



MERRITT ISLAND REDEVELOPMENT AGENCY BOARD OF DIRECTORS
Meeting Minutes April 26, 2018 – 2:00 PM

MEMBERS PRESENT

Wendy Ellis, Chairman
Andy Barber, Board Member
Marcus Herman, Board Member
Tom Vani, Board Member
Chris Cook, Board Member

MEMBERS ABSENT

Eddie Lebron, Vice Chairman

AGENCY STAFF

Christine Schverak, Assistant County Attorney
Cindy Thurman, MIRA Land Development Manager

GUESTS

Liz Alward, Senior Legislative Aid, District 2 Commission Office
Samantha Moore, RaceTrac
Bryan Potts, Tannath Design
Mike Allen, Allen Engineering
Tom Sullivan, Grey Robinson

CALL TO ORDER AND ROLL CALL

Chairman Ellis called the meeting to order and completed a roll call of the Board Members.

Following the roll call, Chairman Ellis provided the Board Members with a copy of Cindy Thurman's resignation from the MIRA Board. Continuing, Chairman Ellis stated that Ms. Thurman had resigned prior to interviewing with Assistant Manager Denninghoff, herself and Human Resources Director Jerry Visco, for the MIRA Development Manager position. Five candidates were interviewed; Ms. Thurman was hands-down the best candidate and was offered and subsequently accepted the position. Chairman Ellis stated how excited she was to have Ms. Thurman on board.

PUBLIC COMMENT/ANNOUNCEMENTS

There were no public comments/announcements.

I. COMMERCIAL FAÇADE GRANTS

A. Grant Applications - There were no grant applications

II. ZONING PRESENTATIONS

A. Merritt Square Mall Subdivision, 18SD00009, Michael Allen, Allen Engineering, Inc.

Ms. Thurman reviewed the site plan with the Board regarding the mall's subdivision. Ms. Thurman asked Mr. Allen to address the Board and answer any questions they may have. Mr. Allen stated that the mall owners are trying to sub-divide the remaining



**MERRITT ISLAND REDEVELOPMENT AGENCY BOARD OF DIRECTORS
Meeting Minutes April 26, 2018 – 2:00 PM**

parcels to sell in order to have money to reinvest into the mall. He discussed parking and ingress/egress issues. They are trying to bring the entire mall into compliance. There's no construction proposed; they are trying to establish a plat. County staff has asked them to reflect the Chick-fil-A and Race-Trac site. Board Member Vani asked about the JC Penny and Cobb Theatre not meeting set-back requirements. Mr. Allen replied they will require a variance. Cross Parking Agreements will have to be rewritten for each site. Ms. Thurman asked why they are doing this. Mr. Allen reiterated that the sale of the parcels will allow for reinvestment into the mall. Ms. Thurman told Mr. Allen she would like to have further discussion regarding stormwater after he proceeds. Board Member Barber asked if the stormwater ponds would remain; Mr. Allen replied yes. Board Member Herman asked if he was aware that MIRA tried to work with the Mall regarding filling the ponds; Mr. Allen replied he didn't, but that he was learning more as he went on. Chairman Ellis asked if Mr. Allen if he had access to the owners; Mr. Allen replied that he is working for a consultant. Chairman Ellis asked if he could relay the information back to the owners, as it could be beneficial for selling additional out parcels. Board Member Vani stated when he met with Shannon, the Mall Manager, one of the problems mentioned regarding filling the ponds was that the Mall irrigates from the ponds. The questions was, could the Mall draw water from the Veteran's Pond to irrigate their landscaping. A year ago, some of the pumps burned up due to the lack of water in the pond and so irrigation is a concern. Board Member Herman continued with a question regarding if there was enough parking; Mr. Allen said they will have to prove to the County that each parcel has enough parking. Manager Thurman explained to the Board she would like to develop the process that after the Board views a plan that she would monitor for any changes. If there are changes, the plan would come back to the MIRA Board for a review.

