

AGENDA

Special Call
 Community Redevelopment Agency Meeting
 Wednesday, July 15, 2009, 7:30 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
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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. Special Call CRA Board Meeting Minutes of June 17, 2009 Tab 1
2. Award of Bid of Asbestos Abatement for 761 Foresteria Drive Tab 2

F. DISCUSSION AND POSSIBLE ACTION

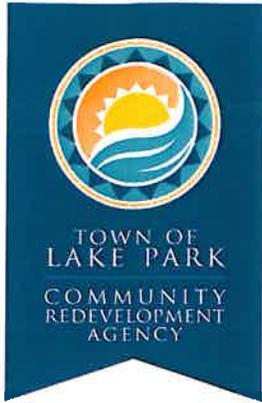
3. Discussion on Continuing Landscape Maintenance Agreement with Chris Wayne and Associates for specific locations within the CRA District Tab 3

G. BOARD MEMBER COMMENTS

H. EXECUTIVE DIRECTOR COMMENTS

I. ADJOURNMENT

TAB 1



**CRA
Agenda Request Form**

Meeting Date: July 15, 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 |

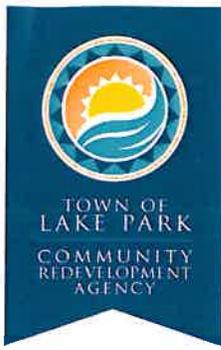
SUBJECT: Special Call CRA Meeting Minutes of June 17, 2009

RECOMMENDED MOTION/ACTION: To Approve the Special Call CRA Meeting Minutes of June 17, 2009

Approved by Executive Director *W. Davis* Date: *7/10/09*

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



**Town of Lake Park
Special Call
Community Redevelopment Agency Meeting
Town Hall Commission Chambers
535 Park Avenue, Florida 33403
Wednesday, June 17, 2009 7:30 p.m.**

The Community Redevelopment Agency met for the purpose of a Special Call CRA Meeting on Wednesday, June 17, 2009 at 7:30 p.m. Present were Chair DuBois, Vice-Chair Carey, Board Members Daly, Rumsey, Osterman, Suiter, Francois, and 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 Carey to approve the agenda; Board Member Daly 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. Special Call CRA Board Meeting Minutes of June 3, 2009

Public Comment Open.

None

Public Comment Closed.

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

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.

General Approval of Item

Award of a \$3357 Façade Grant to Brown Baggin' It

This is a request for grant funds from the façade improvement program to improve the frontage of 934 Park Avenue by adding an outdoor 324 square foot dining deck for Brown Baggin' It sandwich shop.

Mayor DuBois stated that the presentation and paperwork for the façade grant was outstanding.

Vice-Mayor Carey thanked Brown Baggin' It for applying for the façade grant.

Commissioner Osterman asked what would happen to the deck should the business move.

Town Manager Maria Davis stated that the deck would stay in the event of a move.

Leela Kidd, part owner of Brown Baggin' It stated that she and her partners have no intention of relocating or moving the business and explained their reasons why. She stated that she and her partners believe in the redevelopment of Park Avenue and would do whatever they can to support and be a part of the redevelopment of the downtown area.

Commissioner Osterman asked that if the deck would remain in the event that the business had to move.

Ms. Kidd explained that the deck was installed on the week of their one year anniversary in order to bring in more business.

Town Manager Maria Davis clarified what Commissioner Osterman was asking Ms. Kidd.

Ms. Kidd stated the deck would stay in the event of a move.

Commissioner Rumsey stated that Brown Baggin' It has gotten involved in the community and that they have been a great asset.

Public Comment Open.

None

Public Comment Closed.

Motion: A motion was made by Vice-Chair Carey to approve the award of a \$3357 façade grant to Brown Baggin' It; 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	X		
Board Member Francois	X		
Board Member Suiter	X		

Motion passed 7-0.

