

**CITY OF MELBOURNE  
CITIZENS' ADVISORY BOARD  
MINUTES OF REGULAR MEETING  
December 5, 2011**

A regular meeting of the CAB was held in Council Chambers at City Hall on this date.

Vice Chair Yvonne Minus called the meeting to order at 7:30 P.M.

Invocation was led by Dale Haynes.

All present gave the Pledge of Allegiance to the Flag of the United States of America.

The following members and officials were:

*Present:*

Yvonne Minus, Vice Chair  
Rev. Dale Haynes, Member  
Eva Mills, Member  
Michele Trotter, Member  
Carol Bush, 1<sup>st</sup> Alternate  
Lou Murren, 2<sup>nd</sup> Alternate

*Also Present:*

Melinda Thomas, Housing & Community Development Dir.  
Denise Carter, Asst. Housing & Community Development Dir.  
Alta Freson, Housing & Community Development Assistant

*Absent:*

Rhodie Humbert, Chair  
Eric Ellebracht, Member  
Michael Montgomery, Member

Mrs. Minus welcomed Lou Murren to the Board.

**APPROVAL OF MINUTES**

Motion by Mills/Bush for approval of minutes of the Regular Meeting on October 3, 2011.  
Motion Approved.

**GUEST PRESENTATIONS**

None

**Public Hearing and Board Action re: Community Development Block Grant (CDBG) 2010-2011 Consolidated Annual Performance and Evaluation Report (CAPER)**

Melinda Thomas, Housing & Community Development (H & CD) Director, and Denise Carter, Assistant H & CD Director, provided an overview of the CDBG 2010-2011 CAPER.

Ms. Thomas reviewed the one-page 2010-2011 performance summary provided to the Board with special attention to funds expended, carry-forward balances and funds available for reprogramming.

Ms. Carter reviewed the various projects undertaken with CDBG funds and other housing and community development activities funded by other grant sources in support of CDBG national objectives.

At the conclusion of the staff presentation, Mrs. Minus opened the public hearing.

There being no comments on the CAPER, the public hearing was closed.

Motion by Murren/Haynes to accept the CDBG 2010-2011 CAPER as presented by staff.  
Motion Approved.

Ms. Minus commended staff on a professional and comprehensive report and Board-friendly presentation.

## HOUSING & COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Melinda Thomas, Housing & Community Development Director, discussed the highlights of the H & CD Dept. Accomplishments/Status Report and provided additional information as follows:

- The Housing & Community Development Planner has returned to work after extended sick leave.
- City staff is still working on the final easement necessary for the Spain Basin Drainage Improvement, Phase II project to proceed.
- HUD held a conference call with all parties to discuss the Section 108 Loan application for the Hyatt Hotel and City Centre project. Participants included the City Manager, City Attorney, H & CD, Finance and Planning & Economic Development Directors and staff. Four (4) HUD employees are reviewing the application and will act as underwriters.
- Election of CAB Officers for 2012 will be placed on the January 9, 2012 CAB Agenda, as well as the Annual Board Evaluation.
- Neighborhood Meetings were held on Thursday, November 10, 2011 at Lipscomb Park Community Center and Tuesday, November 15, 2011 at Carver Park Community Center to receive public input concerning the FY 2012-2013 CDBG/HOME Action Plan. December 16<sup>th</sup> at 4:30 PM is the deadline for submitting proposals.

Ms. Thomas and Ms. Carter emphasized the importance of board attendance at the next two (2) CAB meetings:

January 9, 2012	Presentations by non-profits seeking 2011-2012 CDBG/HOME funds
February 6, 2012	CAB deliberation on recommendations to City Council for projects/activities to be included in the <i>2011-2012 Action Plan</i> for CDBG/HOME funding

## CAB REPORTS

- None

## COMMUNICATIONS/CORRESPONDENCE/ANNOUNCEMENTS

December 8, 2011, 7 PM - Melbourne Police Community Relations Council *Annual Christmas Party* at Grant Street Community Center. Those attending are requested to bring a favorite covered dish for the potluck dinner and at least two (2) canned or dry goods. All items collected will be donated to the South Brevard Sharing Center.

December 11, 2011, 11 AM – Macedonia Community Corporation of South Brevard Dedication Service Open House at the recently completed housing project on Church Street – project made possible with funding from Brevard County and a land donation from the City of Melbourne.

## ADJOURNMENT

Moved by Haynes/Mills to adjourn. Motion carried.

The meeting adjourned at 8:35 P.M.

  
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Alta Freson, Recording Secretary