

AVON PARK CRA BOARD SPECIAL MEETING AGENDA

123 E. Pine St. Avon Park, FL 33825
Tuesday, May 26, 2015
5:30 PM

(Please turn off pagers and cell phones)

A. OPENING

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. **Motion:** Approval of Regular Meeting Minutes of March 23, 2015

B. Main Street CRA met 5-7-15:

5. **Motion:** Façade grant: 15, 17, 19, 21, 23 Main St. \$ 4,202.50
6. **Motion** Recommend Business facades- \$5000 per year
Home façade- \$2500 per year
7. **Motion:** No façade grants until Oct 1, 2015 pending replenishment of Main Street CRA account

E. ADJOURN

Any person who might wish to appeal any decision made by the Avon Park CRA of the City of Avon Park, Highlands County, Florida, in public hearing or meeting is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based. Any person with disabilities requiring accommodations in order to participate should contact the City Manager prior to the meeting at 863-452-4403.

AVON PARK COMMUNITY REDEVELOPMENT AGENCY
MINUTES REGULAR MEETING
Council Chambers — 123 E. Pine St.
Monday March 23, 2015
5:30 PM

Members Present: Councilman Garrett Anderson, Councilman Parke Sutherland, Councilman Terry Heston, Mayor Sharon Schuler, Deputy Mayor Brenda Giles

Members Absent:

Others Present: Administrative Services Director Maria Sutherland, Members of the audience.

Mayor Sharon Schuler called the meeting to order at 5:30PM

The invocation was given and the Pledge of Allegiance was recited. The roll was called and a quorum was present.

Approval of Regular Meeting Minutes of February 23, 2014. . **Motion** made by Terry Heston, Seconded by Brenda Giles to approve minutes as presented. Motion passed unanimously.

MAIN STREET CRA MET 3-5-15

FAÇADE GRANT 102 \$ 104 E. Pleasant ST (\$3,837.06 & \$4,424.12) **Motion** by Parke Sutherland, Seconded by Garrett Anderson to approve Façade Grant as presented. Motion passed unanimously.

MOTION: **Motion** made by Brenda Giles, Seconded by Terry Heston to approve Gaylin Thomas as Chair and Laura Wade as Co-Chair. Motion passed unanimously.

MOTION: List of fees from City for event expenditures. Administrative Service Director Maria Sutherland explained the reason for this. No action was taken.

MOTION: Disallow new façade grants to recipients until one year after recipient received final payment from Grant. **Motion** by Brenda Giles Seconded by Terry Heston, to disallow new façade grants as presented. Motion carried unanimously.

MOTION: Provide update on Gateway Project. Administrative Service Director Maria Sutherland explained what was going on with the Gateway Project. She explained that it was about 90% complete and she should have a complete report next month.

The Board asked Maria Sutherland to check into WI, They would like to see WI in the downtown area if it was feasible. Maria Sutherland she would have it checked into and bring the information back to the next meeting.

Meeting adjourned at 5:55 P.M.

Attest

Maria Sutherland, City Clerk

Sharon Schuler, CRA Board Chairperson

Main Street CRA Advisory Board

Minutes Regular Meeting

City Council Chambers- 123 E Pine St., Avon Park, FL 33825

Thursday, May 7, 2015

12 Noon

Members Present: Gaylin Thomas, Charles Hardin, Donald Appelquist, Laura Wade, Robert Flores.

Members Absent: none

Others Present: Maia Fowler

The meeting was called to order at 12:05. Roll was called and a quorum was met.

Approval of Minutes: A motion was made by Laura Wade, seconded by Robert Flores to approve the minutes of March 5, 2015. Motion passed unanimously.

Facade Grant – 15-17-19-21-23 W. Main Street: Don Appelquist made a motion to recommend the approval of a façade grant for \$4,202.50. The business was asking for \$5,000, but had received payment on 12-11-14 for \$797.50 on a previous façade grant, so that amount was subtracted from the maximum of \$5,000. Laura Wade seconded the motion. Motion passed unanimously.

