

**Community Redevelopment Agency (CRA)  
Meeting Minutes January 12, 2021  
(APPROVED)**

1/12/2021 - Minutes

1. CALL TO ORDER & ROLL CALL

**CRA Members Present:** Chair Robin Gibson, Commissioner Curtis Gibson, Mayor Gene Fultz, Commissioner Howell, Commissioner Goldstein

**Staff Present:** James Slaton, Executive Director; Albert C. Galloway, Jr., City Attorney; Jennifer Nanek, City Clerk

Chair Robin Gibson called the meeting to order at approximately 3:00 p.m. Chair Robin Gibson read a statement:

The Governor's Executive Order 20-246 allowing for meetings of a Municipality's governing boards without having a quorum of its members present physically or at any specific location has expired as of Nov. 1.

However due to the ongoing State of Emergency, while a majority of CRA Board Members must be present in the Chambers, members of the staff and public may still participate in our meetings virtually.

Members of the public are welcome to come into the Commission Chambers to participate in our CRA Board Meetings. We will check your temperature before entering the building, we ask that everyone be mindful of social distancing, wearing a mask is required, and please sit in designated seating. Citizens may submit comments and Questions at [www.lakewalesfl.gov/comments](http://www.lakewalesfl.gov/comments) for either a specific Agenda Item or for Communications and Petitions.

Albert Galloway, Jr., City Attorney, read a statement on Procedures for this partial virtual Public Meeting. Mr. Galloway asked the Board Members, "are you comfortable with all the notice provisions set forth and these uniform rules of procedures we have established for this Virtual meeting? The Board answered affirmatively.

2. COMMUNICATIONS AND PETITIONS

3. Minutes - December 8, 2020

Mayor Fultz made a motion to approve the minutes of December 8, 2020. Commissioner Howell seconded the motion.

By Voice Vote:

ALL "YES"

Motion passed 5-0.

4. Purchase The Green And Gold Foundation B Street Properties By The CRA

[Begin Agenda Memo]

**SYNOPSIS:** The purpose of this request is to consider the purchase of two parcels located on

B Street from the Green and Gold Foundation for \$10,000.

## RECOMMENDATION

It is recommended the CRA Board consider the following action(s)

1. The CRA Board authorize the purchase of two parcels belonging to the Green and Gold Foundation.
2. Authorize the Executive Director of the CRA to sign the vacant land contract on behalf of the CRA.
3. Authorize the Executive Director of the CRA to sign any related documents.

## BACKGROUND

The Green and Gold Foundation has agreed to sell to the CRA their two lots located on B Street for \$10,000. These two lots are located just west of the B Street Community Center and are identified by parcel numbers 272935879000003060 and 272935879000003050. These lots are plagued with overgrowth and have been unused for several years.

The intended use of the parcels is to donate the lots to Keystone Challenge Fund for construction of affordable housing.

## LAKE WALES CONNECTED PLAN ACTION STEPS

Action # Description

- |    |   |
|----|---|
| 9  | Provide down payment assistance and low-interest mortgages for infill housing in the Northwest Neighborhood |
| 27 | Identify properties owned by CRA or the City and explore joint ventures for new housing                     |
| 38 | Provide first-time home buyer counseling and education (via Keystone Challenge Fund)                        |
| 39 | Provide down payment assistance and low-interest mortgages for infill housing                               |

## KEYSTONE CHALLENGE FUND OVERVIEW AND PLANS FOR REDEVELOPMENT

Keystone Challenge Fund is a Community Housing Development Organization (CHDO) that serves to develop affordable housing specifically in low-income communities.

For over 28 years, Keystone has provided affordable housing to low and moderate-income home buyers to connect families with homeownership. As a result, nearly 4,200 families have become homeowners throughout Polk County. One of Keystone's most recent projects was the construction of two homes in Haines City. Attached are pictures of the Haines City homes, which are examples of the houses to be built in Lake Wales.

If the CRA approves the lot purchase, then staff will bring forward a proposed agreement with Keystone for consideration at the February 2021 CRA meeting. If approved, site development would commence during the first quarter of 2021, and take approximately 4-6 months from start to finish. When completed, two houses with an estimated value of \$170,000 each will be in place, and serving as a catalyst for further redevelopment along B Street.

## REVENUE VALUE

Jurisdiction	Millage
Polk BoCC	6.899

City of Lake Wales	6.7974
Total	13.6964

Assessed Value

(Less Homestead Exemption) \$ 120,000.00 (per home)(assumed)

Tax Increment Revenue \$ 1,643.57 (per home)

#### RETURN ON INVESTMENT

CRA Investment \$10,000

Tax Increment Revenue \$3,287.14/Year (2 homes)

Total Return on Investment (ROI) 3.04 Years

#### **FISCAL IMPACT**

The Cost to the CRA will be \$10,000.