A MOTION WAS MADE BY BOARD MEMBER HERMAN TO ACCEPT THE SUBDIVISION PLAN CONTINGENT UPON ALL SUBMITTALS TO THE COUNTY BEING SUBMITTED TO MIRA DEVELOPMENT MANAGER THURMAN AS WELL; WITH THE REQUEST THE OWNER'S FILL IN THE RETENTION PONDS AND CONNECT TO THE STORMWATER POND. THE MOTION WAS SECONDED BY BOARD MEMBER VANI. Discussion: Board Member Vani asked if there was a way to encourage them to use the stormwater ponds as part of the motion. Board Member Herman responded that if filling in the ponds in order to sell additional parcels isn't enough encouragement, he didn't know what would be. **CHAIRMAN ELLIS CALLED THE QUESTION AND THE MOTION PASSED UNANIMOUSLY.**

B. RaceTrac Petroleum, Inc., 18PZ00041, 4 Variances, which includes:

1. Relocation of existing sign covered under V-2861 for its square footage and height;
2. Addition of 150 sf RaceTrac sign for new development;
3. 0' setback request for new 150 sf Racetrac sign;
4. Decrease separation requirement between freestanding signs by 38' from 100' to 62'.

A MOTION WAS MADE BY BOARD MEMBER HERMAN APPROVE THE VARIANCES FOR RACETRAC PETROLEUM, INC PANORAMA MOBILE HOME PARK, INC. THE MOTION WAS SECONDED BY BOARD MEMBER BARBER AND PASSED UNANIMOUSLY.



**MERRITT ISLAND REDEVELOPMENT AGENCY BOARD OF DIRECTORS
Meeting Minutes April 26, 2018 – 2:00 PM**

III. PUBLIC PRESENTATIONS:

There were no public presentations.

IV. CONSENT AGENDA:

A. Approval of March 29, 2018 Regular Meeting Minutes

A MOTION WAS MADE BY BOARD MEMBER HERMAN TO APPROVE THE CONSENT AGENDA. THE MOTION WAS SECONDED BY BOARD MEMBER VANI AND PASSED UNANIMOUSLY.

V. OLD BUSINESS:

A. Revised CFIP Grant Documents

A MOTION WAS MADE BY BOARD MEMBER VANI TO TABLE THE ITEM UNTIL THE NEXT REGULAR BOARD MEETING. THE MOTION SECONDED BY BOARD MEMBER HERMAN AND PASSED UNANIMOUSLY.

B. MIRA Job Descriptions

1. Executive Director
2. Special Projects Coordinator IV
3. Administrative Secretary

Chairman Ellis discussed the meetings she attended with County Management regarding existing and future staffing. The Chairman stated how much she appreciated the County Manager and Assistant County Manager's support of MIRA. Chairman Ellis said that she was confident that the former MIRA Executive Director Nelson made the right call in suggesting a separation of the job duties for the Executive Director and the Special Projects Coordinator IV (Development Manager) and bringing the pay scale of the two positions closer together. She has worked with Brevard County Human Resources to create job descriptions that are divergent. With the Development Manager position in place, that position's focus can be on getting projects off the ground quickly. The Executive Director will focus on required county-interface, administrative, financial, managerial and communication based issues, that have prevented past projects from aggressive completion.

Chairman Ellis discussed the current contracted temporary services versus the cost compared to having a County employee as part time at \$15 an hour, noting that the Agency would actually pay less for an employee than a contracted employee. The County Manager believed that based on that financial assessment, a part-time Administrative Secretary was justified.

Chairman Ellis wants everyone on the Board to be comfortable with the direction of the staffing decisions. Board Member Herman asked whether MIRA would be paying more than our past payroll. Chairman Ellis explained that that amount would be the same, but it would be divided up differently. Also, the Administrative Secretary would now be in payroll versus contracted services. Chairman Ellis stated that MIRA spent approximately 30K on contracted services, and that going forward it would be paid differently, but there would be no additional financial impact.



MERRITT ISLAND REDEVELOPMENT AGENCY BOARD OF DIRECTORS Meeting Minutes April 26, 2018 – 2:00 PM

Chairman Ellis said she was initially concerned about the reduction in the amount MIRA would have left to pay an executive director since the Special Projects Coordinator 2's pay had been increased to a Special Projects Coordinator 4 (Development Manager). However, she now sees that it will be easier for the Board to hire an Executive Director based on very specific job duties, instead of requiring them to be a "Jack of all trades". She mentioned that former Director Nelson had a unique skill set that would be hard to replace. For example, Ms. Thurman would potentially be more knowledgeable about the development aspect of MIRA than the Executive Director because that is her specific charge. She reiterated that the positions are very divergent.