Review of Main Street CRA Plan matrix:

Don Appelquist made a motion to recommend to the CRA Board that businesses can receive the maximum of \$5,000 in a 12 month period, and homeowners can receive the maximum of \$2,500 in a 12 month period. The concept currently is that businesses can apply for one application per business building/storefront per 12 month period, and homeowners can apply for one grant per resident homeowner per 12 month period. Robert Flores seconded the motion. Motion passed unanimously.

Budget Review:

Current budget amounts for façade grants and event grants will be negative amounts once previously approved grants are paid. Don Appelquist made a motion that the board accept no additional grant applications until October 1st when the funds are replenished. Robert Flores seconded the motion. Motion passed unanimously.

Old Business:

Gateway Project: Recommendation made to set aside money in the future that is specifically earmarked for the gateway project. Once enough money is accumulated, the gateways can be constructed.

Brickell Building Tour: All interested board members will meet at the Brickell Building at 8:00 a.m. on Tuesday, May 12th to tour the Brickell Building. The Brickell Building marketing committee will also be touring the building at that time.

WI-FI committee: Gaylin Thomas asked that Maria Sutherland provide 3 dates and times that she can meet with a committee to discuss the addition of WI-FI to downtown Avon Park. Gaylin has 4 people from the college who are willing to provide information on what is needed to establish this in downtown, but would like Maria Sutherland available to provide guidance for the plan. Laura Wade has volunteered to be on the committee.

Meeting adjourned at 1:05 p.m.

Maria Sutherland

Gaylin Thomas

MAIN ST. CRA ADVISORY BOARD

City Council Chambers
123 E. Pine Ave, Avon Park, FL 33825
Thursday, May 7, 2015
12 noon

- 1. Roll Call**
- 2. Approval of minutes from the March 5, 2015 regular meeting**
- 3. Review of Main Street CRA Plan matrix**
- 4. Façade Grant: 15-17-19-21-23 W. Main Street - \$4,202.50**
- 5. Budget Review**
- 6. Adjourn**

Any person who might wish to appeal any decision by the Main St. Advisory Board of the City of Avon Park, Highlands County, Florida, in public hearing or meeting is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based. Any person with disabilities requiring accommodations in order to participate should contact the City Manager prior to the meeting.

Main Street CRA Advisory Board

Minutes Regular Meeting

City Council Chambers- 123 E Pine St., Avon Park, FL 33825
Thursday, March 5, 2015
12 Noon

Members Present: Gaylin Thomas, Charles Hardin, Donald Appelquist, Laura Wade, Robert Flores.

Members Absent: none

Others Present: Maia Fowler, audience

The meeting was called to order at 12:00. Roll was called and a quorum was met.

Election of Chairperson: A motion was made by Don Appelquist to nominate Gaylin Thomas as Chairperson. Seconded by Laura Wade. A motion was made by Charles Hardin to nominate Laura Wade as Chairperson. Laura declined the nomination. Motion passed unanimously.

A motion was made by Gaylin Thomas to nominate Laura Wade as Deputy Chairperson. Seconded by Don Appelquist. Motion passed unanimously.

Approval of Minutes: A motion was made by Don Appelquist, Seconded by Charles Hardin to approve the minutes of February 5, 2015. Motion passed unanimously.

Facade Grant – 102 E Pleasant Street and 104 E Pleasant Street: Raphord Farrington spoke on behalf of Verona Villas to thank the CRA for all of their support in upgrading the buildings at Verona Villas. He requested money to paint two buildings – 102 and 104 E Pleasant Street, and to update security and safety lights on these buildings. Motion by Charles Hardin, Seconded by Laura Wade, to approve \$3,837.06 for 102 E Pleasant Street and \$4,424.12 for 104 E Pleasant Street. Motion passed unanimously.

Events Expenditures/city services:

The City has asked to be reimbursed for some of the services provided at Events. Don Appelquist asked if the city could bill the events separately for their services. The Board would like to use CRA money to fund events, and not pay for city services. The Board is requesting a list of all fees required from the city. Don Appelquist motioned to table this item until next meeting. Seconded by Laura Wade. Motion passed unanimously.

Façade Grant application update:

Charles Hardin motioned and Laura Wade seconded to add a line in the façade grant application stating applicants can not apply for a façade grant until one year after they receive final payment from a previous grant. Motion passed unanimously.

