

AGENDA

Community Redevelopment Agency Meeting
 Wednesday, January 6, 2010, 7:00 P.M.
 Lake Park Town Hall
 535 Park Avenue

Desca DuBois	—	Chair
Jeff Carey	—	Vice-Chair
Edward Daly	—	Board Member
Patricia Osterman	—	Board Member
Kendall Rumsey	—	Board Member
Christiane Francois	—	Board Member
Michelle McKenzie-Suiter	—	Board Member
<hr style="border-top: 1px dashed black;"/>		
Maria V. Davis	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian M. Lemley, CMC	—	Agency Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may 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. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **ROLL CALL**
- D. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**
- E. **Consent Agenda:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Board member or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked

to complete a public comment card located on either side of the Chambers and given to the Agency Clerk. Cards must be submitted before the item is discussed.

Consent Items For Approval:

1. CRA Meeting Minutes of December 16, 2009
2. CRA Grounds Maintenance

Tab 1

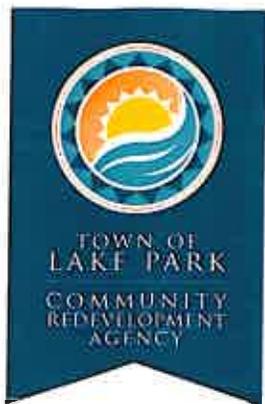
Tab 2

F. **BOARD MEMBER COMMENTS**

G. **EXECUTIVE DIRECTOR COMMENTS**

H. **ADJOURNMENT**

TAB 1



**CRA
Agenda Request Form**

Meeting Date: January 6, 2009

Agenda Item No. 1

- | | | | |
|--------------------------|-----------------------------|-------------------------------------|----------------|
| <input type="checkbox"/> | Public Hearing | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | Ordinance on Second Reading | <input type="checkbox"/> | Discussion |
| <input type="checkbox"/> | Ordinance on First Reading | <input type="checkbox"/> | Bid RFP/Award |
| <input type="checkbox"/> | General Approval of Item | <input checked="" type="checkbox"/> | Consent |
| <input type="checkbox"/> | Presentation | <input type="checkbox"/> | Other |

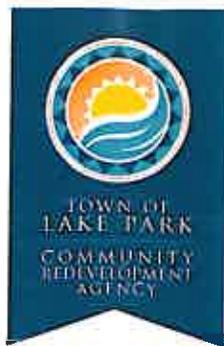
SUBJECT: CRA Meeting Minutes of December 16, 2009

RECOMMENDED MOTION/ACTION: To Approve the CRA Meeting Minutes of December 16, 2009

Approved by Executive Director *[Signature]* Date: 12.30.2009
for MVD

Prepared By: Jessica Shepherd Deputy Town Clerk	Costs: \$ Funding Source: Acct. #	Attachments:
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Summary Explanation/Background:



**Town of Lake Park
Community Redevelopment Agency Meeting
Town Hall Commission Chambers
535 Park Avenue, Florida 33403
Wednesday, December 16, 2009 7:35 p.m.**

The Community Redevelopment Agency met on Wednesday, December 16, 2009 at 7:35 p.m. Present were Chair DuBois, Vice-Chair Carey, Board Members Daly, Rumsey, Osterman, Francois, Suiter, Agency Clerk Vivian Lemley and Executive Director Maria Davis.

Chair DuBois led the Pledge of Allegiance.
Agency Clerk Vivian Lemley performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

Chair DuBois stated she would abstain from voting on item number 3 of the Consent Agenda.

Motion: A motion was made by Vice-Chair Carey to approve the agenda; Board Member Suiter made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Daly	X		
Board Member Rumsey	X		
Board Member Osterman	X		
Vice Chair Carey	X		
Chair DuBois	X		
Board Member Francois	X		
Board Member Suiter	X		

Motion passed 7-0.

Consent Agenda

1. CRA Meeting Minutes of November 18, 2009
2. Authorize Expenditure for On-going Professional Communications/Marketing Services
3. Award of Bid, Art Co-op Interior Renovation Design/Build

Public Comment Open.

None

Public Comment Closed.

Motion: A motion was made by Board Member Francois to approve the Consent Agenda; Board Member Rumsey made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Daly	X		
Board Member Rumsey	X		
Board Member Osterman	X		
Vice Chair Carey	X		
Chair DuBois			Abstained
Board Member Francois	X		
Board Member Suiter	X		

Motion passed 6-0.

Chair DuBois abstained from voting on item number 3 of the Consent Agenda.

GENERAL APPROVAL OF ITEM

Authorization to Award a Business Development Grant to Centered, LLC in the amount of \$5,000

Jason Pace stated that he was there on behalf of Shawnee Jensen who was the owner of Centered, LLC. He stated that Shawnee was sorry that she could not attend because she was working at her other studio located in North Palm Beach. Mr. Pace read a statement from Ms. Jensen to the Commission which explained the purpose of her pilates studio and what it would offer. The statement also explained the popularity of new fitness trends.

Chair DuBois asked if there would be any one on one training at the studio.

Mr. Pace explained that the studio was designed for group classes and there would be individual training as well.

