

Minutes
Town of Lake Park, Florida
Community Redevelopment Agency Board Meeting
Wednesday, May 2, 2012, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, May 2, 2012 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kendall Rumsey, Board Members Christiane Francois, Steven Hockman, Jeanine Longtin, and Sue-Ellen Mosler, Interim Executive Director Jamie Titcomb, and Agency Clerk Vivian Lemley. Board Member Tim Stevens arrived at 6:36 p.m.

Chair DuBois led the Pledge of Allegiance.

Agency Clerk Lemley performed the Roll Call.

Interim Executive Director Titcomb introduced the new Recreation Director Kathleen Carroll.

Recreation Director Kathleen Carroll introduced herself to the Board and provided her background.

Interim Executive Director Titcomb introduced the new Finance Director Blake Rane.

Finance Director Blake Rane introduced himself to the Board and provided his background.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

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

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler	X		
Board Member Christiane Francois	X		
Board Member Steve Hockman	X		
Board Member Jeanine Longtin	X		
Board Member Tim Stevens	X		
Vice-Chair			

Kendall Rumsey	X		
Chair			
James DuBois	X		

Motion passed 7-0

PRESENTATIONS:

1. Community Development Corporation by Erin Flaherty

Erin Flaherty, Executive Director of the Lake Park Community Development Corporation (CDC) and Coordinator of the Seeds of Hope Community Garden, introduced himself and presented a PowerPoint presentation (Exhibit "A").

Board Member Mosler asked how many of the plots are rented by citizens of Lake Park.

Mr. Flaherty stated "eight".

Board Member Mosler stated that she see that the CDC assists the Association of Retarded Citizens (ARC) and asked if ARC helps the CDC.

Mr. Flaherty stated that ARC pays the monthly membership rate for two plots.

Board Member Mosler asked about the Boy Scouts taking their vegetables to the PGA Market and asked why they do not participate in the Market in Lake Park.

Mr. Flaherty stated that there are already two vendors at the Market in Lake Park and that it is hard to get into the PGA Market and it receives good foot traffic.

Board Member Francois stated that she thinks the CDC and the Seeds of Hope Garden are doing an excellent job.

Board Member Hockman agreed that the CDC and Seeds of Hope Garden has done a fantastic job.

Board Member Stevens concurred that they have done a great job and thanked Mr. Flaherty for his work. He asked about the bamboo.

Mr. Flaherty stated that they are slowly but surely working with the bamboo and stated that it cuts easier when it is dry.

Board Member Longtin stated that what actually goes to the Internal Revenue Service (IRS) is not much because the CDC does not reach a certain level. She asked if someone wanted to look at the CDC's checkbook, financials, disbursement and income would he be open to that.

Mr. Flaherty stated "yes" and stated that a person can request that information through the contact us form on the Lake Park CDC website.

Board Member Longtin thanked Mr. Flaherty for his candidness and stated that people just wanted answers about the CDC. She asked if the garden has been having any problems with the whiteflies.

Mr. Flaherty stated that they have been having problems with the whiteflies.

Board Member Longtin asked if the whiteflies have been affecting the food plants.

Mr. Flaherty stated “no” that they treat the plants on a weekly basis.

Vice-Chair Rumsey agreed that the CDC and Seeds of Hope Garden do a great job.

Chair DuBois stated that it was a great presentation. He stated that last week the County Department of Environmental Resource Management (DERM) had a clean up at the Lake Park Scrub Conservation Area and stated that they will be doing it again in about a month to month and a half. He suggested that he participated and it was a great opportunity to be about in the conservation area and be guided by the DERM staff. He stated that if Mr. Flaherty was interested he would forward the contact information.

Mr. Flaherty asked Chair DuBois to forward the information.

Chair DuBois stated that what Mr. Flaherty is doing can lead to careers for the participants particularly in Florida where agriculture is one of the top industries in the State.

Public Comment:

Simon Mozley, 227 Foresteria Drive, introduced himself as the President of the Friends of the Lake Park Library. He explained that he is here to promote an event happening on May 12, 2012 at Mos’Art Theatre. He stated that it is a jazz event and that all the proceeds will benefit the Cancer Alliance of Help and Hope and the Friends of the Lake Park Library. He stated that space is limited and the tickets are \$20 each.

Public Comment Closed.

CONSENT AGENDA:

2. **CRA Board Meeting Minutes of April 4, 2012**
3. **CRA Board Workshop Meeting Minutes of April 11, 2012**

Chair DuBois requested that item #3 be pulled from the Consent Agenda.

Motion: A motion was made by Board Member Stevens to approve Consent Agenda #2; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
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Board Member Sue-Ellen Mosler	X		
Board Member Christiane Francois	X		
Board Member Steve Hockman	X		
Board Member Jeanine Longtin	X		
Board Member Tim Stevens	X		
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 7-0.

Chair DuBois stated that on page 24 of the minutes of the April 11, 2012 workshop the first paragraph reads “is crucial as a commuter rail station in a blighted area would not be beneficial to the CRA” and requested that the word “not” be deleted. He stated that in the next paragraph for clarification that if the Town was to resurface or repair 10th Street that the Seacoast Utility Authority would fund their own improvements.

Motion: A motion was made by Vice-Chair Rumsey to approve Consent Agenda #3 as amended; Board Member Stevens made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler	X		
Board Member Christiane Francois	X		
Board Member Steve Hockman	X		
Board Member Jeanine Longtin	X		
Board Member Tim Stevens	X		
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 7-0.

DISCUSSION AND POSSIBLE ACTION:

4. CRA Landscape Maintenance

Interim Executive Director Titcomb explained that this item is to consider the grounds maintenance contract for Town owned properties within the CRA District. He stated that staff has reviewed the issues and has come up with a number of options for the Boards consideration.

