

Community Redevelopment Agency (CRA)
Meeting Minutes June 11, 2024
(DRAFT)

6/11/2024 - Minutes

1. CALL TO ORDER & ROLL CALL

Members Present: Chair Robin Gibson, Keith Thompson, Mayor Jack Hilligoss, Daniel Williams, Carol Gillespie

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

Chair Robin Gibson called the meeting to order at approximately 2:00 p.m.

2. COMMENTS AND PETITIONS

3. Minutes - May 14, 2024

Commissioner Thompson made a motion to approve the minutes of May 14, 2024. Mayor Hilligoss seconded the motion.

by voice vote:

ALL "Yes"

Motion passed 5-0.

4. CRA Budget Amendment

[Begin Agenda Memo]

SYNOPSIS: The purpose of this request is to consider an amendment to the CRA budget to provide additional assistance through the Legacy Housing Rehabilitation Program.

RECOMMENDATION It is recommended that the CRA Board approve a budget amendment for the transfer of funds from CRA-Capital Outlay and Operating Expenses to CRA-Grants & Aids.

BACKGROUND On May 11, 2021, the CRA Board authorized the Executive Director of the CRA to enter into an agreement with Keystone Challenge Fund for the Legacy Housing Rehabilitation Program. The program provides much-needed repairs for senior citizens who cannot pay for work to be done to their homes. To date, twenty-eight (28) homes have been completed, two (2) are currently in progress, and fifteen (15) residents are on the waitlist.

The transfer of \$70,000 from 'Capital Outlay' and 'Operating Expenses' to 'Grants & Aids' will allow 2 additional homes to be rehabilitated.

From: CRA-Capital Outlay

105-559-200-661-950: Land –Strategic Development

Current Balance: \$76,858 - **Amendment: -\$35,000** - Revised budget: \$41,858

From: CRA-Operating Expenses 105-559-200-334-610 Contract Services – Demolition - **Amendment: - \$35,000** - Revised budget: \$25,000

To: CRA-Grants & Aids 105-559-300-883-143: Housing Rehabilitation

Current Balance: \$ 72,334.69 - **Amendment: \$70,000** - Revised Budget: \$142,334.69

[End Agenda Memo]

James Slaton, Executive Director, reviewed this item.

Commissioner Gillespie expressed support for this program. Chair Gibson agreed and commended those that have pitched in to help. Mr. Slaton said we have done 28 of these over the last few years.

Commissioner Gillespie made a motion to approve the amendment. Commissioner Thompson seconded the motion.

by voice vote:

ALL "YES"

Motion passed 5-0.

5. Northwest Neighborhood Street Tree Landscape Architectural Design Proposal

[Begin Agenda Memo]

SYNOPSIS: The Community Redevelopment Agency (CRA) Board will consider approval of a design proposal from Catalyst Design Group for the Northwest Neighborhood Street Tree Landscape Design

RECOMMENDATION It is recommended that the CRA Board take the following actions:

1. Approve the proposal with Catalyst Design Group.
2. Authorize the expenditure of \$30,300.
3. Authorize the Executive Director to execute the necessary documents on behalf of the CRA.

BACKGROUND This proposal will address landscape architectural design services for the development of street tree construction documents for the Northwest Neighborhood Sidewalk Project. The preferred location for street trees is within the public right-of-row; however, the location may be field adjusted based upon City staff conversations and agreements with residents with properties adjacent to the planned street tree locations.

The services provided by Catalyst Design Group are consistent with the Master Consulting Agreement for Landscape Architectural Services dated January 19, 2023.

The City of Lake Wales plans to use CDBG-CV funds for approximately \$1.2M to construct sidewalk improvements as a means to help address the economic, social, and health impacts of the Coronavirus pandemic. Improvements will include repairing existing sidewalks and constructing new ones.

The primary users of the new and improved sidewalks will be the residents of the Northwest Neighborhood. The northern boundary of the service area is Florida Avenue, the southern boundary is Dr. J. A. Wiltshire Avenue, the western boundary is G Street, while the eastern boundary is E Street. The residents of this area are primarily African American and over 51% of the residents have low-to-moderate incomes. Since

many of the residents lack reliable transportation due to low incomes, the provision of new and improved sidewalks will allow for improved mobility of the residents in a safe manner.

