



**Minutes of the
Community Redevelopment Agency
Regular Meeting
Monday, March 28th, 2016 @ 6:00 p.m.
Council Chamber, City Hall**

1. CALL TO ORDER

Chairman Farley called the meeting to order at 6:00 p.m.

2. ADOPTION OF AGENDA

Motion adopt the agenda was made by Board member Gudis; seconded by Vice Chairman Brown. Motion carried unanimously.

3. PRESENTATIONS

4. UNFINISHED BUSINESS

5. APPROVAL OF CONSENT AGENDA

A. Approve Minutes of CRA Meeting held March 16th, 2016

Motion to approve the consent agenda was made by Board member Houston; seconded by Vice Chairman Gudis. Motion carried unanimously.

6. PUBLIC INPUT

Art Jones- 560 NW 14th Place- Announced that a One-Rake-at-a-Time clean-up is scheduled for Thursday, March 31, 2016 at 1:00 p.m. at Cedar Cove and inquired about site preparation.

7. CRA ATTORNEY

8. CRA ADMINISTRATOR

A. Community Redevelopment Agency Annual Report

Background: [Agenda sheet] **Requested Motion: None – Presentation**

Summary: Florida Statutes requires the Community Redevelopment Agency, on or before March 31st of each year, to submit a report of all activities for the preceding fiscal year. The report shall include a complete financial statement setting forth its assets, liabilities, income, and operating expenses as of the end of each fiscal year. The Agency is also required to publish in the newspaper a notice to the effect that such report has been filed with the county or municipality and that the report is available for inspection during business hours in the offices of the City and County Clerk. In addition it is recommended (not required) that the report be sent to the taxing entities who contribute to the CRA trust fund with a cover letter stating who to contact for more information.

Attached you will find the 2014/2015 “Preliminary Draft” Annual Report for the Crystal River Redevelopment Agency for your review. The City auditors do not express an opinion at this time on the statements mentioned above because they are preliminary drafts and we have not as yet completed all of the auditing procedures which we consider necessary. These preliminary drafts are for review and discussion purposes only and are, therefore, subject to change. The Florida Retirement System has not completed their year-end adjustments and according to Governmental Accounting Standards Board (GASB) Statement 68 valuations are required to be included with all financials this year. Upon completion of their state financials, the City of Crystal River CRA Annual Report for FY2015 will be completed and filed accordingly. The state have approved an extension for all year-end reports.”

An ad will be placed in the Chronicle and copies will be mailed to the Board of County Commissioners and County Clerk. A copy of the report will be available in the Crystal River City Clerk's office for public inspection.

Staff Recommendation: None

End of Agenda Sheet]

CRA Administrator Burnell provided a brief overview of the item and addressed questions from the Board.

B. Motion to award funding in the amount of \$199,339.47 to Environmental Consultants MGC for professional services of Kings Bay River Walk Phase 2 (Waterward Section) for final design, landscape design, permitting and construction bid services

Background: [Agenda Sheet **Requested Motion:** Motion to award funding in the amount of \$199,339.47 to Environmental Consultants MGC for professional services of Kings Bay River Walk Phase 2 (Waterward Section) for final design, landscape design, permitting and construction bid services.

Summary: The River Walk is being designed in two major sections; the first is a landward section which has been previously approved by the CRA Board. That section is in design with the goal of being in construction by the end of this year. It was decided in previous meetings to work on getting the project into construction as quickly as possible. The landward section was started first because the permitting requirements are less stringent and will allow the City to get into construction faster.

Information is now together to move forward with the waterward section. Since the environmental permitting for the waterward portion are anticipated to take 9 – 12 months to be started in 2016 with permit approvals and construction anticipated for late 2017. Many of these tasks in this waterward scope will run concurrently with landward tasks.

There are two landowners in this section that have not yet signed off on the project. Their primary reason is the level of design required to meet their concerns was not covered under the preliminary design. These owner's additional concerns will be addressed as quickly as possible to further reduce the risks associated with moving forward.

This award does not include relocation of individual property owner existing structures. These are primarily docks where they exist will be in the way of the River Walk. These will be handled by separate proposals for design and construction. Requirements will be determined during final design when the River Walk details are clear and the needs of each property owner can be applied.

This proposal also does not include survey and soil boring requirements these are being handled on separate Agenda Items to reduce mark-up costs by dealing directly with these vendors.

Staff Recommendation: Request moving forward with the waterward design.

End of Agenda

Sheet]

CRA Administrator Burnell provided a brief overview of the item and addressed board questions pertaining to project status and timelines, and negotiations with two remaining property owners.

Motion to award funding in the amount of \$199,339.47 to Environmental Consultants MGC for professional services of Kings Bay River Walk Phase 2 (Waterward Section) for final design, landscape design, permitting and construction bid services Board member Brown; seconded by Vice Chairman Gudis. Motion carried unanimously.

C. Mainstreet Update

Background: [Agenda Sheet **Requested Motion:** Information only, Update on Main Street activities

Summary: Main Street organization made a change with Andy Houston, stepping down as President and Carol Kimbrough accepted the position as Main Street President. The organization recently received a draft report from the Resource Team that came to Crystal River in January. It appears the report consistent with their comments at the presentation on January 13, 2016. When the final report is complete and available staff will disperse it to the CRA Board and develop a link on the City website for all community members.