Board Member Rumsey asked if there would be any signage on the building.

Mr. Pace stated that he did not know, but there was a window dressing that says the studio name and what the studio offers. He stated that he believed there was talk of adding additional

signage.

Executive Director Davis explained that there would be an awning with the name of the business on it that would be shared with the Brown Baggin' It business next door.

Board Member Rumsey stated that he did not see the marketing plan for Centered, LLC.

Mr. Pace stated that the marketing plan was given to the Town and there were websites mentioned in the documentation provided.

Board Member Rumsey stated that the business looked great and he welcomed them to the downtown area of Lake Park.

Board Member Osterman stated that there was a website mentioned in the documentation provided but that it was for a computer backup program.

Mr. Pace explained that it was an error in the documentation that they were not able to correct before distributing it. He stated that the website was actually named centeredworkout.com.

Board Member Francois asked when the business planned on being open and what their hours of operation would be.

Mr. Pace stated that there would be classes Monday and Wednesday morning and Monday, Wednesday, Thursday and Saturday night.

Motion: A motion was made by Board Member Rumsey to award Centered, LLC a Business Development Grant in the amount of \$5,000; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Daly	X		
Board Member Rumsey	X		
Board Member Osterman	X		
Vice Chair Carey	X		
Chair DuBois	X		
Board Member Francois	X		
Board Member Suiter	X		

Motion passed 7-0.

Authorization to Approve a Property Improvement Grant to Property Owner Jack Batho in the Amount of \$8,030

Jack Batho, manager of the retail property located on 836-850 Park Avenue, explained the reasons why a grant was needed in order to install an inground greasetrap.

Motion: A motion was made by Vice-Chair Carey to award Jack Batho a Property Improvement Grant in the amount of \$8,030; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Daly	X		
Board Member Rumsey	X		
Board Member Osterman	X		
Vice Chair Carey	X		
Chair DuBois	X		
Board Member Francois	X		
Board Member Suiter	X		

Motion passed 7-0.

Business Loan Request for Confusion Records, LLC

The business owner of Confusion Records spoke about his business and the reasons why he needed a business loan.

Motion: A motion was made by Vice-Chair Carey to approve a Business Loan for Confusion Records LLC; Board Member Suiter made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Daly	X		
Board Member Rumsey	X		
Board Member Osterman	X		
Vice Chair Carey	X		

Chair DuBois	X		
Board Member Francois	X		
Board Member Suiter	X		

Motion passed 7-0.

CRA BOARD MEMBER COMMENTS

Board Member Suiter wished everyone a Happy Holiday and stated that she was pleased to see a variety of applications for business loans and grants. She asked if there would be an update on renovations for the Art Co-op.

Executive Director Davis stated that she would be giving a status update on renovations for the Art Co-op.

Board Member Rumsey

None

Vice-Chair Carey

None

Chair DuBois wished everyone a Happy Holiday. She thanked Economic Development Director Jennifer Spicer for all of her hard work.

Board Member Osterman

None

Board Member Daly

None

Board Member Francois wished everyone a Merry Christmas and Happy New Year. She stated that she thought it was great that the Town could help businesses despite the economic downturn.

Executive Director Davis gave an update on the renovations to the Art Co-op building. She stated that the building has been gutted. The roof replacement was commencing and the façade was 80% complete. There are five tenants in the process of developing a lease agreement that would be forwarded to the Town's attorney. There are also two other possible tenants and a number of display artists who want to use the gallery. She stated that she was very excited and believed that she would be able to rotate out the display artists and have a new inventory on a regular basis and would be featuring artists on a monthly basis. There were 36 to 37 artists committed so far for the Art Show. There would be artists coming in from all over the country. She stated that CRA Economic Development Director Jennifer Spicer has done a good job of recruiting artists. The application deadline was January 4, 2010 and the jury process would happen on January 8, 2010. She stated that she anticipated opening the Art Co-op in March 2010.

Board Member Rumsey asked what the length of the lease was for the booths at the Art Co-op.

Executive Director Davis explained that the Art Co-op lease was for a minimum of six months and a minimum of three months for the art gallery.

She congratulated the Public Works Department, the Recreation Department and the Executive Director of the CRA for a wonderful Tree Lighting event on the Town green. She stated that electrical wiring and decorations were installed speedily and the event turned out very nice.

Chair DuBois thanked staff that she was not electrocuted at the Tree Lighting event since there was a lot of rain.

ADJOURNMENT

There being no further business to come before the CRA Board the meeting adjourned at 7:55 p.m.