Old Business:

Don Appelquist made a motion to request a status update on the Gateway Project from the CRA Board. Seconded by Robert Flores. Motion passed unanimously.

The Board has asked to tour the Brickell Building next Thursday, March 12th, at noon. Maia Fowler will set up the tour and inform the Board about the meeting.

Gaylin Thomas asked Maia to set up a meeting for the WI-FI committee. She requested that Maria Sutherland be present for the meeting.

Meeting adjourned at 1:00 P.M.

Maria Sutherland

Gaylin Thomas

Main Street CRA Plan (as of 6-5-08)

| | CONCEPT | Funding Amount | comments | Status by Advisory Board | Concept Approved by CRA BOARD |
|---|--|----------------------|--|--------------------------|-------------------------------|
| 1 | Home Matching Grant * | 50% up to \$2500 | Only one grant per resident homeowner, one grant per 12 month period (not retroactive -if two grants were received in previous year then 24 month wait on new grants), 2 quotes for work, self contracting not allowed unless labor/mark-up is excluded; hazard tree removal. CRA guidelines for design/paint. | Approved | Approved |
| 2 | Home Non-Match Grant ; Partnership with County | up to \$2500.00 | Applicants may use the grant in conjunction with county partnership or by itself. MUST meet VLI/LI/Moderate income criteria. Non-match grants can only be provided every 24 months. | Approved | Approved |
| 3 | Business Matching Grants | 50% up to \$5000 | One app per business building/storefront (facade only) per 12 month period. Two quotes. Use CRA Minimum Maintenance guidelines. Reimburse after work is complete and copies of paid checks need to be provided. Work cannot be in progress when applying for funds- no retroactive grants. | Approved | Approved |
| 4 | Aid to Organizations | Up to \$500 per org. | Funding to non-profits if monies are used to promote CRA district events; cultural activities;walkability; showcase of downtown; promotion of CRA area. | Approved | Approved |
| 5 | Marketing | see budget | Funding for Main Street program/ personnel/ event planner | Approved | Approved |
| 6 | Board Members | | Reside and or work in the CRA district; follow CRA guidelines | Approved | Approved |

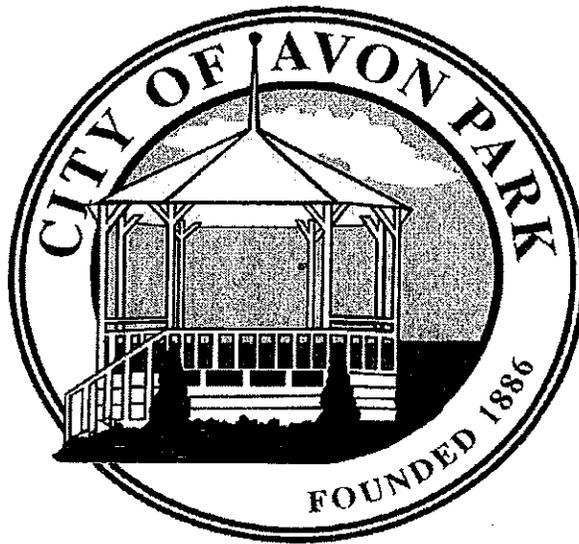
Main Street CRA Plan (as of 6-5-08)

| | CONCEPT | Funding Amount | comments | Status by Advisory Board | Concept Approved by CRA BOARD |
|-----------|--|-------------------------|--|---------------------------------|--------------------------------------|
| 7 | Business Incentives | If funding is available | Provide low interest loans per board discretion and circumstances. Disaster assistance. | Approved | Approved |
| 8 | City time and resources | up to 20% of TIF | CRA should compensate City. | Approved | Approved |
| 9 | Economic/ Infrastructure Development | see budget | Allow for projects that provide economic revitalization, policing innovations and support to city applications for county, state and federal funds, ie: CDBG, Forestry, FRDAP, etc.) | Approved | Approved |
| 10 | Allow funding for beautification projects; infrastructure improvements | see budget | Gateway enhancements, parking, sidewalk beautification; decorative signs and acquisition of property. | Approved | Approved |

