

**Community Redevelopment Agency (CRA)**  
**Meeting Minutes**  
**July 14, 2020**  
**(APPROVED)**

This meeting was held via partial tele-conference.

Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron Desantis on March 20, 2020, and extended by Executive Order No. 20-112, and extended further by Executive Order No. 20-114, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

7/14/2020 - Minutes

1. CALL TO ORDER & ROLL CALL

**Board Members present:** Chair Robin Gibson, Mayor Eugene Fultz, Commissioner Goldstein, Commissioner Howell, Vice Chair Curtis Gibson.

**Staff Present:** James Slaton, Interim CRA Director; Albert C. Galloway Jr, City Attorney; Jennifer Nanek, City Clerk; Karen Thompson, Assistant Director of the CRA

Chair Robin Gibson called the meeting to order at approximately 6:00 p.m.

Chair Robin Gibson read a statement:

Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron Desantis on March 20, 2020, extended by Executive Order No. 20-112, and further extended by Executive Order No. 20-114, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

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. Minutes - April 14, 2020

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

by voice vote

Mayor Fultz "YES"

Commissioner Howell "YES"

Commissioner Goldstein "YES"

Commissioner Curtis Gibson "YES"

Chair Robin Gibson "YES"

Motion passed 5-0.

### 3. Election Of Chairperson

Chair Robin Gibson asked why we are doing this now. Jennifer Nanek, City Clerk, explained that it is the first meeting since he and Commissioner Howell were sworn in.

Commissioner Goldstein nominated Robin Gibson to continue to serve as chair. Commissioner Howell seconded the nomination.

There were no other nominations.

By voice vote

Commissioner Goldstein "YES"

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Mayor Fultz "YES"

Chair Robin Gibson Recused himself.

Nomination approved 4-0.

### 4. Election Of Vice-Chairperson

Commissioner Howell nominated Curtis Gibson as Vice-Chairperson. Commissioner Goldstein seconded the nomination.

There were no other nominations.

by voice vote:

Commissioner Howell "YES"

Commissioner Goldstein "YES"

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Chair Robin Gibson "YES"

Nomination approved 5-0.

### 5. Corner Cafe - Food Incentive Grant Application

[Begin Agenda Memo]

## **SYNOPSIS**

In 2016, an economic analysis of the Community Redevelopment Area was conducted which revealed that there is an unmet consumer demand for specialty foods within the NW Redevelopment Area and Downtown Main Street District. The Restaurant Incentive Program is intended to attract food-related service providers, restaurateurs and specialty food providers to locate, relocate or establish another location in the Downtown Main Street District and NW Redevelopment area. This program is designed to incentivize private investment. Mr. James A. Ellis, 1 North Scenic Hwy, Lake Wales, FL 33853 is seeking a \$100,000 Matching Grant to renovate the space in downtown and make the extensive improvements required to open a new restaurant and redevelop the property according to the incentive guidelines and requirements.

## **RECOMMENDATION**

Staff recommends the approval of the Restaurant Incentive Matching Grant, Corner Cafe.

## **BACKGROUND**

The Food-Related Incentive Program approved on 11-13-2018 offers up to \$50,000 in dollar-for-dollar matching funds to assist in establishing food-related businesses in the NW Redevelopment Area and Downtown Main Street District. Matching funds are a grant that can be used to offset the cost of eligible lease-hold improvements necessary to establish and operate a food service or restaurant business. Mr. James A. Ellis is renovating the restaurant making all the eligible improvements and meeting all the requirements. Due to the scale of the improvements and total project budget approximately \$500,000.00, Mr. Ellis is requesting

\$50,000 over the approved \$50,000.00 available in the approved grant program.