#### **OTHER OPTIONS**

Not accept CRA staff recommendation

[End Agenda Memo]

James Slaton, Executive Director, reviewed this item.

Mr. Slaton introduced Jeff Bagwell, Executive Director, of Keystone Challenge Fund.

Mr. Bagwell introduced himself and described his organization. He distributed a packet of information to the Commission members.

He shared pictures of the two homes they hope to build. They built two like them in Haines City. They teach homebuyer education classes for families that buy the houses. They ask the City to purchase the lots and help with the down payment and closing costs. The cost to the City would be about \$40,000. Mr. Slaton said they would like to use recently received grant money to help with this expense.

Mr. Bagwell said they don't need to make money on the house like a private builder would. They can help develop a program to encourage private builders by raising home values. The sales price would be about \$170,000. The county will also help with this. Their would be a 5 year lien and after that it would be forgiven. They have built some homes over here. They would like to do a beautification program for nearby houses. They would like to improve the entire block.

Commissioner Goldstein asked if we have other lots for this program. Mr. Slaton said they are looking for other properties. We have some.

Chair Robin Gibson said some properties may need the titles cleared up. Mark Bennett, Development Services Director said they are working on a few tracts to acquire them and clean up the titles.

Mr. Bagwell said we aren't here to stay, they want to make an impact and bring in private developers. The County Commission has to approve this too.

Commissioner Curtis Gibson said he has taken the class in the past and it was awesome. We need more of this kind of partnership in Lake Wales.

Mr. Bagwell said they would like to do 4 houses in total on that block.

Mayor Fultz asked about the status of the grant for housing rehabilitation. Mr. Slaton said we scored well and it is in the review process.

Commissioner Goldstein asked if they do this in other counties. Mr. Bagwell said they have in the past but now they focus on Polk County.

Chair Robin Gibson asked if they are not-for-profit. Mr. Bagwell confirmed they are. Chair Robin Gibson asked if the houses look good on the inside. Mr. Bagwell said yes and described the interior.

Mr. Slaton asked Mr. Bagwell to explain Keystone's relationship with the county. Mr. Bagwell explained that they have partnered with the County to help with building homes for 29 years with their share of funds for their purpose. They built a home in the Highland Park neighborhood years ago. They work with contractors and pay them quickly. They are excited about this project.

Mayor Fultz said he is glad this is moving forward. This has been needed for a long time.

Chair Robin Gibson said the Green and Gold Foundation gets \$10,000 so everyone wins.

Commissioner Goldstein made a motion to approve this purchase. Commissioner Curtis Commissioner seconded the motion.

Commissioner Howell asked if she could vote on this as she is on the board of directors of the Green and Gold Foundation. Albert Galloway, City Attorney, said she could.

By Voice Vote:

All Members: "YES"

Motion passed 5-0.

5. Agreement To Scope-Of-Services With Chastain-Skillman, Inc. Related To Year 1 Of The Northwest Sidewalks & Street Trees Improvement Plan.

[Begin Agenda Memo]

**SYNOPSIS:**

Staff is requesting CRA Board approval to enter into an agreement with Chastain-Skillman, Inc. that will provide construction documents and construction phase services related to Year 1 of the Northwest Sidewalks & Street Trees Improvement Plan.

**RECOMMENDATION**

It is recommended the CRA Board take the following action(s):

1. Approve the Agreement with Chastain-Skillman, Inc. for Services related to the implementation of Northwest Sidewalks & Street Trees Improvement Plan - Year 1.
2. Authorize the Executive Director of the CRA to execute the appropriate documents on the CRA's behalf.

3. Authorize an expenditure in the amount of \$23,100.

**BACKGROUND**

In accordance with the Lake Wales Connected Plan, City Staff engaged Chastain-Skillman, Inc. to develop a Scope-of-Services to produce construction documents and construction phase services for Year-1 of the Northwest Sidewalks & Street Trees 5-year plan. This agreement addresses each of the Year-1 priority streets and will be influential in establishing Lake Wales as a "City in a Garden".

Staff, in coordination with S&ME, Chastain-Skillman and Dover, Kohl and Partners presented the 5-year implementation plan at a virtual public open house on January 6, 2021 as well as to two different stakeholder groups. Reactions to the plan were positive and the City is prepared to move forward with design work to ensure construction begins on schedule in FY'22.

This agreement was competitively bid through RFQ 20-471 (Professional Engineering and Related Services).

