



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, September 8, 2025
6:00 PM**

Please join the GoToMeeting
from your computer, tablet or smartphone:

<https://meet.goto.com/855960693>

or dial in using your phone:

+1 (646) 749-3122- Access Code: 855-960-693

(Please mute your phone unless you wish to speak on a specific item)

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order — Commissioner Steven F. Spina, PhD

Roll Call — City Clerk Ricardo Quiñones

1. BUSINESS ITEMS

1.1 Approval of CRA Meeting Minutes - August 25, 2025

1. M08.25.2025 CRA - Final Draft

1.2 Jeffries House Reroof

1. Jefferies House

2. Jeffries House Estimate added sqs 8-26-25

3. Jeffriess

2. CRA DIRECTOR'S REPORT

3. MAIN STREET ACTIVITY REPORT

4. CITIZEN COMMENTS

ADJOURN

*** PLEASE NOTE: This is a Public Meeting. Should any interested party seek to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105. If you are a person with a disability which requires reasonable accommodation in order to participate in this meeting, please contact the City Clerk at 813/780-0000 at least 48 hours prior to the public hearing. A.D.A. and F.S. 286.26.**

BUSINESS ITEMS 1.1

Approval of CRA Meeting Minutes - August 25, 2025

Issue:

The Community Redevelopment Agency held a regular meeting on June 23, 2025.

Background:

Minutes from that meeting were prepared and are presented for the Board's review and approval.

Attachment(s):

1. M08.25.2025 CRA - Final Draft

Fiscal Impact:

N/A

Staff Recommendation:

Staff Recommends approval.

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular CRA Meeting was held on August 25, 2025 at 5:00 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693. Commissioner Steven F. Spina, PhD called the meeting to order at 5:00 PM

Roll call was taken. Present were members Lance Smith, Charles Proctor, Kenneth Burgess, Steven Spina and Mayor Melonie Bahr Monson. City Manager William Poe and City Attorney Matthew Maggard were also present. Jodi Wilkeson was not present.

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, Building Official Calvin Switzer, CRA Director Gail Hamilton, Finance Director Ted Beason, Public Information Officer Kevin Weiss, Main Street Zephyrhills Director Antwon Gildon, Principal Planner Rodney Corriveau, GIS/Community Planner Tommy-Lee Hunt, Historic Preservation/Community Planner Will McCaw and City Clerk Ricardo Quifiones.

1. BUSINESS ITEMS

1.1 Approval of CRA Meeting Minutes - May 12, 2025

Charles Proctor motioned to Approve the CRA Meeting Minutes from May 12, 2025. Seconded by Kenneth Burgess. Motion Passed, 4-0.

1.2 Approval of CRA Meeting Minutes - June 23, 2025

Charles Proctor motioned to Approve the CRA Meeting Minutes from June 23, 2025. Seconded by Kenneth Burgess. Motion Passed, 4-0.

1.3 FY 2026 Draft Budget - Presentation

CRA Director Gail Hamilton presented the FY 2026 Draft Budget, highlighting capital projects including park and entrance signage (currently out to bid), Clock Plaza renovations, sidewalk repairs, and alleyway enhancements. No formal action was taken, but the budget will return as a resolution on September 22.

1.4 Jeffries House Reroof

During the meeting, CRA Director Gail Hamilton informed the Board that while inspecting the Jeffries House windows, staff discovered the roof was in significant disrepair, with visible leakage and panels pulling away. The roof had not been replaced since before 2014, and no permit records could be found for the existing installation. Staff recommended replacing the roof with galvalume metal, matching the current material, and using a standing seam design to cover fasteners, which would reduce long-term maintenance needs.

Historic Preservation Planner Will McCaw and contractor representatives supported the recommendation, citing the risk of further damage, especially with hurricane season approaching. Councilmembers raised concerns about the lack of inspection by the Building Official and requested that future inspections include proper city staff. They also discussed the need for multiple quotes, noting that the current proposal may disadvantage other contractors now that pricing is public.

The Board agreed to continue the item to a short CRA meeting on September 8, contingent upon review and approval by both the Building Official and the Historic Preservation Board. Staff was directed to gather additional pricing information and provide square footage details to better assess the cost. The Board emphasized the importance of transparency and fairness in procurement and suggested adopting a practice of obtaining multiple quotes for similar projects moving forward.

