

Agenda
City of Dunnellon
Community Redevelopment Agency Meeting
20750 River Drive, Dunnellon, FL 34431
February 14, 2022
5:00 p.m.
Join Zoom
[https://dunnellon.zoom.us/j/84314108175?
pwd=c3FTdFA1MGJ6Tkp3cHVMZG5aMEJhUT09](https://dunnellon.zoom.us/j/84314108175?pwd=c3FTdFA1MGJ6Tkp3cHVMZG5aMEJhUT09)

Meeting ID: 843 1410 8175

Dunnellon Community Redevelopment Agency meeting will be held on February 14, 2022, 5:00 p.m. at Dunnellon City Hall.

Public Comment: Anyone who wishes to provide public comment will be able to do so by participating in the City Council meeting in person, or via the Zoom "AUDIO ONLY" platform and/or telephone, by speaking during public comment portions of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk at modom@dunnellon.org

Members of the public who would like to participate are encouraged to register in advance by Noon on Monday, February 14, 2022. Please see instructions below on how to register.

Instructions on How to Listen and/or Participate in the Meeting

Attachment: [Meeting Instructions \(PDF\)](#)

Call to Order

Pledge of Allegiance

Opening Prayer/Moment of Silence (suggested time limit: 1 minute. Mayor to request if any invitee is present to open with prayer; if no invitee is present, Mayor will ask if a Dunnellon citizen will volunteer. If no volunteers, a moment of silence will be offered. If a citizen outside of Dunnellon requests to open with prayer, (s)he may do so if no invitees/citizens volunteer.)

Roll Call

Proof of Publication - Posted on City's website and City Hall bulletin board on Tuesday, February 8, 2022.

Consent Agenda

1. CRA Meeting Minutes

September 13, 2021

November 8, 2021

Documents:

Consent Agenda Approval

PROPOSED MOTION: I move the consent agenda be approved as presented.

2. FY2021-2022 First Quarter TIFD (CRA) Budget Update

Documents:

[CRA 1st Quarter Budget Update.pdf](#)

3. 125th Anniversary Park Donations

Documents:

[125 Park Donations.pdf](#)

4. Public Comments

5. Adjourn

PROPOSED MOTION: I move the CRA meeting be adjourned.

ANY PERSON REQUIRING A SPECIAL ACCOMMODATION AT THIS HEARING BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT THE CITY CLERK AT (352) 465-8500 AT LEAST 48 HOURS PRIOR TO THE PROCEEDING. IF A PERSON DESIRES TO APPEAL ANY DECISION WITH RESPECT TO ANY MATTER CONSIDERED AT THE ABOVE MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY IS NOT RESPONSIBLE FOR ANY MECHANICAL FAILURE OF RECORDING EQUIPMENT.

City of Dunnellon
Special Community Redevelopment Agency Board
Zoom Meeting

<https://dunnellon.zoom.us/j/83724727471?pwd=OC9zUGs2S2laeHJ1c0l1MjFPVTE2QT09>

Meeting ID: 837 2472 7471

Date: September 13, 2021

Time: 5:00 p.m.

Place: City Hall

20750 River Dr., Dunnellon, FL 34431

Anyone who wished to provide public comment was able to do so by participating in the City Council meeting in person, or via the Zoom "**AUDIO ONLY**" platform and/or telephone, by speaking during public comment portions of the meeting when recognized or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk at mroberts@dunnellon.org

Members of the public who would like to participate were encouraged to register in advance by Noon on Monday, September 13th.

CALL TO ORDER AND PLEDGE

Mayor White called the meeting to order at approximately 5:04 p.m., and led in the pledge of allegiance. He asked if any invitee or volunteer was present to open with prayer. No one came forward and Mayor White offered brief comments in remembrance of the 9/11 attacks.

ROLL CALL

Bill White, Mayor

Valerie Hanchar, Vice-Mayor

Anita Williams, Councilwoman

Jan Cabbage, Councilwoman

Louise Kenny, Councilwoman -ABSENT

STAFF PRESENT

Mandy Odom, City Clerk

Jan Smith, Finance Officer

Michelle Leonard, Assistant City Clerk

Troy Slattery, Public Works Manager

LEGAL COUNSEL

Andrew Hand,

Shepard, Smith, Kohlmyer & Hand, P.A.