**LAKE WALES CONNECTED PLAN ACTION STEPS**

Action steps addressed in this proposal include:

Step Number Description

11 Construct missing sidewalks in Northwest Neighborhood: include a sidewalk on at least one side of each street; key connectors should have sidewalks on both sides

**OTHER OPTIONS**

The CRA Board may direct staff to reject the agreement proposal submitted by Chastain-Skillman, Inc.

**FISCAL IMPACT**

Chastain-Skillman, Inc. will be compensated a fixed fee of \$23,100, excluding reimbursable expenses. \$40,000 has been allocated in the FY'21 budget (105-559-600-663-707).

[End Agenda memo]

James Slaton, Executive Director, reviewed this item.

Chair Robin Gibson asked if we are on schedule to meet the total amount of budgeted items or if there are overruns? Mr. Slaton asked if he meant for this item? Chair Robin Gibson said no, several but we can discuss later.

Commissioner Goldstein said he would like to improve our entryways to the City. Improving entryways were discussed.

Commissioner Mayor Fultz made a motion to approve the agreement. Commissioner Goldstein seconded the motion.

By voice vote:

All Members: "YES"

Motion passed 5-0.

- 6. Amendment Number 4 To Scope-Of-Services With Chastain-Skillman, Inc. (CSI) For Professional Engineering Services Related To Park Avenue Streetscape Design.

[Begin Agenda Memo]

**SYNOPSIS:**

Staff is requesting CRA Board approval to amend the agreement between the City and Chastain-Skillman, Inc. regarding professional engineering services related to the Park Avenue Streetscape design in accordance with the Lake Wales

Connected Plan.

**RECOMMENDATION**

It is recommended the CRA Board consider the following action(s):

- 1. Approve Addendum Number 4 with Chastain-Skillman, Inc. for Professional Engineering Services related to the Park Avenue Streetscape.
- 2. Authorize the Executive Director of the CRA to execute the appropriate documents on the CRA's behalf.
- 3. Authorize a budget amendment in the amount of \$86,425.
- 4. Authorize an expenditure in the amount of \$154,555

**BACKGROUND**

Pursuant to FS 287.055 (C.C.N.A), the CRA via the City of Lake Wales solicited statements of qualifications (RFQ #20-467) from firms qualified to provide expertise related to the public improvements outlined within the "Lake Wales Connected" downtown revitalization plan, including design and construction drawings for Phase 1 of the Park Avenue Streetscape project. The services requested in the RFQ included, at a minimum, civil engineering and landscape architecture. At its regularly scheduled meeting on February 18, 2020 the CRA approved the proposal submitted by Chastain-Skillman, Inc. to provide professional engineering & survey services related to Lake Wales Connected Phase I – Park Avenue Streetscape.

Chastain-Skillman Inc. is requesting an amendment to the original Scope-of-Services in order to produce Market Plaza Construction Documents based upon the Conceptual Design developed by S&ME.

It is in the CRA's interest to accelerate the preparation of construction documents for Market Plaza in order to time the construction of Market Plaza with the construction of Park Avenue.

**LAKE WALES CONNECTED PLAN ACTION STEPS**

Action steps addressed in this proposal include:

Step Number	Description
5	Improve Market Place Plaza in coordination with Park Avenue street design

**OTHER OPTIONS**

The CRA Board may direct staff to reject the amendment proposal submitted by Chastain-Skillman, Inc.

**FISCAL IMPACT**

Chastain-Skillman, Inc. will be compensated an additional fixed fee of \$154,555. \$80,000 has been allocated in the FY'21 budget (105-559-600-663-701) with \$11,870 already encumbered requiring a budget amendment in the amount of \$86,425 to make up the difference.

The original agreement for the Park Avenue Streetscape Design with Chastain-Skillman, Inc. was \$365,631.

[End Agenda Memo]

James Slaton, Executive Director, reviewed this item.

Chair Robin Gibson said this is part of the momentum that we are enjoying because there has been good acceptance to the Park Avenue project that there are cost efficiencies to do this expansion now rather than later. He asked if we are considering the budget on these items. Mr. Slaton said our work plan takes all of these projects and costs into account. We are planning projects 8 years out.

Mayor Fultz made a motion to approve the amendment. Commissioner Howell seconded the motion.

By voice vote:

All Members: "YES"

Motion passed 5-0.

#### 7. 1st Street Streetscape Contract Award – Chastain-Skillman, Inc. (CSI)

[Begin Agenda Memo]

##### **SYNOPSIS:**

Staff is requesting CRA Board approval to enter a Consulting Agreement with Chastain-Skillman, Inc. that will provide professional services related to the 1st Street Streetscape design in accordance with the Lake Wales Connected Plan.

