Billing Questions Call 813-749-2450

INVOICE

Invoice #: 21000833
Invoice Date: 10/26/21
Customer #: 7445
Page: 1 of 1
AP Contact: [APCONTACT]
AP Email: [APEMAIL]

BILL TO:	JOB LOCATION:
CITY OF WILLISTON 50 NW MAIN ST WILLISTON FL 32696	CITY OF WILLISTON 50 NW MAIN ST WILLISTON FL 32696

ORDERED BY	PO NUMBER	SALESPERSON	SHIP VIA	ORDER DATE	PAYMENT TERMS	DUE DATE
		CM		05/17/21	50% DOWN PAYMENT- NET30	11/10/21

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
20	QUOTE #202113C Custom Wayfinding sign assemblies. Includes the following: (20) 3" fluted posts, 15' long. (20) B-3 finial, (20) SB-33 bases.	383.00	7,660.00
25	QUOTE #202113C1 Custom Wayfinding blades: (25) 12" tall x 38" long blades with oval ends and mounting brackets. Double-sided. Content supplied by customer.	211.00	5,275.00
1	QUOTE #202113D General Conditions: Project coordination, design, shop drawings, mobilizations and delivery	1,356.00	1,356.00
		SUB TOTAL	14,291.00

LESS PRE-PAYMENTS:	-8,285.50
PLEASE PAY THIS AMOUNT:	\$6,005.50