LAKE WALES CONNECTED PLAN ACTION STEPS

Action # Description

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

#49 Install Olmstead streetscapes focusing on E. Park Ave from Scenic Highway to Lake Wailes; continue implementation throughout Downtown and Northwest Neighborhood as funding is available.

#65 Continue to construct missing sidewalks in the Northwest Neighborhood.

OTHER OPTIONS Do not approve Northwest Neighborhood Street Tree Landscape Architectural Design Proposal from Catalyst Design Group.

FISCAL IMPACT The total fiscal impact for this proposal is \$30,300.

[End Agenda Memo]

Deena Drumgo, Assistant City Manager, reviewed this item.

Chair Gibson asked if Catalyst Design was involved in the Park Avenue design. Ms. Drumgo confirmed that they were. Chair Gibson said he liked the consistency.

Commissioner Gillespie asked what trees would be planted. Ms. Drumgo said that decision has not been finalized yet. Mr. Slaton said the design will be finalized as part of this project.

Commissioner Thompson said there have been complaints concerning tree selection downtown. He asked Kevin Polk, City Horticulturalist about the trees that have been planted. Commissioner Thompson asked if the Oak trees root systems will overtake Park Avenue. Mr. Polk said the tree cells will keep the roots from coming up. Commissioner Thompson asked about the Palm trees. If the right ones were chosen on 1st street. Mr. Polk said the palm trees were tested and are ok. Commissioner Thompson asked if Mr. Polk if he is on top of this. Mr. Polk confirmed this. Commissioner Thompson said many citizens are concerned about these things. This was discussed.

Chair Gibson asked why we didn't put in storm drains. Mr. Slaton explained that water ultimately goes to Crystal Lake. That's a FDOT storm system under Scenic Highway that we could not connect to per DOT. It's also you know so it wasn't designed that way because they weren't allowed to do it. Secondly they installed the rain gardens to handle the runoff for which we received a sizeable grant in the six figures I believe because of it because they were including project. I will tell you that the capacity isn't there we've realized since it's been raining have heard about this. The engineers and the general contractors are aware that they don't have the capacity so they're working on a solution for that water drain and they've already installed one of these at Stuart and 1st and it's working well so essentially with some rock underneath it so that water will perk so it is holding water currently but they're addressing it.

Chair Gibson said what that means too because when water percolates through the soil, that keeps it out of Crystal Lake. Crystal Lake is a misnomer today. it wasn't when before humans came here it was crystal clear and now it's basically a storm sewer retention pond and the difference is perfectly obvious. So the more we can put it in the ground the better we are and ultimately the putting it in the ground is a very good thing the big piles of dirt that had to be taken out in order to put the stuff in the ground.

Mayor Hilligoss made a motion to approve the proposal. Commissioner Thompson seconded the motion.

by voice vote:

ALL "YES"

Motion approved 5-0.

6. Park Avenue/Market Plaza Streetscape Change Order 8

[Begin Agenda Memo]

SYNOPSIS: Staff is requesting CRA Board approval of Change Order #8 with Gomez Construction regarding sewer line at Market Plaza

RECOMMENDATION It is recommended that the CRA Board take the following actions:

1. Approve Change Order #8 with Gomez Construction.
2. Authorize Executive Director of CRA to execute agreement on behalf of the CRA.
3. Authorize expenditure of \$29,051.24.

BACKGROUND Change Order #8 includes relocating and lining the sewer line in Market Plaza. As well, the change order includes cleaning and tv-ing the sewer line. However, a credit has been applied to this change order for not installing the sanitary sewer system per the original plan. In accordance with the Lake Wales Connected Plan, the CRA designed a full streetscape treatment to Park Avenue from Scenic Highway to Wetmore Street. 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.

OTHER OPTIONS Do not approve Change Order #8 with Gomez Construction.

