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If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting, that person will need a record of the proceedings, and that, for such purpose, the person 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.

REGULAR MEETING MINUTES
Thursday, June 22, 2017, 5:30 p.m.
Commission Chambers at City Hall
Delray Beach, FL 33444

STAFF PRESENT:

Jeff Costello	Kevin Matthews	Rob Massi	Candi Jefferson
Thuy Shutt	Renee Roberts	David Tolces	
Joan Goodrich	Kristyn Cox	Krista Walker	
Elizabeth Burrows	D. J. Lee	Jill Brown	

OTHERS PRESENT:

Jane Smith	Merline St. Louis	Peter Arts	Bill Branning
Annette Gray	Sandy Zeller	Morris Carstarphen	

1. Call to Order

Chairman Cox called the meeting to order at 5:30.

2. Roll Call

Present: Reggie Cox, Joe Bernadel, Cathy Balestriere, Herman Stevens, Daniel Rose, Dedrick Straghn, Paul Zacks

Absent: None

3. Approval of Agenda

Executive Director Jeff Costello requested that Item 10F be pulled from the Agenda. Mr. Bernadel made a motion to approve the Agenda as amended which was seconded by Mr. Zacks and passed unanimously.

4. Approval of the Minutes

A. Minutes of June 8th Board Meeting

Mr. Zacks made a motion to approve the Minutes of the June 8th Board Meeting which was seconded by Mr. Bernadel and passed unanimously.

5. Public Comments on Non-Agenda and Consent Agenda Items - None

6. P&Z - None

7. Reports/Presentations

A. Presentation of Plaques for outgoing Board Members Herman Stevens, Joe Bernadel, Paul Zacks

Board Chairman Reggie Cox presented the plaques to each of the outgoing Board members and thanked them for their commitment, dedication and service.

8. Consent Agenda

A. Clean & Safe Report, April, 2017

B. Resolution No. 2017-09 Termination of Purchase Agreement – 234 SW 14th Avenue (Jenkins)

Mr. Zacks made a motion to approve the Consent Agenda which was seconded by Mr. Straghn and passed unanimously.

9. Old Business – None

10. New Business

A. Site Development Assistance Grant – Delray Oasis Business Park – 1201-1237 N. Federal Hwy.

Economic Development Manager Elizabeth Burrows presented the item. She stated the Business Park is located on North Federal Highway and Bond Way and briefly reviewed the planned extensive exterior renovations.

The Board Chair asked for any public comments. There were none.

Mr. Zacks commented he was glad to see something being done in the North Federal Highway area where there is a need for work. He then made a motion to approve the Site Development Grant Agreement with Delray Oasis Business Park, LLC for the proposed exterior improvement project located at 1201-1237 N. Federal Highway, for an amount not to exceed \$50,000.00. Ms. Balestriere seconded the motion, which passed unanimously.

B. Business Development Assistance Grant – Living Word Christian Academy – 601 NW 2nd St.

Ms. Burrows presented the item. She noted this is a new nonprofit daycare center located at the northwest corner of NW 2nd Street/Martin Luther King, Jr. Drive and NW 6th Avenue in Sub-Area #4 of The Set.

The Board Chair asked for any public comments. There were none.

Mr. Straghn made a motion to approve a Business Development Assistance Grant Agreement with Living Word Christian Academy, Inc., located at 601 NW 2nd Street, for an amount not to exceed \$5,500.00, to be paid in 11 equal monthly installments beginning July 2017. The motion was seconded by Ms. Balestriere and passed unanimously.

C. Lease Agreement – Hatcher Construction – 710-714 W. Atlantic Avenue

Project Manager Kevin Matthews presented the item. He reviewed the background on the item. He outlined the terms of the proposed agreement which shall commence upon the issuance of the

building permit for the required improvements, or 60 days from the effective date of the lease through September 30, 2019, with a monthly rent payable at \$1,400.00 per month.

The Board Chair asked for any public comments.

Chuck Ridley, 210 NW 2nd Avenue, Chairman of the West Atlantic Redevelopment Coalition, stated that albeit temporary, approval of this lease will allow the building to be upgraded and the businesses in the other bays to have a tenant next to them as well as alleviate some of the blighted appearance. He encouraged the Board to support the item.

Mr. Zacks made a motion to approve the Commercial Lease Agreement between the Delray Beach CRA and Hatcher Construction & Development, Inc. for Bays 710, 712, and 714 at the property located at 700 West Atlantic Avenue. Ms. Balestriere seconded the motion which passed unanimously.

D. Award of Bid - 700 West Atlantic Avenue

Mr. Matthews presented the item. He reviewed the basic scope of the Request for Bids and highlighted the Bids Analysis process. He reported that Randolph Construction Group, Inc. was the lowest responsive bidder.

The Board Chair asked for any public comments. There were none.

Mr. Bernadel made a motion to award the bid to Randolph Construction Group, Inc. in the amount not to exceed \$71,849.50 for the 700 & 708 West Atlantic Avenue Renovations. The motion was seconded by Mr. Zacks. Mr. Rose abstained from the vote due to a conflict of interest. The motion passed 6-0 with one abstention.

