

**Minutes
Town of Lake Park, Florida
Community Redevelopment Agency
Board Meeting
Wednesday, December 4, 2019, 7:46 P.M.
Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met for a regular meeting on Wednesday, December 4, 2019 at 7:46 p.m. Present were Chair Michael O’Rourke, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, John Linden and Roger Michaud, Executive Director John D’Agostino, Agency Attorney Thomas Baird, and Agency Clerk Vivian Mendez. Board Members Rhonda “Jo” Brockman, and Christiane Francois were absent

Agency Clerk Mendez performed the roll call and Chair O’Rourke led the pledge of allegiance.

Consent Agenda:

1. Community Redevelopment Agency Board Meeting Minutes of November 6, 2019.

Motion: Board Member Flaherty moved to approve the consent agenda; Board Member Michaud seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois			Absent
Board Member John Linden	X		
Board Member Roger Michaud	X		
Board Member Rhonda “Jo” Brockman			Absent
Vice-Chair Kimberly Glas-Castro	X		
Chair Michael O’Rourke	X		

Motion passed 5-0.

NEW BUSINESS:

2. Discussion on the Use of 800 Park Avenue.

Executive Director D’Agostino explained the item (see Exhibit “A”). Vice-Chair Glas-Castro asked for clarification regarding the length of the proposed short-term use. Executive Director D’Agostino explained the proposed short-term use would be approximately one-year. Chair O’Rourke referred to the Towns Holiday Street Lighting, and he thanked Public Works Director Richard Scherle and Public Works Department

Staff. Board Member Michaud questioned if one-year was enough time for the proposed short-term use. Executive Director D'Agostino explained the Town hoped to electronically retain all Town records and project completion prior to one-year. He explained that per Florida State Statute, the Town could not dispose of certain documents, and those would need to physically be retained. Board Member Flaherty questioned if individuals could look through the front-windows. Executive Director D'Agostino explained the windows could be decorated at the desire of the CRA Board. Board Member Flaherty and Chair O'Rourke suggested the front half of the building be used as a Special Events or CRA Office. Vice-Chair Glas-Castro expressed concerns regarding the appearance of a vacant building. Board Member Michaud agreed with Vice-Chair Glas-Castro and expressed concerns regarding potential issues that may prolong the anticipated length of the short-term use. Executive Director D'Agostino explained the Town planned to partner with Laserfiche to complete the electronic retention project. Board Member Linden questioned how soon could Special Events occupy the building. Executive Director D'Agostino explained the Special Events Department could occupy the front half of the building no later than February 2020. Chair O'Rourke questioned if the building would require upgrades. Executive Director D'Agostino explained the upgrades could be funded via the CRA Budget. Chair O'Rourke questioned if the upgrade would be a large budget item. Executive Director D'Agostino answered, "No", and explained that he would provide an approximate cost at a future Community Redevelopment Agency Board meeting.

EXECUTIVE DIRECTOR REPORT:

Executive Director D'Agostino- None

BOARD MEMBERS COMMENTS:

Board Member Francois was absent.

Board Member Brockman was absent.

Board Member Linden had no comments.

Board Member Flaherty had no comments.

Board Member Michaud had no comments.

Vice-Chair Glas-Castro had no comments.

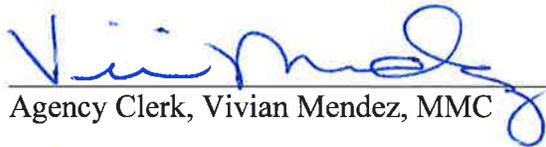
Chair O'Rourke had no comments.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Vice-Chair Glas-Castro and seconded by Board Member Michaud, and by unanimous vote, the meeting adjourned at 8:05 p.m.



Chair, Michael O'Rourke



Agency Clerk, Vivian Mendez, MMC



Agency Deputy Clerk, Shaquita Edwards, MPA, CMC



FLORIDA

Approved on this 5 of February, 2020

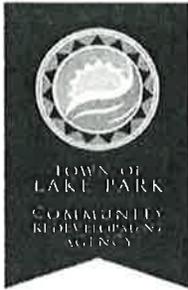


Exhibit "A"

CRA
Agenda Request Form

Meeting Date: December 4, 2019

Agenda Item No. Tab 2

Agenda Title: Discussion on the reuse of 800 Park Avenue

- | | | | |
|-------------------------------------|------------------------------|--------------------------|----------------|
| <input type="checkbox"/> | SPECIAL PRESENTATION/REPORT | <input type="checkbox"/> | CONSENT AGENDA |
| <input type="checkbox"/> | OLD BUSINESS | <input type="checkbox"/> | NEW BUSINESS: |
| <input checked="" type="checkbox"/> | DISCUSSION FOR FUTURE ACTION | <input type="checkbox"/> | OTHER |

Approved by Executive Director:

Date:

11/19/19

John O. D'Agostino, Executive Director

Name/Title

Originating Department:	Costs: \$	Attachments:
	Funding Source:	
	Acct. #	
	<input type="checkbox"/> Finance _____	

Summary Explanation/Background: The Board of Directors requested an agenda item to discuss the future of 800 Park Avenue. Staff's recommendation for the short term use of 800 Park Avenue is for records retention. The long-term plan for record retention is to have as many records permitted by state statute retained electronically. There will be some physical record retention. The Town invested in expanding Laserfiche. Florida recognizes Laserfiche technology as an acceptable record retention method. We have expanded the use of Laserfiche so departments can scan records directly into the program. The Town Clerk's Office has begun the process of scanning records into the program. We are investigating the most efficient method of scanning records into Laserfiche. We are seeking quotes from vendors to assist staff in scanning all retained records into the program.

The building currently houses our Fiber optic connections. The Town transmits Wi-Fi signals from the 800 Park Avenue building to Jog Road. Eventually all technology will be

integrated when the town purchases the software program necessary to coordinate and integrate the technology. The estimated cost is about \$18,000 yearly.

The long-term use of the building following the bond language is to house municipal employees such as CRA Staff, Special Events Department, and Recreation in the same structure. Until the bond is completely satisfied, the building requires municipal employees using the building to carry out the goals and objectives of the town.

The CRA could consider creating an information/visitor center to promote events in the downtown area, artist shows, festivals and attractions that bring people to the Downtown Area. The ability to promote such events through the Special Events department residing in the 800 Park Avenue building might be a good fit for our long-term vision and direction for downtown development opportunities. Visitors to the downtown area could stop in one location to get all the news and information necessary to experience the best the Town has to offer. With the addition of microbreweries and the accompanying restaurants that will open, the information center could provide public information both online and in print format, the different breweries, and restaurants engaged in pairing beer and food offerings. Such initiatives must be coordinated and what better place to have such coordination established than at the 800 Park Avenue building.

Recommended Motion: No motion is necessary at this time.