

CRA Board Meeting

August 27, 2024

5:30 p.m.

The City of Live Oak Community Redevelopment Agency met on Tuesday, August 27, 2024 at 5:30 p.m. in City Hall for a regular scheduled meeting. Those present were: Board Chairman Matt Campbell, Vice Chairman Tommie Jefferson, Board Member Gladys Owens, Board Member Vanessa Robinson, Board Member David Alford, Board Member Cindy Robinson, & Board Member Tammy Mobley. Also present were City Clerk John Gill, and CRA Attorney Todd Kennon.

Board Chairman Campbell called the meeting to order.

Vice Chairman Jefferson led the invocation, followed by the pledge of allegiance to the American Flag.

Board Chairman Campbell proceeded to the first item on the agenda regarding the approval of the CRA agenda, with any additions, deletions or changes. Board Member Jefferson moved to approve the agenda as presented, which Board Member Alford seconded. The motion carried unanimously.

Board Chairman Campbell proceeded to the next item on the agenda, approval of the minutes from the July 23, 2024 CRA regular board meeting. Board Member Jefferson moved to approve the meeting minutes as presented, which Board Member Mobley seconded. The motion carried unanimously.

Board Chairman Campbell then opened the floor for public comments.

Roger Graham will speak when item 6-A comes up.

Teresa Graham will speak when item 6-A comes up.

Board Chairman Campbell closed public comment.

Board Chairman Campbell proceeded with the next agenda item; board member requested items.

Board Member Jefferson discussion about beautification of the Live Oak Cemetery. Mr. Jefferson stated that per the engineer's quote on constructing a sidewalk it will be too expensive to construct, he would like the board to come up with other ideas to beautify the cemetery. Mr. Jefferson also made the board aware that not all of the cemetery is in the CRA district and he would like to combine the parcels. CRA Coordinator Nicholas Frigiola explained that not all the parcels are included in the CRA district and that there is funds in the budget for beautification of the cemetery. CRA Attorney Todd Kennon stated that he will need to get with staff regarding combining the parcels and to have it placed on the agenda for the next CRA regular board meeting.

Board Chairman Campbell proceeded with the next agenda item, Board Member Cindy Robinson discussion about damages from Hurricane Debby within the CRA district. Ms. Robinson inquired as to what kind of damages happened that need to be addressed for future hurricanes or flooding and how can the CRA Board help. Mr. Frigiola explained that after visiting businesses in the CRA district that were affected by Hurricane Debby he would suggest that the board could help by speeding up the process for grant approval to help rebuild/repair rather than the normal procedure. Also, the businesses owner would not have to wait for the next CRA meeting to start repairs. Mr. Frigiola also stated that the same procedure would go for the residential area within the district.

Board Chairman Campbell proceeded with his agenda item regarding discussion about the lighting of Heritage Trail from Helvenston St. to the end of the trail. Mr. Campbell stated that if Parks & Recs Director Jason Furry is successful in getting the \$250,000 grant some of the money would go towards the lighting.

Board Chairman Campbell proceeded with discussion and possible board action to authorize CRA Staff to complete "in house" approvals and reimbursements for grant projects that are less than \$10,000. Board Member Vanessa Robinson stated that there are three new members who need more education on how the CRA grant process works and that she would like to further the discussion. Board Member Jefferson made a motion to table this item until the board comes back from the FRA conference, which Board Member Owens seconded. The motion carried unanimously.

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Board Chairman Campbell proceeded with the next agenda item, discussion and possible board action regarding Façade Grant 2024-10, A-1 Towing and Auto Repair, 114 Spruce St. on behalf of Dale Graham applicant. Mr. Dale Graham approached the board and explained what the grant is for and it's benefits for the City of Live Oak. CRA Assistant Christian Dixon explained that the owner would be putting in a 375-foot fence. The total cost of this project is in the amount of \$12,565 and the owner is eligible for 80% reimbursement in the amount of \$10,052.00, staff recommends approval. Board Member Alford made a motion to approve Façade Grant 24-10, which Board Member Jefferson seconded. The motion carried unanimously.

