

**MINUTES OF THE CARVER HEIGHTS/MONTCLAIR AREA
COMMUNITY REDEVELOPMENT AGENCY
MONDAY, SEPTEMBER 12, 2016**

The Carver Heights/Montclair Area Community Redevelopment Agency held a regular meeting Monday, September 12, 2016. Chairperson Hurley called the meeting to order at 5:01 p.m. with the following members present:

Commissioner John Christian
Commissioner Abraham Conner
Commissioner Elise Dennison
Commissioner John L. Johnson
Chairperson Jay Hurley

Commissioner Dan Robuck was absent, Commissioner John Johnson arrived at 5:03 p.m. and Commissioner Bob Bone arrived at 5:34 p.m. Others present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Fred Morrison, the news media, and others.

Commissioner Conner gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

**APPROVED MINUTES OF CARVER HEIGHTS/MONTCLAIR CRA MEETING
HELD JUNE 27, 2016**

Commissioner Christian moved to approve the minutes of the meeting held June 27, 2016 and Commissioner Dennison seconded the motion.

The roll call vote was:

Commissioner Christian	Yes
Commissioner Dennison	Yes
Commissioner Conner	Yes
Chairperson Hurley	Yes

Four yeas, no nays, the Commission approved the minutes.

ADOPTED RESOLUTION 71 AMENDED FISCAL YEAR 2015-16 BUDGET

Commissioner Christian introduced the resolution to be read by title only. CC Purvis read the resolution by title only, as follows:

RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR AREA
COMMUNITY REDEVELOPMENT AGENCY OF LEESBURG,
FLORIDA, APPROVING THE AMENDED FISCAL YEAR 2015-16
BUDGET; APPROPRIATING CERTAIN FUNDS TO SPECIFIC
REDEVELOPMENT PROJECTS; AND PROVIDING AN EFFECTIVE
DATE.

Commissioner Dennison moved to adopt the resolution and Commissioner Christian seconded the motion.

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Chairperson Hurley requested comments from the Commission and the audience. There were none.

The roll call vote was:

Commissioner Dennison	Yes
Commissioner Conner	Yes
Commissioner Christian	Yes
Chairperson Hurley	Yes

Four yeas, no nays, the Commission adopted the resolution.

**ADOPTED RESOLUTION 72 APPROVING THE FISCAL YEAR 2016-17
BUDGET**

Commissioner Christian introduced the resolution to be read by title only. CC Purvis read the resolution by title only, as follows:

RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR AREA
COMMUNITY REDEVELOPMENT AGENCY OF LEESBURG,
FLORIDA, APPROVING THE FISCAL YEAR 2016-17 BUDGET;
APPROPRIATING CERTAIN FUNDS TO SPECIFIC
REDEVELOPMENT PROJECTS; AND PROVIDING AN EFFECTIVE
DATE.

Commissioner Dennison moved to adopt the resolution and Commissioner Christian seconded the motion.

Chairperson Hurley requested comments from the Commission and the audience. There were none.

The roll call vote was:

Commissioner Conner	Yes
Commissioner Christian	Yes
Commissioner Johnson	Yes
Commissioner Dennison	Yes
Chairperson Hurley	Yes

Five yeas, no nays, the Commission adopted the resolution.

**PRESENTATION:
NEIGHBORHOOD RESOURCE CENTER – Preliminary Conceptual Plans**

(please see attached plan)

CRA Manager (CRAM) Ken Thomas stated today is to review the preliminary conceptual plans of the Neighborhood Resource Center for the community. He introduced John Baer and Jeremy Warden with CPH and Mark Starcher with Evergreen Construction.

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John Baer, with CPH, stated they are really excited about this plan, they met with some of the neighbors last month to talk about some of the providers, got a feel for what the needs were, and put this plan together hoping to hit all the concerns. Flexibility was a big deal and a number of spaces were added that could meet accommodations of different type meetings and all types of groups; a training room for about 30 people, a large gathering area that could accommodate another 100, and a computer lab with 12 stations with some monitoring to keep control are just a few. The building is a very simplistic design of 9,100 square feet with a café facility, conference rooms and some city staff offices. Also talked about was an industrial kitchen facility and for a number of reasons they have elected to keep that as a separate building because of the energy of the operation; however, both buildings will be built on one site.

Jeremy Warden, with CPH, stated they have laid out the plans for potential future growth development of the site. Parking would be phased as not all is needed for this structure right away, so would only construct the amount of parking required for the resource center. The separate kitchen facility could be brought a little closer to the resource center depending on how the uses correlate, if going to use the kitchen more for the meeting area. The main idea concept right now is to show there is an overall flow and try to keep in mind that there are future potentials, so trying to be mindful of that with the Stormwater and the overall vehicular flows.