CRA Project Manager Richard Pittman stated that the grounds maintenance of specific Town owned properties within the CRA district are maintained thru contracts with Chris Wayne and Associates and Tree Huggers Landscaping & Nursery, LLC. He stated that Chris Wayne and Associates maintains Park Avenue from Seventh Street to Tenth Street and Tenth Street to Northlake Boulevard and Tree Huggers Landscaping & Nursery, LLC maintains undeveloped alleys, large lot adjacent to the railroad station just south of the station and the Town Green. He stated that both contracts are up for renewal on October 1, 2012. He explained the four options available for maintaining the CRA landscaping. The options are as follows: 1. Renew contracts with Chris Wayne & Associates and Tree Huggers presuming they want to renew and maintain their current contract rate. 2. Publicly advertise and bid the grounds maintenance work within the CRA. 3. Refit the Public Works Departments' Grounds Maintenance Division with additional staff and equipment in order to take back the landscaping duties in the CRA District. This action would be approved through the General Fund Budget Process. 4. Retain private management of the CRA and let the management company contract out landscape maintenance of areas currently maintained by the private sector. He noted that option 2 is time consuming.

Board Member Mosler asked why there are two contracts for the landscape maintenance.

CRA Project Manager Pittman explained that when he started in 2008 Chris Wayne and Associates was doing the high visibility work and the less visible area such as the undeveloped alleys and vacant lots were done by Public Works. He stated that in order to make more equitable the charges of how CRA funds are used for CRA property the Town Manager decided to advertise to the properties being maintained by Public Works. The bids were received and Public Works was relieved of the duties and Tree Huggers was awarded the bid. He stated that he thinks it was a financial decision.

Board Member Mosler asked if the grounds maintenance was bid again would it be separated.

CRA Project Manager Pittman stated that his recommendation is not to separate them and he would include the Marina. He recommended if the item was to be rebid that he would have an all in one contract and include the Marina.

Chair DuBois stated that the Marina exceeds to preview of this agency and it is also an enterprise fund on its own. He stated that it should be under a separate contract.

CRA Project Manager Pittman stated that if it were re-bid certain line items would be CRA and certain line items would be Marina so it can easily be broken out for budgeting.

Board Member Hockman asked when the Town turned over the lots to Tree Huggers did the Town get rid of the employees that were performing that task or did the Town keep the employees.

CRA Project Manager Pittman stated that to his knowledge the Town did not reduce the Public Works staff at that time. He stated he may be incorrect. He explained that one of the things that the Town Manager thought was that the Public Works staff could concentrate on other Town facilities better if they were not maintaining the less improved properties in the CRA.

Board Member Francois asked if in CRA Project Manager Pittman's opinion if it would be advantageous to give the work back to Public Works and if additional staff would need to be hired to perform this work.

CRA Project Manager Pittman stated that Public Works Director David Hunt would be best to answer that question.

Board Member Hockman asked what additional equipment would be needed.

Public Works Director Hunt stated that he has done some rough calculation on this and stated that a reduction in Public Works staff had been done previous to Tree Huggers being contracted to perform the grounds maintenance. He stated that because of the reduction in staff that the remaining staff was being swamped with the duties given to them. He stated that this reduction in staff prompted bringing in Tree Huggers. He stated that in order for Public Works to do the grounds maintenance that it would take more than the two and a half employees that were reduced in 2008 to take on these tasks now with the scope of services increased. He stated that he would need to retool the equipment and that he thinks the initial mobilization costs would be minimal, however staff levels would need to be increased.

Board Member Francois asked how many additional employees would be needed.

Public Works Director Hunt stated that he thinks that three and half employees would be needed to take over the tasks performed by Chris Wayne and Associates and Tree Huggers.

Board Member Francois asked how many staff would be required to take over the services performed by Tree Huggers only.

Public Works Director Hunt stated that to just take over just the tasks that Tree Huggers is performing would be one to one and a half employees. He stated that he does not think that Public Works could take over the maintenance that Chris Wayne and Associates does at a competitive level because of the variety of plants and the needs of those plants. He stated that the Public Works staff does lot maintenance and alleyway maintenance well. He stated that if the grounds maintenance were to go out to bid that the number of tasks

that the landscape companies perform could be reduced. He stated that Public Works staff could maintain the devil strip along Water Tower Road, lots and alleyways. He stated that the Public Works staff could take over most of Tree Huggers tasks and some of Chris Wayne and Associates in order to maximize savings.

Board Member Francois stated that Chris Wayne and Associates does a fantastic job and there has been a big improvement in the last five years.

Public Works Director Hunt agreed.

Board Member Francois stated that Chris Wayne and Associates does a good job and it would be difficult to replace them. She stated that possibly the Public Works Department could take over the Tree Huggers tasks.

Public Works Director Hunt stated that in order to do that it would take additional staff and there is cost to taking that over.

Chair DuBois stated that he remembers a grant for landscape improvement along Tenth Street and suggested that is why there are two separate contracts.

Public Works Director Hunts stated that it is a possibility.

CRA Project Manager Pittman stated that he did not know the answer to that but would look it up and provide the information to the Board. He stated that there has not been a grant for Tenth Street or Park Avenue since he was employed at the Town in 2008.

Board Member Longtin stated that this item begs the question of the Board on whether the CRA management will be outsourced or not. She asked when will the decision be made.

Chair DuBois stated that in his opinion we need the financial numbers.

Board Member Stevens stated that Finance Director Rane started today and that hopefully by June financial information will be presented to the Board regarding the current CRA budget. He stated that the decision will have to be made before October 1.

Board Member Longtin stated that option 4 is really not on the table given those parameters. She asked what the Town Green is.

Public Works Director Hunt stated that the Town Green is the Aherns Building on Park Avenue.

Board Member Longtin asked how many employees are current in grounds maintenance.

Public Works Director Hunt stated that there are three in grounds maintenance with one supervisor and one irrigation technician for a total of five.

Board Member Longtin suggested getting Chris Wayne and Associates throughout the Town. She stated that it would save a lot of money.