E. Amendment to ILA with City for Construction Services FY 2016-17

Assistant Director Thuy Shutt presented the item. She stated the Environmental Services Department has requested funding for the Veteran's Park seawall and dock repairs. She noted that funding for the Veteran's Park Master Plan design was included in the CRA's FY 2015-16 Budget but was not included in FY 2016-17 Budget, as the item was removed from the CIP. She reviewed the adjustments needed to accommodate the Veteran's Park seawall and dock repairs.

The Board Chair asked for any public comments. There were none.

Mr. Straghn asked how funding this project would affect other CIP projects already in the budget. Ms. Shutt responded that in the funding request from ESD, several other projects were identified that would not be occurring this fiscal year which will provide most of the funding for Veteran's Park. Mr. Straghn made a motion to approve the Third Amendment to the Interlocal Agreement with the City of Delray Beach for funding of Construction/Professional Services for Fiscal Year 2016-17. The motion was seconded by Mr. Stevens and passed unanimously.

~~F. Resolution No. 2017-10 - Agreement for Purchase and Sale - 602 NW 1st Street (Muse-McCray)~~

11. Business

A. Comments by Commissioners

Mr. Zacks thanked Mr. Costello and the CRA staff for their commitment, diligence and

responsiveness to the Board, as well as the CRA Attorneys. He felt being on the Board was a great learning experience for him and he was proud of the work that has been accomplished. He noted there is a great deal of value in citizens deciding what is good for citizens as opposed to politicians. He felt the CRA has served the citizens well.

Mr. Bernadel said it has been his great privilege and honor to serve the community. He was gratified that he sees some indications of clear guidance to be forthcoming from the City Commission to this independent Board which he believes is a necessary thing. He noted his school is moving to Delray Beach but his heart is with Delray Beach.

Mr. Stevens thanked Adam Frankel for putting his name in to be a Board member and Angie Gray for the second time of nominating him to the Board. He thanked his current and former fellow commissioners, and recounted various CRA projects. He said he too has learned a lot being on the Board and advised the future Board members to be independent and do not be afraid to stand up for what you believe. He also acknowledged the staff and attorneys for their guidance.

Mr. Straghn thanked all the outgoing members for their contributions saying he has learned from each one and has appreciated their comments, bluntness, service and thoughtfulness.

Ms. Balestriere expressed her regrets that two Board members chose not to re-submit their names to return to the Board. She noted it does take a good deal of time and effort, and stated how each of the outgoing Board members made a difference and impacted the community.

Mr. Cox reiterated his thanks for all the time and sacrifices the commissioners who have served on the CRA Board made. He made a point that there is a time for independence and a time for team work, and asked if there was Board consensus that a date be set for a Board retreat on July 22nd. It would be an all-day retreat, with a morning session, lunch, afternoon session and wrap up, with the focus on such things as Board development, By-Laws, policies, budget, the Work Plan, the CRA Plan, ethics, meeting decorum and looking at the Mayor's letter. If there is consensus on a July 22nd Retreat Mr. Cox asked then that the July 13th Board Meeting be cancelled. Mr. Bernadel asked if the Retreat would include outgoing Board members to which Mr. Cox responded affirmatively. Mr. Zacks thought it was a good idea and noted it has to be noticed to include the public. Board consensus was in agreement that it is a good idea to hold the Retreat on July 22nd and that in preparation for the Retreat the Board Meeting on July 13th will be cancelled.

B. Comments by Board Attorney

Mr. Tolces extended his appreciation on behalf of himself and Mr. Doody for the privilege of working with Mr. Stevens, Mr. Zacks and Mr. Bernadel and he welcomed the incoming commissioners.

C. Comments by Executive Director

Mr. Costello read a letter from City Commissioner Shirley Johnson to the outgoing commissioners. He also thanked the outgoing Board member for their commitment and dedication to the community and for the unique perspective each brought to the Board. He commented that the City Commission recently discussed the DDA's Downtown Ambassador Program and that there may be support for the program. The DDA requested presenting the Program to the CRA Board and the item will be scheduled for the August CRA Board meeting. He updated the Board regarding an iPic construction kickoff meeting that was held with the Downtown Merchants Association. Periodic updates will be provided to the board. He then introduced new staff members: Rob Massi, Administrative Assistant, and Jill Brown, Arts Warehouse Manager.

D. Comments by Staff –

Economic Development Director Joan Goodrich advised that OED has begun their marketing efforts for the 700 W. Atlantic Avenue building and any inquiries should be forwarded to her office. She reported there is one letter of interest which is currently being evaluated and also another letter of interest for 135 NW 5th Avenue, Suite C5. She advised that the talks for the Career Cottage at 186 NW 5th Avenue are advancing nicely and she will be bringing that lease before the Board soon. She announced a hiring event being held next week for the construction industry and she announced the last Small Business Workshop on government contracting next Thursday morning.

12. Adjournment

There being no further business the meeting was adjourned at 6:35 pm.

Jeff Costello, Executive Director

Reginald A. Cox, Board Chair