



**REGULAR MEETING MINUTES
MELBOURNE DOWNTOWN REDEVELOPMENT ADVISORY COMMITTEE
CITY HALL COUNCIL CHAMBER
December 1, 2017 • 8:00 A.M.**

1. A regular meeting of the Melbourne Downtown Redevelopment Committee was held in the Council Chamber at 900 East Strawbridge Avenue, and was called to order at 8:00 a.m. by Chairman Jack Ryals.

2. All present said the Pledge of Allegiance.

3. The following members were:

Present: Jack Ryals, Chairman
 JoAnn Davis, Vice-Chairman (late)
 Randy Carmichael, Member
 Trish Nichols, Member
 Dan Porsi, Member
 Lisa Herendeen, Alternate Member (late)
 John Lucas, Alternate Member

Absent: LeAnn Smithson, Member
 Gerry Smith, Member

Also Present: Doug Dombroski, Economic Development Manager
 Kelly Hyvonen, Planner
 Mary Wolak, Recording Secretary

4. **Approval of Minutes – October 6, 2017 Regular Meeting**

Moved by Carmichael/Porsi to approve the October 6, 2017 regular meeting minutes as presented.

Motion carried unanimously.

Ms. Davis Arrived at 8:02 a.m.

5. **Melbourne Main Street Report**

Jarin Eisenberg, Melbourne Main Street Executive Director

Ms. Eisenberg was not present, but will update the Committee at the next meeting.

6. Community Policing Quarterly Report

Officer Ryan Allen, Community Policing Officer

Officer Allen announced that the police department will be organizing the Melbourne Downtown trick-o-treating event in the future. They did the past event and it was a success. He said the outreach program called *Street to Home* is an ongoing effort. He said the police department continues to go through the woods, all over Melbourne, and find out what type of services people are receiving and figure out how to assist them. He said he has been working with the land owners about the nuisance people on their properties. He said the police department has assisted in housing over 100 people. He said there is a tremendous positive turnaround downtown.

Officer Allen explained some of his daily work duties such as outreach programs, going to meetings, dealing with parking issues, patrolling and answering calls.

Mr. Porsi asked Officer Allen how many parking tickets are issued per week.

Officer Allen answered that he issues approximately five tickets a week, but if someone else were dedicated to parking issues, there would be a significant increase.

Mr. Carmichael complimented Officer Allen on his wonderful efforts and he felt there is a tremendous difference downtown.

Ms. Nichols thought there should be more "free parking" signs near City Hall directing people to the parking garage.

Officer Allen said there are a couple of free parking signs there already.

Ms. Hyvonen added that staff will be working with Melbourne Main Street (MMS) and a small committee regarding the public's concerns with parking and then bring some ideas back to Council.

Mr. Dombroski said the parking garage at City Hall is three-quarters full on most days and Officer Allen agreed that people are using the garage more often now.

7. Program and Project Updates

Ms. Hyvonen said an engineering consultant is working on a lighting plan for the US 1 Streetscape project. She said there will be a new landscaping plan which will include Florida Department of Transportation (FDOT) comments. She said the CRA plan amendment, with the recommendation to extend the Public-Private Partnership program, was approved by Council and the CRA. She mentioned that a mailing was sent out to the business and property owners in the south expansion area regarding the Façade Improvement Program. She received a response from someone in the downtown core, in the south expansion area, and four others in the south expansion area who are interested in the program. She said no one has applied yet.

8. Advisory Committee Training

Cathy Wysor, City Clerk, and Kevin McKeown, Assistant City Clerk

Cathy Wysor, City Clerk and Kevin McKeown, Assistant City Clerk, provided training to the Committee. Mr. McKeown said Chapter 20 of the City Code contains the guidelines for this CRA Committee. He said the Committee members serve a three year term and are reappointed by City Council. He explained that the composition of a board includes nine members, seven regular and two alternate members, a Chairman and Vice Chairman.

Mr. McKeown spoke about voting Conflict of Interest, the Board's duties outlined in City Code, Section 20.98, and the meaning of operating in the "scope", as outlined in the City Code.

