Revised February 4, 2019

MINUTES
CITY OF COCOA
DIAMOND SQUARE REDEVELOPMENT AGENCY
REGULAR MEETING
December 17, 2018

A Regular Meeting of the Diamond Square Redevelopment Agency Board was held on December 17, 2018 at City Hall, 65 Stone Street, Cocoa FL, as publicly noticed.

I. CALL TO ORDER:

Chairwoman Moore called the meeting to order at 6:03 pm.

ROLL CALL:

Tracy Moore	Chairwoman
Delores Martin	Vice Chairperson
Larry Robinson	Agency member
Jewel Collins	Agency member
Edward Jones	Agency member
Sylvia Thomas	Agency member
Joseph Colombo	Agency counsel
Alex Goins	Council Liaison

PRESENT:

Tracy Moore	Chairwoman
Delores Martin	Vice Chairperson
Larry Robinson	Agency member
Jewel Collins	Agency member
Edward Jones	Agency member
Sylvia Thomas	Agency member
Joseph Colombo	Agency counsel
Alex Goins	Council Liaison
Kadi Carver	Recording Secretary

ABSENT:

STAFF PRESENT:
Charlene Neuterman, Redevelopment Program Manager, **Jake Williams**, Mayor, **Lorraine Koss**, City Councilwoman.

Agency member Robinson provided the invocation and led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

II. APPROVAL OF AGENDA AND MINUTES:

AGENDA: Regular Meeting of December 17, 2018

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to approve the agenda for the Regular Meeting of December 17, 2018.**

AYES: Moore, Robinson, Collins, Martin

MOTION CARRIED (4-0)

MINUTES: Minutes of the Special Meeting of November 19, 2018

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to approve the minutes of the Special meeting of November 19, 2018.**

AYES: Moore, Robinson, Collins, Martin

MOTION CARRIED (4-0)

- **Agency Member Thomas arrived at 6:08**

III. COMMUNITY FORUM:

Nancy Bunt informed staff there are two separate parts of funding for the Dr. Joe Lee Smith center. There is the City general fund money going to be used toward construction and design engineering in addition the city is using their community development block grant funds in order to apply for section 108 loan application. By doing that there is certain requirements because it is a federal grant we receive in order to have public participation. On December 12, 2018 this item was brought before council to get some input on various items. We are required to have one public input meeting that will be on Wednesday at 5pm at the Dr. Joe Lee Smith Center. In addition there will be a second meeting at the Diamond Square Redevelopment meeting. Nancy then informed council there is a 30 day public comment period which ends January 23. Any time in that 30 days someone can submit written or verbal comments to the project. On January 23 we will bring it back to City council for another public hearing for input. We will take all the comments and give them to Hud when we apply for the section 108 loan.

We were contacted by Brevard County Action team located at Provost Park inquiring about moving into the facility and using some of the multipurpose rooms. The facility they have at Provost Park is very small and they have certain requirements to offer classes and also have other support services which they are not able to have because all they have is offices there. If the city moved forward with that they would provide some of their own funds to move the team there.

Agency Member Collins asked for understanding on what was going to move.

Nancy Bunt replied the Brevard action team which is located at Provost Park with seven (7) full time employees. The office there is just a small waiting room with offices. As part of their requirements like job training they want to be able to have a facility where they can have a multipurpose room where they can hold classes and do other things there. So they approached us about moving into the facility.

Agency Member Collins stated that she remembers someone saying that they would enlarge the center.
Nancy Bunt shared that the contractor would look at going 10 more feet to the East side and the Brevard County Action Team would pay for that. It was originally designed for discussions with the Brevard Health Alliance but since they have the mobile unit going now we talked to them about bringing it in to have another type of service.

Chairperson Moore requested to know if the mobile unit Nancy's referring to will have specific appointments times or something that will always be there.

Nancy Bunt responded that it would be specific days and times. Once construction starts we will be able to see what days they have available and work out a schedule.

Chairperson Moore requested for an overview of the design so she could see what rooms will be in the Dr. Joe Lee Smith Center.

John Zwick shared a presentation on all the rooms in the Dr. Joe Lee Smith Center.

- **Agency Member Jones arrived at 6:18**

Nancy Bunt shared a survey card was created so people can write comments at the bottom it also has a variety of eligible activities through the federal grants that could be included in the center. This survey was also given out at the last Dr. Joe Lee Smith Center meeting.

Chairperson Moore stated that she was trying to see how large the entrance, restrooms, and rooms are. Also if the rooms will have pull down screens and etc.

