



THERE WILL BE A CRA MEETING OF THE MARINELAND TOWN COMMISSION ON **Thursday
APRIL 21, 2022 AT 5:30 PM** AT THE **WHITNEY LABORATORY CENTER FOR MARINE STUDIES
BUILDING IN ROOM 232 (Marylou Whitney and John Hendrickson Biotechnology Lab).**

AGENDA

1. **Call to order; Pledge of Allegiance**
2. **Community Outreach:** This ten-minute time period has been allocated for public comment. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers should approach the podium, identify themselves and direct comments to the Chair.
3. **Consent Agenda**
 - a. Approval of Minutes
 - i. January 20, 2022
 - b. Invoices
 - i. CRA To TOM Reimbursement
4. **General Business**
 - i. CRA Financials
 1. Approval of 2022 CRA Budget
 2. Staff Report
 - ii. Consideration of Approval of Proposal for Marina Fence
 - iii. Consideration of Approval of Proposal for Marina Entrance Paving
 - iv. CRA Planning Discussion
5. **Next Meeting July 21, 2022** Adjournment

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board agency, or commission with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in this meeting should contact the (386) 232 - 8060 at least 48 hours prior to the meeting.



Town of Marineland CRA Meeting Minutes

January 20, 2022

Mayor Angela TenBroeck
Commissioner Gary Inks
Dennis Bayer, Town Attorney
Suzanne Dixon, Town Manager
Janis Fleet, Town Planner
Lea Montgomery, Town Financial Director
Brad Million, Town Auditor
Lexy Taylor, Town Clerk
Chris Kelley, Marineland Marina Manager
James Townsend
Members of the Public

1. Commissioner Hansen was not in attendance.
2. The meeting was called to order by Mayor TenBroeck at 5:35 PM.
 - Pledge of Allegiance
3. Community Outreach: None
4. Consent agenda:
 - The motion to approve the consent agenda and October CRA meeting minutes was made by Commissioner Inks/ 2nd by Mayor TenBroeck. The motion carried with no objections.
5. General Business:
 - A. 2021 Audit
 - i. The Town Auditor, Brad Million, presented the 2021 audit. The audit was successful, no internal control deficiencies or compliance issues. Auditor Million suggests re-appropriating unused funds in budget to next years budget. Auditor Million stated that an additional audit would be needed for expensed funds exceeding \$100,000 in a fiscal year, which would cost approximately \$5-7k for the additional audit.
 - ii. The motion to approve the 2021 audit was made by Commissioner Inks/2nd by Mayor TenBroeck. The motion carried with no objections.
 - B. CRA Financials - Staff Report
 - i. Town Financial Manager Montgomery discussed the CRA quarterly funds and stated the CRA has received \$43k from Flagler County Board of County Commissioners for their 2022 contribution.
 - ii. Financial Manager Montgomery stated a budget has not yet been approved for the fiscal year and will need to be addressed. Montgomery stated the unused funds from 2021 have been appropriated.
 - iii. Mayor TenBroeck discussed the draft budget and potential town improvements to include sidewalk lighting, lateral connection to the marina, exploration of infrastructure upgrades, the blight program, and pedestrian crossing.
 - C. CRA Planning Discussion
 - i. Commissioner Inks discussed the Town's critical marina revenue and the \$1.2 million currently approved in grants, and how the Town is unable to move forward due to marina easement issues. Florida State Statues show the acquisition of real property is allowed. Planner Fleet states she will look into if the acquisition of real property is allowed in the Town's CRA Plan.
 - ii. Attorney Bayer discussed that projects are typically a team effort and ranked by priority for the year, then proceed with funding and project improvements.



iii. Mayor TenBroeck suggests the Town hold a 1 hour CRA Workshop prior to the February regular Town meeting, to continue the discussion of future projects.

The next quarterly CRA meeting will be April 21, 2022 at 5:30pm.

The motion was made by Commissioner Inks/ 2nd Mayor TenBroeck. The motion carried with no objections. The meeting was adjourned at 6:08pm.

Respectfully submitted by Lexy Taylor, Town Clerk.