Mark Starcher, with Evergreen Construction, stated basically there is a very simple time line, looking at probably early January to have a design complete, have it in for permitting, and have a guarantee maximum price on the project and about a seven-month time line for construction.

Commissioner Dennison questioned if cooking in a separate building that does not have a clear entry into let's say the café, is a covering between the buildings planned. She thinks according to this it looks like it needs to be moved a little bit closer.

John Baer agrees it should be closer and stated this is just a preliminary site plan. There will be separate deliveries and that building will probably be catering to a lot of locations, so basically it is going to have some vehicles driving around it for pickup and delivery, but yes, it should be brought in closer to be in walking distance.

Commissioner Dennison stated it was her understanding that the kitchen was going to take care of the building and asked if this is being built for catering services or something else.

John Baer stated the program was not going that route, it could serve the building, but he thinks a majority of what is going to happen in that kitchen is going to be a catering service.

CRAM Thomas stated the kitchen primarily would be for the facility itself, but we will have the ability to rent out this space to others to utilize, so it could generate some revenue for the city.

Commissioner Dennison asked who is going to manage it and CRAM Thomas replied right now he will.

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Commissioner Christian asked if eventually an RFP would go out for bid to give someone the opportunity to manage. CRAM Thomas answered yes.

Commissioner Christian asked if outside groups wanted to cater and did not have a commercial kitchen, could they utilize this kitchen.

CRAM Thomas replied yes. The kitchen essentially is for catering at the center, but if a private person working at home doing catering, which you really are not supposed to do, but they would have the ability to rent the kitchen space for that particular day.

Commissioner Christian remembers years ago they were talking about doing a kitchen downtown with USDA and thinks it was \$100,000. He asked if we applied for that grant.

CRAM Thomas stated part of his responsibility is to go after the USDA funding to pay for equipment, but USDA will not fund until a shell is built; either the shell of the café or the shell of the kitchen.

Commissioner Dennison asked when this went to a separate building as she thought we were just talking about a resource center.

Commissioner Christian thinks it was the architect.

CRAM Thomas stated there was a kitchen inside the center, but the architect and contractors, as professionals made some convincing arguments that with all the different components that an office environment mixed in with a kitchen, for catering, would not be the best connection between the two parties.

Chairperson Hurley stated he would really like to hear those compelling arguments to convince him why it should be a separate building.

John Baer stated the majority of this building is an office environment and when you add on an industrial kitchen kind of a concept it changes. It is a very small building and you do not want to be able to smell everything cooking in the kitchen and it is going to be really hard to control the odors and also the amount of ventilation that is required to make the kitchen function versus the rest of the building. The kitchen facility should be set aside because of traffic, because of deliveries, because of just the amount of noise that is going to happen in that space as well.

Commissioner Dennison agrees with that, but questions whether or not we should be putting an industrial kitchen in there. This resource center was not meant for someone to have a catering service, it was meant to help the community with training and jobs.

CRAM Thomas stated the kitchen is a job generator; we are utilizing that kitchen facility so people can learn how to be caterers in the community and also to obtain their food handlers license. Part of the resource center is to help people in whatever industry they decide to promote and a kitchen facility will help create jobs in our community.

Mark Starcher stated there is no way to get both the café and an additional catering kitchen in a 9,000 square foot print project. There are a lot of reasons to do it separately

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and it could potentially be done in phases to make this approach work. The main thing is to get the neighborhood resource center designed and they have tried to separate that design in a way that gets it to the budget needed and allows it to move that part forward.

Commissioner Conner inquired as to storage space, stating he does not see that listed on the drawing. He also asked if the total square footage includes the kitchen.

John Baer stated this is just a very basic preliminary plan and agrees there is going to have to be some spaces allocated for storage. The kitchen is not included in this and is another additional 1,600 square feet.

Chairperson Hurley stated pretty much the building here as the resource center is going to swallow up the current budget allocated and then we will be looking at a whole another jump for the kitchen.

Mark Starcher stated they have not put any conceptual numbers to it, but based on what the market is now they are going to tie up every bit of the allocated budget to what is here and then going to have to work very hard just to keep this neighborhood resource center the main part of it within that budget.

CM Minner stated to review those numbers, the total budget allocated was 1.7 million dollars, which included professional service fees, impact fees, and all that. Construction of the building, rough house number is 1.2 million for the main building, the 9,100 square feet, plus his guess is anywhere between a quarter and half a million for the kitchen addition.

Commissioner Dennison asked if the West Leesburg CRA has that money.