John Zwick replied the facility has enough restrooms to handle a large meeting in the multipurpose room as well as concentrated activities in the activity room. For every 2 men's toilets there are 3 women's. As far as pull down screens those can be put in later. Furthermore right now we are the design criteria architect so we develop the plans to about 40%. The city along with the final architect and design builder will incorporate some of the pull down screens and other items as needed.

Chairperson Moore asked if there was a kitchen on the plan.

John Zwick reported that there is a warming kitchen with a three-compartment sink, ice machine, hand wash sink, 2 large refrigerators, a warmer, and a Thurman hole which is both an oven and a warmer. There isn't going to be anyone really cooking in there so the warming kitchen serves the facility better.

Chairperson Moore asked if the capacity of the gym is known.

John Zwick reported an estimate of about 1,000 people but of course that is shoulder to shoulder if you're going to put chairs and other things of course it would be less.

Agency Member Collins asked if they still have the basketball goal in there.

John Zwick reported the gym is set up for either regulation high school basketball or volleyball.

Chairperson Moore requested to know more about the outside grounds of the Dr. Joe Lee Smith Center.

John Zwick reported the site plan shows the building is in the corner of Stone Street and Washington so they can leave the pool, play yard, and other facilities. On our site plan it was designed to increase the parking area.

Chairperson Moore inquired if soccer was able to be played on the field.

John Zwick noted that there isn't enough room to play soccer on this site.

Agency Member Thomas asked if the Brevard County Action Team moved in would there be enough room for the 7 full time employees and the clients.

Nancy Bunt reported that they would take and extend the building out to the East and since their information is confidential, they would have to have some types of offices. We discussed with them options like half walls or cubicles.

Jake Williams asked what the amount of space between the men's and women's restrooms is since they are right across from each other.

John Zwick shared the restrooms are about 8 foot away from each other.

Alex Goins inquired that the area where the new Dr, Joe Lee Smith Center would go has certain problems with drainage. In the initial survey of the area did you see any conflicts with storm water?

John Zwick reported that he believes the civil engineer designed it for water retention for 100 years.

Alex Goins asked if any conversations have come about on what to do with the old Dr. Joe Lee Smith Center. There is a lot of interest in the building but has heard it might be demoed.

Nancy Bunt stated that the building is owned by the city so it would be up to them to determine whether it would be demolished or reused. There was a study done to see how much it would cost in renovations. The city manager was open to a nonprofit or a church but they would have to take 100 percent responsibility to maintain the building.

Chairperson Moore asked if it would be an unusual thing to have a weight room in this center where kids can come in and exercise.

Nancy Bunt shared that there is not a weight room in the new center but she was approached by a church organization that would like to do a weight room in the old building.

Agency Member Collins asked if there will be any room for classes with the kids

Nancy Bunt stated there is two (2) multipurpose rooms that classes can be held in.

Oliver Muhammad requested to revisit the financing part and asked of the $894,000 what percentage of the overall cost does that represent?

Nancy Bunt reported we are projecting $3.5 million in construction cost and the $894,445 is just the maximum we can receive because it's five (5) times our allocation.

Oliver Muhammad requested to know where the rest of the money was coming from.

Nancy Bunt replied that Diamond Square Redevelopment Agency has $47,000 set aside for the pool repairs and approximately $2.5 million is coming from general funds from the city.

Oliver Muhammad inquired that the $894,000 is going to be estimated at roughly $50,000 per year.

Nancy Bunt noted that they are estimating the loan will be about $50,000 per year. The interest rate is set at Libor, then it is based on the term weather we do a 20 year or 30 year loan.

Oliver Muhammad asked if the amount the city is contributing is a loan or an investment.

Nancy Bunt replied that it's an investment. This is an actual loan so it will need to be paid back. If the city was no longer a community development block grant entitlement community the city would have to pay the loan back.

Oliver Muhammad requested to know what part the county has in this.

Nancy Bunt stated that the county would be partnering with the City to pay for the additional construction of costs to expand the foot print of the building to accommodate the Brevard County Action Team.

Charlene Neuterman the county will also be staffing the facility as part of the agreement.

Oliver Muhammad asked if there was still another meeting on Wednesday regarding the Dr. Joe Lee Smith Center.

Nancy Bunt responded yes Wednesday is our required meeting.

Oliver Muhammad inquired that for the Wednesday meeting he would like to see a better notification program because the only notifications in the direct area is two (2) on Blake and (2) on Washington.

Chairperson Moore stated that she does know at the last Diamond Square Redevelopment Agency meeting that they talked about the notifications for the public meetings.

Jake Williams shared that he has been in conversation with the city manager about signage and they have been talking about getting it out for the entire city to see.

