

Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

Date: September 5, 2024
To: Board of Directors
From: Artie White, PLACE Director
Subject: Minutes to Board of Directors' Meeting of May 16, 2024

MEMBERS PRESENT

COUNTY	CITY
Carolyn Cummings – Chair	Mayor John Dailey
Christian Caban	Jeremy Matlow
Nick Maddox	Jaqueline Porter
Rick Minor	Dianne Williams-Cox – Vice Chair
David O’Keefe	
Bill Proctor	
Brian Welch	

*Commissioner Richardson- Absent

I. AGENDA MODIFICATIONS

Commissioner Cummings opened the meeting at 3:00pm. There were no agenda modifications from staff. Commissioner O’Keefe asked whether it was proper to continue the unfinished items from the previous meeting including the motion related to the Airport Gateway Project and the agenda item related to the North Monroe Gateway Project. Blueprint Attorney Susan Dawson explained that because the IA Board has an established agenda development policy and procedures it was improper to add Unfinished Business to the agenda to address items from a previous meeting. Attorney Dawson explained that the proper area to address such items would be during Director Discussion.

II. CITIZENS TO BE HEARD

1. Cindy Holmes spoke about available funding from the National Science Foundation for Regional Engines. She stated that she had experience working on engine proposals and believed that there was an opportunity for funding using match dollars from local governmental entities like Blueprint. She requested that the IA Board consider allocating funding in the future.
2. Kyndra and James Light presented their proposal for non-competitive economic development funding for their construction business that specializes in 3D printed homes. They are requesting \$315,000.00 for Gulf Coast Additive Manufacturing and Design, LLC.
3. Max Epstein spoke about stormwater treatment and flooding in the Capital Cascades Segment 4 Project area.
4. Stanley Sims spoke about public servants and his expectations when contacting the different commissioners.

5. Dot Inman Johnson spoke about the impacts of the tornadoes that struck Tallahassee on May 10, 2024, and the need for housing and temporary relocation assistance for people impacted by the storm.

III. **INFORMATION ITEMS**

- Update on the North Florida Innovation Labs (*presentation only*)
OEV Director Keith Bowers introduced Bill Lickson to provide a presentation on the North Florida Innovation Labs. Mr. Lickson explained that North Florida Innovation Labs have been able to raise \$12 million in federal funding using the \$2.5 million provided by the OEV. He stated that the new facility offers 40,000 square feet of lab space and that the research lab allows them to partner with FAMU, FSU, and TCC.

Mayor Dailey and Commissioners Minor and Welch spoke about the success of the Innovation Labs' ability to leverage local and federal dollars and the positive impact the facility has had on the local economy.

Commissioner O'Keefe spoke about the need to develop a pipeline to graduate start-up businesses out of the space provided at the North Florida Innovation Labs to other commercial spaces.

Commissioner Maddox asked about the MSWBE engagement for the North Florida Innovation Labs construction project and Mr. Lickson explained that the North Florida Innovation Labs were intentional about using local certified firms through the MWSBE Division.

IV. **CONSENT**

Mayor Dailey moved to accept the consent agenda and the motion was seconded by Commissioner Maddox.

1. **Approval of the Intergovernmental Agency Board of Directors' February 29, 2024 Blueprint Meeting Minutes**
2. **Acceptance of the Fiscal Year 2023 Annual Comprehensive Financial Report for the Blueprint Intergovernmental Agency**
3. **Approval of Appointments to the Economic Vitality Leadership Council**

The motion passed 11-0 (Weighted 63-0). Commissioner Richardson was absent.

V. **GENERAL BUSINESS/PRESENTATIONS**

Ratification of the May 16, 2024 Blueprint Intergovernmental Agency Budget Workshop (Agenda Item #4)

Commissioner Williams-Cox moved to accept staff recommendation for Option #1. The motion was seconded by Commissioner Minor.

- **Option 1: Ratify the actions taken by the IA Board during the May 16, 2024 FY 2025 Budget Workshop.**

Commissioners Proctor and O'Keefe spoke against the motion.

The motion passed 6-5 (weighted 34-29). Commissioner Richardson was absent, and Commissioners Matlow, Porter, Proctor, Caban, and O'Keefe voted in opposition.