CM Minner replied yes; will have to potentially spread out the loan a little more, to balance it out. Right now our plan was to go a 10-year note on the 1.2-million-dollar project and our short fall was a million dollars on a 1.7-million-dollar total project. We estimated around \$69,000 for operating costs and estimated just about under \$90,000 for the debt payment at 10-years; so about \$150,000 that is about the CRA budget and then there are some other miscellaneous type of small projects, \$10,000 in grants or special projects. The CRA budget at this level does start to absorb roughly 90% of the CRA budget for the next 10 years, but remember the life of the CRA is 30 years so that is probably a good trade off. If you go the extra step here and phase in the kitchen, then we are looking at somewhere between another \$250,000 to \$500,000 to get this done. Then to do that at the 10 year note, he thinks it becomes tight because then we have to start cutting operating expenses and does not know if that is a strategy we want to do. The other side of the equation is to lengthen out that term and if we start to lengthen out that term then it is feasible, but then talking two thirds or maybe even the full 30 years of that CRA.

Commissioner Dennison thinks the most important thing to do is to get the resource center up and running and then consider the oh wow we have to have or we would like to have. There is a lot of money being spent right now in this city and she thinks we have got to be careful.

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CM Minner stated that was taken under consideration and as far as a staff level, what we are advising is that we think you can get it done; but we have also informed you that there is going to be some tradeoffs to do it at that level and the other thing discussed tonight was the phasing plan.

Commissioner Christian thinks we are already paying for the consultant to design it, so thinks we let him design both buildings and if we have to do it in phases, at least we already have the design and do not have to wait another year for the kitchen design. The professionals are here, they can design it and get it back to us by January so we do not delay the construction schedule.

John Baer proposed a suggestion to go ahead and put a guarantee maximum price and complete the design on Phase 1, the 9,100 square foot neighborhood resource center building and then at the same time they can give an alternate or additional cost to do the kitchen separately, together, or both.

Commissioner Johnson asked if there is a similar model of this anywhere close with the outside kitchen facility so they can get an idea of what it is like.

CRAM Thomas stated he believes there is one at the Hal Marston center in Orlando, but the kitchen is part of the community center. This is different because normally your centers are just a community center with open meeting spaces for different activities, not like this with an office environment.

Chairperson Hurley stated he whole heartedly supports this and the commission as a whole knows and understands we need it and are definitely behind it. His issue is we have the ability in this 9,100 square feet to do eight different things at the same time, three different offices assigned for service providers alone, multiple conference rooms, a breakroom, a café and then going to have a kitchen with additional bathrooms. His confusion is that he attends a church that is 10,000 square feet, with an auditorium that seats 250, fellowship hall feeding 75, a kitchen, Sunday School classrooms, a youth center and they figured out how to put that in a 100 x 100 building. He does not know where we would ever have a meeting room for 100 people, because we do not even have a 100 that we can get in the commission room. He thinks there is a way to figure out how to get this, but would like to see another option with the kitchen attached maybe down off the café, so we do not need another set of restrooms.

Commissioner Johnson asked if the commission had this discussion before now.

Commissioner Christian stated this has been talked about since 2015, but this is the first time the commission has received a drawing; this is the first conceptual plan received.

CRAM Thomas stated this is what the community has requested and what we are trying to do is place everything that the community wanted in the plan, but of course you know we cannot as there is not enough money. This actually has been going on for almost a decade and we have gotten to the point now where we paid off the debt and this is the next big project. Also, Lake County has already allocated \$700,000 towards this project as well, so we have gotten some more seed money to help. This project is very important

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to the community and our professionals have tried to do their best and this is what we have.

Chairperson Hurley stated he is on board and thinks everyone has done a great job. His questions were just to help him understand why and what we are doing.

Commissioner Christian stated this will allow the neighborhood meetings to move out of the churches to a more neutral community setting.

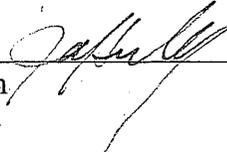
ROLL CALL:

The Commissioners had nothing further to discuss.

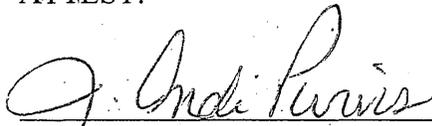
ADJOURN:

Commissioner Christian moved to adjourn the meeting. The meeting adjourned at 5:28 p.m.