PROOF OF PUBLICATION

Mrs. Odom stated for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Tuesday, September 07, 2021.

REGULAR AGENDA:

AGENDA ITEM #1 – Process For Declaring City Owned Property As Surplus And Disposal Of Same, Located In The CRA District At 11808 North Ohio Street, Pursuant To Florida Statute 163.380

Attorney Hand spoke to the required procedure. He said Council would need to move forward with the proposed Resolution and follow a similar process as was done when the city disposed of the Delaware house. He said Council has to review and evaluate proposals, but not run it as a formal bid process. There is a 30-day notice process which must be followed per statute. Staff needs to know which parcels would be offered up in order to proceed with the process.

Vice-Mayor Hanchar commented regarding the sale with a real estate broker. Attorney Hand said this is not a typical sale in that there are statutory requirements which need to be followed. However, it could be listed with a broker but it is not a customary practice. Vice-Mayor Hanchar asked if it would have to go out for bid to real estate brokers, due to the amount of commission it would generate. Attorney Hand said a review of the purchasing policies would have to be done before listing. Vice-Mayor Hanchar also asked about sectioning off parcels and questioned the use of the building if the amount of available space around the building was reduced.

Mayor White asked Mrs. Odom to show the photo with the view of the property detailing the 6 parcels sectioned off. Mayor White explained which lots have the church building currently existing on them and which lots are vacant due to the building which burned down years prior. He explained sectioning off the southern 2 lots would be for parking within the Historic District for future expansion in the City.

Councilwoman Cabbage stated she did not reach out to a broker; a broker reached out to her. She said she thinks it would be detrimental to the sale of the building to section off the southern lots. She would rather see a quick sale, leave it the way it is and use the funds to buy another lot.

Councilwoman Williams said Councilwoman Cabbage makes sense. She stated they should sell the whole property in its current state. Mayor White said he does not believe it would impact the sale to retain the two lots.

Attorney Hand reviewed the purchasing policies, and commented hiring a broker would be covered under an exception in the policies. Mayor White asked Mrs. Odom to clarify the type

of direction staff was looking to receive. Mrs. Odom said staff would need clarification on sectioning off 1 or 2 of the lots and moving forward with a new appraisal.

Attorney Hand said it would need to be a recommendation in a motion to move forward with how to follow the procedures to surplus the property.

Councilwoman Cabbage motioned Council move forward with the sale of the property as is. Councilwoman Williams seconded the motion.

Mayor White called for public comments.

Kathy Dunn, 11386 Hendrix Drive, recalls Mr. Akin stated he could do a free market study. She also said she would like to see a treasurer's report to see what is available every meeting and for public knowledge.

Mary Ann Hilton, 12078 Palmetto Court, said as long as it is done properly it would be beneficial.

Mayor White called for a vote. The motion passed 3-1, with Vice-Mayor Hanchar opposing.

Attorney Hand explained the next steps of the process.

AGENDA ITEM #2 – Public Comments

There were no additional comments.

AGENDA ITEM #3 – Adjourn

At approximately 5:32 p.m. Vice-Mayor Hanchar moved to adjourn the September 13, 2021 CRA Board meeting. Councilwoman Cabbage seconded the motion and all were in favor. The vote was 4-0.

ATTEST:

Penned signature of:
Amanda Odom, CMC
City Clerk

Penned signature of:
William P. White, Mayor

**City of Dunnellon
Community Redevelopment Agency Board**

Zoom Meeting

<https://dunnellon.zoom.us/j/82147372836?pwd=SHd2MGE3V09YTjNidGR6b0Vuc0tvUT09>

Meeting ID: 821 4737 2836

Date: November 08, 2021

Time: 5:00 p.m.

Place: City Hall

20750 River Dr., Dunnellon, FL 34431

Anyone who wished to provide public comment was able to do so by participating in the City Council meeting in person, or via the Zoom "**AUDIO ONLY**" platform and/or telephone, by speaking during public comment portions of the meeting when recognized or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk at modom@dunnellon.org

Members of the public who would like to participate were encouraged to register in advance by Noon on Monday, November 08, 2021.

