

**Community Redevelopment Agency (CRA)  
Meeting Minutes February 14, 2023  
(DRAFT)**

2/14/2023 - Minutes

1. CALL TO ORDER & ROLL CALL

**CRA Members Present:** Chair Robin Gibson, Terrye Howell, Mayor Hilligoss, Danny Krueger

**CRA Members Absent:** Daniel Williams

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

[End Agenda Memo]

2. COMMENTS AND PETITIONS

3. Minutes - January 10, 2023

Commissioner Krueger made a motion to approve the minutes of January 10, 2023. Mayor Hilligoss seconded the motion.

by voice vote:

ALL "YES"

Motion approved 4-0.

4. Approval Of Contract For Law Enforcement Services: Lake Wales Housing Authority

[Begin Agenda Memo]

**Synopsis:** The CRA will consider approving a contract with the Lake Wales Housing Authority to continue providing supplemental law enforcement services at the Grove Manor and Sunrise Park public housing complexes.

**RECOMMENDATION** It is recommended that the CRA Board:

1. Authorize the Chair to execute a Contract for Services with the Lake Wales Housing Authority for Fiscal Year 2022-2023.

**BACKGROUND** Since 2011/2012 the CRA Board of Commissioners have approved funding a law enforcement officer position to provide supplemental law enforcement services toward designated CRA areas and the Lake Wales Housing Authority, Grove Manor Complex.

In an effort to continue providing these supplemental law enforcement services to the Lake Wales Housing Authority, Grove Manor and Sunrise Park Complex residents, the Lake Wales Police Department seeks approval to enter into a new contract for FY2022/2023. This contract for supplemental law enforcement services provides for a monthly payment due the City in the amount of \$3,185.00 from the Housing

Authority.

The Lake Wales Housing Authority Board approved the contract for services during their last meeting, held on January 18, 2023. This is a 6-month contract to continue services while we prepare a multi-year contract that is mutually agreeable.

[End Agenda Memo]

James Slaton, Executive Director, reviewed this item.

Chair Gibson confirmed that this contract continues what is already in force. Mr. Slaton confirmed this.

Commissioner Howell made a motion to approve the contract. Commissioner Krueger seconded the motion.

by voice vote:

ALL "YES"

Motion approved 4-0.

5. Park Avenue / Market Plaza Streetscape Construction Agreement With Gomez Construction

[Begin Agenda Memo]

**SYNOPSIS:** Staff is requesting CRA Board approval to approve Change Order Number 1 with Gomez Construction for additional clay pavers related to the Park Avenue / Market Plaza Streetscape in accordance with the Lake Wales Connected Plan.

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

1. Approve the Change Order Number 1 with Gomez Construction.
2. Authorize the Executive Director of the CRA to execute the agreement on behalf of the CRA 3. Authorize the expenditure of \$166,219.76.

**BACKGROUND** Change Order Number 1 is an administrative procedure needed to revise the concrete pavers in Market Plaza to clay pavers.

It was established prior to the bidding process that a clay paver alternate would be made available. However, the alternate option's quantity only included Park Avenue and not Market Plaza.

This change order allows for the same, consistent, high-quality clay paver to be implemented throughout the project. This change order does not impact Park Avenue, it only upgrades the paver material in Market Plaza from concrete to clay.

Historical Background – In accordance with procurement procedures, the City of Lake Wales went through an extensive process that has resulted in the selection of Gomez Construction as the recommended contractor to lead construction of the Park Avenue / Market Plaza Streetscape project.

The City held two rounds of competitive bidding:

1. RFQ 22-507 "Pre-Qualification for Park Ave Streetscape Project" resulting in eight submittals and six bidders being deemed qualified to bid on the project. (Attachment 1)
2. ITB 22-510 "Park Avenue / Market Plaza Streetscape" resulting in two qualified submittals and a low bid

of \$12,072,834.18 by Gomez Construction. (Attachment 2)

In accordance with the Lake Wales Connected Plan, the CRA designed a full streetscape treatment to Park Avenue from Scenic Highway to Wetmore Street. At the recommendation of staff, the CRA added Market Plaza to the project to ultimately save funds on design and construction costs.

Elements of the streetscape include brick pavers, enlarged sidewalks, two-way vehicle travel, hanging-flower baskets, enhanced lighting, and "City in a Garden" landscaping. Landscape plans call for 97 cathedral live oaks, 10 sabal palmettos, and 40 Muskogee crepe myrtles among other new plantings.

It is the Community Redevelopment Agency's ultimate goal to encourage redevelopment and activation of the City's Historic Downtown District. By leading the way with this significant public infrastructure investment coupled with utilizing proven streetscape techniques, staff believes that these goals will be realized.

### **LAKE WALES CONNECTED PLAN ACTION STEPS**

Action steps addressed in this proposal include:

#### **Step Number Description**

1 Survey and produce construction ready design drawings for Park Avenue, from Scenic Highway to Wetmore Street (include plantings, lighting, sidewalks, parking, plaza, street furniture)

4 Implement Park Avenue street improvements (from Scenic Highway to Wetmore Street); and one block of 1st Street improvements (from Park Avenue to Stuart Avenue)

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

**OTHER OPTIONS** The CRA Board may direct staff to reject the proposal submitted by Gomez Construction and install concrete pavers in Market Plaza.

**FISCAL IMPACT** The total fiscal impact for construction is \$12,250,468.17. A total of \$11,591,834.18 will be funded out of the CRA. Funding for the project is allocated in the Community Redevelopment Agency's \$18.5M bond.

