

**WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY
BOARD MEETING**

**City Hall – John Fuller Auditorium
451 Third Street NW
Winter Haven, Florida**

September 14, 2009

Minutes

The meeting was called to order at 5 p.m. by Chairman Jeff Potter, in the John Fuller Auditorium of Winter Haven City Hall, 451 Third Street NW, Winter Haven, Florida.

Board Members Present: Chairman Jeff Potter, Mike Easterling, Nathaniel Birdsong, Jr., Yvonne Brooks, JP Powell, Dr. James Threlkel

Board Member Absent: U.J. Johnson (excused)

Staff Present: Dale Smith, Assistant City Manager/CRA Director; John Murphy, City Attorney; T. Michael Stavres, Community Services Director; Kim Hansell, Strategic Initiatives/Capital Projects Division Director and Sheandolen Dunn, Executive Assistant/Deputy City Clerk

Others Present: Howard King, Downtown Advisory Committee Member; Commissioner-Elect Jamie Beckett

Approval of Minutes:

Motion by Board Member Powell to approve the minutes of the June 8, 2009 meeting.

Motion carried unanimously.

2010 Downtown CRA Budget Summary

Dale Smith, Assistant City Manager/CRA Director, presented the proposed Downtown CRA Budget Summary. The proposed Downtown CRA Budget has been finalized for the 2009/2010 Fiscal Year. Highlights of the Budget include the following:

- Revenues are anticipated to show a decline of approximately 12% with an expected total of \$1,738,462
- Debt service obligations for 2009/2010 total \$742,535
- Expenditures for the fiscal year include:
 - \$25,000 in TIP Downtown roadway improvements

- \$216,521 for South Park Project Phase One Construction
 - \$30,000 for Miscellaneous Engineering/Planning services as needed
 - \$167,574 for repayment of the purchase of the parking lot north of the Hill Building that will be repaved and landscaped this coming year
 - \$610,832 final payment to the 2007 Construction fund for the purchase of the Hill Building
 - \$35,000 for sidewalk improvements
 - \$15,000 for promotional/marketing. This includes \$10,000 toward the University of South Florida Polytechnic "Accelerator" (Blue Sky East)
- Grant and aid programs are budgeted at \$100,000 remaining to the Ritz Theatre matching grant, \$15,000 for Main Street Grant, and \$20,000 for the Façade Grant program.

The proposed FY 2009/10 Budget was reviewed at the August 27, 2009 City Commission Budget workshop. The CRA Board reviewed the Downtown CRA Budget.

Staff recommended that the CRA Board approve the 2009/2010 Downtown CRA Budget.

Motion by Board Member Easterling to approve the 2009/2010 Downtown CRA Budget.

Board Chairman Potter closed the Regular CRA Board Meeting and opened the Public Hearing stating that anyone wishing to speak to 2009/2010 Downtown CRA Budget may do so by coming to the podium, stating their name and address for the record.

Board Member Powell commented on the excellent budget.

Board Chairman Potter closed the Public Hearing and reopened the Regular CRA Board Meeting.

Motion carried unanimously.

2010 Florence Villa CRA Budget Summary

Dale Smith, Assistant City Manager/CRA Director, presented the proposed Florence Villa CRA Budget Summary. The proposed Florence Villa CRA budget has been finalized for the 2009/2010 Fiscal Year. Highlights of the Budget include the following:

- Revenues are anticipated to show a decline of approximately 20% with an expected total of \$459,461
- Debt service obligations for 2009/2010 total \$187,913
- Expenditures for the fiscal year include:

- \$100,000 for Transportation Improvement Projects (street resurfacing)
- \$20,000 for sidewalk materials
- \$100,000 for proposed Sidewalk/Trail project on Avenue O extending from Martin Luther King, Jr. Boulevard east to Fairfax Avenue NE to connect with the Lake Maude Nature Park and Polk State College
- \$20,000 for Façade Grant Program

Staff recommended that the CRA Board approve the 2009/2010 Florence Villa CRA Budget.

Motion by Board Member Threlkel to approve the 2009/2010 Florence Villa CRA Budget.

Board Chairman Potter closed the Regular CRA Board Meeting and opened the Public Hearing stating that anyone wishing to speak to 2009/2010 Florence Villa CRA Budget may do so by coming to the podium, stating their name and address for the record.

Board Member Powell commented on the excellent budget.

Board Chairman Potter questioned the need for economic development on First Street, proposing a shift in some of the funds for a clean title so the development process can begin. Shift some of the funds out of TIP or the proposed sidewalk trail line item.

