

**MINUTES
CRA MEETING
MONDAY, MAY 15, 2023
7:00 PM
CITY HALL**

Chair Daley called to order the Community Redevelopment Agency meeting at 7:38 PM.

Roll Call: Linda Bourgeois, City Clerk

City Commissioners in attendance: Chair Nancy Daley, Vice Chair Mac Fuller, Board Member Jack Dearmin, Board Member Brent Eden, and Board Member Charles Lake.

Staff in attendance: City Manager Ryan Leavengood, City Attorney Seth Claytor, Finance Director Amber Deaton, Public Works Director John Deaton, Parks and Recreation Director Emily Deal, Community Development Director Ameer Bailey, Police Chief Art Bodenheimer, and Fire Chief Robert Turner.

Chair Daley introduced the consent agenda for consideration.

- 1.) Community Redevelopment Meeting Minutes for November 7, 2022
- 2.) CRA Audit

Chair Daley asked about the finding in the management letter regarding the \$5,000, and it was shared the finding was due to the accounting timeframe from one year to the next and it has been taken care of.

Chair Daley opened the floor to public comments and seeing no one, she closed the floor to public comments.

Board Member Dearmin made a motion to approve the CRA Consent Agenda. The motion was seconded by **Board Member Lake**. The motion was unanimously approved.

Chair Daley introduced the business item for consideration.

- 1.) CRA Resolution 01-23: Commercial Facade Improvement Grant Program Amendments

City Attorney Claytor read the title of CRA Resolution 01-23 into the record.

The City Manager presented the analysis. The Lake Alfred Community Redevelopment Agency's Facade Improvement Grant Program partners with the business community to promote investment in the downtown area. The program incentivizes commercial building owners and tenants to renovate and update the exteriors of commercial properties located within the CRA, specifically in the downtown area, by providing financial assistance.

The program is designed to provide a matching reimbursement grant to make these exterior and facade improvements. By offsetting the cost of these projects, the CRA hoped to incentivize visible improvements that will improve building and site aesthetics thereby improving the marketability and value of existing businesses while also attracting new businesses, residents, and visitors to the area.

On September 12, 2019, the Community Redevelopment Agency approved Resolution 02-19 establishing the Facade Improvement Grant Program. The program has been subsequently

amended to permit ADA improvements, expand the types of improvements, and to include the entire CRA area and not just downtown.

The proposed Resolution further amends the program to:

- Renames the program to the “Capital Improvement Grant Program” from the “Façade Improvement Grant Program” to recognize the wider scope of the program.
- Operate on a two-year cycle consistent with the Capital Budget Presentation
- Increases the grant award for larger projects in a scaled manner.
- Allows funding for an increased number of activities including:
 - Design, engineering, and permitting costs.
 - Capital improvements to existing structures or additions that will increase taxable value and/or facilitate occupancy (i.e. Wells Fargo)

The staff’s recommendation is approval of CRA Resolution 01-23.

Board Member Eden thanked the City Manager and City staff saying it’s difficult for the small businesses to undertake a project with some type of water issue going on like a retention pond. He wanted to know if that would be covered as well.

The City Manager replied and said it is allowed under this measure. He said the new thing with the fixed capital improvements includes upgrades and improvements that are permanent in nature and are designed to increase the occupancy and/or the value of the properties.

Board Member Lake commented and said some of these changes can help now and asked about the parking lots being filthy on the dollar store chains. Does anything apply in those areas to get them to fix things up?

The City Manager explained that was a code enforcement issue and the complexity of those larger corporations with an application process.

Vice Chair Fuller asked about reviewing the CRA boundary as we grow and the City Manager said the CRA has a good strategic mix with a good balance.

A discussion ensued about having industries like the cold storage as a revenue generator, and the Polk County Government Center being tax-exempt.

Chair Daley opened the floor to public comments.

Beverly Moore of 165 E. Pierce Street asked if it included sidewalks and the City Manager explained that was in the general fund and the CRA. It is both and we have good funding for the sidewalk replacement and new sidewalks as well.

Chair Daley closed the floor to public comments.

The City Manager said there was a small edit under ineligible improvements. “The Capital Improvement Grant program is not intended to subsidize new construction or land development costs_of_large-scale-businesses-or-national-chains. The sentence will now end with “costs” He said at a future amendment down the road maybe we can define and distinguish between small and large-scale businesses.

Board Member Dearmin made a motion to approve CRA Resolution 01-23 with the corrections. The motion was seconded by **Board Member Lake**. The vote was unanimously approved.

Chair Daley introduced the business item for consideration.

