

**Winter Haven Community Redevelopment Agency
DOWNTOWN ADVISORY COMMITTEE
November 14, 2011
5:30 p.m.**

**Winter Haven City Hall
John Fuller Auditorium
451 Third Street, N.W., Winter Haven, Florida**

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
August 8, 2011
4. 2012 Annual Meeting Schedule
5. Project Updates
Parking Garage
6. Comments from the Committee
7. Adjournment

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based (FS 286.0105). In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the CRA Director's Office, 451 Third Street, NW, Winter Haven, FL 33883, in writing no later than 48 hours prior to the proceeding. If not in writing, not later than four (4) days prior to the proceeding at (863) 291-5600. If hearing impaired call (863) 291-5624, or voice (800) 955-8770, for assistance.

**CITY OF WINTER HAVEN
COMMUNITY REDEVELOPMENT AGENCY
DOWNTOWN ADVISORY COMMITTEE
City Hall – John Fuller Auditorium
451 Third Street, N.W., Winter Haven, Florida**

Minutes

August 8, 2011

The meeting was called to order at 5:30 p.m. by Chairman Steve Lockhart in the John Fuller Auditorium at Winter Haven City Hall, 451 Third Street NW, Winter Haven, Florida.

Advisory Committee Members Present: Steve Lockhart, Robert Sammons, Jeff Spencer

Advisory Committee Members Absent: Chris Collany, Dick Lindley, Howard King, Robert Sammons, Mike Potthast, Jack Enfinger

City Staff Present: Jeanne Sobierajski, CRA Manager; T. Michael Stavres, Community Services Director; and Sheandolen Dunn, Executive Assistant/Deputy City Clerk

APPROVAL OF MINUTES

The February 14, 2011 and May 9, 2011 minutes were not approved due to no quorum.

Façade Grant Application

Jeanne Sobierajski, CRA Manager, presented a Façade Grant Application. In the FY 2010-2011 Budget, the CRA Board approved an allocation of \$20,000 for façade grants, of which \$15,000 was distributed to Main Street Winter Haven, leaving \$5,000 for façade grants.

The following application with a description of the proposed work and photographs of existing conditions has been reviewed and approved by the Design Committee of Main Street Winter Haven and is consistent with the parameters of the Downtown Façade Grant.

Name of Business	Business Owner	Address
Seasoned Stone	Kim Harris	132 Avenue B, SW

The applicant is requesting \$1,500 for the replacement of an awning and the installation of a new awning.

RECOMMENDATION:

Staff recommended the Downtown Advisory Committee approve the application in the amount of \$1,500.

Discussion ensued.

Due to the large number of absences and a quorum not being present, a vote via email shall be conducted.

PROJECT UPDATES

Parking Garage

Jeanne Sobierajski, CRA Manager, presented an update on the parking garage. On November 18, 2010 the City conducted a pre-submittal conference regarding the Request for Qualifications for Design Build Services for the Downtown Parking Garage, where there were more than 45 attendees. On December 7, 2010, 11 proposals were submitted. The proposed parking garage includes three decks with a minimum of 265 parking spaces. There will be one (1) vehicular access point to the building from Avenue A, NW. The timeline for the project is as follows:

RFQ Opening Date	12/07/10
Notification of shortlist (no less than 4 firms)	12/22/10
Interviews for shortlist to begin	01/13/11
Negotiations for a contract with selected firm to begin	01/27/11
Contract approved by City Commission	02/28/11
100% plans for final approval by the City	06/21/11
Construction phase to begin	07/01/11
Final completion	04/30/12

On January 24, 2011 the City Commission authorized the City Manager to commence negotiations with Everett Whitehead & Son, Inc. for Design Build Services. At the February 28, 2011 City Commission meeting, the design build contract was approved with Everett Whitehead & Son, Inc. On April 28, 2011, the City held an Open House to discuss the construction, design, and status of the project. There were approximately 50 attendees.

Site plans were approved on July 8, 2011. On July 11, 2011, a groundbreaking ceremony was held on site. Demolition began on July 20, 2011. Anticipated completion is April, 2012. The progress of construction can be followed on the Everett Whitehead and Son facebook page at <http://www.facebook.com/whiteheadconstruction> or follow the link from the City's Economic Development website page (http://www.mywinterhaven.com/economic_development.htm).

