

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