The Food-Related Services Incentive Program is for leasehold improvements to an existing property in order to make it functional for a food-service business. Funds may not be used for normal maintenance or repair. Specific improvements for which grant funds may be used include, but are not limited to:

- Electrical/ Plumbing upgrades
- Installation of attached fixtures
- Grease traps
- Utility connections
- Venting systems
- Sprinkler systems
- Solid Waste and recycling management
- Mechanical, Electrical and Plumbing engineering services

(not to exceed 20% of the grant total)

- Monitoring man-hole system installation

Improvements must be consistent with the City of Lake Wales Land Development Regulations and Engineering Standards. Any improvements visible to the exterior in CRA may be subject to Section

23-227 Certificate of Appropriateness and issued by the Historic Regulatory Board.

As a condition of approval, Mr. James A. Ellis agrees that improvements made using these funds will stay in place a minimum of five (5) years. If improvements are replaced within five (5) years of construction completion, the grant recipient must pay a pro rata portion of the grant proceeds invested in the project for the number of months remaining.

Applicant is responsible for obtaining or having obtained all required local and state approvals and permitting for work undertaken.

Once a maximum grant for any property has been awarded, businesses occupying that property, or the building owner cannot reapply for another grant for the same location for a five

(5) year period.

Mr. James A. Ellis agrees to allow the LW CRA to photograph the project for use in future publications.

### **OTHER OPTIONS**

Not to approve the Restaurant/ Food-Related Incentive Program Grant.

### **FISCAL IMPACT**

The Food-Related Incentive Program offers up to but not limited to \$50,000 in dollar-for-dollar matching funds. If approved, the fiscal impact would be \$100,000 matching funds.

[End Agenda Memo]

Karen Thompson, Assistant Director of the CRA, reviewed this item. James Ellis introduced his wife Colleen reviewed his proposal and gave a history of the work they have done on the building. The building had lots of problems. They plan to expand the outside patio space. They want to appeal to the online market and to nearby Polk State students.

Chair Robin Gibson commended Mr. Ellis for all the work done on the building. Chair Robin Gibson said this project enhances property values. The \$100,000 goes into the building. Chair Robin Gibson asked how much he has invested in this building thus far. Mr. Ellis said about \$600,000. He said the property value has gone up since 2013 when he bought it.

Commissioner Curtis Gibson asked if it was explained to him that this grant is \$50,000. Mr. Ellis said it was but he was also advised to apply for more given the larger scope of the project. He explained some of the money he has invested thus far and the costs to start up the restaurants. Commissioner Curtis Gibson said he felt we should stay within our set boundaries. Mr. Ellis explained how the extra funds will help him to open and expand faster. Commissioner Curtis Gibson said he appreciated the explanation and understands the magnitude of the project and said this approval could open the door to similar applications also asking for more than \$50,000. He said he wants to play by the rules. He is concerned about perception this creates.

Commissioner Goldstein said the plan looks good. He is glad this program is successful. He said Mr. Ellis is taking the chance opening right now with everything closed. We need to invest in professional people.

Commissioner Howell said she shares the same concern that Commissioner Curtis Gibson. She said she is worried that the rules are not being followed. She is glad for the investment being made as the building looks so much better. She said she is concerned about the funds not being distributed fairly. Mr. Ellis was investing this money in the building already. Will we have enough money to help other areas of the City? Is everyone being told that they can apply for \$100,000. This was done incorrectly with the Taproom and is being done incorrectly again.

Mayor Fultz said he is glad for the investment being made in the building. He is glad for more restaurants

coming to downtown. This will be a restaurant we can be proud of.

Chair Robin Gibson said that increasing the property values puts money into the CRA trust fund.

James Slaton, Interim Executive Director, reviewed this program and recommended modifying the program to make the grant funds available based on a formula instead of a specific amount.

Ms. Thompson reviewed their process of recruiting new restaurants and businesses. The \$50,000 ceiling put us in a box. She agreed with the plan to adjust the amounts to a case by case basis. She said the \$100,000 is a not too exceed limit. Melanies got \$50,000 even though they spent \$60,000. An applicant cannot come back and ask for more. She and her staff walk applicants through the process.

The Chair asked when the allocated money runs out. The budgeted money runs out at the end of the fiscal year but the encumbered money will roll over to next year.

