



**COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD
SPECIAL SESSION MEETING MINUTES
JULY 14, 2025**

1. CALL TO ORDER

Vice-Chairman/ Acting Chairman Nick Asma called the meeting of the Community Redevelopment Agency Advisory Board to order at 6:00 pm in City Commission Chambers at City Hall.

Quorum was declared present.

Present: Vice-Chairman/ Acting Chairman Nick Asma and Board Members; Sharee Hodge, Carmen Horne, Torrance Rhodes and Donald Wingate.

Absent: Chairman Derek Blakeslee (excused), Larry Cappleman (excused), Jamie Quantora Holley (excused) and Tim Keating (excused).

Staff Present: City Manager Jon C. Williams, Economic Development Director Marc Hutchinson, Assistant City Manager for Public Services Steve Pash and recording secretary Colene Rivera.

2. APPROVAL OF MINUTES

Acting Chairman Asma stated the minutes from previous meeting were sent out as part of the meeting packet. Everyone acknowledged receipt and no one stated any changes needed.

Motion by Board Member Wingate to approve the June 10, 2025 minutes as sent out. Seconded by Board Member Hodge. All approved the minutes of regular meeting minutes of June 10, 2025. The motion carried unanimously 5 – 0.

3. DISCUSSION

A. Board Appointments

Director Hutchinson presented a refresher to board on the details pertaining to Ordinance 23-04, Section 2 – City Code Amendment Part (d) outlining board members being divided into three groups with staggered terms. He continued with notification of three current board members terms expiring as of July 31, 2025 and wished to request of this board to extend their terms until July 31, 2028. All three board members, Sharee Hodge, Jamie Quantora Holley, Carmen Horne have expressed interest to remain on this board and willing to extend their term.

Motion by Board Member Wingate to extend all three board members, Sharee Hodge, Carmen Horne and Jamie Quantora Holley, length of service on this board to

July 31, 2028. Seconded by Board Member Horne and the motion carried unanimously 5 – 0.

B. Dyson’s Plaza Shell Construction – Change Order

Director Hutchinson presented an overview and update of the Dyson’s Plaza Shell project currently under construction. The contractors have informed the city of increase in costs of materials such as lumber, hardware, electrical, plumbing and stucco. These increases were due construction delays related to some unexpected structural concerns requiring reevaluation by the structural engineer and tariff uncertainties driving up the cost of building materials in recent months. These have made it difficult for the sub-contractors to honor their initial quotes as pricing did increase after the price guaranteed period of 30 days. These increases did exceed the 10% contingency allowance already spent, and thus, the need to request additional funds for continuance of this project. The City is requesting approval of \$36,446.00 to cover the anticipated additional costs for project completion and does not anticipate any further increase towards this project.

Board members had discussions whether City staff held contractors to the original quote, verification of these additional costs and if tariff fees are valid, whether the City obtained line item breakdown of increased material costs and if the City shops American-made products vs overseas? City staff verified the increases are in line with other projects and costs in the area and there was not a specific statement in the bid/contractor agreement to only use USA made materials for this project.

Motion by Board Member Hodge to approve the additional funding of \$36,446.00 for the proposed change order for the Dyson’s Plaza shell construction. Seconded by Board Member Rhodes and the motion carried unanimously 5 – 0.

C. Election of Officers

Director Hutchinson requested this item be tabled until next meeting with larger board member representation to discuss election of officers. Board agreed.

4. **DISCUSSION – Open questions**

Board members inquired about packet item 3A with listing a various applicants proposed for this board. Director Hutchinson stated this was provided should any of the board members not wish to continue to renew their terms. Since all agreed to remain on this board, this list was a moot point. Board Member Rhodes did state there might be a possibility of him having to resign but would know more at the next meeting.

5. **ADJOURNMENT**

There being no further business the meeting was adjourned at 6:16 pm.

ATTEST:

/S/

Recording Secretary Colene Rivera

APPROVED:

/S/

Vice-Chairman Nick Asma