2.) CRA Resolution 02-23: Residential Facade Improvement Grant Program Amendments

City Attorney Claytor read the title of CRA Resolution 02-23 into the record.

The City Manager presented the analysis. The Lake Alfred Community Redevelopment Agency's Residential Façade Improvement Grant Program seeks to preserve and improve the appearance of housing stock in neighborhoods within the district.

The residential facade improvement program was drafted in part based on provisions from the existing downtown commercial facade grant as well as from other CRA residential facade programs from various cities around the state.

On October 18, 2021, the Community Redevelopment Agency Board adopted Resolution 03-21 which established a residential facade improvement grant program. Community Redevelopment Agencies are given tools above and beyond what is normally afforded to local governments to address blight within the community. The program was amended by Resolution 04-22 to allow for flexibility and specialization within the Program Grant Cycle regarding the format, amounts, operation, and types of improvements being performed each year.

The proposed Resolution amends the program to allow it to operate on a two-year cycle consistent with the Capital Budget Presentation.

The staff's recommendation is approval of CRA Resolution 02-23.

Board Member Eden said he was glad the city was moving in the right direction and it was a privilege to do this for the community.

Chair Daley opened the floor to public comments. There were no audience members that came forward to speak and she closed the public comments.

Board Member Lake made a motion to approve CRA Resolution 02-23. The motion was seconded by **Board Member Dearmin**. The vote was unanimously approved.

3.) CRA Commercial Facade Improvement Grant Applications

The City Manager presented the analysis. The Lake Alfred Community Redevelopment Agency maintains a Downtown Commercial Facade Improvement Grant Program. The program incentivizes commercial businesses to renovate and update the exterior facades of downtown commercial properties.

The program provides a 50% matching reimbursement grant of up to \$50,000 for eligible expenses (100% of ADA improvements up to \$25,000). By offsetting the cost of these projects, the CRA's goal is to incentivize visible improvements that will improve building and site aesthetics thereby improving the marketability and value of existing businesses while also attracting new businesses, residents, and visitors to the area.

The application process formally opens on October 1st of each year and closes on December 31st. Applications received after the formal application period closes may be considered subject to available funding. Application approval and the amount awarded are determined by the Board.

Address	Improvements	Request	Eligible	Grant
640 E. Midway Ave	Exterior improvements windows, doors, and paint	\$20,105.00	\$20,105.00	12,265.00
520 E. Tangerine St.	Exterior improvements gable, windows, doors, foyer, flooring, and paint	\$43,988.75	\$43,998.75	\$21,999.38

The eligibility requirements for the applicant have been met, and it was determined the applications are sufficient to be transmitted to the Board for consideration. \$100,000 has been allocated and is available in the current fiscal year CRA Budget. There are two pending applications that the City is still working with the applicants on and if these are sufficient will be transmitted to the Board for consideration at a later date.

He said the staff's recommendation was at the pleasure of the Community Redevelopment Agency Board.

Board Member Lake said he was glad we could bring in the churches.

Board Member Eden agreed and said from a historical perspective as well to preserve history and help them out.

Chair Daley opened the floor to public comments.

Ruthie Bulle asked about 520 E. Tangerine Avenue, does Mount Carmel own this church, and asked if they were going to be able to get the grant saying it is pretty old and we need a lot of work done. It was shared that was what they were going to vote on with this business item.

Community Development Director Bailey said they worked a lot with Bishop Collins and Pastor Leonard to work on these grants. She invited them up to introduce themselves and said they are looking to maintain the history of their churches.

Bishop Ritchie Collins, Pastor at Mount Carmel Holy Church, said they were a small congregation. They looked at the letter that went out and said this was something they could use to get some things done, they met with the director, filled the paperwork out, and are here this evening to see what is going to happen. We are looking to improve the church with the help of the City of Lake Alfred. God bless you.

Chair Daley said it was great to have members that want to partner with the City to do projects like this. It would not happen if it were not for the community members. We appreciate you.

Bishop Ritchie Collins said they were a small congregation and introduced the members in attendance. We all love the Lord and want to do some work in Lake Alfred.

Board Member Dearmin made a motion to approve the two CRA applications as presented. The motion was seconded by **Vice Chair Fuller**. The vote was unanimously approved.

Board Member Dearmin asked if the other applications were close to being completed, and it was shared by the City Manager they were still pending and we didn't want to hold up the two applications ready to go. There should be ample funding in the fund to take care of those.

At 8:14 PM, **Chair Daley** adjourned the Community Redevelopment Agency meeting.

Respectfully submitted,

A handwritten signature in blue ink that reads "Linda Bourgeois". The signature is written in a cursive, flowing style.

Linda Bourgeois, BAS, MMC,
City Clerk