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

Commissioner Curtis Gibson asked Mr. Slaton to be more involved in the process to help mind the boundary of \$50,000. Commissioner Goldstein endorsed Mr. Slaton's idea to develop a formula for distributing these grants. Commissioner Howell said that there are two establishments being opened and that's how she is looking at it.

by roll call vote:

Commissioner Goldstein "Yes"

Mayor Fultz "YES"

Commissioner Curtis Gibson "YES"

Commissioner Howell "YES"

Chair Robin Gibson "YES"

Motion passed 5-0.

Chair Robin Gibson congratulated Mr. Ellis and thanked him for his efforts.

## 6. Wales Pointe Food Incentive Grant Application

[Begin Agenda Memo]

### **SYNOPSIS**

In 2016, an economic analysis of the Community Redevelopment Area was conducted which revealed that there is an unmet consumer demand for specialty foods within the NW Redevelopment Area and Downtown Main Street District. The Restaurant Incentive Program is intended to attract food-related service providers, restaurateurs and specialty food providers to locate, relocate or establish another location in the Downtown Main Street District and NW Redevelopment area. This program is designed to incentivize private investment. Tiffany Davis and Kevin Davis, Owners, Wales Pointe, 207 E. Park Ave, Lake Wales, FL 33853 are seeking a \$50,000 Matching Grant to renovate the space in downtown and make

the extensive improvements required to open a new restaurant and redevelop the property according to the incentive guidelines and requirements to include reimbursement once property taxes are paid in full.

## **RECOMMENDATION**

Staff recommends the approval of the Restaurant Incentive Matching Grant, Wales Pointe with the understanding reimbursement to be paid once property taxes are current

## **BACKGROUND**

The Food-Related Incentive Program offers up to \$50,000 in dollar-for-dollar matching funds to assist in establishing food-related businesses in the NW Redevelopment Area and Downtown Main Street District. Matching funds are a grant that can be used to offset the cost of eligible lease-hold improvements necessary to establish and operate a food service or restaurant business.

Tiffany Davis and Kevin Davis are renovating the restaurant making all the eligible improvements and meeting all the requirements.

The Food-Related Services Incentive Program is for leasehold improvements to an existing property in order to make it functional for a food-service business. Funds may not be used for normal maintenance or repair. Specific improvements for which grant funds may be used include, but are not limited to:

- Electrical/ Plumbing upgrades
- Installation of attached fixtures
- Grease traps
- Utility connections
- Venting systems
- Sprinkler systems
- Solid Waste and recycling management
- Mechanical, Electrical and Plumbing engineering services (not to exceed 20% of the grant total)
- Monitoring man-hole system installation

Improvements must be consistent with the City of Lake Wales Land Development Regulations and Engineering Standards. Any improvements visible to the exterior in CRA may be subject to Section 23-227 Certificate of Appropriateness and issued by the Historic Regulatory Board.

As a condition of approval, Tiffany Davis and Kevin Davis agree that improvements made using these funds will stay in place a minimum of five (5) years. If improvements are replaced within five (5) years of construction completion, the grant recipient must pay a pro rata portion of the grant proceeds invested in the project for the number of months remaining. In addition, Tiffany Davis and Kevin Davis agree the property taxes must be current as a condition of the grant and prior to reimbursement.

Applicant is responsible for obtaining or having obtained all required local and state approvals and permitting for work undertaken.

Once a maximum grant for any property has been awarded, businesses occupying that property, or the building owner cannot reapply for another grant for the same location for a five(5) year period.

Tiffany Davis and Kevin Davis agree to allow the LW CRA to photograph the project for use in future publications.

## **OTHER OPTIONS**

Not to approve the Restaurant/ Food-Related Incentive Program Grant.

## **FISCAL IMPACT**

The Food-Related Incentive Program offers up to but not limited to \$50,000 in dollar-for-dollar matching funds.

[End Agenda Memo]

Karen Thompson, Assistant Director of the CRA, reviewed this item. She introduced Tiffany and Kevin Davis a father and daughter duo. The property taxes as of now are up to date.