Chair DuBois stated that could be an option brought to the Commission Meeting. He stated that there are a number of properties throughout the Town that receive grounds maintenance.

Board Member Longtin stated that she has always wanted everything to go out to bid instead of just bouncing off what was done previously. She stated that times are tough and that she said this same thing last time and that she thinks Chris Wayne and Associates can come down on their numbers and there is competition out there. She stated that her vote would be for option 2.

Board Member Stevens stated that he believes that the Board does not have all the facts as of yet and that it is not prudent to vote for anything at this meeting. He stated that in June or July when the Board has more information about the financials they can decide. He stated that he wants a written estimate of the cost to bring the landscaping in-house in terms of number of employees, skill level required for those employees and the competitive salaries. He stated that the contract in place do not expire until October 1 and that the prudent thing to do is postpone voting on this item until the Board is presented with all the facts in June or July.

Board Member Longtin stated that staff is bring this item to the Board because they want direction and they do not want to put this off anymore. She stated that staff is trying to be proactive and that some of the items will take one to three months and when does the budget process begin. She stated that staff needs time to work this stuff and that she thinks that the Board needs to give staff what they are looking for here.

Board Member Stevens stated that since the Board does not have the financials for the CRA that he does not see how the Board can vote on any of the options presented.

CRA Project Manager Pittman stated that the agenda item does state that a decision would need to be made by the June 2012 Board meeting and that it would provide sufficient time.

Vice-Chair Rumsey stated that what he would like to see at the June 2012 Board meeting is for Public Works Director Hunt to bring back hard numbers for Public Works Department to manage the landscaping in the CRA and the Marina. He stated that bidding this out should also be evaluated. He stated that he agreed with CRA Project Manager Pittman that the CRA and Marina landscaping can be combined into one bid so that there would be a way to compare doing it in-house or through an outside contractor. He stated that he thinks this will provide the Board with the best numbers possible as a Community to look at this and say this is how to do this for the most cost effective way for the Town.

Public Works Director Hunt stated that he would also like to bring another option to the Board that would be a hybrid contract where a firm such as Chris Wayne and Associates

maintains that high visibility area on Park Avenue and Tenth Street and Public Works sticking with their area of expertise.

Chair DuBois stated that the contract be continued with Chris Wayne and Associates and Tree Huggers for another year on a month to month until the Board is better able to understand financial implications about outsourcing the CRA. He spoke of option number 3 and refitting the Public Works Department Grounds Maintenance Division and what that would do is take Lake Park resources and providing them to the CRA. He stated that he would expect that these expenses would be expensed to the CRA by the Town. He stated that if option 4 becomes an option that Public Works would be able to submit a proposal to provide the services to the CRA and if Public Works is competitive in this area they could provide the services.

Interim Executive Director Titcomb stated that he thinks that the Board's discussion has provided direction to staff.

Chair DuBois stated that the Town itself has cut back on its treatment of landscaping such as fertilizer application from four times a year to twice a year. He stated that he is concerned with the Town's ability to pay for current maintenance has fallen backwards. He stated that he is also concerned that there areas in the Town that could stand to be improved.

Board Member Mosler asked if either firm would be willing to do a month to month extension.

CRA Project Manager Pittman stated that he would ask and that he was sure that they would be willing.

Board Member Hockman asked if the contracts are auto-renewable or does the Board have until the expiration date.

CRA Project Manager Pittman stated that he believes there is a 30 day notice clause if the Board wanted to cancel the contract. He stated that the contracts do not auto-renew.

Board Member Longtin asked Interim Executive Director Titcomb to explain what he got from the Board's discussion.

Interim Executive Director Titcomb stated that staff will go on a parallel track working with the Finance Department to assess where the finance of the CRA are and to develop the costs associated with the Public Works Department performing the grounds maintenance versus preparing a proposals for an outside company and then to bring back all the information to the Board to make a decision.

Board Member Longtin asked if this information would be on the June 2012 agenda.

Interim Executive Director Titcomb stated that the intention is to bring this information back for the Board's consideration at the June 2012 meeting.

5. CRA Board Workshop Updates of April 11, 2012

Interim Executive Director Titcomb presented the report provided by Economic Development Director Jennifer Spicer (Exhibit "B").

Vice-Chair Rumsey stated that this is not a report. He stated that there are no dates as to when the items will be completed and that it takes about ten minutes to put a contact form on a website, which is still not done. He stated that he has received one e-mail newsletter since the workshop which was basically the same e-mail newsletter that he received the month before asking for people to be vendors and sponsor for an event that takes place in November 2012. He stated that the Board was very specific about wanting to feature the businesses in the CRA to announce specials that those business have available at that time none of that was done. He stated that one of the nice things about Facebook is that a person can see the activity that other people are having on their Facebook page. He explained that because of his job he is on Facebook the entire day and that he basically watched the CRA Facebook page go from growing one day constantly to no activity. In the last month there has been one day where the Facebook page was worked on all day. He asked what the communication with the Palm Beach Post has been. He stated that dates and specific information as to what Economic Development Director Spicer is doing needs to be provided to the Board. He explained that the report does not show that any progress has been made at all since the workshop on April 11, 2012. He stated all this is, is putting together a memo stating that Economic Development Director Spicer heard what the Board said and this is what the Board wants. He wants dates on when the tasks will be completed and where the tasks are to date. He stated that the report presented is not satisfactory to him.

Interim Executive Director Titcomb stated that he would pass along Vice-Chair Rumsey's comments and that he can attest that Economic Development Director Spicer is working on all the items lists in the report.

Vice-Chair Rumsey stated that he understands that Economic Development Director Spicer is working on these items but, he wants to know where she is on each of the items. He stated that at this point that the report should have contained not just a bullet point but where it is and when it will be completed. He read from the report "CRA webpage-implementing a "contact us" application, where it will allow us to reach out and retrieve additional contacts, attracting businesses and the public to view what's happening in the Town of Lake Park CRA" and asked when it will be activated. He stated that it is not there yet and it has been a month since the workshop. He stated that this is the information that he wants.