CALL TO ORDER AND PLEDGE

Mayor White called the meeting to order at approximately 5:08 p.m., and led in the pledge of allegiance. He asked if any invitee or volunteer was present to open with prayer. Pastor Tom Welch provided the invocation.

ROLL CALL

Bill White, Mayor

Valerie Hanchar, Vice-Mayor

Anita Williams, Councilwoman

Jan Cabbage, Councilwoman

Louise Kenny, Councilwoman

STAFF PRESENT

Mandy Odom, City Clerk

Jan Smith, Finance Officer

Georgina Cid, Community Development Manager

Julie Danowski, Records Clerk

LEGAL COUNSEL

Andrew Hand,

Shepard, Smith, Kohlmyer & Hand, P.A.

PROOF OF PUBLICATION

Mrs. Odom stated for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Thursday, November 04, 2021.

Mayor White covered meeting etiquette.

CONSENT AGENDA:

Agenda Item #1 – CRA Meeting Minutes

August 09, 2021 CRA Meeting Minutes

Vice-Mayor Hanchar moved the consent agenda be approved as presented. Councilwoman Kenny seconded the motion. A vote was taken and passed 5-0.

REGULAR AGENDA:

AGENDA ITEM #2 – Community Redevelopment Area and Historic Preservation Façade/Exterior Improvement Grant Programs

Public Comment:

No comments

Councilwoman Williams moved to accept the amendments to the Community Redevelopment Area and Historic Preservation Façade/Exterior Improvement Grant Programs as presented. Vice-Mayor Hanchar seconded the motion.

Council Comment

Vice-Mayor Hanchar said she was confused regarding the two possible motions. Mrs. Odom provided an explanation and Attorney Hand answered Vice-Mayor Hanchar's follow up question to him regarding his review of the program.

Councilwoman Kenny stated the grant period was October 1, 2021 through September 30, 2022. She said it is a considerable period of time to propose the grant. Mrs. Smith said there is a period where grant review is suspended. She explained grants are accepted from October 1st through June 30th, but if they are not submitted by June 30th it rolls into the next fiscal year.

Councilwoman Cabbage mentioned the Historic Preservation Board discussed incorporating landscaping on a case-by-case basis.

A vote was taken and passed 5-0.

Vice-Mayor Hanchar moved to accept staff's recommendation to distribute the Grant Program funds as presented in Option 2 for Fiscal Year 2021-2022. Councilwoman Williams seconded the motion. Councilwoman Cabbage inquired about publicization in the Riverland News and Mrs. Odom confirmed. A vote was taken and passed 5-0.

AGENDA ITEM #3 – Public Comments

Kathy Dunn, 11386 SW Hendrix Dr., asked the Board to consider reinstating the CRA Advisory Board to include the citizens thereby letting the public know these funds are out there. She spoke about her confusion regarding the funding that is available and what money is earmarked for.

Discussion followed and Councilwoman Kenny said the public has been expressing a desire for the re-emergence of the CRA Advisory Board. She stated this should be something for public input and should be added to a future agenda. Vice-Mayor Hanchar commented there was a lack of participation and other reasons the Advisory Board was discontinued. She stated the information has always been available in various ways and all the meetings are public and transparent. Mayor White added the reason he hears most about why it dissolved, is that it was difficult to get people to volunteer. Mrs. Odom concurred and stated members wouldn't come to the meetings and they frequently had to cancel due to lack of a quorum.

Juliane Mendonca, 11894 E. Blue Cove Dr., said we are seeing citizens wanting to be involved now. She said there is a handful of residents trying to recruit new blood and there are a lot of people who are working on involvement. She asked to consider allowing non-residents permission to sit on the board to allow for a broader group of available people.

Mayor White stated to bring back the CRA Advisory Board, it would have to be done by ordinance. He asked if the CRA Advisory Board was recreated and we had recurrent issues, could the Council go forward with business without the CRA Advisory Board recommendations?

