



MERRITT ISLAND REDEVELOPMENT AGENCY BOARD OF DIRECTORS Meeting Minutes May 31, 2018 – 2:00 PM

MEMBERS PRESENT

Wendy Ellis, Chairman
Eddie Lebron, Vice Chairman
Andy Barber, Board Member
Marcus Herman, Board Member
Tom Vani, Board Member

MEMBERS ABSENT

Chris Cook, Board Member

AGENCY STAFF

Christine Schverak, Assistant County Attorney
Cindy Thurman, Development Manager
Cheryl Hurren, Interim Special Projects Coordinator

GUESTS

Liz Alward, Senior Legislative Aid, District 2 Commission Office
John Denninghoff, Assistant County Manager
Matt Culver, Natural Resources

CALL TO ORDER AND ROLL CALL

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

PUBLIC COMMENT/ANNOUNCEMENTS

There were no public comments/announcements.

Consent Agenda

Board Member Vani made a motion to approve the consent agenda, including the approval of the Meeting Minutes from April 26, 2018, and amended meeting minutes from March 29, 2018. The motion was seconded by Board Member Barber and passed unanimously.

Old Business:

A. CIP Updates

Cone Road - Development Manager Thurman is continuing to work on the Cone Road permit extensions. October 1, 2018 is still a good start date for the project.

Merritt Square Mall - Development Manager Thurman has also been attempting to find out who the players are at Merritt Square Mall. She has sent an email to Mr. Allen, a sub-consultant for the Mall, regarding easements and stormwater opportunities. She asked Mr. Allen to attempt to pass it on to the owners.

Complete Street at Sykes Creek Parkway - Development Manager Thurman suggested holding off on this project until it was determined what the mall was going to do as far as any new median cuts. Board Member Vani expressed a desire to move ahead ASAP, noting that any potential future disturbance of the median by the Mall once the site had been improved would require the Mall to return it to a pristine condition; Vice Chairman Lebron and Board Member



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Herman concurred. The Board discussed their displeasure about a potential U-Haul facility going in the back of Merritt Square Mall, as it would be located right across from the new Merritt Island Downtown/Veteran's Center. **Chairman Ellis requested Attorney Schverak provide MIRA with a path of how MIRA's recommendation could travel through the County with appropriate wording MIRA could pass along for recommending that the new owner not be granted a conditional use permit for a U-Haul storage location, and how MIRA could interface with the ultimate deciding body that would grant the conditional use permit.**

Veterans Park – Board Member Barber has scheduled a tentative Veterans Park meeting for Tuesday June 19th at 10AM. **Development Manager Thurman will contact Parks and Recreation and the District 2 office regarding attending the meeting tomorrow, Friday, June 1, 2018, to confirm the scheduled date.**

There was a motion made by Board Member Barber for Development Manager Thurman to bring back the Complete Streets design for Sykes Creek at the next MIRA Board Meeting for further discussion. The motion was seconded by Board Member Vani and passed unanimously.

Development Manager Thurman to bring back the Complete Streets design for Sykes Creek at the next MIRA Board Meeting.

B. Bus Shelters

Chairman Ellis informed the Board about a meeting she had with Scott Nelson, the new Director of Space Coast Area Transit. Mr. Nelson stated that there was a new focus in the County regarding Bus shelter installation that had been spearheaded by Commissioner Smith. Therefore, there is a new focus with county staff to get shelters through the permitting process as expeditiously as possible. Space Coast Area Transit has committed to developing 9 shelter sites outside of Merritt Island that have already been designated. They currently have \$350,000 in federal money to develop the 9 sites; some of sites will require engineering in upwards of \$50,000 per site. Chairman Ellis suggested that MIRA proceed with developing the 5 shelter sites that had already been targeted by MIRA without financial support from Space Coast Area Transit, as they were selected because of the minimal engineering required when compared to other potential shelter sites. Then, the Agency could select additional shelter sites that required more complex engineering, and get on a waiting list with Space Coast Area Transit to help develop those sites. The Chairman also was aware that former Executive Director Nelson had visited each of the potential sites that had been selected and had concerns about several of them. **Development Manager Thurman will follow up with Mr. Nelson regarding his concerns so that she is aware of what needs to be addressed to proceed with confirming the sites.**