Lance Smith motioned to continue the item to the September 8th Meeting with approval from the Building Official and Historic Preservation Board. Seconded by Charles Proctor. Motion Passed, 4-0.

1.5 Founder's Day March 7, 2026 Change of Date Consideration

The Board considered changing the date of Founders Day to avoid conflicts with other events and improve planning. Vicki Wiggins, of Greater East Pasco Chamber of Commerce, shared that no thought was given to Founders Day.

Board expressed that the City should not be an afterthought and suggested the 4th Saturday of March. Main Street Zephyrhills Director Antwon Gildon said many details have not been discussed, including the time of the event. CRA Director Gail Hamilton expressed that the event needs to evolve, people will complain regardless.

Kenneth Burgess motioned to change the Founders Day event to March 28th, 2025. Seconded by Charles Proctor. Motion Passed, 4-0.

1.6 Discussion on new Alice Hall Location

CRA Director Gail Hamilton requested direction regarding the future location of Alice Hall, noting that the building was not included in current park plans. Options included placing it at Zephyr Park, Shepards Park, Lake Necessity or on CRA-owned property near the tennis courts. The Board emphasized the need for community input and recommended involving the Parks and Recreation Advisory Board in future planning. Community Planner Will McCaw shared with the Board he

commutes from New Port Richie and the current location is an establishing point for the City and advised against changing locations.

Staff was directed to begin preliminary design coordination with Kimley-Horn.

2. CRA DIRECTOR'S REPORT

CRA Director Hamilton reported that bids for park signage and the Zephyr Park construction manager RFQ are due September 19. The Zephyrhills Master Park Plan will be presented at the September 8 Council meeting.

3. MAIN STREET ACTIVITY REPORT

Main Street Director Antwon Gildon reported increased social media engagement, successful summer events, and upcoming activities including Halloween Howl and the Preservation on Main Street conference in Plant City. He also announced that Zephyrhills Main Street was voted third in Best of the Bay..

4. NOTED ITEMS

- 4.1 Wharton-Smith 8th & Oakside Cemetery
- 4.2 Kimley Horn Clock Plaza Design

5. CITIZEN COMMENTS - NONE

ADJOURN 6:03 PM

Submitted by Ricardo Quiñones

BUSINESS ITEMS 1.2

Jeffries House Reroof

Issue:

Remove and replace metal panels and install new standing seam panels in Galvalume. Work will include new flashing, plumbing stacks, new drip edge. At a not-to-exceed price of \$39,748.55, a copy of the scope of services is included in your back-up.

Background:

CRA staff and Historic Preservation Planner, Will McCaw, did an inspection of the Jeffries House with Kerns Family Construction. The inspection included windows, doors, and roof. The roof's metal panels are rusted through or damaged. Overall, the roof is in poor condition and needs to be replaced. Work will include the replacement of existing metal panels with Galvalume standing seam panels (total field, Hip and Ridge 34.67 sqs). New flashings, plumbing stacks, new drip edge, ridge caps, and the Scope of Services is included in your back-up. The CRA Staff had the Public Works Director review the bid information and approve scope and cost, included in your back-up. At their August 25, 2025, the CRA Board asked Building Official Calvin Switzer to provide an existing conditions report which is included in your back-up.

Attachment(s):

1. Jefferies House
2. Jeffries House Estimate added sqs 8-26-25
3. Jeffriess

Fiscal Impact:

Funding for the roof replacement will come from the approved FY 2024/2025 budget, Penney for Pasco Line Item.

Staff Recommendation:

Staff recommends approval, contingent on roofing material approval by the Historic Preservation Board.

Subject: Roofing Structure Assessment and Estimated Costs at 38537 5th Ave

On September 4, 2025, I conducted a visual inspection of the roofing structure at 38537 5th Ave. A review of city records found no permits for the existing metal roof, which is estimated to be over 30 years old.

According to InterNACHI, the life expectancy of a metal roof is typically 40 to 50 years, although this can vary significantly based on location, weather, and maintenance. The property's extended vacancies without proper upkeep has likely contributed to its accelerated deterioration.

My inspection revealed:

- Several areas of rust.
- Numerous missing or deteriorated screws.
- Multiple flashing issues.
- Areas for potential uplift.

Based on this assessment, the roof is in need of replacement as it is nearing the end of its useful life.