Attorney Hand said the Planning Commission is mandated by statute, but the CRA Advisory Board is not. He also said the ordinance did not state CRA Advisory Board recommendations were mandatory and there are several ways to go forward. Mayor White commented there is no downside to having the CRA Advisory Board as long as it doesn't stop the business from moving forward without their recommendations. It was agreed to add the topic to the December workshop discussion.

AGENDA ITEM #4 – Adjourn

At approximately 5:31 p.m. Vice-Mayor Hanchar moved to adjourn the November 08, 2021 CRA Board meeting. Councilwoman Kenny seconded the motion. A vote was taken and passed 5-0.

ATTEST:

Penned Signature of;
Amanda Odom, CMC, City Clerk

Penned Signature of;
William P. White, Mayor

**CITY OF DUNNELLON
COUNCIL
AGENDA SUMMARY FORM**

Meeting Date: February 14, 2022

Review by City Attorney:

Responsible Dept.: Finance

Council Action:

Department Head Approval: Jan Smith

Date of Action:

Subject: FY2021-2022 First Quarter TIFD (CRA) Budget Update

Request for Approval Summary Explanation & Background: Attached are the FY2021-2022 First quarter results. The following documents are provided.

- Budget vs Actuals period ending December 31, 2021
- TIFD (CRA) Spending Schedule period ending December 31, 2021
- Cash Reserves as of December 31, 2021

Fiscal Information: N/A

Procurement Method: N/A

Purchase Requisition#: N/A

Recommended Action:

Initiated by: JS

**CITY OF DUNNELLON
2021-2022 YEAR TO DATE SUMMARY
DECEMBER 25% COMPLETE**

93
94

TAX INCREMENT FINANCING DISTRICT (CRA)

	FY 20-21	FY 21-22 REVISED/ AMENDED	FY 21-22 YEAR TO DATE	FY 21-22 % OF BUDGET COLLECTED	FY 21-22 PROJECTED	Projected vs Budget (Under)/Over Budget
	ACTUAL	BUDGET	ACTUAL			
REVENUES						
Taxes	299,169	327,893	327,894	100.0%	327,894	
Grants	-	-	-	0.0%	-	
Miscellaneous	93	560	80	14.3%	500	
Other Sources/ Uses	235,038	296,261	-	0.0%	296,261	
Total TIFD Revenues	534,300	624,714	327,974	52.5%	624,655	
EXPENDITURES						
Personnel	26,836	45,635	9,170	20.1%	45,635	
Operations	6,174	59,182	3,424	5.8%	58,880	
Capital	501,290	419,507	-	0.0%	419,507	
Grants	-	100,390	-	0.0%	100,390	
Other Sources/Uses	-	-	-	0.0%	-	
Total TIFD Expenditures	534,300	624,714	12,594	2.0%	624,412	
Surplus/(Deficit)						243