FISCAL IMPACT The total fiscal impact for this change order is \$29,051.24.

[End Agenda Memo]

Deena Drumgo, Assistant City Manager, reviewed this item.

Commissioner Gillespie asked if the board is approving the task order or the expenditure? James Slaton, Executive Director, explained that its both. Its a deviation from the contract and approval of the expenditure is required.

Commissioner Thompson made a motion to approve Change Order #8. Mayor Hilligoss seconded the motion.

by voice vote:

ALL "YES"

Motion approved 5-0.

7. Park Avenue/Market Plaza Streetscape Change Order #10

[Begin Agenda Memo]

SYNOPSIS: Staff is requesting CRA Board approval of Change Order #10 with Gomez Construction for plant material changes.

RECOMMENDATION It is recommended that the CRA Board take the following actions:

1. Approve Change Order #10 with Gomez Construction.
2. Authorize Executive Director of CRA to execute agreement on behalf of the CRA.
3. Authorize expenditure of \$152,492.27.

BACKGROUND Change Order #10 includes additional landscaping and irrigation materials. As well, there are additional signs and sign posts. There will be a credit at the end of the project for some of the plant materials.

In accordance with the Lake Wales Connected Plan, the CRA designed a full streetscape treatment to Park Avenue from Scenic Highway to Wetmore Street. 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.

OTHER OPTIONS Do not approve Change Order #10 with Gomez Construction.

FISCAL IMPACT The total fiscal impact for this change order is \$152,492.27.

[End Agenda Memo]

Deena Drumgo, Assistant City Manager, reviewed this item. James Slaton, Executive Director, said that Mr. Polk has reviewed the planned landscaping and recommended some changes. We are doing more of this, learning as we go.

Commissioner Thompson made a motion to approve Change Order #10. Mayor Hilligoss seconded the motion.

by voice vote:

ALL "YES"

Motion approved 5-0.

8. Park Avenue/Market Plaza Streetscape Change Order 11

[Begin Agenda Memo]

SYNOPSIS: Staff is requesting CRA Board approval of Change Order #11 with Gomez Construction for plant material changes.

RECOMMENDATION It is recommended that the CRA Board take the following actions:

1. Approve Change Order #11 with Gomez Construction.
2. Authorize Executive Director of CRA to execute agreement on behalf of the CRA.
3. Authorize expenditure of \$53,529.98.

BACKGROUND Change Order #11 includes landscape changes for Market Plaza. There will be a credit at the end of the project for some of the plant materials.

In accordance with the Lake Wales Connected Plan, the CRA designed a full streetscape treatment to Park Avenue from Scenic Highway to Wetmore Street. 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.

OTHER OPTIONS Do not approve Change Order #11 with Gomez Construction.

FISCAL IMPACT The total fiscal impact for this change order is \$53,529.98.

[End Agenda Memo]

Deena Drumgo, Assistant City Manager, reviewed this item.

Chair Gibson commended Kevin Polk, Horticulturist, for reviewing and amending the landscape plan appropriately. Ms. Drumgo said that Mr. Polk is down there everyday reviewing the project.

Mayor Hillgoss made a motion to approve Change Order #11. Commissioner Thompson seconded the motion.

by voice vote:

ALL "YES"

Motion approved 5-0.

9. Park Avenue/Market Plaza Streetscape Change Order 12

[Begin Agenda Memo]

SYNOPSIS: Staff is requesting CRA Board approval of Change Order #12 with Gomez Construction for paver base and crosswalk/stripping modifications.

RECOMMENDATION It is recommended that the CRA Board take the following actions:

1. Approve Change Order #12 with Gomez Construction.
2. Authorize Executive Director of CRA to execute agreement on behalf of the CRA.
3. Authorize expenditure of \$42,936.40.

BACKGROUND Change Order #12 includes polymeric sand for joints, Portland sand mix for pavers base, and crosswalk/stripping modifications.

In accordance with the Lake Wales Connected Plan, the CRA designed a full streetscape treatment to Park Avenue from Scenic Highway to Wetmore Street. 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.

