

**Minutes**  
**Town of Lake Park, Florida**  
**Community Redevelopment Agency Board Meeting**  
**Wednesday, March 17, 2010, 7:53 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met on Wednesday, March 17, 2010 at 7:53 p.m. Present were Chair DuBois, Vice-Chair Osterman, Board Members Hockman, Francois, Longtin, Rumsey, Suiter, Executive Director Maria Davis, and Agency Clerk Vivian Lemley.

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

**ADDITIONS/DELETIONS/APPROVAL OF AGENDA**

None.

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

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Steven Hockman	X		
Board Member Christiane Francois	X		
Board Member Jeanine Longtin	X		
Board Member Kendall Rumsey	X		
Board Member Michelle Suiter	X		
Vice-Chair Patricia Osterman	X		
Chair Desca DuBois	X		

Motion passed 7-0

**Consent Agenda**

1. **CRA Meeting Minutes of January 20, 2010**
2. **CRA Meeting Minutes of February 17, 2010**
3. **First Addendum to the Law Enforcement Service Agreement**

**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 Steven Hockman	X		
Board Member Christiane Francois	X		
Board Member Jeanine Longtin	X		
Board Member Kendall Rumsey	X		
Board Member Michelle Suiter	X		
Vice-Chair Patricia Osterman	X		
Chair Desca DuBois	X		

Motion passed 7-0

**Discussion and Possible Action**

**Establish and Classify the Position of Art Studio and Gallery Manager**

Executive Director Davis explained why the position of an Art Studio and Gallery Manager was needed. She stated that the Art Co-op in its infancy requires full time attention for not only soliciting artists and signing contracts but also handling display art and managing openings. She stated that current staff or part-time staff could not manage the entire operation. She stated that she supplied the Board with a job description in the Agenda packets. The difference in funds from the original budget was nominal. A consultant and part-time staff had been budgeted for a nine month period and the Town was currently six months into that budget. She explained that the remaining funds could be used to hire the manager and any funds that go over the budget could be absorbed by existing funds and not go into the fund balance. She explained that the position was a highly skilled and technical position that she or staff are not currently experienced to do.

Board Member Rumsey stated that he agreed that a manager was needed for the Art Studio and Gallery. He asked what the salary range would be.

Executive Director Davis explained that the salary range for the Art Studio and Gallery Manager was between \$35,000 and \$50,000.

Board Member Rumsey stated that he would like for the Town to hire someone at the lower end of the salary range.

Board Member Francois stated that she agreed with Board Member Rumsey that someone would need to manage the Art Co-op and that someone qualified would need to be hired at the lower end of the salary range.

Executive Director Davis stated that she had received many applications from qualified applicants and should not have a problem hiring someone qualified at the lower end of the salary range.

Board Member Longtin stated that she wanted to have the item tabled for no more than two meetings so that she had time to review and research the item.

Chair DuBois stated that she did not believe that it would be fiscally responsible to wait to hire an Art Studio and Gallery Manager.

Board Member Suiter stated that she thought that the Town was at a crucial point with the Art Festival coming up to have someone with experience and contacts to be in there and on the ground running. She stated that the Festival will be a factor in making the Art Co-op a failure or success.

Board Member Hockman asked when the studio would be ready and if there were artists available to move in as soon as the studio was complete. He asked for details and clarification of the status of the Art Co-op.

Executive Director Davis explained that there were four artists that have paid and were ready to move in. She stated that there would be a soft opening of the studio on the weekend of the Art Festival. She stated that the construction was moving quickly and technical and security equipment have been ordered. She stated that there were more display artists than they have room for. There was a waiting list for display artists. She stated that there were another six artists that wanted to see the Art Co-op more complete before signing on. She stated that she would be doing a tour with the artists next week.

Board Member Rumsey asked if it was one of the responsibilities of the person hired for the position to help attract additional artists into the facility.

Executive Director Davis stated that it was a responsibility of the hired person to attract new artists as well as event planning and marketing.