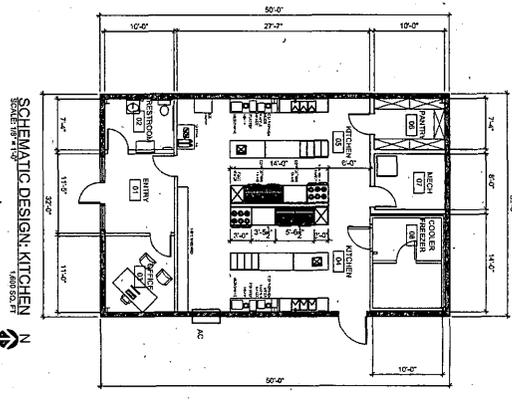
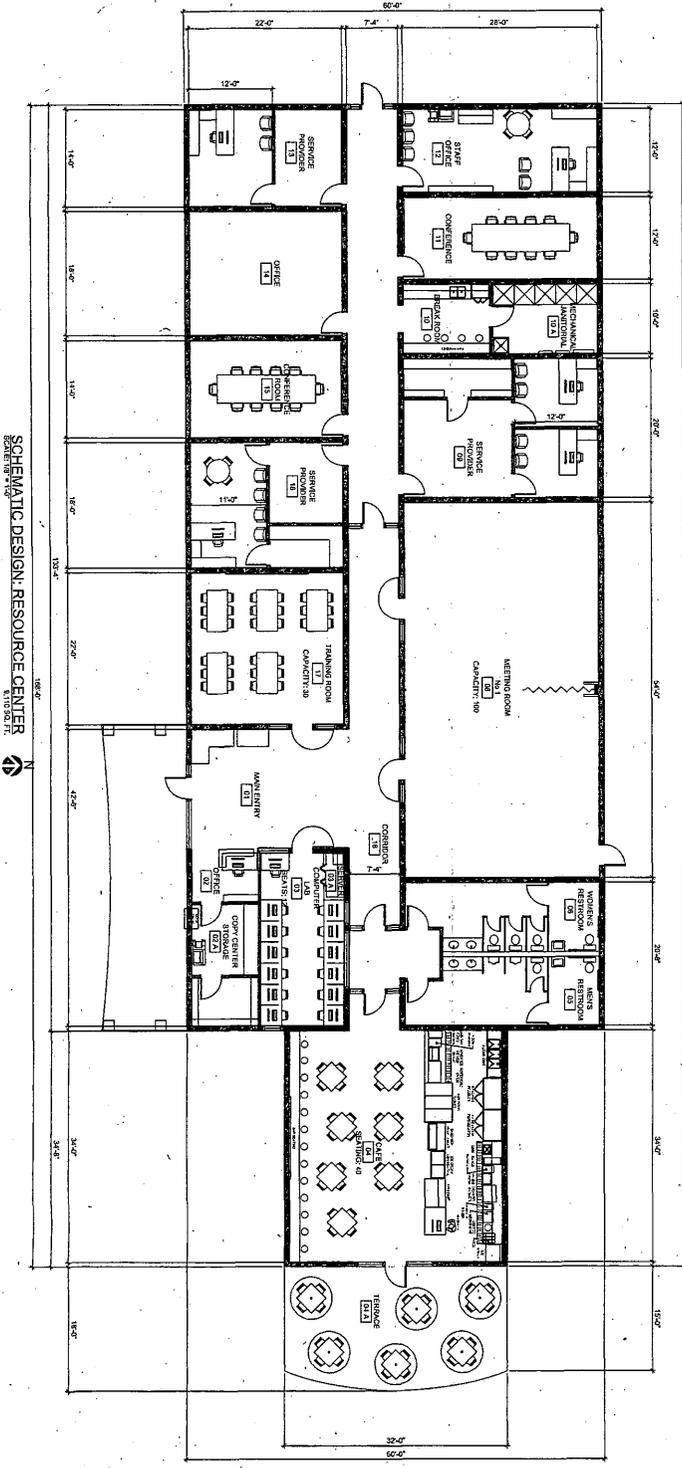
Chairperson



ATTEST:



J. Andi Purvis
Secretary / City Clerk / Recorder



<p>PROPOSED FLOOR PLAN</p> <p>NEIGHBORHOOD RESOURCE CENTER CITY OF LEESBURG LAKE COUNTY, FLORIDA</p>	<p>Designed by: JAB</p> <p>Drawn by: KP</p> <p>Checked by: JAB</p> <p>Approved by: JAB</p> <p>Scale: AS NOTED</p> <p>Date: 09-09-2016</p> <p>Job No.: L4702</p>	<p>www.gph.com</p> <p>A & E Firm</p> <p>Architects Brian Starnes Michael E. P. Steven Steven</p> <p>Owner: * Florida Dept. * City of Leesburg * City of Leesburg</p>
	<p>Sheet No. A1.0</p> <p>9-12-16</p>	<p>JOHN A. BAKER, P.E.</p> <p>By: _____ Date: _____ Revision: _____</p>