CRA BOARD MEMBER COMMENTS

Board Member Francois

None

Board Member Rumsey

None

Vice-Chair Carey

None

Board Member Osterman

None

Board Member Daly

None

Board Member Suiter

None

Chair DuBois

None

Executive Director Davis introduced Deputy Edward Spurbeck as the CRA District's new deputy. She gave an update on the property at Foresteria Dr. She stated that Community Development Director Patrick Sullivan came up with the idea of having a community vegetable garden on the parcel until they were ready to build the parking lot. She stated that parking would not be needed for the next year or two. She stated that the garden would be cheaper than sod and irrigation.

Mayor DuBois stated that a community garden would be a wonderful idea and that it would be good for children in the community. She recommended that restricted access and security measures be implemented so that there wouldn't be any vandalism.

Commissioner Osterman stated that Lake Worth had a community garden that was successful and she had approached Executive Director Davis about the idea one year ago and had originally suggested that the alleyways be utilized as a garden but there was no irrigation.

Executive Director Davis stated that there was already irrigation at the Foresteria parcel for the garden.

Board Member Suiter stated that the community garden was at the top of her wish list and she was very excited to see it happen.

Mayor DuBois asked if the garden would be fenced and protected.

Executive Director Davis stated that fencing was already in place around the parcel.

Board Member Rumsey stated that the community garden was a great idea.

The Board came to consensus to direct Executive Director Davis to begin implementing a community garden on the Foresteria Drive vacant parcel.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Vice-Chair Carey and seconded by Board Member Daly, and by unanimous vote, the meeting adjourned at 7:45 p.m.

Chair DuBois

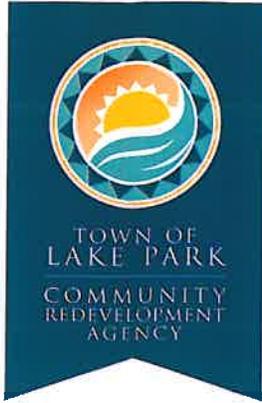
Agency Clerk Jessica Shepherd

Agency Clerk Vivian Lemley

(Town Seal)

Approved on this _____ day of _____, 2009

TAB 2



**CRA
Agenda Request Form**

Meeting Date: **July 15, 2009**

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 checked="" 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 of Asbestos Abatement, 761 Foresteria Drive, to ACT, Inc. in the amount of \$13,690.00.

RECOMMENDED MOTION/ACTION: Approve Award of Bid

Approved by Executive Director *R. Davis* Date: 7/8/09

<p>Prepared By: Richard Pittman, CRA Project Manager</p>	<p>Costs: \$ 13,690.00 Funding Source: CRA Acct. # 110-55-552-520-61502</p>	<p>Attachments: Bid Tabulation</p>
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Summary Explanation/Background:

The CRA acquired the properties addressed as 761 and 711 Foresteria Drive in December 08 and January 09 respectively. When both buildings became vacant each building was inspected and material samples tested for the presence of asbestos. The building addressed as 761 Foresteria Drive was found to contain asbestos in the ceiling and flooring material that requires removal prior to demolition of the building.

Bids were solicited for the abatement of asbestos at 761 Foresteria Drive. Four (4) bids were received (see attached bid tabulation). The firm of ACT, Inc. submitted the low bid in the amount of \$13,690.00. ACT worked in the Town as the asbestos abatement subcontractor for the apartment building demolition on Foresteria Drive. They would like to perform this abatement project in Lake Park as soon as they complete projects in West Palm Beach and Riviera Beach.

Award of bid to ACT, Inc. for asbestos abatement at 761 Foresteria Drive for their low bid in the amount of \$13,690.00 is recommended.