Review of City, County, and IA Board Parliamentary Procedures for Meetings (Agenda Item #5)

Director White began the presentation by summarizing that the IA Board directed staff to return with an agenda item that reviews the parliamentary procedures used by the IA Board, the City Commission, and the County Commission to conduct their respective meetings. Director White explained that the IA Board uses strict Robert's Rule of Order unless explicitly stated otherwise in Blueprint's Bylaws or policies and the City and County Commissions use a simplified Robert's Rules of Order as specified in their respective policies and procedures. He explained that the weighted voting, agenda format, remote participation, and quorum matters used by the IA Board were governed by Blueprint's Bylaws and policies. Director White stated that the Blueprint Attorney currently serves as the Parliamentarian for the IA Board.

Commissioner Williams-Cox moved to accept the report. The motion was seconded by Commissioner Minor.

Commissioner Proctor stated that he would like to have an attorney that reported directly to the Board so that Blueprint staff was not providing recommendations on policy and legal interpretations to the IA Board.

Commissioner Proctor made a substitute motion to direct staff to retain an attorney that reports to the IA Board. Commissioner O'Keefe seconded the substitute motion.

Commissioner Matlow asked about how the threshold for a substantial amendment to pass would be affected by the absence of commissioner. Attorney Dawson explained that the threshold requiring four City Commissioners and five County Commissioners voting in favor of the substantial amendment would remain the same.

Commissioner Williams-Cox spoke against the substitute motion.

Commissioner Porter asked whether the Blueprint Attorney was specified as the IA Board's parliamentarian similar to how the City and County Attorneys are specified as the parliamentarians for their respective commissions. Attorney Dawson explained that the Blueprint Attorney was not specified in the Blueprint Bylaws as the parliamentarian.

Mayor Dailey spoke against the substitute motion stating that it was improper for lack of direction. He explained that the motion should direct staff to return with an agenda item on how to retain an attorney to report to the IA Board. Mayor Dailey discussed the long meeting times and suggested that the IA Board consider designated end times and breaks for the meetings. He also stated that if a meeting was anticipated to go for long hours that the meeting should begin earlier so that they do not run into the late hours of the night.

Commissioner Williams-Cox moved to call for the question. The motion was seconded by Mayor Dailey. The motion failed to meet the 2/3 threshold. The vote was 6-5 (weighted 34-29). Commissioners Matlow, Porter, Caban, O'Keefe, and Proctor voting in opposition and Commissioner Richardson was absent.

Following discussion between the Commissioners, PLACE Director White requested further clarification on the substitute motion and stated that the IA Board would need to provide direction on how to retain the attorney. Attorney Dawson explained that an agenda item could be brought back with options on how to retain the legal services and the methods of procurement.

Commissioner Proctor amended his substitute motion to accept the report and direct staff to return with an agenda item with information on retaining an attorney that reports to the IA Board. Commissioner O’Keefe seconded the amended substitute motion.

The amended substitute motion passed 6-5 (weighted 34-29). Commissioner Richardson was absent, and Mayor Dailey and Commissioners Williams-Cox, Maddox, Minor, and Welch voted in opposition.

VI. PUBLIC HEARING

Second And Final Public Hearing to Consider a Substantial Amendment for Affordable Housing Land Acquisition (Agenda Item #6)

Commissioner Cummings opened the Public Hearing at 5:01pm and the following citizens spoke on Agenda Item #6:

1. Max Epstein spoke in favor of the Substantial Amendment and the need for affordable housing. Mr. Epstein also spoke about increasing the number of IA Board meetings.
2. Rev. Robert Gibbs spoke on behalf of CAJM in favor of the Substantial Amendment for affordable rental housing.
3. Robert Deyle spoke on behalf of CAJM in favor of the Substantial Amendment for affordable rental housing for low and very income families.
4. William Phelan spoke on behalf of CAJM in favor of the Substantial Amendment for affordable rental housing.
5. Rev. James Houston spoke on behalf of CAJM in favor of the Substantial Amendment for affordable rental housing.
6. Tara Boyter spoke on behalf of CAJM in favor of the Substantial Amendment for affordable rental housing.
7. Rev. Sylvia Jones spoke on behalf of CAJM in favor of the Substantial Amendment for affordable rental housing.
8. John Hedrick spoke on behalf of CAJM in favor of the Substantial Amendment for affordable rental housing.

