



**CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
AGENDA**

**Monday, July 11, 2022 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. June 13, 2022

CONSENT AGENDA

2. None

TREASURER'S REPORT

3. Finance Report

PUBLIC COMMENTARY

OLD BUSINESS

4. Contract for Block 12 Streetscape, Arcade and Façade

NEW BUSINESS

5. None

STAFF ANNOUNCEMENTS

OTHER BUSINESS

ADJOURNMENT

NEXT CRA MEETING DATE

August 8, 2022 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.



**CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
MINUTES**

**Monday, June 13, 2022 5:30 PM
City Council Chambers**

BOARDMEMBERS

**Nick Williams, Chair
Ken Schwiebert, Vice Chair
Jonathan Lewis, Treasurer -Unexcused Absence
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. May 9,2022- Dr. Kenneth Schwiebert moved to accept the minutes. Mr. Art Konstantino seconded. Motion passed 3-0.

CONSENT AGENDA

2. None

TREASURER’S REPORT

3. Finance Report - Ms. Laura Jones went over the current report and explained that everything is still on track and that the overall operating expenses were about 34%

PUBLIC COMMENTARY- None

OLD BUSINESS

4. Creative Sign Designs Invoice \$ 2,280
Mr. Art Konstantino moved to approved Creative Sign Designs invoice in the amount of \$2,280. Dr. Schwiebert seconded. Motion passed 3-0.
5. Landmark Landscaping & Design Invoice-\$10,000
Dr. Schwiebert moved to approved Landmark Landscaping & Design invoice in the amount of \$10,000. Mr. Konstantino seconded. Motion passed 3-0.

6. Time Capsule Update – Jonathan Lewis, Absent-Tabled

7. Alachua Environmental Services, Inc. Invoice- \$2,285

Mr. Art Konstantino moved to approved Alachua Environmental Services, Inc. invoice in the amount of \$2,285. Dr. Schwiebert seconded. Motion passed 3-0.

8. Wayfinding Signs Update- Ms. Bouse gave an update on the signs and explained that the newest sign up was Joyce Bullock Elementary School and that the signs were in process of being ready for pick up and Installation.

9. Block 12 Construction Update- Ms. Jones gave the Board a brief update and timeline of the progress that has started on the Block 12 and asked the Board about a Mural being done inside the Arcade Hallway.

There were a few discussions on how and what it should be of and Mr. Nick Williams -Chair asked Ms. Jones to see if Walker Architects can reach out to some local artists and see what their vision of the City would be and submit proposals.

Ms. Jones said that she would reach out to Walker Architects and bring it back with their suggestions.

Ms. Jones explained that the City Attorneys-Folds and Walker are still working on executing the contract and that Ms. Kiersten Ballou -City Attorney has been working with Mr. Matt Marino - Oelrich Construction on what type of form that it needed to be on, an AIA or EJCDC. Ms. Ballou stated that she is more familiar with the EJCDC form and that if Oelrich decided to submit the AIA document, then Ms. Ballou's office would need to purchase that program which could incur a cost of \$80-\$100. Ms. Ballou asked the Board if they would be ok with that purchase if it came down to it. The Board agreed that the amount for the program would be fine.

10. Music in the Park Update- Ms. Bouse let the Board know that the Chamber of Commerce is handling all of the coordination of the bands and food trucks, as well as helping with set up and tear down the day of the event. The total amount that the CRA would be contributing would be \$1600 for the Musicians and some advertising.

The Board agreed to fund the Musicians but not pay for the advertising.

Dr. Schwiebert moved to approved \$1600 for the Music in the Park Event. Mr. Konstantino seconded. Motion passed 3-0.

NEW BUSINESS

11. Façade Grant Application- Hitchcock's and Sons- Ms. Jones said that she received an application for a new free standing sign from Hitchcock's to replace the old one in the parking lot.

The Board discussed and denied the application.

The Board feels like the Façade Grant should be used to enhance the appearance of depilated buildings and not a parking lot sign.

Mr. Konstantino moved to deny the Façade Grant application from Hitchcock's & Sons. Dr. Schwiebert seconded.

STAFF ANNOUNCEMENTS - Ms. Jones asked what the Board what they would like to do regarding Mr. Jonathan Lewis. Mr. Williams asked what the policy was changed to as he did not have his binder present. Ms. Jones said that the Board had changed it to 3 missed absences in a calendar year and that this would be the third one with no notification to the staff or the Chair.