Additionally, when speaking with Scott Nelson, the Chairman was informed that plexiglass shelters are not used by riders during the summer months as they are too hot to stand under, defeating the purpose of installing them. Chairman Ellis showed the Board a picture of a perforated shelter to be used in Viera that allows air to circulate. Also, there is a question as to if the 4 remaining shelters that



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are behind Space Coast Area Transit will even be available to MIRA by the time the Agency is ready to install them. The Chairman recommended purchasing shelters that were perforated so that the passengers could actually use them, rather than trying to save a few bucks and not achieving optimal results. She also reminded the Board that bike racks, solar lighting, and big belly trash cans were slated to be on as many of the sites as possible, some of the sites are too small to accommodate bike racks.

Development Manager Thurman to spec and cost out perforated bus shelters, bike racks, solar lighting and big belly trash cans for the 5 MIRA and 2 FDOT sites and provide the Board with cost estimates to approve at the next MIRA Board Meeting. Also, Manager Thurman should speak with Chuck Nelson to see what his concerns were with some of the sites.

A motion was made by Board Member Herman to have Development Manager Thurman spec and cost out perforated bus shelters, bike racks, solar lighting and big belly trash cans for the 5 MIRA and 2 FDOT sites and provide the Board with cost estimates to approve at the next MIRA Board Meeting. The motion was seconded by Board Member Barber. Discussion: Board Member Herman stated he would like to review where the sites are for the proposed bus shelters again. Development Manager Thurman said she attended a meeting with FDOT regarding extending a deceleration lane heading east by Walmart. It is being repaved with new bike lanes and a new median cut. FDOT has offered to engineer and install 2 shelter pads as part of the project. MIRA needs to provide the specifications as soon as possible. The motion was revisited and passed unanimously.

C. Griffis Landing

Matt Culver was in attendance for discussion of the fuel pump and sea wall needed at Griffis. Mr. Culver thanked the Board for their assistance and stated he has a bid package together for FEMA relating to the damage from Hurricane Matthew, which will cover certain parts of the improvements. Mr. Culver said he anticipates having a contractor for the pump in July but due to their availability he has a concern about finding an available sea wall contractor. Mr. Culver continued the sub-land lease has been worked out and he reviewed a picture of where the pump would be located and indicated it would be the only one from the Barge Canal to Grills. There was a discussion on the size of fuel tank that would be the most practical; at least a 1,000 gallon tank and a cement tank. Mr. Culver was asked who would run the pump; Mr. Culver replied Doc's Bait House and they would hire someone qualified to run the pump. Doc's Bait House would receive a portion of the revenue; the remaining revenue would go to the County which will be reinvested in the site, per the agreement with the State. Mr. Culver was asked about assistance being available for dredging; Mr. Culver replied there is some funding for maintenance dredging.

Mr. Culver continued the lease for Doc's is up for renewal; the new lease is to be based on the Port rate. Mr. Norwood, the owner of Doc's wants to put on a new roof and is willing to pay for it and there was discussion as to whether Doc's



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could apply for a Commercial Façade Grant since the County owned the building. Mr. Culver was asked about Sutton's property if he could see a connection there with the Landing. The Board continued with the discussion of improving the buildings and seeking a motivated vendor to lease the building; additional parking was brought up. Development Manager Thurman asked Mr. Culver if he need anything from MIRA to continue with the pump; Mr. Culver said nothing at this time. Chairman Ellis asked Mr. Culver if he was asking if there was a way to receive matching funds; Mr. Culver said any matching funds would be appreciated. Development Manager Thurman asked Chairman Ellis to move to III.C on the Agenda where I added additional funding for the fuel pump and other infrastructure needs; MIRA has agreed to pay for the fuel tank.

Chairman Ellis said what I'm hearing from the Board is we are willing to entertain additional improvements but we need to know the cost of the improvements. If we kick in \$10,000 for improvements to the exterior of the building, Mr. Norwood has to be willing to make \$10,000 worth of improvements to the inside; is that what I'm hearing the Board say - let's ask the Board members. Mr. Lebron - yes; Mr. Vani - yes, if legal; Mr. Barber yes; Chairman Ellis asked Mr. Lebron if he would be willing to meet with Mr. Culver and the tenant; he replied yes. Additional discussion. Chairman Ellis the board is willing to assist with potential roof repairs; the tenant may be matching that money for interior improvements; the Board wants the property to succeed so **Vice-Chairman Lebron will represent the Board in negotiating improvements to the building.** This is not a façade grant.