Chair DuBois agreed in putting up a timetable of production but, he does want to make sure that he heard back from staff what it was that the Board directed staff to do. He stated that the Board was all over and the place and it was a four hour meeting. He stated that there were a couple of things he thought were missed, such as the interaction with the Business Development Board (BDB). He stated that the BDB had told the Board that the CRA has no 5,000 square foot properties or 10,000 square foot properties and he thought

that the Board had specifically asked to have that “truthed” and wanted to make sure that the information that the BDB is operating under is true. He stated that the second thing was that one of the presenters stated that the CRA should develop plans for each of the areas within the CRA. He explained that there are seven areas within the CRA and each of the areas require special attention and had hoped that staff would have picked up on that since the Board has directed that the attention of the CRA be expanded into more industrial areas.

Interim Executive Director Titcomb asked if Chair DuBois was referring to the areas delineated in the 2010 CRA Plan.

Chair DuBois stated “yes”.

Interim Executive Director Titcomb stated that if it is the Board wish that he will have staff submit a supplemental memo to this meeting and provide those points that the Board is seeking including timeline and the matrix of the data related to these items and any other areas that the Board has.

Vice-Chair Rumsey stated that he does not think that Friday is too early to expect it.

Board Member Hockman feels the same way and that he looked at this more as a gameplan of what Economic Development Director Spicer is to do. He stated that he has not seen anything happening and has not heard anything happening in the past several weeks in the CRA. He stated that he was hoping that there would be some type of activity trying to get the businesses and trying to advertise the specials for the businesses. He stated that he believes that there are plenty of businesses in the CRA that would be more than willing to do that. He explained that he is concerned with the fact that the Board is not really getting a true report. He stated that the report presented is an outline of what staff thinks the Board wants done.

Board Member Mosler stated that she is more concerned that it is actually a true report and that this is exactly what the Board does have. She stated that there is nothing concrete and nothing definitive about what is being done in her opinion. She stated that this reminded her of other reports that have been presented to the Board.

Interim Executive Director Titcomb stated that he will ask staff to prepare quantitative supplemental data to this report based on the Board’s discussion. He explained that not listed in this report is that he and Economic Development Director Spicer attended the BDB event last month to discuss the availability of partnership through the BDB. He stated that staff has also met with one of the presenters regarding having the presenter at the June CRA meeting to present the Florida Redevelopment Association CRA Basic 101, best practices and scope of work to do a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, to assist the CRA in pinpointing where the CRA’s limited resources would get the best return on investment (ROI). He stated that report provided to the Board was specifically intended to highlight all the items that were heard at the workshop and address them in terms of how they are being worked into the daily work of the CRA office.

Board Member Francois stated that she agrees with Vice-Chair Rumsey and noted in the report that it talks about preparing a marketing strategy and stated that the Board heard about this item months ago. She stated that a lot of this was discussed by the Board months ago and nothing has really been done.

Chair DuBois stated that the Board wants a more in depth report of what is happening and when it will be done.

Board Member Stevens stated that he knows it will take longer but he still wants a matrix of the businesses including the square footage and all the other stuff that was discussed at the workshop. He stated that he agrees with Vice-Chair Rumsey.

Board Member Longtin stated that this is exactly what the Board has been dealing with for the past three or four years and she does not know when the Board is going to address it seriously. She stated that something else that she still finds lacking is the CRA is not reaching out to all the businesses. She stated that staff needs to go to the Property Appraiser's website and that they will provide the addresses. She stated that she has found it lacking for years and that she is waiting on this Board to do something about it.

6. Separate CRA Board Meetings from Regular Commission Meetings

Interim Executive Director Titcomb stated that this item came from commentary from the workshop and public about the concern about the length of CRA meetings on the same night at the Commission meetings. He stated that the request was to look into whether or not this Board would want to consider an alternative meeting schedule, limitation to the meeting times, alternate night, or leaving it the way that it is. He explained that this item is an attempt to address the concerns of the community. He explained that staff did discuss this item internally and that staff believes that alternating the CRA and the Town Commission alternatively once a month would not be enough meeting time for the Town Commission business and that he is not recommending that option be considered. He stated that the Board may want to leave it the way it is and that one of the concerns expressed was the idea that people attend for CRA functions then leave and that some of the items may be discussed later on during the Commission meeting and perhaps the remedy is for the members to preclude from doing that by keeping the CRA in the CRA portion and the Commission in the Commission portion. He stated that there is no action necessary here if the Board decides that everything is working just fine.

Board Member Stevens asked if there would be any additional cost to the Town to separate the meetings to another night.

Interim Executive Director Titcomb stated that potentially yes that there would be additional staff time, operation time, attorney time, electricity, professional services, and logistics of staging an additional meeting.

Board Member Mosler asked how staff is paid to come to these meetings.

Interim Executive Director Titcomb stated that most of the senior staff at the meetings are salaried and expected to be here for the extra hours.

Board Member Mosler stated that this would be asking staff to be here a third night during the month and that to herself and Board Member Francois it is of no consequence because it is only one night a month and wondered if the members that are also Commission member want to come a third night every month.

Chair DuBois stated that he would strongly prefer to come on the same night.

Vice-Chair Rumsey stated that he has other things that he volunteers for on other nights and that he has no desire to change the schedule at all.

Board Member Stevens stated that the only real benefit that he sees other than making the CRA meeting shorter and allowing more people to show up for those is that it would allow at least the five member who are also on the Commission to keep a separate hat on because sometimes he feels there is a conflict between his role as a Commissioner versus his role as a CRA Board member so that would help him a little bit. He stated that he would agree with the rest of the Board if the consensus is to leave the schedule as it is.

