

City Council/CRA Joint Special Meeting
Minutes
August 28, 2023
5:00 p.m.
Council Chambers

1. Call to Order

The CRA/City Council Special Joint Meeting was called to order at 5:00 p.m. by Mayor JB Whitten. Members present: Doug Capps, Andrew Rencich, Cynthia Brown, Joe Blocker, Ryan Bullard, CRA Chair Nathan Boyles, Margareth Larose-Pierre, and Linda Parker. Also present were City Manager Tim Bolduc, City Clerk Maryanne Schrader, CRA Director Elizabeth Roy, City Attorney Jonathan Holloway, and staff members.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Board member Linda Parker.

3. Approve Agenda

Mayor JB Whitten called for action.

Motion by Board member Douglas Capps and seconded by Board member Joe Blocker to approve the agenda, as presented.

Roll Call: Andrew Rencich, Douglas Capps, Cynthia Brown, Joe Blocker, Ryan Bullard, Margareth Larose-Pierre, and Linda Parker. All ayes. Motion carried.

4. Action Items

4.1. Presentation by Purvis Gray - Audited Financial Statements

Purvis Gray auditors Ryan Tucker and Meagan Camp provided a presentation to the CRA and City Council to go over the results of the September 30, 2022 Audited Financial Statements for the City of Crestview and the Crestview Redevelopment Agency.

Mr. Tucker stated the audit went well. He thanked the staff for the progress in implementing their suggestions.

Meagan Camp, Senior Auditor, reviewed the summary of auditor's results. There was an unmodified opinion with no significant deficiencies. There were no reportable deficiencies.

She mentioned a material weakness with the fixed assets, mentioning the meter readers were not depicting the usefulness of the service or the depreciation. The near year-end suggestion is to assess the invoices that are outstanding. She noted the services being implemented to rectify. She stated that GASB-87 was implemented regarding leases, and the GASB-96 on IT subscription-based reporting will be required. She mentioned the Local Government Cybersecurity Act does not permit ransom payments. This Act begins January 1, 2024. Enhanced security to prevent the attacks is necessary and recommended penetration tests and cybersecurity training. Ms. Camp went over the general fund financial highlights depicting the good financial position. She went over the grants and state-funded revenue sharing.

Next, Ms. Camp went over the CRA documents adding the \$474,000 fund balance is good. She went over the grants utilized added the balance was about \$2.2 million.

Ms. Camp went over the impact fees that are driving the costs in the Enterprise and Utility Funds. She mentioned the absorption of the Crestview Unlimited costs. She reviewed the pension funds noting the plan has been the best funded she has seen in the last ten years.

Mayor Whitten commented on the great job Purvis Gray has provided.

City Manager Tim Bolduc commented on the management suggestions and comments Purvis Gray has given the city to ensure we do a better job. The software implementation has had a positive outcome.

CRA Chair Nathan Boyles said the city is doing a great job in utilizing the funding.

In response to Board member Margareth Larose about the money being carried over in the fund balance, City Manager Tim Bolduc replied that the funds are directly related to operating expenses with Ms. Roy's contract being the sole operational component. The fund balance is kept ensuring it is there in case it is needed, but it is lean.

4.2. Discussion/approval of CRA Grant Policy Exception

CRA Director Elizabeth Roy mentioned the ribbon cutting for the new Main Street location on Wednesday at 9:00 a.m.

City Manager Tim Bolduc explained that at the August 14th meeting, City Council gave consensus to review the grants policy. He reviewed how an applicant can apply. He mentioned 3rd Planet Brewing is taking over the old hardware store. Normally, grants are once every 6 months for each property. He requested a one-time policy exception for a Code Compliance Grant for 3rd Planet not to exceed \$50,000, a one-time Beautification Grant for 3rd Planet not to exceed \$30,000 and a one-time Code Compliance Grant for the building owner not to exceed \$25,000. He added that Ms. Roy and he reviewed the program mentioning the program has a 100% Return on Investment. He went over a tiered system instead of the current process for future projects.

CRA Director Elizabeth Roy said the applicant is ready to start using \$70,000 for the fire suppression and code compliance. The bathrooms and wiring will need to be upgraded and become code compliant, as well.

City Manager T. Bolduc explained the upgrades to the facade and landscaping.

Mayor asked for comments.

CRA Chair N. Boyles said the objectives of the grants have evolved. The support comes from the economic impact with the improvements and suggested writing the economic component into the program.

CRA Director E. Roy went over the business concept the applicant proposes.

In response to Board member R. Bullard, City Manager T. Bolduc replied that a granting these policy exceptions would speed the process of development of a new business on Main Street adding it would require an agreement that the property would not be eligible to reapply for additional grants at the end of the six-month period which is a part of the normal grant process.

Mayor JB Whitten called for action.

Motion by Board member Ryan Bullard and seconded by Board member Cynthia Brown to approve the one-time CRA Grant policy exception.

Roll Call: Andrew Rencich, Douglas Capps, Cynthia Brown, Joe Blocker, Ryan Bullard, Margareth Larose, and Linda Parker. All ayes. Motion carried.

City Manager T. Bolduc said this will create the diversity of uses in the downtown area as we want to incentivize the diversity of businesses. He will create a matrix to create the incentives and display the cap related to the project. He asked whether the Board is in favor of creating inside the grant program a way to incentivize the uses to bring people downtown and the City Council concurred.

In response to Board member Margareth Larose-Pierre, on what the maximum would be for eligibility, City Manager Tim Bolduc replied the maximum is \$100,000, based on available funds. The value to the city is to create commerce. He added we want to retain the character of the older buildings.

Board member Margareth Larose-Pierre voiced concern regarding having enough money available to assist small business ventures, and City Manager T. Bolduc replied we could create a pot for smaller investments and will add that to the plan.

Board member Andrew Rencich said we can always make changes, as needed.

5. Comments from the Audience

Mayor JB Whitten called for comments from the public.

6. Comments from the Mayor and Council

Mayor JB Whitten called for comments from the Council.

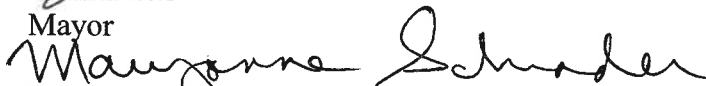
7. Adjournment

The meeting was adjourned by Mayor JB Whitten at 5:55 p.m.

Minutes approved this 11th day of September 2023.


JB Whitten

Mayor


Maryanne Schrader
City Clerk

Proper Notice having been duly given