Community Redevelopment Agency

FAÇADE GRANT

APPLICATION



City of Avon Park
Community Redevelopment Agency
110 East Main Street
Avon Park, FL 33825

Phone: 863/452-4403 FAX: 863/452-4413

The City of Avon Park
Community Redevelopment Agency
110 E. Main St.
Avon Park, FL 33825
863/452-4403 – FAX 863/452-4413

Facade Grant Application

Date: 4-07-15

Applicant's Name: Hill/DEVANY ENTERPRISES

Property Address: 15-17-19-21-23 W. MAIN ST

863-453-5600
Business phone

863-202-0171
cell phone

home phone

FAX

For **home** grants: Is the property Owner Occupied? Yes ___ No ___

For **business** grants: How many store fronts are you applying for? 5

Summary of Proposed Improvements PAINT/PRESSURE WASH-
BACK OF BLDG/IDEALISO- REPLACE WINDOWS 2ND FLOOR
REPLACE/REPAIR GUTTERS ON BACK OF BLDG
WHITE PAINT

Please attach the following information to the application:

1. Photographs clearly showing existing condition of the façade, including close-up showing detail, and long shots showing adjacent structures.
2. If the project involves new construction or structural renovation, preliminary plans and specifications drawn to scale that show the scope of work. Also, include a complete written description of materials and construction methods to be used for proposed improvement or change.
3. Samples of all colors, to include paint, awnings, etc., and a sample of awning material if available.
4. Include historic photo if available on historic properties.
5. Applications are based on appropriated funding designated for the CRA Program and are on a first come first served basis.

TYPE OF FAÇADE GRANT REQUEST (see above Grant Types for accurate selection):

Free Home Façade Grant

Matching Home Façade Grant

Business Matching Grant

TOTAL COST OF PROPOSED IMPROVEMENTS
 (Obtain and attach at least two bids/quotes for this project). Company license and logo must be on the quote.

\$ 10,100.00
~~12,600.00~~

TOTAL AMOUNT OF GRANT REQUESTED
 (see details of funding parameters at top of this page)

\$ 5000.00

I understand this application for a Façade Grant requires that I comply with the design guidelines established by the City of Avon Park CRA Board, and that the money will be granted on a reimbursable basis. Those changes or improvements not approved by the CRA Board will not be funded. I understand that work needs to be completed within one year from the date of approval by the CRA Board.

I also understand that these improvements and attachments must remain as part of the real property and reside within the CRA target area. I also give my permission to the CRA Board to place a "Redevelopment by Design" sign on my property during the improvement phase for a minimum of 30 days after completion.

The CRA reserves the right to accept or reject any application, or part thereof.

H. H. DE VANEY ENT.
 PRINT PROPERTY OWNER'S NAME

[Signature]
 PROPERTY OWNER'S SIGNATURE

4-08-15
 DATE

DEPOT RESTAURANT INC
 PRINT LESSEE'S NAME

[Signature]
 LESSEE'S SIGNATURE

4-08-15
 DATE

| | | | |
|------------------------------|-------|-----------|-------------|
| For official use only | | | |
| CRA Advisory approved: | Yes | No | DATE: _____ |
| CRA Board approved: | Yes | No | DATE: _____ |
| Informed grantee date: | _____ | Initials: | _____ |
| CLOSEOUT DATE: | _____ | Initials: | _____ |

State Certified
Building Contractor
CBC1253671
State Certified
Roofing Contractor
CCC1326519
Solar Contractor
CVC56809

Installed by
the
professionals



Cell (863) 381-6083
Fax (863) 385-2406
3001 Cedora Terrace
Sebring, FL 33870

Proposal & Contract

To: The Sandwich Depot
Avon Park, FL 33825

3/25/15

Coronado Custom Homes, Inc. ("Contractor") proposes to perform the following Scope of Work:

- 1) Pressure wash side and rear of building, scrape and prep for paint
- 2) Take out and replace upstairs windows with gridded 8 light windows
- 3) Take down gutter on back of building and replace with new 6" gutter
- 4) Paint side and back of building with Sherwin Williams A 100 latex paint

Total Price: \$10,150.00

We propose to perform the above scope of work in accordance with the terms and conditions set forth for the sum of: _____
As Above _____ Dollars: _____.