##### **RECOMMENDATION**

It is recommended the CRA Board take the following action(s):

1. Approve the consulting agreement with Chastain-Skillman, Inc.
2. Authorize the Executive Director of the CRA to execute the agreement on behalf of the CRA
3. Authorize the expenditure of \$514,827

##### **BACKGROUND**

Pursuant to FS 287.055 (C.C.N.A), the CRA via the City of Lake Wales solicited statements of qualifications (RFQ #21-479) from firms qualified to provide expertise related to the public improvements outlined within the "Lake Wales Connected" downtown revitalization plan, including design and construction drawings for the 1st Street Streetscape project. The services requested in the RFQ included, at a minimum, civil engineering and landscape architecture.

Five firms submitted statements of qualifications in response to RFQ# 21-479. Each firm was evaluated against the following criteria in accordance with the Consultants Competitive Negotiation Act:

- Adequacy of Personnel
- Experience and Past Performance
- Project Approach
- References
- Certified Minority/Small Business Enterprise
- Geographic location of firm in relation to Lake Wales

Independent evaluations of each firm's qualifications were conducted by City staff members, the firms were ranked as follows:

Ranking	Firm	Score	Maximum Score
1	Chastain-Skillman, Inc.	335	400
2	Patel, Green & Associates	334	400
3	Michael Baker International	310	400
4	EDSA	298	400
5	KCI Technologies, Inc.	289	400

The primary tasks provided by Chastain-Skillman through the proposed agreement are:

1. Preliminary Planning & Design
2. Final Design & Construction Drawings
3. Site Work Permitting
4. Bid Support
5. Limited Construction Observation & Certification

**LAKE WALES CONNECTED PLAN ACTION STEPS**

Action steps addressed in this proposal include:

Step Number	Description
2	Survey and produce construction ready design drawings for 1st Street, from Central Avenue to Wiltshire Avenue (including plantings, lighting, sidewalks, parking, plaza, and street furniture)

**OTHER OPTIONS**

The CRA Board may direct staff to reject the proposal submitted by Chastain-Skillman, Inc.

**FISCAL IMPACT**

The fiscal impact is \$514,827. \$350,000 is appropriated in the CRA FY'21 operating budget with an additional \$150,000 allocated in the 5-year CRA Work Plan for FY'22. An increase of \$14,827 will be needed in the FY'22 allocation to make up the difference.

[End Agenda Memo]

James Slaton, Executive Director, reviewed this item.

Mayor Fultz asked to confirm that only \$350,000 will be spent this year and the rest next year. Mr. Slaton confirmed this.

Commissioner Curtis Gibson asked if the budget takes in consideration the \$500,000 that may go to the Housing Authority. Mr. Slaton said yes and that we may know soon if they will get the funding. Mayor Fultz said these projects will improve the property values in that area.

Mayor Fultz made a motion to approve the Contract Award. Commissioner Goldstein seconded the motion.

By voice vote:

All members: "YES"

Motion passed: 5-0

8. Park Avenue Streetscape Dashboard

James Slaton, Executive Director, said we are on track with this project. We are 90% design completion. We will be breaking ground this summer. We will create a dashboard for each of the projects.

9. EXECUTIVE DIRECTOR'S REPORT

James Slaton, Executive Director, said all projects are on schedule. We are at 90% design completion for the connector trail. Chair Robin Gibson suggested a groundbreaking when the project starts.

Mr. Slaton introduced Darrell Starling to share a project he is working on. Darrell Starling, CRA Coordinator, shared a project he is working on to educate students about Community Development. Chair Robin Gibson said this could help them find jobs in the future.

Mr. Slaton said the sale agreement for the lots on B Street for the tutoring Center has been worked out and will come back for approval.

Chair Robin Gibson shared a proposal for the Seminole Hotel for it to be completed. Funds could go into a trust fund. Commissioner Goldstein said he thought it sounded like a good idea. Chair Robin Gibson asked the Commission to think about it. Mayor Fultz said this would be a way to make sure the money is spent on the building. Commissioner Curtis Gibson said this sounds like a good idea.

Albert Galloway, Jr., City Attorney, said he will present the idea to the owner.

Chair Robin Gibson reported on the Triple Canopy Oaks grand opening. These visitors will come to Lake Wales and shop here. Mayor Fultz said it was a good concept out there better than the concert venue previously. Commissioner Goldstein said he invited the manager to speak to the Commission.

10. ADJOURN

The meeting was adjourned at 4:17 p.m.

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Chair/Vice-Chair

ATTEST:

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City Clerk/Deputy City Clerk