Tiffany Davis shared some of her background in food service and how she got into the restaurant business. She reviewed her plans and menu. This includes having their own delivery drivers. She is looking into having live music.

Commissioner Goldstein asked how many will be able to be seated in the restaurant. Ms. Davis said 75-100.

Commissioner Curtis Gibson asked if \$50,000 is sufficient. Ms. Davis said she thinks so and reviewed some of what she plans to do with the building.

Commissioner Howell said this is great. She said she is happy about this. She encouraged Ms. Davis to come back if \$50,000 is insufficient.

James Slaton, Interim Executive Director, said that according to the rules the applicant can't come back. Commissioner Howell asked if she can request more now.

Chair Robin Gibson said we should review the application. He asked how much it was for? Ms. Davis said \$50,000. Commissioner Howell asked if she were told \$50,000. Ms. Davis confirmed that's what she was told and made sure that's what she submitted.

Mayor Fultz commended the applicants for stepping up to do this in uncertain times.

Commissioner Goldstein asked if there were resources to help veterans with this. Ms. Davis confirmed that there were and that she would be applying where and when possible.

Commissioner Goldstein made a motion to approve the application. Commissioner Howell seconded the motion.

By Voice vote:

Commissioner Goldstein "YES"

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Mayor Fultz "YES"

Chair Robin Gibson "YES"

Motion passed 5-0.

7. Lease Agreement Between The Lake Wales Community Redevelopment Agency And Lake Wales Charter Schools, Inc.

[Begin Agenda Memo]

**SYNOPSIS:**

The Lake Wales Community Redevelopment Agency will consider entering into a Lease Agreement with the Lake Wales Charter Schools, Inc. for the temporary use of two vacant parcels located on the SW and SE corners of Seminole Avenue and 3rd Street, North.

**RECOMMENDATION**

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

- 1. Approve the proposed lease Agreement between Lake Wales Community Redevelopment Agency and Lake Wales Charter Schools, Inc.

**BACKGROUND**

On April 14, 2020 the CRA Board adopted Resolution CRA 2020-02, approving the sale of the 1919 High School complex and underlying real property to Lake Wales Charter Schools, Inc. for the purpose of redeveloping the site into the Bok North middle school campus.

Due to extended construction timelines, the two additional parcels will be utilized for temporary portable classrooms while the main campus is under redevelopment.

Public notice soliciting proposals for the subject parcels was provided in accordance with provisions of

163.380 Florida Statutes, which prescribes the methods for disposition of property in community redevelopment areas. Lake Wales Charter Schools, Inc. submitted a proposal to lease the two parcels for a one-time payment of Ten Dollars.

The contemplated lease term is for a period of approximately two years, beginning on the effective date of the lease and expiring July 31, 2020. Two one-year renewals are provided for in the lease, each requiring CRA approval.

The lease of the subject parcels supports the following goals of the CRA by enabling the redevelopment of the 1919 Complex into a middle school campus:

- The Agency shall identify community stakeholders and partners to assist in the implementation of the Redevelopment Goals, Objectives, and Projects
- Preserve and maintain historic and architecturally significant structures within the redevelopment area

**FISCAL IMPACT**

If approved, the lease will generate a one-time sum of \$10.00 for the CRA Trust Fund.

[End Agenda Memo]

James Slaton, Interim Executive Director, reviewed this item.

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

Commissioner Goldstein "YES"

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Mayor Fultz "YES"

Chair Robin Gibson "YES"

Motion passed 5-0.

## 8. Funding Request For Mimi Hardman Collections & Research Center

[Begin Agenda Memo]

### **SYNOPSIS:**

A funding request for \$29,705. The funds would be one half of a privately funded match of \$29,705 for the creation of the Mimi Hardman Collections and Research Center in the 1916 Seaboard Air Line Freight Station. The funding match has already been raised by the Friends of the Museum. It was agreed upon by the City of Lake Wales to match the funds needed for this project with privately raised funds by the Friends of the Museum. The Friends of the Museum has raised \$29,705 to date, with over 70 donors from the community, Mountain Lake, and old Lake Wales families, however; the City of Lake Wales FY 2020 capital funding for this project has been frozen due to COVID-19 expenditure concerns. In April, adjustments were made to re-align the project scope and budget to the current amount of \$59,410. Please see the full project overview and budget attached.