112

**CRA Spending Schedule and History
FY2021-2022 Budget**

Revised 01/18/2022

BEGINNING FUND BALANCE

**UNAUDITED
FY 2020-21**

	FY 2017-18		FY 2018-19		FY 2019-20		UNAUDITED FY 2020-21		UNAUDITED FY 2021-22		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Projected
1 Beginning Fund Balance -October 1	450,531		550,070		703,118		908,022		589,130	671,235	
2 Current Year Revenue	175,926		196,972		276,588		299,262		328,453	327,974	
3 Transfer from TIFD Reserve											
4											
Transfer In-125 Pk donations from GF (Funds will be transferred when project begins construction)			0		0		0		24,107	0	
5 Total Available Fund Balance	626,457		747,042		979,706		1,207,284		941,690	999,209	
6											
7 Fund Balance (RESERVES) Budgeted for:	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Projected
8 Personnel	29,320	31,034	30,184	16,244	16,147	13,574	41,614	26,836	45,635	9,170	45,635
9 Operating	36,104	15,226	40,948	7,084	42,047	5,608	66,639	6,174	59,182	3,424	59,182
10 Grants-CRA	50,000	3,600	60,000	0	76,990	2,880	70,390	0	100,390		100,390
11 Blue Run Pk Restrooms	12,000	0	12,000	0	12,000	0	12,000	0	12,000		12,000
12 125 Trailhead Re-design	23,400	0	50,190	0	47,757	0	47,507	0	47,507		47,507
13 City Welcome Signs - Three	20,000	18,269	0	15,079							
14 W Penn Streetscape-PH I	30,000	8,257			21,743	19,323					
15 W Penn Streetscape-PH II							50,000	8,723	50,000		50,000
16 Ernie Mills Beautification Project							10,000		10,000		10,000
17 Entrance Signs-Historic Distrct							25,000		25,000		0
18 Parking Lots/Enhancements -Ernie Mills			202,922	2,833	361,446	30,300	393,750	492,567			
19 Parking Lots/Enhancements - Short Tower Wy				2,684							
20 Parking Enhancements (Meters/Kiosks)-Project Terminated	50,000										
21 Wayfinding Signage-EC-10							25,000		25,000		226,200
22 Parking Enhancements									250,000		73,800
23											
24 Total Appropriations	250,824	76,386	396,244	43,924	578,130	71,684	741,900	534,300	624,714	12,594	624,714
25											
RESERVES:											
26											
27 Fund Balance Available To Be Obligated To Projects (Line 4 minus Line 17)											
28 Recommended Projects:											
29 Park Improvements-Ernie Mills	12,087		12,087								
30 Parking Enhancements	150,000										
31 FDOT Multi-Modal Grant-Reserve (Max Contr. \$350,000)	153,760	203,760	253,760	253,760	303,760	303,760	303,760	303,760	316,976	303,760	316,976
32 Landscaping	10,000										
33 Benches	10,000										
34 Lighting	10,000										
35 Streetscape PH II (Bulb-outs, intersection upgrades 41/484, gateway infrastructure, stamped brick concrete)			95,213								
36 Reserve-Historic Board (for Grants)-Reserve combined with CRA unrestricted at FYE 2019	4,000	18,000	23,000	20,000							
37 Property Acquisition and/or Development of Public Parking (i.e. CRA Public Parking at new Police Facility)							168,722	369,224			

Legend

Green = 1st year of obligation

Blue = 2nd year of obligation

Red = 3rd year of obligation and beyond

Orange = Completed projects

CASH RESERVES

	UNAUDITED BALANCE 10/1/2021	BALANCE 11/30/2021	BALANCE 12/31/2021	NET CHANGE FROM PRIOR PERIOD	NET CHANGE FROM START OF YEAR
TIFD EQUITY					
02000-15183 TIFD EQUITY	367,474.51	432,074.29	622,327.40	190,253.11	254,852.89
02000-15183 A1731 TIFD EQUITY-BIKE PATH	303,760.00	303,760.00	303,760.00	0.00	0.00
TIFD EQUITY	671,234.51	735,834.29	926,087.40	190,253.11	254,852.89

City of Dunnellon
Agenda Summary Form

Meeting Date: February 14, 2022

1. Responsible Department: Finance
2. Presenter: Jan Smith
3. Recommended Action: Council information only

Subject: 125th Anniversary Park Donations

Request for Approval Summary Explanation & Background:

During FY 2016, 2017 and 2018 the City accepted donations from the general public to help sponsor construction of a new park celebrating Dunnellon's 125th anniversary. Attached is a list of all donations received.

Procurement Method: N/A

Fiscal Information: N/A

Attorney Review: N/A

125th Anniversary Park Donations

<u>Purpose</u>	<u>Donors</u>	<u>Amount</u>	<u>Comment</u>
Dunnellon Proud	9	\$ 401.00	Riverland News Ad-Any use
Memorial Bricks	43	\$ 3,200.00	Pathway bricks
Median Donations	2	\$ 565.00	DBCA decorations-any use
Misc. Donations	10	\$ 4,524.52	For any use
Landscaping	1	\$ 5,000.00	Park landscaping
Shade Shelters	2	\$ 9,300.00	Sponsor shelter(s)
T-Shirt Sales		<u>\$ 1,117.00</u>	For any use
Grand Total		\$24,107.52	