Interim Executive Director Titcomb stated that the Board always has the ability to schedule an additional workshop if there is a big ticket item or a lot to discuss.

Chair DuBois stated that he would like to get through the agenda quicker and that maybe items can be identified that the Board needs to have special call meetings for.

Board Member Stevens stated that Chair DuBois' suggestion is a happy compromise.

The Board reached consensus that the meetings would remain as scheduled.

Board Member Longtin stated that as far as staff attending the meetings that it is the call of the Town Manager and stated that previous Town Managers have not expected staff to be here. She stated that the problem with that was that if there were questions that the Manager could not answer but, that did not happen too often. She stated for the most part that having staff at the meetings is the Town Manager's call. She stated that she agrees with the consensus of the Board.

Chair DuBois stated that he appreciates having staff present at the meetings.

COMMENTS BY BOARD MEMBERS AND EXECUTIVE DIRECTOR

Board Member Mosler asked for a status update on the alleyway plantings.

CRA Project Manager Pittman explained that the item is on the Planning and Zoning Board meeting on May 7, 2012 for discussion on the hedge material. He stated that if the Board makes a decision regarding the hedge material then he will put that type of planting material in his paperwork and put it out for bid. He stated that assuming the Planning and Zoning Board makes a decision the bid will be out in two weeks from the meeting and then there is a 30 day bidding timeframe.

Board Member Mosler asked what the likelihood is that the Planning and Zoning Board would agree on the type of planting material.

CRA Project Manager Pittman stated that could inform Board Member Mosler what the Planning and Zoning Board decision will be and provide a copy of the current plan.

Board Member Mosler indicated that was not necessary and that she just wants to make sure it is ready to go after the Planning and Zoning Board meeting.

Board Member Mosler stated that there has been some discussion regarding the sign for the Mos'Art Center. She stated that several years ago the CRA approved a grant for the Mos'Art Center for a sign and that the sign was for the organization that rents the Mos'Art Theatre for her. She stated that the grant was awarded to the organization but, the grant required the organization to sign a five year agreement and that if the organization were to leave the premises that they would have to then pay back the grant. She stated that because of the dearth of money involved in theatre they were unable to sign that so she said she would sign the agreement since she would still rent it out to another theatre group. She stated that there was a lot of conversation about the type of sign and that there was a particular type of sign they wanted to have and it has taken some time to get it settled. She stated that her question now is does the Mos'Art Center still get the money or if there is a conflict because she is on the Board now as she was not on the Board when the grant was approved.

Chair DuBois stated that he does not know if the Board can answer that question now and that it seems like it is a technical question.

Attorney Baird asked if the Board has already awarded the grant.

Board Member Mosler stated "yes"

Attorney Baird stated that since the action has already been taken by the Board there is not conflict.

Board Member Stevens asked if Board Member Mosler was on the Board when the action was taken.

Board Member Mosler stated "no".

Board Member Longtin stated that knowing past grants there was probably no time frame on the grant and that she does not understand where the conflict would be on receiving the grant funds.

Attorney Baird stated that the only time a conflict would arise would be if Board Member Mosler was asked to vote on an item but, there is nothing before the Board to vote on and that it was voted on previous to Board Member Mosler membership on the Board. He stated that he does not see any conflict and does not see any reason it cannot proceed.

Board Member Mosler stated that she is in agreement that trucks should not be delivering along Park Avenue in the Business District however, she has a concern that when pulling out of her driveway on Forestria with cars parked on both sides of the street that she had she almost ran into a semi Pepsi truck. She stated that she cannot understand why it is better for these trucks to be on residential streets as opposed to four lane Park Avenue.

Vice-Chair Rumsey asked why the trucks are not in the alleyways.

Board Member Mosler stated that the trucks are in the alleyways when delivering but, that the trucks need to leave Town too and the trucks cannot be on Park Avenue.

Chair DuBois stated that he does not think the trucks can get around the roundabouts.

Board Member Mosler stated that the problem is not when they are delivering the problem is that once they deliver they now have to get to US1 or I-95 and they are not allowed on Park Avenue.

Interim Executive Director Titcomb stated that has been the policy and it can be revisited to see if there is a better way to route the traffic.

Board Member Mosler stated that paper is still advertising that the Green Market is on Sunday and it is now on Friday night and wanted to know how it can be changed. She stated that she understands that at the last market there were very few vegetables and there was plenty of jewelry but, she thought it was supposed to be a farmers market. She stated that the sign that indicates that there is a farmers market there is lopsided and does not look professional and thinks it could be done better than that. She stated that the "worm farm" located next to her business is not acceptable per Code and wanted an explanation on how it is being allowed. She stated that the shredded paper used for the worms are being found in the alley way and that she does not understand how it is acceptable.

Chair DuBois requested that the staff provide an answer regarding the "worm farm" being an acceptable use per Code.

Board Member Mosler stated that she does not know if agricultural based businesses are permitted in the PADD. She stated that someone at a previous meeting spoke about the cleaning of the CRA office being down twice a week and that she asked about that and that Economic Development Director Spicer said that she was unaware that the cleaning people came twice a week and that the contract was in place before she was hired. She stated that it may be accepted.

Vice-Mayor Rumsey stated that there was not a CRA office on Park Avenue before Economic Development Director Spicer was hired.

Board Member Mosler stated that Economic Development Director Spicer told her that she did not have the contract or know where it came from. She stated that these are the types of things that turn the citizens off. She asked if Interim Executive Director Titcomb if he knew anything about it.

Interim Executive Director Titcomb stated that it was intended to be an agenda item but that it was pulled because staff did not have all the information but, one of the things that is being looked at is pulling the CRA office out of privately leased spaces because of the cost of the rent, cleaning contract and other ancillary costs. He stated during that review a possible legal complication that the lease was extended by the former Town Manager for an extended period of time and he is working with the Town Attorney regarding that matter to clear up that issue. He stated that there is space in Town facilities to house the CRA offices. He stated he will have a report on the item at the next meeting.