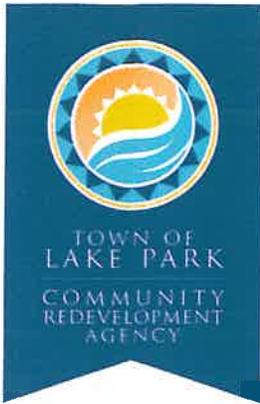
BID TABULATION
ASBESTOS ABATEMENT, 761 FORESTERIA DRIVE
TOWN OF LAKE PARK, RFQ #0911

Quotes Received 06/15/09

ITEM NO.	BID ITEM DESCRIPTION	ACT, INC. ***	FLAGSHIP PDG	BEST-TEC ABATEMENT	SIMPSON ENVIRONMENTAL
1	Indemnification	\$ 100.00	\$ 500.00	\$ 0.00	\$ 100.00
2	Registration with Town, Permits, Mobilization	\$ 300.00	\$ 150.00	\$ 5,500.00	\$ 350.00
3	Asbestos Removal Work Plan	\$ 200.00	\$ 750.00	\$ 300.00	\$ 300.00
4	Environmental Consultant Oversight	\$ 1,750.00	\$ 2,390.00	\$ 2,100.00	\$ 2,000.00
5	Removal and Disposal of Materials Required to Access Asbestos Containing Materials	\$ 1,000.00	\$ 0.00	\$ 1,280.00	\$ 650.00
6	Removal and Disposal of Asbestos Containing Building Material	\$ 9,590.00	\$ 8,600.00	\$ 8,500.00	\$ 14,600.00
7	Final Clearance Report Acceptable to Palm Beach County Department of Environmental Health & Eng.	\$ 500.00	\$ 600.00	\$ 700.00	\$ 760.00
8	Miscellaneous incl. Temporary Water & Electric & Meetings with P.B.C. Dept. of Health & Eng.	\$ 250.00	*2,500.00	\$ 500.00	\$ 240.00
TOTAL ITEMS 1 THRU 8		\$13,690.00	\$ 15,490.00	\$ 18,880.00	\$ 19,000.00
Adjustment of quantities of asbestos containing material substantially more than the quantities identified in Gaudet report ADD \$ ____ / s.f.		\$ 4.00	\$ 4.50	\$ 3.50	\$ 4.00
Cost per sampling & tes of "discovered" suspect ACBM not identified in Gaudet Associates Report: ADD \$ ____ / sample		\$ 35.00	\$ 30.00	\$ 50.00	\$ 50.00
*** Contractor offered deduct if Town provided water and electric					

Recommended Award of Bid to: ACT, INC. in the amount of \$13,690.00.
 Tabulated by Richard Pitman, CRA Project Manager

TAB 3



**CRA
Agenda Request Form**

Meeting Date: July 15, 2009

Agenda Item No. **3**

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

SUBJECT: Discussion on Continuing Landscape Maintenance Agreement with Chris Wayne and Associates for specific locations within the CRA District

RECOMMENDED MOTION/ACTION: Discussion & Direction

Approved by Executive Director *W. Davis* Date: *7/8/09*

Prepared By: Richard Pittman CRA Project Manager	Costs: \$ 81,600 Funding Source: Acct. #	Attachments: Draft Agreement
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Summary Explanation/Background:

On October 1, 2008 the CRA Board approved an Annual Landscape Maintenance Agreement with Chris Wayne and Associates (CWA) to maintain the landscaped areas and the landscape irrigation systems at various areas within the CRA district. The maintenance agreement provides for mowing, edging, weeding plant beds, fertilizing, mulching, shrub hedging, tree pruning, weekly testing of the irrigations systems, repair of all Contractor's damage to the irrigation systems and removal of litter and landscape related debris. These services are being performed on 10th Street, Park Avenue, the newly planted alleyways and Watertower Road. The annual cost of the approved Agreement is \$81,600.