Alex Goins stated that with Community Action Team, Brevard County Parks and Recreation, Cocoa Power, and Alliance for Neighborhood Restoration, he's worried about the conflicts with the programs each group might want to put on when the groups are never brought together at the same table to talk. Alex Goins is encouraging us as staff to try to find a way for everyone to meet so we all have the same goal since we all be in the same facility.

Jake Williams reported that he has been speaking with the city manager because a lot of things get put on with the county in the city that the City of Cocoa and Cocoa Police Department are totally unaware about. So, we are trying to get someone to sit down with the county so we can be aware and know what's going on around the city.

Delores McLaughlin inquired about what Alex Goins brought up. How would Police Athletic League coexist with Parks and Recreations with need for the gym and need for after school programming, because both have essentially the same type of programming. When we were doing the workshops for the new Diamond Square Redevelopment Agency update plan coming into 2014 we talked about the need for some of the programming that Police Athletics League and Alliance for Neighborhood Restoration is doing. Which is youth employment training, some of the things people don't really associate with the Police Athletic League and there not aware of it. Delores shared there might be some people that are disgruntle over this and don't understand the relationship with Alliance for Neighborhood Restoration and the city and why we're being incorporated in the plan and the facility. Delores stated she would like some type of open discussion about this. Even if there are others that feel like they should have a place in this facility, if there is an open proposal for these partnerships she's up for it. Delores then reported that Alliance for Neighborhood Restoration isn't getting anything they haven't worked for or come to the table with the city for 18 years to find ourselves in this position. When we were writing grants bringing funding into the city, part of the agreement was the city would work towards sustainability along with alliance for Neighborhood Restoration. Facilities have always been an issue for us, we have moved all over the city, and people don't understand why or know our relationship with people. Delores shared she would like for people to know coming from someone else besides her.

Chairperson Moore reported the contract was open for anyone to bid on. You were the only one that did submit a bid for it. Its open market for anyone that wants to be a part of any of the dollars we have here at Diamond Square. There has been a long relationship

with Alliance for Neighborhood Restoration. You have always came to the table with ideas and putting programs together that meet the CRA plan and need, which shows your capability.

Delores McLaughlin replied the Police Athletic League is a partnership between Alliance for Neighborhood Restoration and the Cocoa Police Department to run the programs for them. We make it work at the current center but she doesn't see it working out going into a new center without a memorandum of agreement so we know who is responsible for what and who's doing what programs. Delores stated she would like to have more of a understanding regards to the facility which she knows is a city issue not Diamond Square Redevelopment Agency issue.

Nancy Bunt shared she wanted to apologize to Delores she was under the assumption there was conversations about them moving to the Dr. Joe Lee Smith Center. First the city will meet with Police Athletic League and Alliance for Neighborhood Restoration to go over the concerns. Then we will meet will Brevard County Parks and Recreation, Brevard County Action Team, and Alliance for Neighborhood Restoration to discuss some of the facility. We told Brevard County Action Team that the only space they would be able to use is East multipurpose room because Alliance for Neighborhood Restoration and Police Athletic League will be using the other multipurpose room.

Chairperson Moore shared she definitely doesn't want conflict to come about. We want this to be a partnership building. The way its set up it important for people to see what ordinary people can come in and do compared to what is already housed.

IV. DELEGATIONS:

Delores McLaughlin requested if her contract with Diamond Square Redevelopment Agency for workforce development after school and summer readiness programs could be changed from quarterly statements to monthly statements because of cash flow issues. Delores stated she was relying on another entity to help them on a grant and that fell through. So, with some of their events coming up they need a cash flow. Delores said she looked at the contract and that she did have an opportunity before the proposal was accepted to challenge the quarterly statements to monthly but at that point, she didn't know she would receive or win the grant. Delores shared because of that she is requesting to change the payments.

Charlene Neuterman reported she can bring an agenda back to the board the February 4th meeting at Delores's request to change the contract from a quarterly statement to monthly statement.

Chairperson Moore stated she would like to get comments from the agency members.

Charlene Neuterman shared that Delores will receive a January payment for the first quarter in January. At the February 4th meeting if the board approves it, I will change the

contract immediately to allow for monthly payments to go out based to her reporting. So monthly payments can start as soon as we get that situated.

Charlene Neuterman stated after speaking with Nancy Bunt she would like to entertain a motion direction to the contract so changes can be made right away.

Nancy Bunt said they would probably do an addendum and have Chairperson Moore sign it based on the board's approval.

MOTION by Vice Chairperson Martin; SECONDED by Agency Member Collins to change the contract from quarterly payments to monthly effective immediately.