Board Member Brooks questioned the estimation of cost for the legal work.

Board Chairman Potter indicated approximately \$100,000, but most likely will not require that kind of funding.

Board Member Powell asked if we needed to vote on this now?

City Attorney Murphy stated there are flexibilities in the budget, but this will ultimately go to the City Commission.

Board Chairman Potter would like to entertain a motion to approve an amended motion inserting a line item for legal expenses.

Board Member Threlkel indicated that if Board Chairman Potter would like to amend the budget, please feel free to do so.

City Attorney Murphy suggested \$30,000 as a starting point.

Board Member Threlkel questioned the location on the budget for the \$30,000.

Assistant City Manager/CRA Director Dale Smith responded that this would be reflected under the line item titled *Professional Services – Other*.

Discussion ensued.

Board Chairman Potter closed the Public Hearing and reopened the Regular CRA Board Meeting.

Discussion ensued.

Motion by Chairman Potter to approve the 2009/2010 Florence Villa CRA Budget with amendments.

Motion carried unanimously.

PROJECT UPDATES

Third Street Streetscape South Extension - Update

Dale Smith, Assistant City Manager/CRA Director, presented an update and Powerpoint presentation on the Third Street Streetscape South Extension project. Plans for the South Extension were prepared by the Technical Services staff. Construction on this portion of the project began in June 2009. The design to accommodate angle parking on the west side of 3rd Street will add four additional parking spaces. It is anticipated to be completed by October 15, 2009. Project funding is currently allocated in the 2008-09 CRA Budget.

The project is currently 70% complete.

Board Member Threlkel inquired about the number of parking spaces that will be available once the project is complete.

Dale Smith, Assistant City Manager/CRA Director, indicated that there would be approximately 40 spaces once the project is complete.

Discussion ensued.

Avenue T Phase II/Florence Villa Phase IV - Update

Avenue T Phase II

Dale Smith, Assistant City Manager/CRA Director, provided an update and PowerPoint presentation on the Avenue T Phase II project. CenState Contractors began this project in August 2008 and it was completed under budget for \$596,000.

Florence Villa Phase IV

Dale Smith, Assistant City Manager/CRA Director, provided an update and PowerPoint presentation on the Florence Villa Phase IV project. Florida Telecom began this project in August 2008 and it was completed under budget for \$566,000.

Board Member Birdsong commented on the kind of Pine Bark that has been used in this project which is not consistent with that used for the Avenue T project.

T. Michael Stavres, Community Services Director commented that the City's Landscape Staff comes in once the original landscape specified has weathered and uses a less expensive Red Pine Bark, which provides the same effect as the red mulch.

South Central Park Design – Update

T. Michael Stavres, Community Services Director, provided an update and PowerPoint presentation on the South Park Design. In January 2009, staff commenced work with Envisors, LLC on design and construction documents for the redevelopment of South Central Park and surrounding roadways.

Staff received 30% construction/design documents in May 2009. In addition to being circulated to various City departments for review and comment, the documents were presented to several groups for feedback and opinion. Included were separate presentations to the Main Street Winter Haven Design Committee (June 3, 2009) and Board of Directors (June 10, 2009), and two focus group presentations comprised of property owners within and adjacent to the project limits (June 10 & 23, 2009). Overall, response to the design was favorable by all parties. Several suggestions/concerns were raised by staff and those participating in the presentations, which have since been provided to the design team for inclusion/consideration in the 60% construction/design documents.

Staff anticipates receipt of the 60% documents in the next several weeks at which time follow-up meetings will be held with the Stakeholders and Main Street Winter Haven.

Board Chairman Potter questioned the safety of the water play area within the park.

T. Michael Stavres, Community Services Director, commented about landscape buffers and 4-way stops being installed. During events in that area, certain roads will be closed in an effort to have adequate control of the traffic.

Board Chairman Potter indicated the need for a 3-D mock up model built into the project cost. This would be money well spent so that the public can actually see what the project will look like.

Discussion ensued.

New Business

None

Comments from the Board or Public

Façade Grant

Dale Smith, Assistant City Manager/CRA Director, presented before and after renovation photographs of the most recent Façade Grant that was awarded to Richard C. Mills for the old Hoffman Department Store building located at 39/41 Third Street SW.

Discussion ensued.

Board Member Birdsong asked if the Florence Villa and Avenue T projects are completed.

Dale Smith, Assistant City Manager/CRA Director, indicated that there will be an Avenue T Phase III. This Phase has presented challenges as there is minimal right-of-way on this segment.

Discussion ensued.

Adjournment

The meeting was adjourned at 5:53 p.m.