Chris Dellago, President of Chris Wayne & Associates and the CRA Executive Director have met to discuss the same services being performed in the upcoming budget year. Mr. Dellago has responded with a proposal to perform the same services at the same locations at the same annual cost of \$81,600 for a contract period of three (3) years with an option to renew for two additional years. It should be noted that the newly landscaped alleys contain

far more landscaping to be maintained than was originally bid under the current year's contract.

The Town has other landscape maintenance needs that CWA has performed on an as-needed basis. These services include fertilization of Town parks, the ball fields and public building grounds, mowing of unpaved alleys and mowing and debris removal at the Town owned vacant lot south of the Fire Station on 10th Street. These services will be placed out for public bid and CWA can bid on this work.

CWA has performed the landscaping requirements in an outstanding manner.

CWA has certifications as a landscape contractor, a maintenance contractor, an irrigation contractor, and Chris Dellago is a state registered landscape architect. There are few companies that would be able to provide all these services as part of one maintenance agreement. Given the amount of new landscaping and the amount of money spent to renovate the downtown streetscapes, the CRA should consider retaining CWA to perform this landscape maintenance service in the CRA district.

Annual Landscape Maintenance Agreement For Lake Park CRA

Overview

Provide lawn and landscape maintenance services for the Town of Lake Park CRA for a period of three years beginning on October 1, 2009 to September 30th 2012. CWA agrees to hold this price for a period of three years with the option to renew for an additional two years at this held price. During the time that the Town of Lake Park and CWA are negotiating renewal, services shall remain the same as outlined below and shall be on a month to month basis. LOCATIONS OF SERVICE: 1.)10TH STREET 2.)PARK AVENUE 3.)ALLEYWAYS and 4.) WATERTOWER ROAD.

Landscape Maintenance Services

- Locations 1, 2 and 3: Provide landscape maintenance services no less than once a week.
- Locations 1, 2 and 3: Mow *weekly*. Location 4: Mow *2 x per month or biweekly*. Grass shall be maintained in accordance with Best Management Practices for specific grass.
- Weed all plant beds; maintain a clean edge between sod and mulched bed line. (Contractor may use low spectrum herbicide such as Rodeo or Roundup for routine weed control.)
- Maintain entire site free of debris, trash, clippings, branches, etc.
- Hedge all shrubs in a clean, neat and professional manner, removing and disposing of all clippings.
- Edge all turf edges abutting curbs, flush paved surfaces including all road curbs, shrub beds, flower beds, ground cover beds, hedges and around trees where a mulch bed exists at base.
- Tree and Palm Trimming- Maintain all trees and palms to 20' free of dead fronds, branches, and maintain in a neat and tidy order. Remove and dispose of all debris from tree trimming process.
- Blowing/Clearing- CWA shall use a blower to clear curbs along roadways, to ensure a neat, clean appearance after each maintenance operation.
- Irrigation- Contractor shall repair and replace any damaged equipment due to Contractor's landscape maintenance activities.

- Fertilizer – St. Augustine (4) x per year: Locations 1, 2 and 3 - Deliver and install 100% coverage to all turf areas per fertilizer manufacturer's specification. Fertilizer type: 20-0-10 with 92% atrazine.
- Cypress mulch application (1) x per year: Locations 1, 2 and 3 – Mulch to be maintained at a minimum of 2".

Supervision

Contractor shall provide a trained supervisor and company representative on site that shall be capable of verbal and written communication and shall be able to adequately communicate with the service workers.

Compensation

CWA shall be paid an annual amount of **\$81,600.00**. A monthly payment of **\$6,800.00** shall be due on the 10th of each month.

Termination

Owner or Contractor may terminate Contract without cause at the end of a specified calendar month upon two weeks prior written notice.

Warranty

Damages to site from fire, acts of God, or negligence by others shall not be the responsibility of Contractor.

All payments shall be cash, money order, or checks payable to CWA.

We look forward to providing you with high quality landscape maintenance services.

Submitted

Accepted

Chris Wayne and Associates, Inc.

Client signature

Date: _____

Date: _____