Chair DuBois

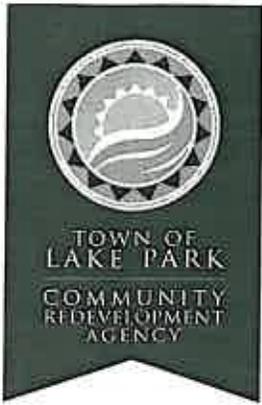
Agency Clerk Jessica Shepherd

Agency Clerk Vivian Lemley

(Town Seal)

Approved on this _____ day of _____, 2010

TAB 2



**CRA
Agenda Request Form**

Meeting Date: **January 6, 2010**

Agenda Item No. **2**

- | | | | |
|--------------------------|-----------------------------|-------------------------------------|---------------|
| <input type="checkbox"/> | Public Hearing | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | Ordinance on Second Reading | <input type="checkbox"/> | Discussion |
| <input type="checkbox"/> | Ordinance on First Reading | <input type="checkbox"/> | Bid RFP/Award |
| <input type="checkbox"/> | General Approval of Item | <input checked="" type="checkbox"/> | Consent |
| <input type="checkbox"/> | Presentation | <input type="checkbox"/> | Other |

SUBJECT: AWARD OF BID FOR GROUNDS MAINTENANCE WITHIN THE CRA DISTRICT TO TREE HUGGERS LANDSCAPING & NURSERY LLC IN THE AMOUNT OF \$23,450.00

RECOMMENDED MOTION/ACTION: Approve

Approved by Executive Director *[Signature]* Date: *12-30-09*

<p>Prepared By: Richard Pittman CRA Project Manager <i>[Signature]</i></p>	<p>Costs: \$ 23,450.00</p> <p>Funding Source: Acct. # 110-55-552-520-46000: \$12,850.00 Acct. # 110-55-552-520-46070: \$10,600.00</p>	<p>Attachments: Bid Tabulation</p>
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Summary Explanation/Background:

The Community Redevelopment Agency district has a need to contract for the grounds maintenance of areas less visible to the public. Landscaping and irrigation maintenance on highly visible roads and paved alleyways within the CRA district are maintained by Chris Wayne & Associates through an annual contract approved by the CRA Board last July. Less visible areas include the lot south of the Fire Station, the alley east of the railroad between Greenbriar Court and West Jasmine Drive, the vacant lots in the 700 block of Foresteria Drive and various unpaved alleyways.

Bids for Grounds Maintenance within the CRA District were opened on December 29, 2009 with three bids having been received (see attached bid tabulation). The firm of Tree Huggers Landscaping & Nursery LLC submitted the low base bid in the amount of \$16,450.00. The bid amount is for the maintenance through September 30, 2010. The contract provides for renewal at the bid unit prices for two additional years with an option to continue beyond September 2012 with the unit prices adjusted based on the CPI.

In addition to the grounds maintenance of the less visible areas previously described, the base bid includes weekly maintenance of the Town Green site on Park Avenue at 9th Street. Alternate I of the bid submittal provides a price to sod the Town Green site with Bahia sod. The Town Green site is planned for up to six events per year and requires more attention than the other maintenance locations covered in the contract. The quoted price to install Argentine Bahia sod at the Town Green site is \$7,000.

Tree Huggers Landscaping & Nursery LLC is based in Loxahatchee, Florida. The firm has been in business for five years. The firm has an annual maintenance contract with the Town of Lantana and recently started a contract with the City of Delray Beach. They have numerous commercial contracts. The owner of the business is a certified arborist and licensed to apply restricted use pesticides.

Award of bid to Tree Huggers Landscape & Nursery LLC in the amount of \$23,450.00 for their low base bid plus Alternate I is recommended.

BID TABULATION
GROUNDS MAINTENANCE WITHIN CRA DISTRICT
TOWN OF LAKE PARK BID NO. 08-09

ITEM No.	ITEM DESCRIPTION	UNIT	QTY	TREE HUGGERS LANDSCAPING		IMPRESSIONS GROUNDS MGMT.		CHRIS WAYNE & ASSOCIATES	
				Unit \$	Amount	Unit \$	Amount	Unit \$	Amount
1	Indemnification, Registration, Permits	Job	1	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
2	Initial Cut including removal and disposal of overgrowth, dead vegetation and debris	Job	1	\$ 1,500.00	\$ 1,500.00	\$ 5,810.00	\$ 5,810.00	\$ 2,750.00	\$ 2,750.00
3	Provide labor, equipment and materials to maintain all sites free of debris, trash, leaves, clippings, branches, etc	Weekly	36	\$ 150.00	\$ 5,400.00	\$ 115.00	\$ 4,140.00	\$ 50.00	\$ 1,800.00
4	Provide labor, equipment and materials to mow, weed-eat, edge at concrete surfaces at all sites excluding site #5.	Cut	18	\$ 325.00	\$ 5,850.00	\$ 355.00	\$ 6,390.00	\$ 950.00	\$ 17,100.00
5	Provide labor, equipment, and materials to mow, edge, weed-eat, weed & trim shrubs, maintain irrigation sprinkler heads at site #5	Weekly	36	\$ 100.00	\$ 3,600.00	\$ 50.00	\$ 1,800.00	\$ 100.00	\$ 3,600.00
	TOTAL BASE BID ITEMS 1 THRU 5	XXXXXXXX	XXXXXXXX		\$ 16,450.00		\$ 18,240.00		\$ 25,350.00
	Alternate 1: Provide labor, equipment, and materials to install Argentine bahia sod at site #5.	L.S.	1		\$ 7,000.00		7,600.00		\$ 6,800.00

Bid Opening Dec. 29, 2009

Tabulated by: Richard Pittman, CRA, ProjectManager