Discussion ensued.

CRA Budget

Jeanne Sobierajski, CRA Manager presented the FY 2012 budget. With the decrease in Ad Valorem taxes, there is no money in the budget and for the next few years to do any projects. The budget is mostly covering debt service.

NEW BUSINESS

None

COMMENTS FROM THE BOARD OR PUBLIC

The February 14 and May 9 minutes, along with the Façade Grant Application will be emailed to each Committee for approval.


ADJOURNMENT



The meeting was adjourned at 5:45 p.m.

**CITY OF WINTER HAVEN FACT SHEET
COMMUNITY REDEVELOPMENT AGENCY
Downtown Advisory Committee
November 14, 2011**

DATE: November 2, 2011

TO: Winter Haven Community Redevelopment Agency

VIA: David Dickey, Community and Economic Development Director 

FROM: Jeanne Sobierajski, CRA Manager 
Sheandolen P. Dunn, Executive Assistant/Deputy City Clerk 

SUBJECT: 2012 Annual Meeting Schedule

BACKGROUND:

Florida Statutes 189.417 requires governing bodies for each special district to file a quarterly, semiannual or annual schedule of its regular meetings with the local governing authority. The Winter Haven CRA is considered a special district under Florida Statutes.

The CRA Board, Florence Villa Advisory Committee and Downtown Advisory Committee currently meet on a bi-monthly basis. CRA By-Laws require the CRA Board, Florence Villa and Downtown Advisory Committees to meet as necessary, but not less than quarterly.

The following is the proposed 2012 meeting schedule for the CRA Board, Florence Villa Advisory Committee and Downtown Advisory Committee:

Winter Haven CRA Board	Downtown Advisory Committee	Florence Villa Advisory Committee
March 12, 2012	February 13, 2012	January 9, 2012
June 11, 2012	May 14, 2012	April 9, 2012
September 10, 2012	August 13, 2012	July 9, 2012
December 10, 2012	November 12, 2012	October 8, 2012
Meetings will be held at 5:00 p.m. at Winter Haven City Hall	Meetings will be held at 5:30 p.m. at Winter Haven City Hall	Meetings will be held at 5:00 p.m. at Winter Haven City Hall


RECOMMENDATION:


Staff recommends the Downtown Advisory Committee approve the 2012 Annual Meeting Schedule as presented.

**CITY OF WINTER HAVEN FACT SHEET
COMMUNITY REDEVELOPMENT AGENCY
Downtown Advisory Committee
November 14, 2011**

DATE: November 4, 2011

TO: Winter Haven Community Redevelopment Agency

VIA: David Dickey, Community and Economic Development Director 

FROM: Jeanne M. Sobierajski, CRA Manager 

SUBJECT: Parking Garage

BACKGROUND

On January 24, 2011 the City Commission authorized the City Manager to commence negotiations with Everett Whitehead & Son, Inc. for Design Build Services. At the February 28, 2011 City Commission meeting, the design build contract was approved with Everett Whitehead & Son, Inc. On April 28, 2011, the City held an Open House to discuss the construction, design, and status of the project. There were approximately 50 attendees.

Site plans were approved on July 8, 2011. On July 11, 2011, a groundbreaking ceremony was held on site. Demolition began on July 20, 2011. On October 10, 2011 the crane arrived on site and on October 11th, the first panel went into place. On November 1, 2011, the last panel was put in place, approximately 10 days ahead of schedule. On November 2, 2011 the crane was taken apart and removed from the site. The next step is the rough carpentry along with the caulking of the panel joints. Anticipated completion is April, 2012. The progress of construction can be followed on the newly completed Everett Whitehead and Son website at www.whiteheadconstruction.com or facebook page at <http://www.facebook.com/whiteheadconstruction> or follow the link from the City's Economic Development website page (http://www.mywinterhaven.com/economic_development.htm).



First panel put in place
October 11, 2011





Last panel put in place
November 1, 2011