



**COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD
REGULAR MEETING MINUTES
AUGUST 12, 2025**

1. CALL TO ORDER

Chairman Derek Blakeslee 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: Chairman Derek Blakeslee, Vice-Chairman Nick Asma, and Board Members; Larry Cappleman, Sharee Hodge, Jamie Quantora Holley, Carmen Horne, Torrance Rhodes and Donald Wingate.

Staff Present: Economic Development Director Marc Hutchinson, Assistant City Manager for Public Services Steve Pash, Finance Director Laura Zielonka and recording secretary Colene Rivera.

2. APPROVAL OF MINUTES

Chairman Blakeslee 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 Holley to approve July 14, 2025 minutes as sent out. Seconded by Board Member Wingate. All approved the minutes of Special Session meeting minutes of July 14, 2025. The motion carried unanimously 8 – 0

DISCUSSION

3. FY 2026 CRA Budget Review

Finance Director Zielonka and Economic Development Director Hutchinson presented the proposed FY 2026 CRA budget of \$1.7M. They discussed 2024 actuals, 2025 budget and 2026 proposed budget with the current financial provisions for six initiatives as follows:

1. Habitat For Humanity Neighborhood Revitalization - \$20K
 - Cost to operate the annual program providing minor improvements to 20 homes.
2. Property Acquisition - \$325K
 - 2 properties located in the Historic East Winter Garden Neighborhood. Funds to be used for housing and street improvements.

3. Streetscape Phase 1 Improvements - \$600K
 - Focusing on Triangle Park, North St/Center St, sidewalks and amenity elements
4. 95 Center St – Converting Use of Commercial Building to a Daycare - \$439K
 - Interior and exterior work on 2,500 SF building
 - Site work to resurface/grade/stripe/landscape existing parking lot
 - Installation of required playground equipment

The board discussed concerns about the amount of this \$439K placeholder as well as discussion ensued regarding specifics for the daycare operation with a request for standards and agreement stipulations being in place prior to allocation of funds. Also discussed the relationship of daycare with neighboring church for possible shared uses for the purpose of daycare facility.

5. Container Units for Business Incubator Opportunity - \$200k
 - Purchase of 4 (20' X 8') shipping container units outfitted for commercial mixed uses and placed on designated concrete pads donated/provide by the Point on Plant development.

The board expressed concerns about the potential for shipping container units being proposed in other areas/ properties and if the city is prepared with design standards and restrictions to avoid similar container units popping up everywhere? Staff assured the Board that the design overlay along Plant Street and surrounding areas would offer guardrails to prevent and control those concerns.

6. Zanders Park Upgrade/Improvements - \$100k
 - Resurfacing work for 1 of 2 basketball courts
 - Second basketball court to be converted into 4 pickleball courts

The Board also discussed budget funding that was approved but not yet spent, allocation of Downton Wayfinding signage from 2025 budgets and potential remaining spending for CRA funds over the next 8 years. Chairman Blakeslee also reminded the board that once the dollars were committed to projects the spending of those dollars would outlive the sunset of the CRA.

Motion by Board Member Cappleman to recommend the proposed FY 2026 CRA Budget to City Commission for final approval. Seconded by Board Member Wingate and the motion carried unanimously 8 – 0.

4. Zander Park Public Space Conceptual Design

Economic Director Hutchinson presented a request for the Board to approve recommendations to transfer funding from the city's general funds to CRA funds for the conceptual design work completed by the Murray Design Group in the amount of \$20,020. Cost was paid by the city's General Fund initially to quicken the renovation process and now the General Fund needs to be reimbursed by the CRA. Other details were given related to the Murray Design Group proposal and invoicing along with the upgrades to the Historic East Winter Garden area.

Motion by Board Member Cappleman to recommend for CRA approval to reimburse the City's General Fund with CRA funding for the conceptual design work completed. Seconded by Board Member Asma and the motion carried unanimously 8 – 0.

5. Election of Officers

Economic Development Director Hutchinson presented a discussion at the CRAAB Board's request to consider options for a possible replacement of current board chair and vice-chair positions, length of term for chairs as well as discussion for recommendation to the CRA for replacement of the current vacancy on this board. Board members discussed resignation of current chairman, vice-chair stated he would remain if the board felt inclined and discussion of who to promote as next chairperson. The Board decided to table recommendations for the vacancy of the current board member until the next meeting.

Motion by Board Member Blakeslee to resign as current Board Chairman, designate Board Member Cappleman as next Chair and for Board Member Asma to remain as Vice-Chair. Seconded by Board Member Rhodes and the motion carried unanimously 8 – 0.

6. DISCUSSION – Open questions

The board did not have any additional items for discussion.

7. ADJOURNMENT

There being no further business the meeting was adjourned at 6:49 pm.

ATTEST:

/S/

Recording Secretary Colene Rivera

APPROVED:

/S/

Chairman Derek Blakeslee