6:29 AM

04/13/22

Accrual Basis

**Town of Marineland
Transactions by Account
As of March 31, 2022**

Date	Num	Name	Memo	Debit	Credit	Balance
1350 - Due From CRA Fund						
01/31/2022	8300	Storehouse Treasures	January Accounting Work for the CRA, 15 hrs @ \$45/hr, see inv for details	675.00		3,220.00
02/11/2022	2481	Fleet & Associates ArchitectsPlanner...	CRA Mtg, 1/20/22, .5 hrs	62.50		3,895.00
02/18/2022	15401	CRA Account, Town of Marineland	CRA reimbursed amt owed to the Town		3,220.00	3,957.50
02/28/2022	8434	Storehouse Treasures	February Accounting Work for the CRA, 5 hrs @ \$45/hr, see inv for details	225.00		737.50
02/28/2022	2483, 03.08.2022	Fleet & Associates ArchitectsPlanner...	-MULTIPLE-	562.50		962.50
02/28/2022	39236 3.03.2022	Dennis K Bayer Esq	2/17/22 attend CRA meeting, .5 hr @ \$300 per hour	150.00		1,525.00
03/03/2022	111686	Reddish & White	FINAL BILLING FOR AUDIT YEAR END SEPTEMBER 30, 2021	1,500.00		1,675.00
03/31/2022	39580 4.07.2022	Dennis K Bayer Esq	3/31/22 attend Comp Plan workshop, 3.5 hr @ \$300 per hour	1,050.00		3,175.00
03/31/2022	39579, 4.07.2022	Dennis K Bayer Esq	-MULTIPLE-	150.00		4,225.00
03/31/2022	2495 4.12.22	Fleet & Associates ArchitectsPlanner...	-MULTIPLE-	1,937.50		4,375.00
Total 1350 - Due From CRA Fund				6,312.50	3,220.00	6,312.50
TOTAL				6,312.50	3,220.00	6,312.50



**Town of Marineland
Community Redevelopment Area Budget
For FYE 2022**

Budgeted Revenues:

Beginning of Year, Cash Carry Forward	\$ 64,312
2022 Revenues, from Flagler County	42,937
2022 Transfers In, Match from Town of Marineland	<u>42,937</u>
TOTAL BUDGETED REVENUES AVAILABLE:	\$ 150,186

Budgeted Expenditures:

Annual Dues to FL DEA, maintain the CRA	\$ 175
Attorney Fees	7,500
Planner Fees	12,000
Accountant Fees	3,000
Total Administrative Expenses	\$ 22,675

Exploration of Infrastructure Upgrades for Stormwater	5,000
Lateral Connection for Marina	11,000
Sidewalks: Turtle Friendly/Bike Path Night Lighting, Safer & Pedestrian Friendly	38,312
Marina Entrance Paving	6,000
Blight Program: Conex removed, fence installed, Town Signage Improvements	10,000
Pedestrian crossing for Attraction and River to Sea	5,000
Signage for islands showcasing ecotourism opportunities	

Total Capital Projects: 75,312.00

TOTAL BUDGETED EXPENDITURES: **\$ 97,987**

REMAINING CASH **\$ 52,199**

Note: can carryover up to 5 years with a plan and with the funds noted as "obligated"



7:29 AM

04/13/22

Accrual Basis

Marineland Community Redevelopment Area
DRAFT Statement of Financial Position
As of March 31, 2022

	Mar 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · TD Bank Checking #2397	145,394.99
Total Checking/Savings	145,394.99
Total Current Assets	145,394.99
TOTAL ASSETS	145,394.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	6,312.50
Total Accounts Payable	6,312.50
Total Current Liabilities	6,312.50
Total Liabilities	6,312.50
Equity	
1110 · Retained Earnings	64,433.71
1111 · Fund Balance Assigned	64,312.00
1112 · Fund Balance Unassigned	-64,830.50
Net Income	75,167.28
Total Equity	139,082.49
TOTAL LIABILITIES & EQUITY	145,394.99



7:25 AM
04/13/22
Accrual Basis

Marineland Community Redevelopment Area
DRAFT Stmt of Revenues & Expenses YTD by Month
October 2021 through March 2022

	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	TOTAL
Ordinary Income/Expense							
Income							
30 - Ad Valorem Taxes	0.00	0.00	0.00	42,937.39	0.00	0.00	42,937.39
Total Income	0.00	0.00	0.00	42,937.39	0.00	0.00	42,937.39
Gross Profit	0.00	0.00	0.00	42,937.39	0.00	0.00	42,937.39
Expense							
01 - PERSONNEL SERVICE							
003 - Director of Finance	157.50	67.50	112.50	675.00	225.00	0.00	1,237.50
004 - Legal	360.00	300.00	160.00	0.00	150.00	1,200.00	2,170.00
005 - Town Planner							
005.1 - Comprehensive Plan Update	1,000.00	375.00	1,625.00	0.00	500.00	1,937.50	5,437.50
005.2 - Town Planner	62.50	0.00	0.00	0.00	125.00	0.00	187.50
Total 005 - Town Planner	1,062.50	375.00	1,625.00	0.00	625.00	1,937.50	5,625.00
006 - Annual Audit	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Total 01 - PERSONNEL SERVICE	1,580.00	742.50	1,897.50	675.00	1,000.00	4,637.50	10,532.50
02 - OPERATING EXPENDITURES							
058 - Licenses and Permits	175.00	0.00	0.00	0.00	0.00	0.00	175.00
Total 02 - OPERATING EXPENDITURES	175.00	0.00	0.00	0.00	0.00	0.00	175.00
Total Expense	1,755.00	742.50	1,897.50	675.00	1,000.00	4,637.50	10,707.50
Net Ordinary Income	-1,755.00	-742.50	-1,897.50	42,262.39	-1,000.00	-4,637.50	32,229.89
Other Income/Expense							
Other Income							
33 - Matching Funds, Transf from TOM	0.00	0.00	0.00	42,937.39	0.00	0.00	42,937.39
Total Other Income	0.00	0.00	0.00	42,937.39	0.00	0.00	42,937.39
Net Other Income	0.00	0.00	0.00	42,937.39	0.00	0.00	42,937.39
Net Income	<u>-1,755.00</u>	<u>-742.50</u>	<u>-1,897.50</u>	<u>85,199.78</u>	<u>-1,000.00</u>	<u>-4,637.50</u>	<u>75,167.28</u>