Board Member Mosler suggested that if the Board forms a business group to assist with the CRA that it not be a affiliated legally with the Town because of the difficulty with discussing items outside the Sunshine Law.

Interim Executive Director Titcomb stated that the CRA Plan envisions such an organization. He stated that if the group was an advisory group it would be bound by the Sunshine Law but that an independent group would be outside that realm.

Board Member Francois asked in regards to landscaping if the CRA is looking a low maintenance or xeriscape type plant materials.

Chair DuBois stated that staff will follow up with Board Member Francois.

Board Member Hockman welcomed the new Finance and Recreation Directors. He stated as far as the landscaping maintenance that he is looking forward to seeing the actual numbers.

Board Member Stevens thanked Mr. Flaherty for his presentation on the CDC and Community Garden. He stated that xeriscape and native plants are good ideas and that he thinks that they should be used whenever possible and would be less labor intensive and cost less for maintenance. He stated that he hopes that the lease for the CRA office come back as an agenda item on the next agenda.

Board Member Longtin asked if plantings are going to be replaced anywhere related to the whitefly issue if the whitefly will get on the new plants.

Board Member Mosler explained that it is not the replacement of plants it is the new plants going in along the alleyway.

Board Member Longtin asked what the Town is doing about the whitefly issue throughout the Town.

CRA Project Manager Pittman stated that there are two types of whitefly, one that attacks ficus and one that attacks gumbo limbo. He stated that the issue he brought forward is that he recommended that the Town not plant anymore ficus. He stated that in regards to existing whitefly issue that staff will continue, in the CRA, to have a contractor that is certified to treat this issue to apply the appropriate solution. He explained additionally a

contractor was hired to treat the whitefly issue at Kelsey Park, and that it will continue to be a Town-wide problem and it will be treated as it occurs.

Board Member Longtin welcomed Finance Director Rane and stated that she does not care what the numbers are that she wants the truth about the finances. She welcomed the new Recreation Director. She stated that the Board has a big decision to make and that it is hard sometimes addressing the truth. She stated that the CRA Board has had issues for a few years and it is hard to address them, but that the issues need to be addressed. She suggested that during budget time the Board to look at hiring security officer instead of the Sheriff's Office. She explained that the CRA could get four security officers for the cost of one deputy and that she thinks that would be a really good thing to look into.

Vice-Chair Rumsey stated that on Saturday, April 28, 2012, that there was an article in the Palm Beach Post that he saw online regarding the Don Ramon restaurant and it discussed their expansions and where they were growing and it did not mention Lake Park in the article.

Interim Executive Director Titcomb stated that he asked the same question and found out that it is a different company.

Vice-Mayor Rumsey stated that in the report that is due to the Board on Friday that he wants detailed information regarding Don Ramon and Hot Pot Restaurants. He stated that at the June meeting he would like to see an agenda item regarding whether or not the CRA is going to keep the CRA in-house or outsourcing. He stated that he would like to see the Board begin the conversation in formality. His hope is that Interim Executive Director Titcomb relays to Economic Development Director Spicer the dissatisfaction that the Board had with the report that was presented.

Chair DuBois stated that he is looking forward to seeing the preliminary budget numbers. He explained that he will not be ready to have a discussion or make a decision on out-sourcing until he has a pretty good set of numbers on what the CRA has for this year and next year. He stated that he is continuing to entertain the idea of outsourcing the management of the CRA but, that he does not plan to have a decision until he has some solid numbers in front of him and finds that an agenda item on the issue for the next meeting would be premature but, if the rest of the members are able to come to some decision then he would say that is up to the board. He stated that he does not want to continue to go around the same circle without making progress on it. He stated that he would prefer to have an agenda item on it when the Board has some concrete answers. He asked for consensus from the Board

Vice-Chair Rumsey stated that he is not asking the Board to make a formal decision in June and that he does not think this is a decision that the Board can make in one meeting. He stated that he thinks that the Board needs to begin this discussion because as the Board has seen at this meeting somebody is not getting it and the Board needs to get some people in here that get it and will move the CRA forward.

Chair DuBois stated that he does not think anyone on the Board has ruled out outsourcing the CRA at this point and he knows he has not and thinks it will come back on its own.

Board Member Stevens stated that he is waiting for the facts to come in as far as the CRA budget but, from the body language and the comments made at this meeting that he thinks the votes are probably in favor of outsource at this point.

ADJOURNMENT

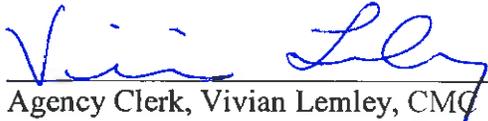
There being no further business to come before the CRA Board and after a motion to adjourn by Vice-Chair Rumsey and seconded by Board Member Mosler, and by unanimous vote, the meeting adjourned at 8:24 p.m.



Chair, James DuBois



Deputy Agency Clerk, Shari Canada, CMC



Agency Clerk, Vivian Lemley, CMC



Approved on this 6 of June, 2012

Exhibit "A"

LAKE PARK COMMUNITY DEVELOPMENT CORPORATION

CRA Meeting Presentation

May 2nd, 2012

Presented By : **Erin T. Flaherty**

Executive Director @ Lake Park Community Development Corporation, Inc.
Coordinator @ Seeds of Hope Community Garden

What is a CDC?

A non-profit organization that strategically redevelops a community and undertakes a range of activities to stimulate the local economy. These activities may include housing development and management, business incubators, retail space development, equity investments in or loans to small firms to get new business started, or social projects focused on youth development, recreation, senior programs, child care, workforce development, job training, and capital improvements in the community. The end goal of the CDC is community revitalization that enhances the lives of community residents.

Projects the CDC has Contributed to

Martin Luther King Fest

In 2009 National City Bank
awarded 5,000

L.P. Recreation Center
Summer Camp Program

In 2010 1,500 was given
to assist with the
Summer program.