Board Member Rumsey stated that it was vital to be staffed correctly and running the facility correctly as the doors are opened to the public.

Vice-Chair Osterman stated that at first she was concerned about the salary range of the position where she thought that it may be too high. She stated that she did a salary survey for an Art Studio Gallery Manager and found that the lowest salary was \$55,000. She stated that the range was mostly in the \$90,000 to \$120,000 range which shocked her. She stated that she would like to have the person hired on the lower end of the range.

for budgetary reasons and because of the fact that it was a small art co-op. She stated that she also thought it was a pivotal time and that the Town needed to move things forward. She stated that she wanted to be respectful of Board Member Longtin's concerns. She asked Board Member Longtin whether or not she was able to meet with Executive Director Davis to discuss her concerns.

Board Member Longtin stated that she had not had a chance to meet with Executive Director Davis to discuss her concerns.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Vice-Chair Osterman to approve the Establishment and Classification of the Position of Art Studio and Gallery Manager; Board Member Suiter made the second.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Steven Hockman	X		
Board Member Christiane Francois	X		
Board Member Jeanine Longtin		X	
Board Member Kendall Rumsey	X		
Board Member Michelle Suiter	X		
Vice-Chair Patricia Osterman	X		
Chair Desca DuBois			Abstained

Motion passed 5-1

Board Member Longtin expressed her concerns regarding the hiring of an Art Gallery Manager. She stated that there were residents who were concerned about hiring and paying another employee when there were employees with the Town who were taking pay cuts and furlough days.

Executive Director Davis stated that she was very concerned that there were residents that may not understand the difference between the General Fund and the CRA Fund. She stated that it was important that she educate the public. She stated that the CRA Fund had nothing to do with the budget where employees have had to be laid off or take furlough days. She stated that one budget had nothing to do with the other. She requested another educational session to educate the public.

Chair DuBois expressed her concerns regarding the fact that the public did not understand the way the budgets worked and she suggested an educational handout.

Executive Director Davis stated that she appreciated that Board Member Longtin brought up the fact that she has heard concerns from residents. She stated that it told her that she was not doing a good enough job getting the word out and the residents educated.

Vice-Chair Osterman stated she had been participating in Commission meetings since Board Member Longtin had been a Commissioner and she understood how in the past it was difficult to get information from past Town Managers. She stated that it was different management than what she had worked with in the past and that Town Manager Davis was always available and forthcoming with information.

Board Member Longtin stated that she did try to explain the differences of the CRA and General Funds to residents, but needed more information regarding the CRA in order to educate the public correctly.

### **Board Member Comments**

**Board Member Suiter** stated that she was excited that the Town was able to renew the contracts of the CRA Deputies. She stated that they have made a tremendous difference within the CRA boundaries. She stated that she had the opportunity to speak with one of the deputies and was very impressed of how much he knew about the CRA's boundaries.

**Board Member Hockman** stated that during his campaign he had the opportunity to speak with residents and business owners within the CRA District. He stated that he was disappointed to learn that many of them had never heard of CRA Development Director Jennifer Spicer. He recommended that Ms. Spicer introduce herself to all of the businesses in the Town. He stated that he would like to see current part-time employees in the Town be utilized versus hiring more part-time employees for the art co-op.

**Vice-Chair Osterman** requested specific details of those businesses that Board Member Hockman mentioned who have not heard of CRA Development Director Jennifer Spicer. She requested that he provide that information to Executive Director Davis for her review as well. She stated that the Town had its first meeting regarding the Community Garden at the Library. She stated that 32 families were represented and a total of 12 applications were received so far. She stated that there would be children from the Haitian afterschool group coming over to help with the garden. She stated that there were three master gardeners in attendance at the meeting, one of which was a ecology educator for a non-profit organization in the area and she wanted to donate her time to educate those who were novice gardeners. She stated that anyone who was interested in participating in the Community Garden could contact Genanne at 358-9832.