### **STAFF RECOMMENDATION:**

Approve the use of \$29,705 for the Lake Wales History Museum to complete the Mimi Center.

### **BACKGROUND:**

The Lake Wales History Museum is seeking funds to restore the 1916 Seaboard Air Line Freight Station and re-purpose this building as the Mimi Hardman Collections and Research Center. It was conceived more than one year ago to recognize the museum's late founder by naming the building in her honor, rehabilitate the historic 1916 Seaboard Air Line Freight Station, and open the building as a permanent community repository and resource center for the museum's collections. This is a visible and quintessential project for the museum to complete. It will be the first major historic preservation project taken on by the museum in decades. And, it represents all the revitalization efforts by the museum in the last five years. The CRA and the Lake Wales History Museum have a long history of collaboration on projects, including the moving of this building to the museum's historic corridor in 1994. Today, the CRA and Lake Wales Connected plans, respectively, continue to include goals that support investment in authentic historical preservation projects for community use. It is being requested the CRA support this museum project which align in the following ways:

### **FIVE MUSEUM & CRA GOAL ALIGNMENT STRATEGIES**

As part of the museum's historic preservation goals, we recognize opportunities to preserve, protect and share our community's cultural assets and authentic heritage. Together, these activities create and restore community pride. We have aligned the museum's goals with the community's needs, and as such, the CRA's goals as well. The Community Redevelopment Agency's plan and Museum's strategic plan heavily align in the following ways:

(from Community Redevelopment Plan Update, May 2018)

Goal: Establish an arts and cultural district (including visual and performance arts) within the redevelopment area.

1. The Agency will evaluate current and potential facilities and sites within the redevelopment area boundaries that may support cultural or entertainment uses.

MUSEUM & CRA LINK: The 1916 Seaboard Air Line Freight Station is already located in the museum's historic corridor, and will attract visitors looking for cultural experiences through outdoor interpretive exhibits and provide residents the opportunity to research local history.

2. The Agency will evaluate opportunities to support existing cultural contributors and stakeholders within the redevelopment area, including but not limited to: Depot Museum, Lake Wales Art Center, Lake Wales Little Theatre, and the Lake Wales Public Library.

MUSEUM & CRA LINK: The Lake Wales History Museum is an established local cultural provider for the community, for which CRA support is designated.

3. The Agency will evaluate regulatory and incentive-based programming to encourage the development of new facilities or the adaptive re-use of existing facilities to accommodate cultural and entertainment uses.

MUSEUM & CRA LINK: The museum is already an established and proven community asset in which the CRA's investment will provide economic impact of \$9 to \$1\* back into the local economy.

\*(based on the Arts & Economic Prosperity 5 Florida Study)

Goal: Preserve and maintain historic and architecturally significant structures within the redevelopment area.

4. The Agency shall identify and evaluate historic and architecturally significant structures for potential participation in state and national grant funded building refurbishment and rehabilitation programs.

MUSEUM & CRA LINK: The museum has already established the 1916 Seaboard Air Line Freight Station as a historically significant building and raised funds to restore it.

5. The Agency, in coordination with Mainstreet with the Historic District Regulatory Board, shall evaluate potential locations for the development of "Lake Wales history-themed" wayfinding signage and informational plaques.

MUSEUM & CRA LINK: The museum will install an outdoor interpretive display about the history and architecture of the 1916 Seaboard Air Line Freight Station along the exterior of the building and sidewalk.

