

MINUTES
REGULAR MEETING
CHARLOTTE HARBOR
COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE
Wednesday, October 29, 2008 – 10:30 a.m.
SunTrust Bank Building, 2nd Floor Conference Room
18501 Murdock Circle, Port Charlotte, FL 33948

Members Present

James Herston, *Chairman*
Michael Haymans, *Vice Chairman*
Grace Amodeo, *Secretary*
Evelyn Loeffler
David Schmidt
Charlotte Ventola

Members Absent

Nathaniel Cooley

Staff Present

Commissioner Richard Loftus
Debrah Forester, Redevelopment Manager
Seann Smith, Planner II
Kathy M. Knee, Recorder
Kelly Slaughter, Public Works
Jeff Pearson, Teri Kesner, Deb Smith, Ruta Vardys, CCU
David Milligan, Joanne Larson, Parks & Rec
Karen Benak, Paralegal, Charlotte County Attorney's Office

Guests

Mitchell Austin, City of Punta Gorda Urban Design
Candace Wehbe, resident

I. Call to Order

Chairman Herston called the October 29, 2008 meeting of the Charlotte Harbor Community Redevelopment Agency Advisory Committee to order at 10:32 a.m. in the 2nd Floor Conference Room of the SunTrust Bank Building.

II. Pledge of Allegiance

Chairman Herston led the members and the audience in reciting the Pledge of Allegiance.

III. Roll Call/Determination of Quorum

Roll call was taken; Secretary Grace Amodeo confirmed a quorum was present.

IV. Additions/Deletions

- Vice Chair Michael Haymans requested that Hands Across the Harbor Meeting Update be added under Old Business.
- Jim Herston noted that the welcoming of Nathaniel Cooley be at next month's meeting as Mr. Cooley was unable to attend today.

V. Approval of Minutes

Evelyn Loeffler requested an addition be made to the Minutes of September 25, 2008 to include her request that Commissioner Loftus ask the BCC to find funds to open and staff two buildings, one for homeless men and one for women and children in need of assistance. Grace Amodeo noted that the Minutes are a summary of the meeting and Minutes should remain as written. **A motion was then presented by Jim Herston and seconded by Michael Haymans to amend the Minutes of September 25, 2008 at Member Comments to read: ...and requested that Commissioner Loftus ask the BCC to fund and staff the two existing buildings, one for homeless men and one for endangered women and children. VOTE: 3 for; 2 (Grace Amodeo and Charlotte Ventola) against. Motion passed.**

VI. Commissioner Comments - None.

VII. Public Comments – None.

VIII. Development Review Report – Jim Herston reported there were no requests for review.

IX. Old Business

Bridge Banners Update – Debrah Forester handed out a schedule of estimated costs for the maintenance of banners. Ms. Forester gave a brief history of the banners and indicated that after a recent review staff has developed the estimated budget with the following recommends for the CRA Advisory Committee to consider:

- Advisory Committee would allocate \$6,000 for the replacement, assessment and maintenance of the banners.
- Banners should be taken down at the first named storm or the beginning of hurricane season and replaced at the end of the season.
- Banners should be custom-made to be consistent with the spacing of the banner arms used because the arms are not adjustable.
- Allow Event Center organizers/sponsors the opportunity to place flags up for their event at their cost to create a revenue source.

Discussion followed and included:

- Both the Charlotte Harbor and Punta Gorda CRAs should be splitting the costs evenly for all banner expenses – may need new/revised interlocal agreement.
- Banner material and brackets issues.
- Do away with a flexible banner and consider a fixed sign instead.
- Remove the banners from the bridge and use banners at the end of each bridge.
- Invite FDOT to meeting to discuss design and material for the banners
- Discuss options with Punta Gorda CRA members

A motion was presented by Michael Haymans and seconded by David Schmidt to table any decisions about the bridge banners at this time. Motion carried unanimously.

Michael Haymans suggested that we allow CCU to do their presentation at this time. Committee agreed and it was further suggested the Parks & Rec presentation immediately follow CCU.