Director Calder provided a brief presentation on the Substantial Amendment for Affordable Housing Land Acquisition. She explained that if the IA Board added Affordable Housing Land Acquisition as the 28th Blueprint Infrastructure project it would be funded after the completion of all the other Blueprint Infrastructure project due to the previously approved project prioritization. Director Calder explained that using surtax funds for Affordable Housing Land Acquisition ahead of any other Blueprint Infrastructure projects would result in insufficient funds to complete the other approved projects. She concluded her presentation by summarizing the substantial amendment process to date and explaining that a supermajority vote of both the members who are County Commissioners and City Commissioners is required for the amendment to be approved.

Commissioner Proctor moved to accept option 2 to Conduct the Second Public Hearing for the substantial amendment and adopt the proposed project description to add

Affordable Housing Land Acquisition to the Blueprint Infrastructure program. The motion was seconded by Commissioner O'Keefe.

- Option 2: Conduct the second Public Hearing for the substantial amendment and adopt the proposed project description to add Affordable Housing Land Acquisition to the Blueprint Infrastructure program.

Commissioners O'Keefe and Minor spoke in favor of the motion. **Commissioner Porter made a substitute motion to postpone the vote on the amendment until the next IA Board meeting. The substitute motion was seconded by Commissioner Matlow.**

Commissioner Proctor asked whether the approval by supermajority was based on the commissioners present and Attorney Dawson explained that the supermajority was based on the members of each body consisting of the City Commission and the County Commission.

Lacking a majority vote, the substitute motion failed 5-5 (weighted 29-29). Mayor Dailey and Commissioners Williams-Cox, Caban, Cummings, and Welch voted in opposition. Commissioner Maddox was out of chambers and Commissioner Richardson was absent.

Commissioner Williams-Cox and Mayor Dailey spoke against the original motion because of lack of funding for the project. Commissioner Proctor spoke about the high threshold to get a substantial amendment passed. Commissioner Welch spoke against the original motion citing the lack of available funding for the additional project.

Commissioner O'Keefe spoke about the work CAJM has done to bring the issue to the public and before the IA Board. Commissioner O'Keefe thanked CAJM for their service. Commissioner Porter spoke about the opportunity to address affordable housing and the ability of elected officials to respond to public need. Commissioner Maddox spoke about CAJM seeking other opportunities to address affordable housing regardless of the determination of the IA Board.

Commissioner Cummings spoke in favor of the original motion stating that she believed there were opportunities to provide funding to the project if added.

The vote on the original motion was 7-4 in favor, however, it failed to meet the supermajority requirement that 4 City Commissioners and 5 County Commissioners vote in favor for a substantial amendment to add a new Blueprint project. Commissioner Richardson was absent. Mayor Dailey and Commissioners Williams-Cox, Caban, and Welch voted in opposition. Commissioners Matlow, Porter, Cummings, Maddox, Minor, O'Keefe, and Proctor voted in favor.

Commissioner Williams-Cox moved to begin a list of potential projects for the next iteration of the Surtax Program and include Affordable Housing. The motion died for lack of a second.

Mayor Dailey spoke about having an Affordable Housing referendum added to the ballot as a County initiative. He explained that the County Commission could host a special meeting on the topic and then go through the process of having it added to the ballot through the Office of the Supervisor of Elections. Commissioner Minor spoke in favor of the suggestion. Commissioner Maddox explained that the County had reached its cap on surtax initiatives but that a millage rate discussion could be considered.

VII. DIRECTOR DISCUSSION

Commissioner Welch moved to direct OEV staff to analyze the funding request from Kyndra and James Light for the 3D Construction Printing. The motion was seconded by Commissioner Porter.

Commissioner Matlow spoke about the vetting process for when proposals are brought before the IA Board. He suggested reserving time in the agenda to review proposals and question the presenters. Commissioner Williams-Cox discussed that when parties want to have their proposal presented before the IA Board they schedule time with a commissioner to review and discuss their proposal before coming before the entire IA Board.

Commissioner Minor discussed that he may have a conflict of interest due to a professional relationship that his wife has with Kyndra and James White and that he would recuse himself from the vote on the motion.