The Board agreed to have a letter sent to Mr. Lewis asking if there was a valid reason for missing another meeting and let him know that this is his third meeting missed.

Ms. Jones said that she will send one.

OTHER BUSINESS- NONE

ADJOURNMENT-6:48 pm

NEXT CRA MEETING DATE

July 11, 2022 at 5:30 PM

Nick Williams, Chair

Nicole Bouse, Recording Secretary

Notice

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CRA FUND
ACTUAL VS BUDGET
75.00 % Yr Complete For Fiscal Year: 2022 / 6

G/L NO.	DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	VARIANCE	% OF BUDGET
REVENUES					
403-331-200	TAX INCREMENTAL REVENUE - CITY	141,461.65	94,308.00	(47,153.65)	66.67 %
403-331-300	TAX INCREMENTAL REVENUE - COUNTY	188,615.53	188,615.53	0.00	100.00 %
403-360-100	MISC INCOME	0.00	1,385.00	1,385.00	0.00 %
403-361-100	INTEREST INCOME	150.00	31.03	(118.97)	20.69 %
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	284,339.56	(442,664.94)	39.11 %
EXPENDITURES					
OPERATING & PERSONAL SERVICES					
403-552-010-014	OVERTIME	300.00	68.40	(231.60)	22.80 %
403-552-010-021	PAYROLL TAXES	3,864.62	2,807.44	(1,057.18)	72.64 %
403-552-010-022	RETIREMENT	974.23	718.71	(255.52)	73.77 %
403-552-010-023	LIFE & HEALTH INSURANCE	11,398.52	9,007.34	(2,391.18)	79.02 %
403-552-010-024	WORKER'S COMPENSATION	1,376.64	1,021.28	(355.36)	74.19 %
403-552-010-112	SALARIES & WAGES	50,217.90	37,537.57	(12,680.33)	74.75 %
403-552-010-113	OTHER SALARIES	0.00	27.50	27.50	0.00 %
403-552-030-031	PROFESSIONAL SERVICES	15,000.00	3,911.00	(11,089.00)	26.07 %
403-552-030-032	ACCOUNTING AND AUDIT	6,950.00	685.12	(6,264.88)	9.86 %
403-552-030-036	FINANCIAL SERVICES	8,327.31	4,857.44	(3,469.87)	58.33 %
403-552-030-040	TRAVEL AND PER DIEM	3,000.00	326.84	(2,673.16)	10.89 %
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	300.00	(700.00)	30.00 %
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	182.44	(14,817.56)	1.22 %
403-552-030-400	SPECIAL EVENTS	3,500.00	300.00	(3,200.00)	8.57 %
403-552-080-082	CRA - AID TO PRIVATE ORGANIZATIONS	50,000.00	750.00	(49,250.00)	1.50 %
TOTAL OPERATING & PERSONAL		174,284.22	63,296.08	(110,988.14)	(36.00)%
CAPITAL OUTLAY					
403-552-060-062	CAPITAL OUTLAY - SIDEWALKS	0.00	2,280.00	2,280.00	0.00 %
403-552-060-064	CAPITAL OUTLAY - CONTINGENCY	552,720.28	54,928.70	(497,791.58)	9.94 %
TOTAL CAPITAL OUTLAY		552,720.28	57,208.70	(495,511.58)	(10.00)%
TOTAL EXPENDITURES		727,004.50	120,504.78	(606,499.72)	(16.00)%
EXCESS REVENUES OVER/UNDER EXPENDITURES		0.00	163,834.78	163,834.78	0.00 %

CRA FUND
ACTUAL VS BUDGET
75.00 % Yr Complete For Fiscal Year: 2022 / 6

	G/L NO.	DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	VARIANCE	% OF BUDGET	
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Date: July 11, 2022

CRA AGENDA ITEM

TOPIC: City of Williston CRA and Oelrich Construction Inc. Contract for Construction Services at Block 12 (Arcade, Façade, Block "O")

LEGAL REVIEW: Complete

RECOMMENDED ACTION: Approve

ATTACHMENTS: Contract

CRA BOARD ACTION: Approved

Yes__

No__