RD & Sons — PAVING LLC —

DRIVEWAYS • PARKING LOTS • ROADS • SIDEWALKS

ALL WORK GUARANTEED • FREE ESTIMATES

Phone (386) 302-3406

ESTIMATE DONE FOR Town of Marineland
AT 176 Marina Dr. St Augustine FL 32080
FOR THE SUM OF \$ 6,000.⁰⁰
WARRANTED FOR 1 YEAR

THIS PRICE INCLUDES

☒ DIGOUT mill down exist asphalt
STONE
☒ FINE GRADING regrade + compact
MILLINGS
☒ MACHINE LAID
☒ POWER ROLLED
INCHES OF GRAVEL
INCHES BINDER
☒ INCHES TOP Lay 2 1/2 asphalt then compacted.
INCHES STATE TOP (approx: 100 x 20)

All materials + labor included in price

6,000.⁰⁰ Robert Dow

Signed _____

NOT WARRANTED - BE CAREFUL. Do not put sharp objects like ladders, chairs, etc. on pavement. Do not let oil or gas drip on driveway. Never operate power steering while car is parked. Grass and weeds.

No job will be WARRANTED unless R.D. Paving does sub-base.



Hardwick Fence
P.O. Box 3043
St Augustine, FL 32085
904-599-8644
Jordane@hardwickfence.com

BILL TO
Town of Marineland
176 Marina Dr.
St. Augustine, FL 32080

INVOICE 151308

DATE 03/14/2022 TERMS Due on receipt

DUE DATE 03/14/2022

DATE	DESCRIPTION	AMOUNT
	Approx. 81' of 8' White Vinyl Privacy Fence 8' x 6' T&G Panels - Aluminum insert in bottom rail 5" x 5" Posts & Flat Pyramid Caps - All posts cemented in two bags of cement 1 - 10' Double Drive Gate w/ Hardware (four sets of hinges, one post latch, two handles, two drop rods) Gates built w/ internal aluminum frame & aluminum insert cemented inside gate post Adjust existing gates while on site Quote is based on our current insurance coverage. No permitting included, if required. Payment Terms: 1/2 down, balance on completion	2,416.50
	Two 2x2x4" concrete pads	285.00
	Pilings - Set & pack 12 posts w/ cement	400.00

TOTAL DUE \$3,101.50

Final payment is due upon completion, all past due balances are subject to a service charge of 1 1/2% per month (18% annual), or the maximum permitted by law, whichever is less.
Returned checks are subject to a 40.00 fee.
Any cancellation subject to restocking fees and administrative fees.



Hardwick Fence
P.O. Box 3043
St Augustine, FL 32085
904-599-8644
Jordane@hardwickfence.com
www.HardwickFence.com

ADDRESS

Town of Marineland
176 Marina Dr.
St. Augustine, FL 32080

Contract 4480**DATE 02/11/2022****EXPIRATION DATE 02/14/2022**

DATE	DESCRIPTION	AMOUNT
	Approx. 81' of 8' White Vinyl Privacy Fence 8' x 6' T&G Panels - Aluminum insert in bottom rail 5" x 5" Posts & Flat Pyramid Caps - All posts cemented in two bags of cement 1 - 10' Double Drive Gate w/ Hardware (four sets of hinges, one post latch, two handles, two drop rods) Gates built w/ internal aluminum frame & aluminum insert cemented inside gate post Adjust existing gates while on site Quote is based on our current insurance coverage. No permitting included, if required. Payment Terms: 1/2 down, balance on completion	4,833.00
	Two 2x2x4" concrete pads	570.00
	Pilings - Set & pack 12 posts w/ cement	800.00

Customer must assume all responsibility for placement of fence. All materials will remain property of Hardwick Fence until paid in full, otherwise we reserve the right to exercise the provisions provided for under the Florida Mechanics Lien Law. By signing customer agrees to proposal including materials, prices, & terms. Any alteration from above specifications will be executed only upon written order and will become an extra charge. All agreements contingent upon deliveries, accidents or delays beyond our control. Hardwick Fence, LLC is not responsible for damage to underground obstructions such as utilities, pipes, etc. Final payment is due upon completion, all past due balances are subject to service charge of 1 1/2 % per month (18% annual), or the maximum permitted by law, whichever is less. Deposit refunds are on a case-by-case basis. Returned checks are subject to a 35.00 service fee.

SUBTOTAL	6,203.00
TAX	0.00

TOTAL	\$6,203.00
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