NEW BUSINESS:

CCU – Mandatory Sewer Hookups - Jeff Pearson mentioned that Debrah Forester gave him a list of questions that he will address.

- What is current assessment and what does it cover? Several CCU staff members offered information and figures. Deb Smith, CCU Financial Manager, noted there was no change in MSBU assessment from the last tax bill, which is \$199.82. After the project is finished, there will be a final review of the total costs and changes to the MSBU rate may be made,
- How are rates determined? Basically there is a resolution that allows for billing method. Assessment methodology based on land use and zoning. Ruta Vardys noted that many assessments are done on an individual basis. CCU works with customers and in some instances EDUs were reduced. The Resolution was briefly reviewed and discussed.
- What are anticipated charges? Depends on gallonage used along with various fees. Engineering calculations spreadsheet is used as a guide. New growth pays for new growth.
- Hookups vs. Non-Hookups? Mr. Pearson reviewed the number of hook ups but reported that CCU is still narrowing down number of non-hookups. Base facility charges are billed to people who have not hooked up and a lien could be placed on property. Michael Haymans mentioned 5 year statute of limitation on this lien and CCU should look into that with County Attorney's Office.
- Applicants for Connection Fee Grant? One application received.

CCU Staff will send a copy of the Resolution as well as Greeley and Hanson Engineering spreadsheet to Debrah Forester and both will be forwarded to Advisory Committee members. Grant monies for connection fees are paid thru TIF funds and criteria for grant can be addressed; this will be put on the February agenda once the project is finished and final costs are identified.

Parks & Recreation – Pier Lighting, Staffing – A handout was distributed to members entitled Fishing Pier Lighting Selection Criteria. David Milligan, PRCR, Project Manager, reviewed the criteria for selection and explained that the main purpose for the lighting is visibility. A picture of

the suggested fixture was included – it would be painted black to be conducive with environment. The option of solar lighting was discussed.

A motion was presented by Michael Haymans and seconded by David Schmidt to accept the lighting proposal and to go forward to secure requests for bids. Motion carried unanimously. Jim Herston requested that the Chair and Vice Chair review final contract.

Joanne Larson, Recreation Manager, offered information on the following:

- Staffing: a job description sheet for the newly approved Recreation Coordinator position was distributed. When hired the coordinator would perform 20 hours of work per week at Bayshore Live Oak Park to satisfy request of Advisory Committee and another 20 hours per week will be for other Parks & Recreation duties. Salary shared with CRAAC and County. \$28,784 allocated for this position.
- Activities: November 14 free event – movie in the park; poster distributed.

Discussion on future activities that might be held in park followed. Budget concerns were voiced but Debrah Forester said \$36,000 is available for interest earned in 2008 that has not been allocated.

A short break was taken and at 12.31 p.m. Jim Herston resumed the meeting, picking up on Old Business:

Sign Grant Language Update – Debrah Forester handed out a monument sign diagram which contained labeling to help clarify requirements instead of changing language in the sign grant application. Jim Herston had a few labeling suggestions which he will give to Ms. Forester. Consensus of Advisory Committee was to incorporate the diagram into the sign grant application.

Charlotte Harbor Welcome Sign Update – Kelly Slaughter reported the lighting has been installed but electrical connection is needed, which will cost about \$4,000; \$2,000 represents cost to go underground. The landscape will be completed once electrical work is done.

A motion was presented by Michael Haymans and seconded by David Schmidt to approve the payment of \$4,000 and install electric for lighting Welcome Sign. Motion carried unanimously.

Grace Amodeo asked who will be responsible for water and electric bills going forward. Kelly Slaughter advised that Public Works is currently researching this matter and will report back to the Committee.

FY 09 Southwest Florida Management District Grant Award – Debrah Forester reported that confirmation has been received for the continuation of Southwest Florida Management District Watershed Master Plan – \$125,000 for design and best practices. Consultants will present there findings to this Committee in the future.

Rules of Procedures – Derek Rooney had updated the Rules of Procedure and a copy was distributed by email and at this meeting.