Board Member Vani asked Chairman Ellis if she planned on applying for the Executive Director's job, to which she replied, "absolutely not." Board Member Vani asked how confident the Board was about being able to find an Executive Director at 70K. Chairman Ellis noted that when she met with County Manager Abatte, he made it very clear that the combination of existing dollars for the first and second position had to be split between the two positions in the fashion he agreed to, with no additional dollars in the budget for payroll. Board Member Herman stated that he agreed that Chuck Nelson and Greg Lugar had a very special combination of skills, and that breaking the Executive Director's job in two was a great solution. He added that Administrative Assistant was going to be important, and wanted to know when both positions would be advertised.

Chairman Ellis stated that she wanted to make sure the Board was of one mind to go forward with approval of the job descriptions as presented for all three positions prior to putting the remaining two out on the street. Based on the desire of the Board, she is willing to try and get them out as soon as possible.

A MOTION WAS MADE BY BOARD MEMBER VANI TO APPROVE THE JOB DESCRIPTIONS AND PUT THEM OUT ON THE STREET. THE MOTION WAS SECONDED BY BOARD MEMBER BARBER, AND PASSED UNANIMOUSLY.

C. Cone Road Update

Cindy Thurman updated the Board on the Cone Road project. She discussed the need to preserve the two grants associated with the project and is working very hard at that. Marcus asked about the EPA (319) grant and Ms. Thurman responded that it is a reimbursement program and the costs are going to vary per property but overall, the elimination of over 60 septic tanks and the grant will aid in the property owner hooking their building to the new sewer lateral. Board Member Vani indicated that he can give us updates on the port activity and have a letter of support written for the elimination of as many septic tanks as possible.

D. Pepper Busting

Chairman Ellis reviewed the Pepper Busting paperwork submitted by Board Member Barber and indicated that she would find out if the funds are available during her upcoming budget meeting with the County. Board Member Barber indicated that Pepper Busting from the Mall to Wal-mart requires a lot to be done for permits. An ongoing yearly maintenance program is about \$1,200 a year.



MERRITT ISLAND REDEVELOPMENT AGENCY BOARD OF DIRECTORS Meeting Minutes April 26, 2018 – 2:00 PM

Board Member Herman indicated that MIRA already paid for Pepper Busting and it grew back in a year so there should be annual maintenance, otherwise it is a waste of money. Board Member Vani asked if we had projects that were not going to be completed this year, if we could transfer some money for pepper busting. Chairman Ellis stated that there are a number of line items to pull from, but she needs to understand what dollars have already been committed, as she has not been coding the payables to understand what each line item contains. Board Member Vani stated that at a mid-year, you can transfer an amount. Chairman Ellis stated that she will find out what is left in the budget to spend this year.

Board Member Cook stated that it is hard to beat the bang for the buck that is accomplished by Pepper Busting; he agrees with the ongoing maintenance. Board Member Herman stated that most certainly money can be moved around, and noted that MIRA has bike share money that can be moved. Board Member Barber asked if MIRA had been reimbursed for the Bike Share money. Chairman Ellis stated that she was not sure, however, she would ask the District 2 office to look into it.

Board Member Ellis requested that the Board make a motion so that she can represent the Board with the budget office and the assistant County Manager to create the budget for FY 2018/19.

A MOTION WAS MADE BY BOARD MEMBER VANI TO ALLOW CHAIRMAN ELLIS TO REPRESENT THE BOARD WITH THE BUDGET AND ASSISTANT COUNTY MANAGER'S OFFICES. THE MOTION WAS SECONDED BY BOARD MEMBER BARBER AND PASSED UNANIMOUSLY.

VI. NEW BUSINESS:

1. Cindy Thurman's Signature Authorizations

A MOTION WAS MADE BY BOARD MEMBER HERMAN TO ALLOW CINDY THURMAN TO HAVE SIGNATURE AUTHORIZATION. THE MOTION WAS SECONDED BY BOARD MEMBER VANI AND PASSED UNANIMOUSLY.

VII. REVIEW OF ACTION ITEMS AND BOARD REPORTS:

Cindy Thurman, MIRA Land Development Manager
Christine Schverak, Assistant County Attorney
Wendy Ellis, Chairman
Eddie Lebron, Vice-Chairman - Absent
Andy Barber, Board Member
Chris Cook, Board Member
Marcus Herman, Board Member
Tom Vani, Board Member

A MOTION WAS MADE BY BOARD MEMBER HERMAN TO ADJOURN THE MEETING AT 4:18 PM. THE MOTION WAS SECONDED BY BOARD MEMBER VANI AND PASSED UNANIMOUSLY.