Seeds of Hope
Community Garden

Past Facts

1. 725 was purchased 8/25/09
2. 711 was purchased 1/31/09
3. Awarded 7,500 Quantum
Foundation in 12/20/2009
4. Quantum only grant awarded to
the Seeds of Hope



Partnerships

Organizations

- Friends of library
- Citizens on Patrol
- Historical Society
- Bridges of Lake Park

Possibility for Team Efforts

- Combination Cook off using current Library books.
- Has available funds for children's activities
- Combination historical tours and garden tours
- Bringing children to the S.O.H. for gardening activities

S U C C E S S F U L P R O G R A M S



S u m m e r C a m p P r o g r a m s

Saturday, June 25, 10:00 AM - 12:00 PM
Sundays, June 26, 10:00 AM - 12:00 PM

OUT TO LUNCH, Lake Park

Business Development Education

- Small Business Startup and Training
- Business Plan Writing

Youth Development

- Assist Local Organization's with funds to expand current or new youth programs.
- Continue to build and grow the Children's Program at the S.O.H.

Seeds of Hope

- Native Species Education
- Nutrition Classes
- Xeriscaping
- Renewable Energy Projects and Training

Future Programs
For Lake Park CDC

EatBeat: Lake Park Community Garden Teaches Kids to Grow Food This Weekend

January 20th, 2012 · No Comments

962

Like You like this. · Error



Erin Flaherty, director of the Lake Park Community Garden, talking to a child in a garden setting.

Parents and grandparents: Here's a chance to spend quality time with your kids in an educational setting that's fun. It's Saturday from 9 to 10:30 in Lake Park.

The program will teach them all about growing, how to compost, water, and soil.

Kids get to see food plants, harvest some, and learn how to grow them.

It's free and open to all. Families can bring a picnic. The cost of the garden for \$20.

Lake Park Children's Garden Center

- Saturday, 9 a.m. to 10:30 a.m.
- Lake Park Community Garden, 745 Foresteria Dr., Lake Park
- More info: 561-252-7179 or seedsofhopecommunitygarden.org/kidgarden

THIS GARDEN IS MAKING A BIG IMPACT

ON THE ENVIRONMENT AND IN YOUR COMMUNITY

those in need
life
that nurture,
water and air
neighborhood to



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Financial Information

- Visit the Division of Consumer Services
- Call Toll Free: 1-800-435-7352
- Lake Park CDC Registration Number CH27608

<http://www.800helpfla.com>



Board Meetings are held every Third Thursday

Send Question to lakeparkcdc@gmail.com

Lake Park Community

Development Corporation, Inc.

BOARD MEETING

Date: May 17th 2012

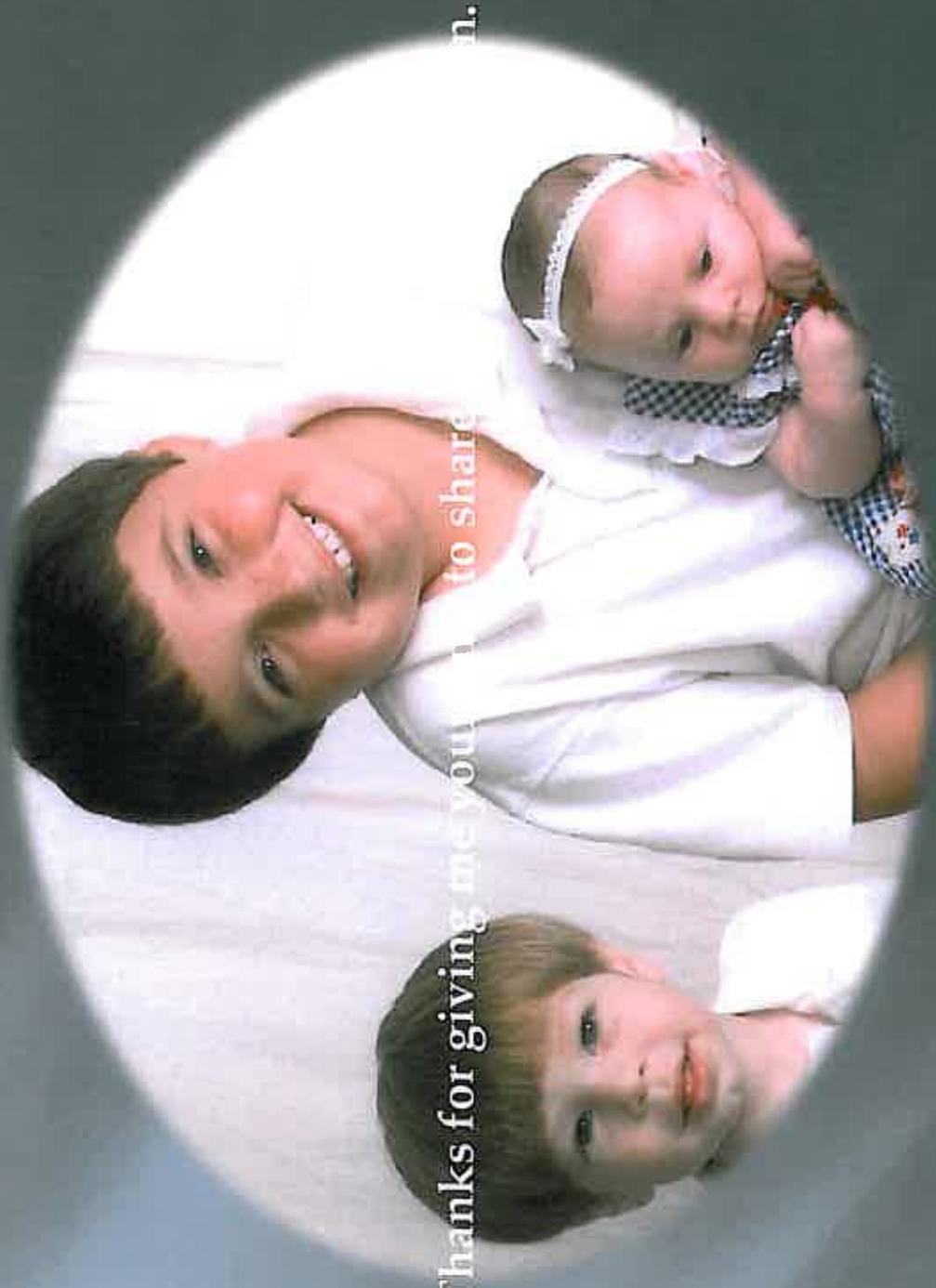
Time: 7:00 p.m.