#### LAKE WALES CONNECTED PLAN'S HISTORIC CONTEXT

Furthermore, the Lake Wales Connected plan similarly speaks to the direct relationship of history and culture to the community's livelihood. Heritage and historic character was identified as an iconic part and top strength of the city's legacy, and as such, the museum is a direct cultural provider of the city's history. This project would exemplify the types of projects and activities the Lake Wales Connected plan aims to accomplish. The plan directly encourages and strives for the historic preservation of existing buildings and facades, and indicates funds could be provided to help with these projects. The following are statements from the Lake Wales Connected plan that support historic activities:  
(Lake Wales Connected Plan, Dover-Kohl, 2019)

"The City of Lake Wales has a long, rich history, incorporated in 1917, with historic buildings that reflect a proud heritage. Planning and quality urban design were a priority for the town's founders; the experience of walking along the city's historic streets or enjoying the area's lakes and parks is the result of their decisions."

Speaking about downtown and Market Street:

"Historic buildings have inherent charm, but they need to become part of great places that attract people to

spend time socializing and enjoying the physical setting and activities.”

Speaking about historic preservation:

“One of the best ways to make design the #1 priority is with a renewed commitment to historic preservation and adaptive reuse of older buildings. Compared to bland suburbs, where everything seems to have been built at once, historic communities like Lake Wales gain their postcard qualities, their attraction, and their authenticity from the combination of older elements and newer ones. In the second half of the 20th Century, Downtown Lake Wales leaders were early proponents of the emerging historic preservation movement, and thankfully many fine buildings were kept, restored, and new uses were found for them. They form the basis of the strong emotional connection citizens of the city feel toward their Downtown. Now it is time to reinvigorate this movement and regain its momentum. This is not just a nostalgic idea, or a cultural one, or a regulatory one. It is a powerful economic development tool. Because most of the older buildings were constructed at a time when few (if any) of the City’s citizens and visitors owned automobiles, they were built with strong building-to-street relationships. As a result, they offered pleasant experiences for people walking by on City streets. The experience of comfortable, happy pedestrians is the key to revitalization now. “It’s the thing that will set Downtown Lake Wales apart from its competitors.”

Speaking of attracting more visitors to Lake Wales:

“The first step in attracting more visitors is to develop places and activities that will appeal to area visitors. That means investing in great public spaces and more extensive event programming. Marketing works best when you have something to offer. The continuous flow of visitors to Bok Tower Gardens offers a unique opportunity, particularly as the Downtown improvements emphasize plantings and landscaping. Working with Bok Tower, new routes from the major access roads should be identified and included in Bok Tower materials and on its website. Gateway improvements and wayfinding signs can guide visitors along tree-lined routes past Downtown and Lake Wales to give the visitors a picture of what is available elsewhere in the community when they are finished at the Gardens. Once the Walesbilt Hotel reopens, there may be opportunities for a shuttle between Downtown and Bok Tower.”

The museum’s vision is to serve as a historic place of extraordinary experiences for all people, from all walks of life, near and far. Our goal is to engage visitors in stories and activities about authentic history. Our current objective is to complete the Mimi Center project that signifies and symbolizes our new inclusive vision for the historic preservation and protection of our community’s history. Upon completion of this project, the Lake Wales community will be one step closer to the City’s new vision.

[End Agenda Memo]

Jennifer D'hollander, Lake Wales History Museum Manager, reviewed this item.

Commissioner Curtis Gibson said this is great and said he supports the museum and the plan to honor Mimi Hardman.

Commissioner Howell asked if the amount is sufficient. Ms. D'hollander said the project has been realigned and the amount is sufficient.

Travis Chapin, resident and with the Friends of the Museum organization, expressed support for the project.

Commissioner Curtis Gibson made a motion to approve the request. Commissioner Howell seconded the motion.

By voice vote:

Commissioner Curtis Gibson "YES"

Commissioner Howell "YES"

Commissioner Goldstein "YES"

Mayor Fultz "YES"

Chair Robin Gibson "YES"

Motion passed 5-0.

9. Amendment 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 No. 1 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 \$86,855.

**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 due to:

1. Being responsible for additional services for the traffic signal replacement at the intersection of Park Avenue and SR-17 (Scenic Highway) and for additional planning at, or near, the intersection along SR-17 and,
2. To prepare conceptual designs and hold a public hearing regarding the Market Place Plaza.