### **Board Member Longtin**

None

**Board Member Rumsey** stated that the Sheriff's Department has done a phenomenal job in policing the CRA District. He stated that as budget time comes up he would like to invite the Sheriff's Department to come before the Commission for negotiation.

He stated that he has watched CRA Development Director Jennifer Spicer walk up and down Park Avenue since the start of her job with the Town and if a merchant does not know her he was very surprised. He stated that he hoped that Board Member Hockman would put together a comprehensive list of those businesses so that Executive Director Davis could follow up. He wished everyone a "Happy St. Patrick's Day".

**Vice-Chair Osterman** requested a report on the review of Board Member Hockman's list of businesses who have never heard of CRA Development Director Jennifer Spicer.

**Executive Director Davis** stated that she would generate a report for the next meeting.

**Board Member Francois** stated that removing hedges and landscaping from the front of the "Brown Baggin It" business to make it more visible had been discussed in the past. She asked for the status of that removal.

**Executive Director Davis** explained that in lieu of removing landscaping the plan was to install canvas awnings on the "Brown Baggin It" business and "Centered LLC" business with their names embroidered in the awning to make them more visible.

**Board Member Francois** asked if there were any other businesses who wanted to rent space at the Ahren's property.

**Executive Director Davis** stated that she was not at liberty to disclose yet the possible prospects, but that there was a very exciting prospect that may come in due to CRA Development Director Jennifer Spicer reaching out to the business. She stated that they spent two hours speaking with the company. She stated that the company has done its homework on the demographics of the Town and they feel like the Town was a perfect fit for their business. She stated that hopefully they will be hearing back from the company within the next two weeks.

**Board Member Francois** stated that she spoke with CRA Development Director Jennifer Spicer and Ms. Spicer informed her that she was working on having a monthly CRA business meeting to discuss different issues. She wished everyone a "Happy St. Patrick's Day".

**Chair DuBois** stated that it was standing room only at the Community Garden meeting at the Library. She was very impressed by the turnout. She stated that Vice-Chair Osterman and Board Member Suiter did a great job of organizing the meeting. She stated that she was looking forward to participating in the Community Garden.

**Executive Director Davis** announced that on March 27 through March 28<sup>th</sup> the Town would be having their first juried Art Show and Festival on Park Avenue from 7<sup>th</sup> St. to 10<sup>th</sup> St. There will be artists with their displays from across the country. There will be entertainment and food as well. The festival will be from 10 a.m. to 5 p.m. on Saturday

and Sunday. There will be a CRA booth set up where the raffle will continue for the watch and they will also solicit e-blast customers. T-shirts and posters of the Art Festival will also be for sale. She stated that volunteers were still needed and those volunteers could contact CRA Development Director Jennifer Spicer at 840-3122.

**Board Member Rumsey** asked if he could volunteer.

**Executive Director Davis** stated that he could.

**Board Member Suiter** stated that she would like to volunteer as well.

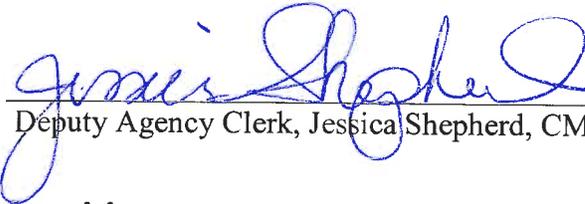
**Board Member Hockman** asked if Burt Reynolds would still visit the Art Festival since his heart surgery.

**Executive Director Davis** stated that she had left a message with Mr. Reynold's aid and had not yet received a response. She stated that he was scheduled to make an appearance on Sunday.

ADJOURNMENT

There being no further business to come before the Board and after a motion to adjourn by Board Member Rumsey and seconded by Board Member Suiter, and by unanimous vote, the meeting adjourned at 8:30 p.m.

  
Chair Desca DuBois

  
Deputy Agency Clerk, Jessica Shepherd, CMC



Approved on this 7 of April, 2010