V. ACTION ITEMS:

1. Approve Budget Adjustment transfer of funds from capital to operating for the bench/trash cans.

Charlene Neuterman noted the city purchasing guidelines have changed as far as what is capital and what is not. The capital threshold has increased from $1000 to $5000 per item. So those items are now under the threshold of capital intern we have to move the money to an operating expense in order to continue the purchase order.

* **MOTION by Agency member Collins; SECONDED by Agency member Thomas to transfer funds from capital to operating.**

AYES: Moore, Martin, Robinson, Collins, Thomas, Jones

MOTION CARRIED (6-0)

VI. UPDATES AND STAFF REPORTS:

1. Informational items-DS CRA Project Updates:

Ms. Neuterman provided the board with information on a community revitalization program called "Revitalizing Diamond Square One Street at a Time". They have a beautification day on Saturday, January 5, 2019 on Blake Avenue from 9AM- 2PM. Sign in starts at 8:30 in the Emma Jewel Charter Academy parking lot.

Alex Goins noted they are trying to find a way to make that area look better. A lot of kinds that come from Emma Jewel walk around the community and what they see is not what we want them to see. In order to change that we came up with a way to volunteer and clean up. We need all the help we can get.

1A. Informational Items- Community Garden:

Charlene Neuterman stated she met with a boy scout last week that would like to take on the community garden as his Eagle project. He is going to come back to me with a plan to do the project with all expenses covered through the Eagle project. They will then have a community day where all items are built and installed. When I get the plan I will invite him to the Diamond Square board meeting to have him present his plan to you.

1B. Habitat for Humanity invitation to the ground breaking ceremony to the first women's veterans' house build.

Charlene Neuterman noted this will be Tuesday January 22, 2019. We will post this on social media and in the city to get people to come out for the ground breaking ceremony.

Chairperson Moore this project has had great publicity. So we are really grateful and happy for this partnership. I'm encouraging everyone to put it on your calendar to be there.

1C. Informational Items- Annual Economic Update Breakfast

Charlene Neuterman reported the event is on January 11, 2019 at 7:30 AM at The Cocoa Civic Center. Everyone should have received invitations by now. Please RSVP as soon as possible.

1D. Budget Summary

Charlene Neuterman shared this was presented by the finance director, it gives you a breakdown of what activity has occurred since October. It doesn't show any of the benefits or salary's that have gone through, that will catch up in November. The finance director's goal is to present a report monthly to all the CRA board on activity so you are aware of what is going on with transactions, if were meeting or exceeding budget, and furthermore to keep everything transparent to the community.

Chairperson Moore stated she appreciates having this budget summary because it gives them an opportunity to know where they are at all times as far as there dollars are concerned so they are not caught off guard.

1E. Michael C. Blake Subdivision

Ms. Neuterman shared the Michael C. Blake subdivision was approved at the last council meeting. Construction of 22 lots will hopefully began within the next few months.

1F. Dunkin Donuts Plan Approved

Ms. Neuterman reported the plans were approved a two weeks ago. You will start to see some activity within the next few weeks after the holidays.

VII. NEXT MEETING DATE:

The next meeting of the Diamond Square Redevelopment Agency will be a Regular Meeting to be held on February 4, 2019 at 6:00 pm at City Hall, 65 Stone Street.

VIII. ADJOURNMENT:

* **MOTION by Chairperson Moore to adjourn the Regular Meeting of December 17, 2018.**

MEETING WAS ADJOURNED AT 7:36 pm

Tracy Moore

Tracy Moore, Chairwoman

Respectfully Submitted,

Kadi M. Carver

Kadi M. Carver, Recording Secretary

CITY OF COCOA CITY COUNCIL

Request to Speak (print legibly and fill out completely)

NAME: Oliver Muhammad

ADDRESS: 2460 Mercury Dr, Cocoa

TELEPHONE: 321 271 2516

ORGANIZATION YOU REPRESENT (IF ANY): Concerned Citizens Assoc

AGENDA ITEM NUMBER/SUBJECT: Joe Lee Center

IF YOU WOULD LIKE TO SPEAK UNDER DELEGATIONS, PLEASE CHECK ONE OR MORE THAT APPLY: (You must meet one of the following requirements to speak under Delegations)

- ◊ Resident or taxpayer (may speak on any subject of general or public interest)
- ◊ City Employee (may speak regarding his/her employment)
- ◊ Water and/or sewer customer (may speak on matters related to the City's water and/or sewer system)
- ◊ Any member of the public may address any agenda item that is listed on the agenda for final official action by the City Council excluding public hearing items which are heard at the public portion of the meeting, ministerial items (e.g. approval of agenda, minutes, informational items), and quasi-judicial or emergency items.

PLEASE CONDUCT YOURSELF IN ACCORDANCE WITH THE TERMS AND CONDITIONS PRINTED ON BACK.