In order to fully implement proposed changes to the intersection of Park Avenue and Scenic Highway the proposed work is required. Additionally, it is in the CRA's interest to accelerate the preparation of the conceptual designs for Market Place Plaza in order to time the construction of the Plaza with the construction of Park Avenue.

**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 \$86,855 plus reimbursable expenses. The original agreement for the Park Avenue Streetscape Design with Chastain-Skillman, Inc. was \$365,631.

[End Agenda Memo]

James Slaton, Interim Executive Director, reviewed this item.

Chair Robin Gibson asked about redoing Market Square. Is this the existing one or proposed one? Mr. Slaton said its the existing one.

Commissioner Howell made a motion to approve the agreement. The motion was seconded.

By Voice Vote:

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Goldstein "YES"

Mayor Fultz "YES"

Chair Robin Gibson "YES"

## 10. Budget Amendment For Additional Staff Positions Within The CRA

[Begin Agenda Memo]

### **SYNOPSIS:**

The Lake Wales Community Redevelopment Agency will consider approving a budget amendment to fund additional staff positions within the CRA.

### **RECOMMENDATION**

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

1. Approve a budget amendment in the amount of \$26,000

### **BACKGROUND**

The Interim Executive Director desires to add two additional staff positions under the Community Redevelopment Agency and is requesting a budget amendment to cover the cost of salaries and benefits for the remainder of the fiscal year. The specific cost associated with the positions is unknown at this time, as factors such as recruitment period and officer assignment will affect the final cost. The \$26,000 requested is an approximation based on typical salary ranges and is based on an assumption that both positions are filled for the duration of the fiscal year.

The two requested staff positions are:

- 1) Police Community Liaison Officer for CRA Area 3 (the NW Community)
- 2) CRA Coordinator for CRA Area 3 (the NW Community)

The purpose of the Community Liaison Officer is to engage the NW community in a positive manner, attend

community meetings and events, conduct crime prevention meetings, receive/report complaints from the community, and act as a member of the Police Community Relations Committee.

The CRA 3 coordinator will assist the Executive Director of the CRA with administering redevelopment and revitalization programs within CRA area 3, which includes implementation of the Lake Wales Connected plan.

## **FISCAL IMPACT**

Up to \$26,000 may be expended out of the CRA trust fund in FY20. Annual costs for future years may reach \$150,000 for salaries and benefits; however, this figure is only an approximation at this time.

## **OTHER OPTIONS**

The CRA Board may deny the request for a budget amendment.

[End Agenda Memo]

James Slaton, Interim Executive Director, reviewed this item.

Chair Robin Gibson said that community policing can be funded by the CRA as this can help bring up a declining area.

Commissioner Goldstein asked if this affects the Police budget. Mr. Slaton said yes as the allocation will be from the CRA.

Commissioner Howell asked if Mr. Slaton has some one in mind. Mr. Slaton said he does but this would be done in conjunction with the Police Chief and go through the hiring process. This position will be filled by a current officer. Commissioner Howell asked for confirmation that this would be a current officer that would be under the police chief. Mr. Slaton said yes absolutely.

Commissioner Curtis Gibson asked if this would be a uniformed position. Mr. Slaton said the dress would be more casual at times. This officer won't always be making arrests.

Chair Robin Gibson said we can't get involved in personnel matters. This officer will serve under the Police Chief who answers to the City Manager. Commissioner Howell stated that the City Manager responds to the commission. Chair Robin Gibson confirmed this.

Commissioner Howell confirmed that this amount is for both positions for the rest of the fiscal year. Mr. Slaton said yes but this is an estimate as it may take awhile to hire the persons.

Mr. Slaton reviewed the contract with the Lincoln Avenue CDC. He asked for approval for this budget amendment for this year and authorization to put these in the budget for next year. Chair Robin Gibson asked Mr. Slaton if he recommends approval of this budget amendment. Mr. Slaton said he does.

Anita Wells, resident, spoke against the Community Liaison. This is not a good idea. The Police and the Northwest Community do not have a good relationship.