Ms. Wysor reviewed the duties of the alternate members and general voting procedures. She reviewed *Robert's Rules of Order*. She said the public should speak through the Chairman. She also talked about the Committee's attendance standards.

Ms. Wysor stated that the public is allowed to have input on an item that is on the agenda, before the Committee votes on it.

Mr. McKeown said City Council has adopted policies that relate to all the City boards. He said at the first of the year there should be a self-evaluation discussion regarding attendance, struggles, opinions, etc.

Mr. McKeown mentioned that no electronic devices should be used during a meeting because it paints a wrong picture, and the public does not know what you are doing.

Ms. Wysor explained the Sunshine Law and expressed that public meetings should consist of three things: meetings are open to the public, reasonable notice is given and minutes will be kept.

Ms. Wysor said if you have information that you want to share with the Committee, she suggested that it be forwarded to staff and they will send a one-way communication to all members.

Ms. Davis asked if a meeting took place and there happened to be one or more CRA members in attendance, should she advise staff that there will be a meeting. She asked if it would be her responsibility to post this.

Ms. Wysor said compliance with the Sunshine Law is always the personal responsibility of each member or each elected official. She said staff can post a notice that, for example, she was attending a meeting that will have two or more members from the CRA Advisory Committee. She said the member would be responsible to have that notice sent to the public information office (PIO) of Florida Today and minutes should be taken at the public location.

Ms. Davis asked if you can talk to another board member about a topic that was already discussed and voted on.

Ms. Wysor said board business should not be discussed before or after a meeting. Ms. Wysor said if you feel confident that the topic will never return again, you can speak about it.

Mr. McKeown said every member is required to vote on every item that comes before them, unless someone has a voting conflict of interest. He explained financial conflicts of interest.

Ms. Nichols asked what was the alternate members' role.

Ms. Wysor said alternate members attend every meeting and can participate in the discussion of all items. She said they can only vote in the absence of a regular member or if a regular member has a voting conflict of interest.

Ms. Hyvonen said this CRA was created in 1982 and in 2006 it was expanded to the north and south. She said the CRA is set to sunset in 2042. She reminded the Committee that they are the advisory committee to the CRA. She said this Committee makes recommendations on redevelopment plan projects and programs. She said the funding source is in the CRA boundaries and staff is able to capture the change in taxable value of the City and County millage. She said the increase in taxes between the base year and the current year are put in a trust fund that is spent on program and projects within the CRA.

She said the CRA has a Façade Improvement Program, the Public-Private Development Program and the Retail Core Commercial Lighting Program.

Ms. Hyvonen said the recurring expenses are the parking garage and parking lot leases. She said staff was able to partner with other agencies to fund Riverview Park projects. She said the US 1 Streetscape improvements from Crane Creek to Jackson Street are currently being worked on. She said a grant was applied for the Riverview Park improvements such as the boardwalk, the restrooms and the splash pad. She said the Crane Creek Pedestrian Bridge will be a future project that will be looked into. She said the phase 2 of US 1 Streetscape Improvements from Jackson Street to University Blvd. will be a future project once the first phase is completed.

Ms. Nichols asked if there will be any additional restrooms built at the park.

Ms. Hyvonen said the Parks Department is looking into providing additional restrooms near the existing playground.

Ms. Davis was impressed on how many families are in the park now.

Mr. Porsi said he attended the recent Food & Wine fest and expressed that it was an excellent event.

9. General Public Comment

Jim Nichols, member of the public, asked why the Henegar school building has been vacant for so long.

Mr. Ryals said there should be some ground breaking work sometime this spring.

10. Additional Business

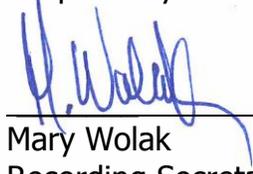
There was no additional business.

11. Adjournment

Moved by Carmichael/Nichols to adjourn at 9:10 a.m.

Motion carried unanimously.

Respectfully submitted,



Mary Wolak
Recording Secretary