A MOTION WAS MADE BY BOARD MEMBER VANI TO APPOINT VICE-CHAIRMAN LEBRON TO ASSIST IN NEGOTIATING SOME POTENTIAL IMPROVEMENTS AT THE BUILDINGS AT GRIFFIS LANDING THAT COULD BE SUPPORTED BY MIRA; BOARD MEMBER BARBER SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED.

Ms. Alward from District 2 reminded the Board there would be additional proceeds from fuel sales that would come to the property for continued improvements.

D. Landscaping Update

The Susan Hall Landscape Architecture report was tabled until the next meeting. **Development Manager Thurman will ask Ms. Hall to attend the next MIRA Board meeting in person to give her quarterly report, and also to update the Board on the status of the pavers with the spilled paint, as well as the plan for the Merritt Island Government Center landscape clean up.**

E. Pepper Busting

Chairman Ellis reported that there was \$50,000 available in the budget for Contracted Services for Pepper Busting in conjunction with the proposal that Board Member Barber had previously brought forth.

A motion was made by Board Member Barber to approve the contract with Universal Contracting Construction, Inc. for \$50,000 for Pepper Busting. The motion was seconded by Board Member Vani for discussion.



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Attorney Schverak asked Board Member Barber to confirm that the appropriate procurement process had been used to secure the contract and he responded in the affirmative. The Board discussed that maintenance would be required in order to protect the \$50,000 investment. Board Member Barber stated that unfortunately Universal Contracting Construction, Inc. had not provided a written quote in time for the meeting however, he anticipated the cost to be between 2-5K annually.

A motion was made by Board Member Herman to table the Pepper Busting contract until the next MIRA Board meeting so that the Board could review the maintenance contract which includes a price lock and cost. The motion was seconded by Board Member Barber and passed unanimously.

F. Commercial Façade Improvement Grant Program – Review of Policies & Procedures

Board Member Herman wanted to confirm that landscaping was an eligible expense, as Development Manger Thurman had expressed a concern about eligibility in the Beautification Committee Meeting. After speaking with the MIRA Attorney, Development Manger Thurman confirmed that landscaping was eligible as it is in the MIRA Plan. Attorney Schverak stated everything you do has to be related to slum and blight as related reflected in your plan and the Commercial Façade Program; the landscaping can qualify as removal of slum and blight.

Board Member Herman then reviewed the Beautification Committee recommendations in regards to the Commercial Façade Improvement Grant Program, Eligible Expenses (page 3 & 4 of the Grant Program Policies and Procedures) and the result of the discussion follows: Page 3, D - Board Member Herman does not recall. Page 4, H - remove as part of more extensive project. J add: "or they can be a stand-alone project as long as they can be seen from the road". M & N - remove. V-2nd line - remove the Committee meets on the 3rd Thursday of the month. Page 5, F - change wording beginning line 2 to "when issued if applicable". G - change 30 days to 45 days. Attorney Schverak pointed out C also has wording regarding when the Board meets that needs to be stricken. Chairman Ellis inquired after the Board regarding page 4, L and the parking lots; if a property owner wished to convert a grass parking area to a paved parking lot because of a safety issue could that be eligible. The Board agreed to add "other improvements may be considered as long as they meet the goals and objectives of the Commercial Façade Grant Program.

paved parking lot instead of a grass parking lot. After discussion, the Board agreed to add the wording **WENDY WILL INSERT**.

A motion was made by Board Member Herman to add/delete/change the following wording to the Commercial Façade Improvement Grant Program Guidelines for final approval: (WENDY WILL INSERT CHANGES HERE) The motion was seconded by Board Member Vani and passed unanimously.