The motion passed 9-0 (weighted 53-0). Commissioner Richardson was absent, and Commissioner Maddox was out of chambers at the time of the vote. Commissioner Minor abstained from the vote due to a voting conflict (See attachment).

Commissioner Matlow discussed the need for a small business program to get recovery funding to small businesses affected by the tornados.

Commissioner Proctor moved to adjourn. The motion was seconded by Mayor Dailey. Commissioners Minor and Caban spoke against the motion stating that there was more business to be conducted. **Commissioner Proctor withdrew his motion to adjourn.**

Commissioner Minor moved to direct staff to provide technical assistance to the owners of Railroad Square Art District following the tornado natural disaster (May 10, 2024). The motion was seconded by Commissioner Porter.

Mayor Dailey stated that there was not enough money in the CRA to purchase the art district.

Commissioner Williams-Cox spoke in favor of helping the art district but suggested that the IA Board consider using a citizens advisory board rather than directing staff.

Commissioner Cummings expressed concern about acting too quickly and interfering with the assistance that may be available from federal funding sources.

Commissioner Porter spoke in favor of the motion.

Commissioner Caban asked how local government relief efforts could interfere with assistance from federal funding sources. Mayor Dailey explained that funding from federal sources could be reduced by an amount equal to any funding amounts provided by local governments. Commissioner Caban stated that he believed the IA Board still had a responsibility to help those in immediate need.

Commissioner Minor spoke in favor of his motion and discussed allowing staff to provide their technical expertise to the owners of Railroad Square to help preserve the art district. He stated that staff may be able to help the owners find opportunities to repair or restore the area following the damage caused by the tornadoes.

Commissioner Matlow disclosed that he does not have any financial interest in Railroad Square. He explained that one of his companies leases space in a sperate building that has common ownership with Railroad Square but that it did not create a conflict of interest.

Director White explained that staff would be able to assist the owners of Railroad Square by connecting them with resources provided through OEV or through PLACE/Planning staff's technical expertise.

The motion passed 9-1 (weighted 51-7). Commissioner Richardson was absent, Mayor Dailey voted in opposition, and Commissioner Proctor was out of Chambers.

Commissioner Caban moved to adjourn the meeting. The motion was seconded by Commissioner O'Keefe. **The motion passed 10-0 (weighted: 58-0).** Commissioner Richardson was absent and Commissioner Proctor was out of Chambers.

VIII. ADJOURN

The meeting adjourned at 10:43pm

*The next Blueprint Intergovernmental Agency Board of Directors' Meeting is scheduled for **September 5, 2024 at 3:00pm.***

**ATTACHMENT
VOTING CONFLICT FORM 8B**

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, William "Rick" Minor, hereby disclose that on May 16, 2024 :

(a) A measure came or will come before my agency which (check one or more)

- Inured to my special private gain or loss;
- Inured to the special gain or loss of my business associate, _____ ;
- Inured to the special gain or loss of my relative, my spouse, Jessica Lowe-Minor _____ ;
- Inured to the special gain or loss of _____, by whom I am retained; or
- Inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Kyndra and James Light are the owners of two companies, Gulf Coast Additive Manufacturing & Design and Precision Building & Design. At the May 16, 2024 meeting of the Blueprint Intergovernmental Agency, the Lights presented a non-compete funding request for 3D printing equipment and other expenses in a partnership with Tallahassee State College. A motion was made by another Blueprint Director directing Blueprint staff to evaluate this funding request.

My wife, Jessica Lowe-Minor, has previously served as Kyndra and James Lights' real estate agent for the sales of Precision Building & Design's first 3D printed house and the Lights' personal home. Currently there is no pending business between my wife and the Lights, but there is a reasonable expectation that the 3D printed properties manufactured with the help of this investment might then be sold by my wife. Thus, I believe I have a voting conflict based on the likelihood of my wife's real estate business benefiting as a result of this Blueprint funding, should the funding be awarded. Therefore, I recused myself from voting on this motion.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

May 24, 2024

Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Minor, William "Rick", Richard	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Blueprint Intergovernmental Agency
MAILING ADDRESS 301 S. Monroe St., 5th Floor	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Tallahassee	COUNTY Leon
DATE ON WHICH VOTE OCCURRED May 16, 2024	NAME OF POLITICAL SUBDIVISION: Leon County
MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)