The fiscal impact for Change Order Number 1 will have a \$166,219.76 impact on CRA Funds, raising the total project cost to \$12,239,053.94.

#### Overview of Park Avenue / Market Plaza Streetscape Funding:

#### **Funding**

Community Redevelopment Agency \$ 11,591,834.18

Utility Fund \$ 481,000.00

Change Order No. 1 - CRA \$ 166,219.76

**Total Gomez Construction \$ 12,239,053.94**

[End Agenda Memo]

James Slaton, Executive Director, reviewed this item.

Chair Gibson asked if MainStreet's plan to sell bricks offset the cost? Mr. Slaton said a little.

Chair Gibson said we have the superior clay bricks.

Commissioner Krueger asked how many bricks? Mr. Slaton said a lot, in the thousands. Chair Gibson said that whole parking area will be bricks.

Commissioner Krueger made a motion to approve the change order. Commissioner Howell seconded the motion.

by voice vote:

ALL "YES"

motion approved 4-0.

6. Park Avenue / Market Plaza Streetscape Construction Management Agreement With Colliers Project Leaders

[Begin Agenda Memo]

**SYNOPSIS:** Staff is requesting CRA Board approval to enter into an agreement with Colliers Project Leaders for construction project management services related to the Park Avenue / Market Plaza Streetscape in accordance with the Lake Wales Connected Plan.

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

1. Approve the agreement with Colliers Project Leaders.
2. Authorize the Executive Director of the CRA to execute the agreement on behalf of the CRA
3. Authorize the expenditure not to exceed \$214,324.00.

**BACKGROUND** In an effort to ensure the highest possible quality project, staff advertised RFP22-513 "Owner Representation Services" that resulted in the selection of Colliers Project Leaders.

Colliers brings significant construction project management experience to the City's existing team. A key component included in the agreement are the construction site monitors that will be present at various points of the project. These site monitors will be the City's eyes and ears to ensure quality is being enforced throughout construction.

Additionally, the Colliers team has a wide array of professionals available to the project for each phase of the project (i.e. utility, general street, landscaping, etc.).

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#### LAKE WALES CONNECTED PLAN ACTION STEPS

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

**OTHER OPTIONS** The CRA Board may direct staff to reject the proposal submitted by Colliers Project Leaders.

**FISCAL IMPACT** The fiscal impact for Colliers Project Leaders construction phase services is \$199,324.00 to be billed in 18 equal payments of \$11,073.00. In addition to this fee, reimbursement will be provided for eligible expenses not to exceed \$15,000 over the course of the project. The grand total is not to exceed \$214,324.00.

[End Agenda Memo]

James Slaton, Executive Director, reviewed this item.

Commissioner Krueger asked if they will provide reports. Mr. Slaton said yes. They will be on site.

Commissioner Howell asked for clarification on their role in this project. Commissioner Krueger said they are quality control. Mr. Slaton confirmed this. Chair Gibson said they will be sure things are done correctly.

Chair Gibson asked, regarding the bonds, about the progress Raymond James is making reselling bonds to the public. Mr. Slaton said he didn't know but could find out. This was discussed.

Commissioner Krueger made a motion to approve the change order. Mayor Hilligoss seconded the motion.

by voice vote:

ALL "YES"

motion approved 4-0.

7. Agreement - D. Starling Consulting (DSC) Services.

[Begin Agenda Memo]

**SYNOPSIS:** The purpose of this memorandum is to consider the funding request of \$100,000 for the services of D. Starling Consulting, LLC.

**RECOMMENDATION**

It is recommended the CRA Board take the following action(s) 1. Approve the proposed agreement.

**BACKGROUND** D. Starling Consulting was established to strengthen historic neighborhoods by facilitating housing development, economic development, and community engagement. Through an initiative called 'ReConStruct NOW!', DSC works with neighborhood leaders, residents, developers, banks, City administrations, and business owners to decrease crime, beautify neighborhoods, increase property values, and strengthen relationships in communities. The agreement is for an initial twelve-month period with two optional twelve-month renewals.

**FISCAL IMPACT** The contract amount is \$100,000, but the actual fiscal year impact is estimated to be \$33,226 due to budgetary offsets related to salary and benefits budgeted for this position.

**OTHER OPTIONS** The CRA Board may reject the proposal.

[End Agenda Memo]

James Slaton, Executive Director, reviewed this item.

Chair Gibson thanked Mr. Starling for his good work in the CRA. He asked about covering what the contract may not cover.

Darrell Starling reviewed his plans and explained that Lake Wales will be a priority for him among his other projects. This contract is performance based. Chair Gibson said he is fine as long as we are taken care of.

Commissioner Howell said she is pleased with what he has done for Lake Wales.

Commissioner Krueger made a motion to approve the agreement. Commissioner Howell seconded the motion.

by voice vote:

ALL "YES"

motion approved 4-0.

There was a discussion about seeing good people leave and promoting those on the bench.

8. EXECUTIVE DIRECTOR'S REPORT

James Slaton, Executive Director, reported that we got a check today. Mr. Starling confirmed that we got a check from SouthState to help with down payment assistance for our affordable initiative. There may be more assistance coming.

Chair Gibson said he appreciated SouthState's help and noted that people want to get on the bandwagon.

9. ADJOURN

The meeting was adjourned at 2:26 p.m.

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Chair/Vice-Chair

ATTEST:

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City Clerk/Deputy City Clerk