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G. Staffing

Chairman Ellis stated that there were 297 applicants for the Administrative Secretary Position, and that the position was now closed. Mr. Denninghoff had authorized Chairman Ellis and Development Manager Thurman to interview and hire the most qualified candidate. Chairman Ellis asked Mr. Denninghoff if he would add Liz Alward, Senior Legislative Aid, District 2 Commission Office, to the selection committee and Mr. Denninghoff concurred. The Chairman thanked Ms. Alward for agreeing to serve.

New Business

A. Annual Report 2016/2017

Development Manager Thurman explained this report is in a standardized format put out by the Budget Office. Also, due to the report being late for submission when she started her position, Development Manager Thurman/Chairman Ellis updated the report and submitted the report so it would make the presentation and review by the County Commission. The Board was asked to approve the Annual Report as submitted.

A motion was made by Board Member Barber to approve the MIRA 2016/2017 Annual Report. The motion was seconded by Board Member Vani and passed unanimously.

B. Budget FY 2018-2019

Board Member Thurman indicated that there were a few changes still to be made. Chairman Ellis said she and Ms. Thurman spent time in the Budget Office working with Karen Petters to culminate the figures and Ms. Petters agreed to set them up in the County documents. Mr. Denninghoff said the County Manager has not reviewed the budget as yet so it is still a draft. Chairman Ellis asked Mr. Denninghoff if there were any concerns he could see and he responded one with the signage. Chairman Ellis explained the picture doesn't reflect the approved plan for signage as it covers gateway and wayfinding signage. The Board discussed reducing the amount to \$250,000 and spreading the other \$250,000 to other projects; that will leave the amount at the same as last year's budget.

A motion was made by Board Member Barber to reduce the amount of gateway signage by \$250,000 and have Development Director Thurman determine how to assign the funds, based on projects that were potentially underfunded. The motion was seconded by Board Member Herman and passed unanimously.

C. Griff's Landing - No discussion

Review of Action Items

The Board reviewed the action items and **The prioritized the action items for Development Director Thurman are Cone Road, Bus Shelters, and Veterans Park; ask Susan Hall to present report at the next meeting. Additionally, Ms. Thurman will follow up with the TDC regarding the \$50,000 transfer for bike share.**



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Attorney Schverak gave a report on findings for MIRA's involvement in residential projects in the District. Can be done on a case to case basis; encourage private investment; Carlton Terrace and Merritt Ridge are mentioned in the MIRA Plan. Attorney Schverak reviewed a General Procurement Summary with the Board.

Board Member Barber will check with some of the subdivisions to determine who are the people to talk to within the subdivision.

Attorney Schverak presented procurement procedures. A copy of the procedures is attached to the meeting minutes.

Board Member Herman will continue to follow up with Carraba's.

Attorney Schverak will evaluate next steps for selling the property on 55 North Courtney.

Board Reports and Presentations

Christine Schverak, Assistant County Attorney – Nothing more to add

Eddie Lebron, Vice Chairman – Vice Chairman Lebron reported that the owners of El Tucan purchased the Court House Restaurant. They will keep footprint but update kitchen. They will bring a great addition to Merritt Park Place. The lights on Grove are not coming on. **Development manager Thurman will follow up on the Grove lights.**

Andy Barber, Board Member – Board Member Barber wanted to add an item to Development Manager Thurman's action list, and the Board concurred. **Evaluate Sutton's property and any other out parcels that may be appropriate for MIRA to purchase.**

Chris Cook, Board Member – Absent

Tom Vani, Board Member - Board Member Vani wanted to make sure that the new MIRA director would be following up with a video presentation on the Economic impact study, as well as preparing a shortened document with an overview of the study. Chairman Ellis assured the Board that this was part of the Ad Agency's scope of work, in conjunction with the new Executive Director.

Marcus Herman, Board Member - No report.

Cindy Thurman, MIRA Development Manager - Development Director Thurman explained to the Board that she would like to have a Merritt Island informational presentation to the Board every month starting with Field Manner at the June Meeting. There is an abundance of work to do, and Ms. Thurman is looking forward to being fully staffed.



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Wendy Ellis, Chairman – Chairman Ellis had nothing further to ad.

Adjourn

A motion was made by Board Member Barber to adjourn the meeting. The motion was seconded by Board Member Herman and passed unanimously.

The next regularly scheduled meeting of the MIRA Board of Directors is June 28, 2018, at 2 pm.