Sara Jones, resident and President of the Lincoln Ave CDC, spoke in support of both positions. She said there are trust problems with the Police Department but we have to start somewhere. The Police Chief and Interim City Manager and herself are working hard on these issues. We need to give the City a chance to help solve these problems. Hopefully the coordinator will serve the best interests of the community.

Commissioner Goldstein asked if the Liaison officer will sit on the Police and Citizens Advisory Committee? Ms. Jones says she hopes it will be as that person can help come up with solutions.

Chair Robin Gibson said that CRA funds should normally go to bricks and mortar projects as they increase property values. The CRA does pay for staff time such as the City Manager or Executive Director. We need to be sure the allocations are fair. The Lake Wales Connected Plan should bring people together. Mr. Slaton agreed and said these positions would help implement elements of the Dover Kohl plan. The Chair expressed concern about possible competition among the different CRA areas.

Ms. Jones said it shouldn't be a competition as the areas have different needs and the plan lays out clear steps on how to improve both areas.

Mayor Fultz made a motion to approve the budget amendment for the two positions for the remainder of the year. Commissioner Goldstein seconded the motion.

by voice vote:

Mayor Fultz "YES"

Commissioner Goldstein "YES"

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Chair Robin Gibson "YES"

Motion passed 5-0.

Mr. Slaton asked for a consensus to add these positions and programs into next year's budget.

Ms. Jones distributed information on committees and programs proposed for next year. She requested funding for a director and grant money for some of their initiatives. There is a lot of work to be done but they hope to have a quick turnaround over the next year. They will do a lot with a little. Commissioner Goldstein expressed concern that requested \$50,000 isn't enough. Ms. Jones said while they won't turn down more she said there is a pandemic and resources may be limited. She asked the Board to give them a chance to see what they can do and next year more funding can be discussed. Commissioner Goldstein asked about education programs and volunteers for these. Ms. Jones reported on plans for summer and after school programs that include an education component and the they have teachers that will help with these.

Chair Robin Gibson said he have to be careful about spending as use of CRA funds are restricted and we have to be audited. He wants to be sure we do things right. Some of the projects listed may need to be tailored appropriately. Ms. Jones said as they develop the budget she will be sure each item is in compliance. Chair Robin Gibson offered to work with her on this.

## 11. COMMUNICATIONS AND PETITIONS

Susan Connors, non-resident, expressed support for funding the Yellow Depot - Mimi Hardman Collections Center.

Sara Jones, resident, said the rules of the Food Incentive Program need to be clear and fair to everyone. She urged caution about going outside its own rules for the program. Whatever the board decides it needs to be open to all.

Chair Robin Gibson said this program is doing well in bringing more restaurants.

## 12. EXECUTIVE DIRECTOR'S REPORT

James Slaton, Interim Executive Director, shared with the board a plan to apply for a CDBG grant for housing rehabilitation in the northwest community and asked for a consensus to go in this direction. Chair Robin Gibson expressed support for this idea. Mayor Fultz said this addresses a concern in the northwest area. This is a good idea. Commissioner Goldstein asked how the program will work. Mr. Slaton described the program that will improve or replace houses in bad condition. Commissioner Curtis Gibson expressed support for the grant. Commissioner Howell said this will be a big deal for that area. Mayor Fultz said this will improve property values and increase funding to the trust fund.

Mr. Slaton distributed a five year plan for implementing the Lake Wales Connected Plan that includes information on costs. He encouraged the Board members to contact him with questions. He also shared a project by project breakdown and when they will happen and how long the individual projects will take.

Karen Thompson, Assistant CRA Director, said projects take years of relationship building all over CRA. They are taking a bit longer in the northwest area but she said to trust the process and said that good things are happening.

Commissioner Howell asked about the zoom meeting on July 30th. She wanted to share a link for others to use. Ms. Thompson said she will forward a shareable link to the Commission.

13. ADJOURN

The meeting was adjourned at 8:43 p.m.

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Chair/Vice-Chair

ATTEST:

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City Clerk/Deputy City Clerk