Place: Kelsey City Bar & Grill

1301 1st St, Lake Park FL 33403

* Although Kelsey City Bar & Grill is temporarily closed this meeting **WILL** be held inside, and is open to the Public.

*Accessibility: we are an equal opportunity employer. *Representative Notice



Thanks for giving me you a chance to share with you.

Logan, Erin Jr. & Eden Flaherty



From: Jennifer Spicer, Economic Development Director
To: Jamie Titcomb- Interim Town Manager
Subject: April 11, 2012 CRA Workshop presentation
Date: May 2, 2012

The following areas are where we are taking immediate action to implement some of the suggestions by this board. We welcome additional suggestions to help improve the effectiveness of our efforts to attract new businesses and participation in our growing CRA as market conditions improve.

1. Advertising

- CRA E-Newsletter- adding all of the CRA businesses and creating a consistent email distribution schedule for periodic updates for the community, businesses and the public
- CRA webpage- implementing a "contact us" application, where it will allow us to reach out and retrieve additional contacts, attracting businesses and the public to view what's happening in the Town of Lake Park CRA
- The CRA is preparing a marketing strategy for all vacant store fronts, targeting specific usage for each vacant space. These will be toured along with realtors/brokers and other agencies
- Facebook is currently being updated, inviting businesses to network with the Lake Park CRA
- The CRA continues to communicate with the Palm Beach Post, bringing updates to their attention for additional exposure/marketing

2. CRA Business Outreach

- Maintaining open lines of communication with all of the CRA businesses and consistently sending them invites to all CRA meetings
- Offering free advertising to all of the CRA businesses on a monthly basis, Utilizing the CRA webpage, CRA e-newsletter and Channel 18, continuing the featured business of the month page on Channel 18
- The CRA will continue mail/emailing out the "We are open for Business flyer" to many businesses within other municipalities

- In addition, the CRA is seeking for a volunteer position to assist with miscellaneous tasks, such as updating business master list etc. This master list changes periodically, as businesses relocate in and out of the Town CRA.

3. Networking

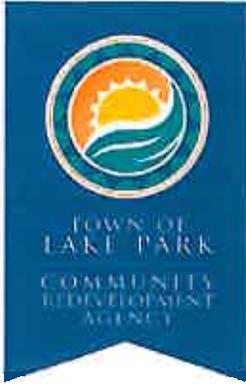
- The CRA is currently scheduling a "meet and greet" gathering with Realtors/Brokers. Targeting available store fronts for additional exposure. In addition, the CRA will continue to network with all key agencies for additional assistance with our marketing strategy and any benefits that may be of assistance to our businesses and prospects

4. Suggestions

- Retail Lease Trac is a website that provides thousands of contacts on companies that are looking for a relocation/expansion. It is a very detailed site and it provides full information about these companies, it gives you the company profile and the location that they are focusing on relocating, would be beneficial to become a member and reach out to thousands of these companies
- Due to the lack of funding, it is recommended that the CRA seeks for its own funding resources; available funding will assist and persuade new businesses. In addition, it will assist with beautification projects

5. Events

- The CRA will continue sponsoring events to attract businesses and increase traffic/exposure to our businesses and vacant store fronts. Our 3rd Annual Seafood Festival will be on November 10, 2012
- The CRA events have shown high interest from vendors, sponsors, community and spectators, therefore, we are utilizing volunteer assistance to organize additional events that were in place but were cancelled, due to the lack of assistance. It is to the CRA best interest that we continue exposing our Downtown CRA through special events and other activities. Special Events are a key component to our revitalization.



AGENDA

Community Redevelopment Agency Meeting
 Wednesday, May 2, 2012, 6:30 pm
 Lake Park Town Hall
 535 Park Avenue

James DuBois	—	Chair
Kendall Rumsey	—	Vice-Chair
Christiane Francois	—	Board Member
Steven Hockman	—	Board Member
Jeanine Longtin	—	Board Member
Sue-Ellen Mosler	—	Board Member
Tim Stevens	—	Board Member
.....		
Jamie Titcomb	—	Interim Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez 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. **PRESENTATION:**
 - 1. Community Development Corporation by Erin Flaherty Tab 1
- F. **PUBLIC COMMENT**
 This time is provided for audience members to address items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so

speakers may be announced. Please remember comments are limited to a **TOTAL** of three minutes.

- G. **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 Agenda Items Recommended For Approval:

- | | |
|---|-------|
| 2. CRA Board Meeting Minutes of April 4, 2012 | Tab 2 |
| 3. CRA Board Workshop Meeting Minutes of April 11, 2012 | Tab 3 |
|
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| H. <u>DISCUSSION AND POSSIBLE ACTION:</u> | |
| 4. CRA Landscape Maintenance | Tab 4 |
| 5. CRA Board Workshop Updates of April 11, 2012 | Tab 5 |
| 6. Separate CRA Board Meetings from Regular Commission Meetings | Tab 6 |
|
 | |
| I. <u>BOARD MEMBER COMMENTS</u> | |
|
 | |
| J. <u>EXECUTIVE DIRECTOR COMMENTS</u> | |
|
 | |
| K. <u>ADJOURNMENT</u> | |