OTHER OPTIONS Do not approve Change Order #12 with Gomez Construction.

FISCAL IMPACT The total fiscal impact for this change order is \$42,936.40.

[End Agenda Memo]

Deena Drumgo, Assistant City Manager, reviewed this item.

Commissioner Gillespie asked if the shifting bricks on Park Avenue is being addressed. Ms. Drumgo said yes, fixing those is part of this change order. Commissioner Gillespie asked if we are using the same contractor. Ms. Drumgo said yes but a different mixture. James Slaton, Executive Director, said the contractor did what they were supposed to do but that material didn't work. Ms. Drumgo said it will get fixed.

Chair Gibson said all of the work is subject to a final inspection and the work is guaranteed for a time. Mr. Slaton confirmed this and said there is a retainage payment that it is held until all issues are addressed.

Commissioner Thompson explained about pavers and paver base and why certain decisions were made. This is a smarter approach as it is less expensive.

Commissioner Thompson made a motion to approve Change Order #12. Mayor Hilligoss seconded the motion.

by voice vote:

ALL "YES"

Motion approved 5-0.

10. Park Avenue/Market Plaza Streetscape Change Order 13

[Begin Agenda Memo]

SYNOPSIS: Staff is requesting CRA Board approval of Change Order #13 with Gomez Construction for umbrellas for Market Plaza.

RECOMMENDATION It is recommended that the CRA Board take the following actions:

1. Approve Change Order #13 with Gomez Construction.
2. Authorize Executive Director of CRA to execute agreement on behalf of the CRA.
3. Authorize expenditure of \$44,585.40.

BACKGROUND Change Order #13 includes umbrellas for Market Plaza. These items were not included in the original bid documents.

In accordance with the Lake Wales Connected Plan, the CRA designed a full streetscape treatment to Park Avenue from Scenic Highway to Wetmore Street. 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.

OTHER OPTIONS Do not approve Change Order #13 with Gomez Construction.

FISCAL IMPACT The total fiscal impact for this change order is \$44,585.40

[End Agenda Memo]

Deena Drumgo, Assistant City Manager, reviewed this item. James Slaton, Executive Director, reviewed this item.

Mayor Hilligoss made a motion to approve Change Order #13. Commissioner Thompson seconded the motion.

by voice vote:

ALL "YES"

Motion approved 5-0.

11. EXECUTIVE DIRECTOR'S REPORT

James Slaton, Executive Director Report, announced a Legacy wrap up Ceremony on the 24th at 9am. An invite with the address will be sent to the Board.

Albert Galloway, Jr., City Attorney, said he had a potential conflict at the CRA meeting in August with another case.

12. BOARD MEMBER COMMENTS

Commissioner Gillespie commended the Wine Downtown event.

Mayor Hilligoss asked about plans to help the businesses downtown especially on Park Avenue. He said he would be happy to have conversations about this. Chair Gibson asked what ideas there are about this. James Slaton, Executive Director, said he is waiting on a recommendation from Ronni Wood at Main Street.

Commissioner Thompson shared concerns about parking and handicapped parking downtown. Anything we can do let's look into it. He said he also enjoyed the recent Wine Walk. When will Park Avenue be complete? Mr. Slaton said sometime in the fall. Commissioner Thompson commended staff and their hard work related to the downtown project.

Chair Gibson said that we need to focus on achieving redevelopment goals outlined in "Lake Wales Envisioned," which emphasizes preserving the city's natural character. He identified infill construction as a key strategy. The main challenge was determining the best approach for the Lake Alta area, respecting resident concerns while achieving an appropriate development density. He proposed creating a development concept plan and leveraging the CRA's toolbox of tools including impact fee waivers and strategic utility access to make infill projects economically competitive. He advocated for a more proactive approach, potentially even bypassing developers and directly providing buildable lots with utilities to home builders. His said we need to move from discussion to action in achieving the "Lake Wales Envisioned" goals.

13. ADJOURN

The meeting was adjourned at 3:04 p.m.

ATTEST:

City Clerk/Deputy City Clerk