Estimated Galvalume Roofing Costs (July 2025)

The following is an estimated cost for a new Galvalume metal roof, based on national averages from the Fair Cost Guide. This estimate is for a 2,722 square-foot roof.

Item	Details	Low End	High End
Material	Includes basic material and product quantities, including typical overage.	\$20,900.57	\$29,819.7
Labor	Includes on-site setup, job completion, and cleanup.	\$9,129.23	\$12,770.0
Supplies & Tools	Includes equipment allowance and supplies.	\$1,362.77	\$1,582.86
Total Estimated Cost	(Excludes sales tax, fees, and unlisted repair costs)	\$31,392.56	\$44,172.6

Note on Contingency Costs: This estimate does **not** include the cost for potential wood sheathing or other structural repairs that may be discovered. Based on national averages, the cost to replace sheathing could add an additional **\$3,000 to \$10,000** to the total project cost.

If you have any questions, please feel free to reach out to me.



Kalvin Switzer

Building Official

5335 8th Steet

City of Zephyrhills Fl 33542

(813) 780 0020 ext. 3509

Kswitzer@ci.zephyrhills.fl.us

Kerns Family Construction Company, Inc.
 CBC1255980
 5031 Airport Rd
 Zephyrhills, FL 33542 US
 8139960772
 LINDA@KFC-INC.COM
 WWW.KFC-INC.COM

Estimate



ADDRESS
City of Zephyrhills - Professional Services Contract 5335 8th Street Zephyrhills, FL 33542

ESTIMATE #	DATE	
1744	07/17/2025	

ACTIVITY	AMOUNT
K25-1744	
Rehab Remove and Replace metal panels and install new standing seam in Galvalume.	36,923.55
Install new flashing around chimney.	
Install new plumbing stacks.	
Install new ridge caps.	
Install new drip edge	
Total Field, Hip and Ridge 34.67 sqs	
Rehab Specialty Wood Allowance - 120 LF	1,440.00
Rehab Wood Allowance - 2x4 or 2x6 wood at \$10 per linear foot. 48LF	480.00
Rehab Plywood Allowance - 1/2" plywood at \$80 per sheet. 1 Sheet	80.00
Rehab Allowance for hand loading, if required. Add \$25 per square to hand load materials, if required. Any wood to be remove and replace over the above allowances would be at the following rate:	825.00
Specialty wood \$12 per linear foot	
2x4 or 2x6 wood at \$10 per linear foot.	
1/2" plywood at \$80 per sheet.	
*** Upcharge for 2 story.	
Upcharge for steep pitch Roof has 10:12 and 12:12 pitch on 2nd story ***	

SUBTOTAL	39,748.55
TAX	0.00
TOTAL	\$39,748.55

Accepted By

Accepted Date

From: Gail Hamilton <ghamilton@ci.zephyrhills.fl.us>

Sent: Thursday, August 7, 2025 5:39 PM

To: William Poe <WPoe@ci.zephyrhills.fl.us>; William McCaw <wmccaw@ci.zephyrhills.fl.us>; Shane LeBlanc <sleblanc@ci.zephyrhills.fl.us>

Subject: Fw: Jeffries House Roof Standing Seam Revised

Hey

As requested, attached is the Jeffries House roof replacement using standing seam materials.

Will and I have discussed change, and he has no issue, this will go to the City Council on Monday, August 25th , contingent upon HPB approval...they meet on Tuesday, August 26th.

The cost for the standing seam is \$36, 923.95 with a material allowance of \$2,825, total \$39,748.55

Please review and let me know if you have any issues.

Thanks!

Gail

On Aug 6, 2025, at 4:05 PM, Gail Hamilton <ghamilton@ci.zephyrhills.fl.us> wrote:

Hey

Just want to verify....the total cost is \$36,923.55 with a \$2825 allowance for total maximum price of \$39,748.55

Thank!

Gail

From: Shane LeBlanc <sleblanc@ci.zephyrhills.fl.us>

Sent: Friday, August 8, 2025 8:25:12 AM

To: Gail Hamilton <ghamilton@ci.zephyrhills.fl.us>; William Poe <WPoe@ci.zephyrhills.fl.us>; William McCaw <wmccaw@ci.zephyrhills.fl.us>

Subject: Re: Jeffries House Roof Standing Seam Revised

Does the price include new drip edge? If so, I'm good with the estimate.

Thank you,