Board Chairman Campbell moved to discussion and possible board action regarding Business Development Grant 2024-06, Arbor Salon, 213 Howard St. West on behalf of Manning Cameron applicant. Mr. Dixon stated that the owner is installing new flooring and new cabinets and advised that the business was affected by Hurricane Debby. The owner included the quote of \$1,755.42 from Van Carpet One, pictures, and the owner will purchase the cabinets from Lowes in the amount of \$918.00 which will bring the total cost to \$2,673.42 and the owner is eligible for a 75% reimbursement of \$2,005.07, staff recommends approval. Board Member Mobley made a motion to approve Business Development Grant 2024-06, which Board Member Vanessa Robinson seconded. The motion carried unanimously.

Mr. Dixon moved to discussion and possible board action regarding Business Development Grant 2024-07, Scoops Hand Dipped Ice Cream LLC, 310 Howard St. on behalf of Vicki Prickett, applicant. The owner is replacing a HVAC system and with the grant she will have Lake City Airconditioning and Refrigeration company to install the new unit in the amount of \$9,500. Mr. Dixon advised the project is eligible for a \$5,000 reimbursement and recommends approval. Board Member Ownes made a motion to approve BDG 2024-07, which Board Member Cindy Robinson seconded. The motion carried unanimously.

Board Chairman Campbell proceeded with Mr. Dixon giving an update regarding the recreation of the Business Startup Grant. Mr. Dixon advised that the amounts will stay the same but to allow the criteria to be changed also explained the changes to the Business Startup Grants. Board Member Alford made a motion to approve the recreation of the Business Starup Grant, which Board Member Mobley seconded. The motion carried unanimously.

Board Chairman Campbell proceeded with Mr. Dixon discussion and possible board action regarding adjustments to the 2024-2025 Business Development Grant. Mr. Dixon advised he submitted the new changes. Board Member Mobley made a motion to approve the adjustments to the 2024-05 Business Development Grant, which Board Member Jefferson seconded. The motion carried unanimously.

Board Chairman Campbell proceeded to report/updates and other action items to include discussion and possible board action regarding BDG 2024-01, Inside Out Nutrition. Mr. Frigiola spoke with the applicant who stated that she was having problems with contractors getting the work done and would need an extension. Mr. Frigiola stated that the application has already been extended and is recommending that this BDG 2024-01 be terminated. He also stated that the applicant is in the process of purchasing the building, Mr. Frigiola advised if she purchases the building, she will be able to apply for the owner's builder affidavit and have the work previously done eligible for the BDG. After further discussion, Board Member Ownes made a motion to terminate the BDG 2024-01, which Board Member Vanessa Robinson seconded. The motion passed 4 to 2 with Board Member Cindy Robinson and Board Chairman Campbell against.

Board Chairman Campbell proceeded to discussion about the 2024 FRA Conference, October 22-25. Mr. Frigiola gave an update regarding the hotel being over booked and advised the board to send in the necessary paperwork in order to get a hotel close to the conference.

Mr. Frigiola moved to updates regarding an appraisal for the old Huffman and Gilmore Feed Store. Mr. Frigiola stated that the appraiser that they wanted to use is retiring and as of this morning they have another appraiser who will appraise the property.

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Mr. Frigiola moved to updates regarding the Suwannee Pack property contact and will have results by the next CRA meeting due to finding someone to do the work at the very last minute.

Board Chairman Campbell proceeded to CRA Resolution 2024-01, a resolution appropriating unexpended funds from the current 2023-24 fiscal year budget to specific projects as specified into the 2024-25 budget. Mr. Frigiola explained that the unused designated funds from the previous budget year 2023-24 will be rolled over to this year's budget with the same designation. CRA Attorney Kennon read the title into record. Board Member Cindy Robinson made a motion to approve Resolution 2024-01, which Board Member Mobley seconded. The motion carried unanimously.

Mr. Frigiola proceeded to Resolution CRA 2024-02, a resolution adopting a budget for the fiscal year of 2024-25. Mr. Frigiola provided an update on the different projects planned for the fiscal year. Mr. Kennon read the title into record. There was discussion regarding how funds were allocated. Board Member Jefferson made a motion to approve Resolution 2024-02, which Board Member Owens seconded. The motion carried unanimously.

Hearing no further comments, Board Member Cindy Robinson made a motion to adjourn, which Board Member Vanessa Robinson seconded. The Motion carried unanimously.

The meeting was adjourned.

Board Member Matt Campbell
CRA Chairman

Attest:
John Gill
City Clerk