Main Street functions with four committees; Organization, design, Economic and Promotion. Each of these groups being new is establishing their own goals and objectives which will be approved by the Main Street Board. These groups are active and are working to narrow efforts to a limited number of valued projects. Each group is presently gathering information on possible projects from the draft report recommendations, residents, experts and businesses to move forward the projects for the Main Street community. The City may receive some information on their goals in late April or May.

Main Street came to the CRA Board on a project from the Design Committee to bring a display to the corner of Citrus and Highway 19. Presently their goal is to bring it back to the CRA Board in the last meeting in April for review.

Staff Recommendation: NA

End of Agenda Sheet]

CRA Administrator Burnell provided a status update regarding Crystal River Main Street activities and Board discussion was held regarding potential projects for various properties within the Main Street area.

D. Heritage Museum entrance enhancements and kiosk

Background: [Agenda Sheet **Requested Motion:** Motion to approve staff to move forward with site improvement plan for Heritage Museum

Summary: The Coastal Heritage Museum/Crystal River Heritage Council, 532 Citrus Avenue opened in 1986 and will be celebrating their 30th Anniversary on July 31, 2016. This building has served as the first permanent home for the Crystal River City Government and was used by the city until 1970. It has housed the City Manager Office, the Police Department, the jail and the fire truck.

To honor their anniversary, staff would like to design a decorative fence, archway and kiosk in the front of the building that would bring attention to the Museum so visitors can visit and learn to appreciate the uniqueness of Crystal River's Heritage.

If approved, staff will collaborate with the Museum staff and bring back a plan for Council's approval to move forward.

Staff Recommendation: Allowing the joint development of a plan with museum staff. End of Agenda Sheet]

CRA Administrator Burnell provided a summary of the request and a suggestion was made to consider a sign in lieu of a kiosk.

Motion to approve staff to move forward with site improvement plan for Heritage Museum was made by Vice Chairman Gudis; seconded by Board member Holmes. Motion carried unanimously.

E. Motion to approve a contract with Greenman Pederson Inc. (GPI) in the amount of \$58,332.50 for professional Surveying and Geotechnical services for the water portion of the Riverwalk project

Background: Agenda Sheet **Requested Motion:** Motion to approve a contract with Greenman Pederson Inc. (GPI) in the amount of \$58,332.50 for professional Surveying and Geotechnical services for the water portion of the Riverwalk project.

Summary: The Council approved of professional services for design and permitting of the Riverwalk project in Hunter's Cove at the February 8, 2016 meeting. The approval was for the landward portion of the Riverwalk, for which staff is attempting to begin construction later this year. In addition, the landward survey work was approved at the February 22nd Council meeting. A separate item is on the CRA agenda tonight for the waterward design services by the Ash Group.

This agenda item is for professional Surveying and Geotechnical services for the water section of the project that will be used for the design and construction of the Riverwalk.

The scope of work includes surveying of all structures in and adjacent to the water on the Riverwalk parcels, bathymetric data in the water to obtain top and bottom of muck elevations to be used in the design, and preparation of survey documents necessary for the development of sovereignty land lease surveys. The cost for this work is \$30,347.50.

This proposal also includes a Sub-Contractor that GPI will utilize for the geotechnical explorations. This work includes obtaining a total of 13 Standard Penetration Test borings at key locations, 9 on land and 4 within the water. A barge will be utilized for the water borings. These will be evaluated by the structural engineer to determine the final design components of the Riverwalk, and establish the necessary depth of the pilings. The cost of this work is \$27,985.00.

There are other surveying services that may be needed in the future for such items as a land swap by Pete's Pier Dockside for stormwater quality treatment, and possibly the parking lot in front of Crackers. Staff will bring these items to Council when/if needed in the future.

Staff Recommendation: Award the contract to GPI in the amount of \$58,332.50 for the professional surveying and geotechnical services. End of Agenda Sheet]

CRA Administrator Burnell provided a brief overview of the request and Board member Houston noted that the service would be necessary for the project to move forward.

Motion to approve a contract with Greenman Pederson Inc. (GPI) in the amount of \$58,332.50 for professional Surveying and Geotechnical services for the water portion of the Riverwalk project was made by Board member Houston; seconded by Board member Brown. Motion carried unanimously.

9. COMMUNICATIONS

10. BOARD MEMBERS COMMENTS

- A. *Jim Farley, Chair*
- B. *Mike Gudis, Vice Chair*
- C. *Andy Houston*
- D. *Ken Brown*
- E. *Robert Holmes*

11. PUBLIC INPUT

Bob Mercer- 209 SE Paradise Point Road- Commented on the “Waddington property”, consideration of temporary public uses and the potential to derive tax revenue from the parcel.

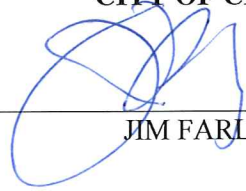
Carol Kimbrough- Main Street President- Announced the approval of the Main Street Board to appoint Board member Houston as a Council liaison to Crystal River Main Street. Consensus was reached to approve the appointment.

Vice Chairman Gudis announced an upcoming Crystal River Main Street fundraiser: a Celebrity Bartending event to be held at Burkes of Ireland on Thursday, April 14 from 6:00 to 9:00 p.m.

12. ADJOURNMENT

Chairman Farley adjourned the meeting at 6:24 p.m.

CITY OF CRYSTAL RIVER



JIM FARLEY, CHAIRMAN

ATTEST:



MIA FINK, CITY CLERK