A motion was presented by Michael Haymans and seconded by David Schmidt to approve the Rules of Procedures with the following revisions:

- **Article II, Section 3 should read: “Any member who qualifies as a Candidate in a General Election for any County Commission office shall resign.”**
- **Do not use the acronym CRAAC anymore.**
- **Article VIII, Section 1, last sentence: remove the words “as provided”.**
- **Article X, Section 1, last sentence should read: “The staff secretary shall forward the minutes to the Board of County Commissioners to be placed on the next Board of County Commissioners’ regular agenda.” Motion carried unanimously.**

Hands Across the Harbor – Michael Haymans distributed draft budget for Hands Across the Harbor event scheduled for January 24, 2009. Event will be bicycle ride and 5K race for runners and walkers. Zoomers will handle the race and biking event for \$1000, including registration and timing; Zoomers does contribute to a Zoomers scholarship fund from money that is raised by the organization. Bikes will start at 8 a.m., runners at 8:15 and walkers at 8:20 – all should be finished by 11 a.m. Public Works will handle traffic control – one lane south bound bridge; road closure will be from 8 – 11 a.m. as needed, a cost estimate is still needed from that department. There may be bike registration, community policing program, bike and park community safety events at Bayshore Park following the run/walk. Punta Gorda CRA will be asked to share event expenses. On November 7 a Resolution will go before the City Council for road closure and on November 12 it is scheduled for the BCC meeting. Volunteers and sponsors are needed. Sponsors will have their name of the t-shirts. List of Charlotte Harbor businesses will be updated so sponsorship requests can be sent. Registration form should be available by November 8 at the Lashley Park Run. Joanne Larson will work with Debrah Forester on insurance issues. Water for this event will be donated by the City of Punta Gorda.

A motion was presented by Jim Herston and seconded by Charlotte Ventola to approve draft budget for Hands Across the Harbor. Motion carried unanimously.

X. **New Business** – was discussed above.

XI. **Correspondence/Communications** – none

XII. **Public Comments**

Public Comment – Candace Wehbe thanked the Committee for the work they are doing in Charlotte Harbor and noted the following:

- The expense to the public for the sewer system seems to have been reduced, and she suggests that there be a reduction in the up front costs to owners.
- A discount incentive should be offered for those who hook up quickly.
- Children's activities and play park activities should be planned.
- She heard that \$1M of Charlotte Harbor money was being used for Murdock Village. Debrah Forester stated that this information was not correct.

XIII. **Staff Comments** - Debrah Forester announced that the TIF allocation this year is approximately \$700,000; the increase is due to new commercial development being placed on the tax rolls. Ms. Forester suggested that the Advisory Committee review the work plan for next year during a special meeting in January. Ms. Forester mentioned that projects that the Advisory Committee may want to consider in the next work plan might include the acquisition of land at the foot of west side bridge and the piece of property next to Chester Roberts Park. Once a draft work plan is available a Joint Meeting with the BCC could be held to discuss the draft Work Plan. Ten proposals were submitted for the Gateway Urban Design RFP. Kimley-Horne ranked highest and their proposal will be presented to the BCC on November 12 to request direction to begin negotiating a contract.

XIV. **Attorney Comments** - Attorney Derek Rooney was not in attendance.

XV. **Member Comments**

Michael Haymans agreed that the review of the Work Plan is a good idea but thought the Work Plan could be discussed at the regular January meeting. He suggested the postponement of putting other items on the January Agenda as best possible so that the focus could be the Work Plan. Mr. Haymans reminded the Committee that during the acquisition of the property on the west side bridge, the current property owner was compensated for loss of access. Mr. Haymans suggested a letter writing campaign to the administrator showing support of the purchase of this property which is key for the Riverwalk area and stated that eminent domain could be considered since the property would be purely for public use.

XVI. **Next Meeting**

The next regular meeting of the Charlotte Harbor Community Redevelopment Agency Advisory Committee will be held on **Thursday, November 20, 2008 at 10 a.m. in Room 119 of the Charlotte County Administration Center.**

XVII. Adjournment

There being no further business, the meeting **ADJOURNED** at 1:24 p.m.

Respectfully submitted,

Kathy M. Knee, Recorder

/kmk

Approved: _____