Terms: 50% down. Balance paid upon completion. All sums not paid when due shall earn interest at the rate of 1% per month. Contractor shall be entitled to recover all costs of collection, including attorney's fees if contractor is not paid.

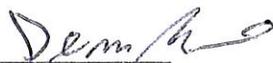
The terms and conditions set forth above and attached notices are a part of this proposal and contract. This proposal may be revised or withdrawn by us if not accepted within 15 days and is subject to price change if customer requests material not be delivered or invoiced within 30 days.

Acceptance
The undersigned hereby accepts this Proposal and, intending to be legally bound hereby, agrees that this writing shall be a binding contract. Contractor is authorized to proceed.

Accepted: _____
Customer

Date: _____

Coronado Custom Homes, Inc.
Solar Division
State Certified #CBC1253671 #CCC1326519
#CVC56809

By: Dennis Mee 

Rubber Safety Surfaces, Inc

418 E Elm St.
Avon Park, Fl 33825
863-443-0710

Contract

To: The Sandwich Depot
Avon Park, Fl 33825

3/12/15

Rubber Safety Surfaces, Inc. ("Contractor") proposes to perform the following Scope of Work:

- 1) Pressure wash side and rear of building, scrape and prep for paint
- 2) Take out and replace upstairs windows with gridded 8 light windows
- 3) Take down gutter on back of building and replace with new 6" gutter
- 4) Paint side and back of building with Sherwin Williams A 100 latex paint

Total: \$10,600.00

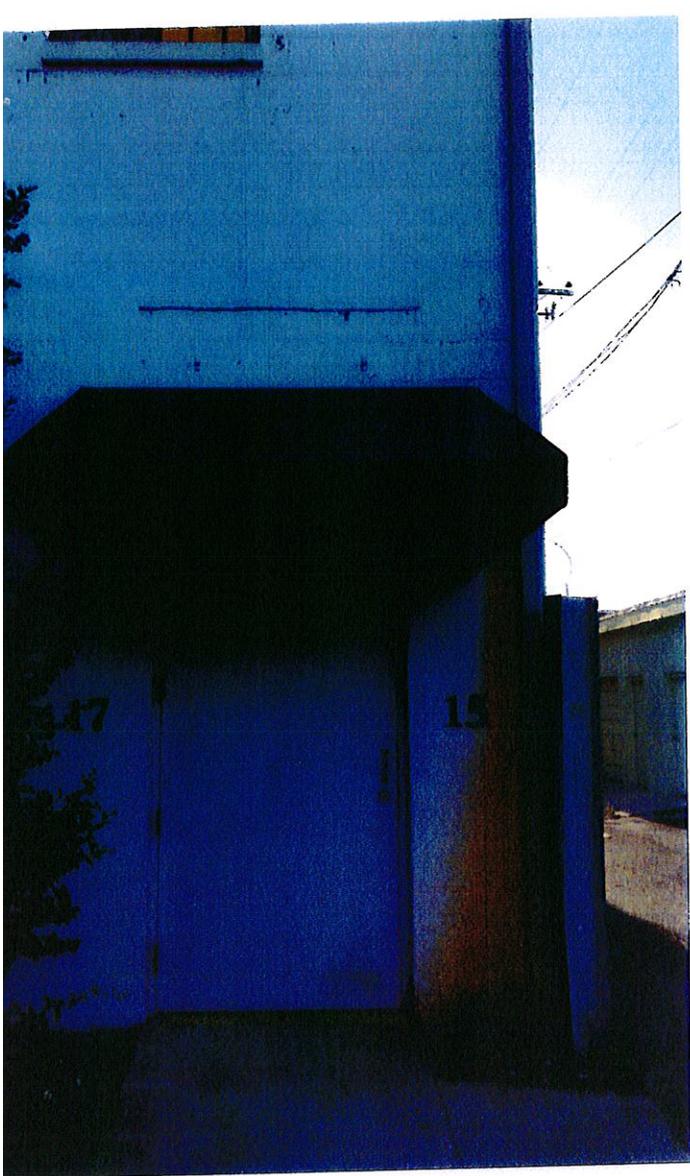
By: Thomas Simpson

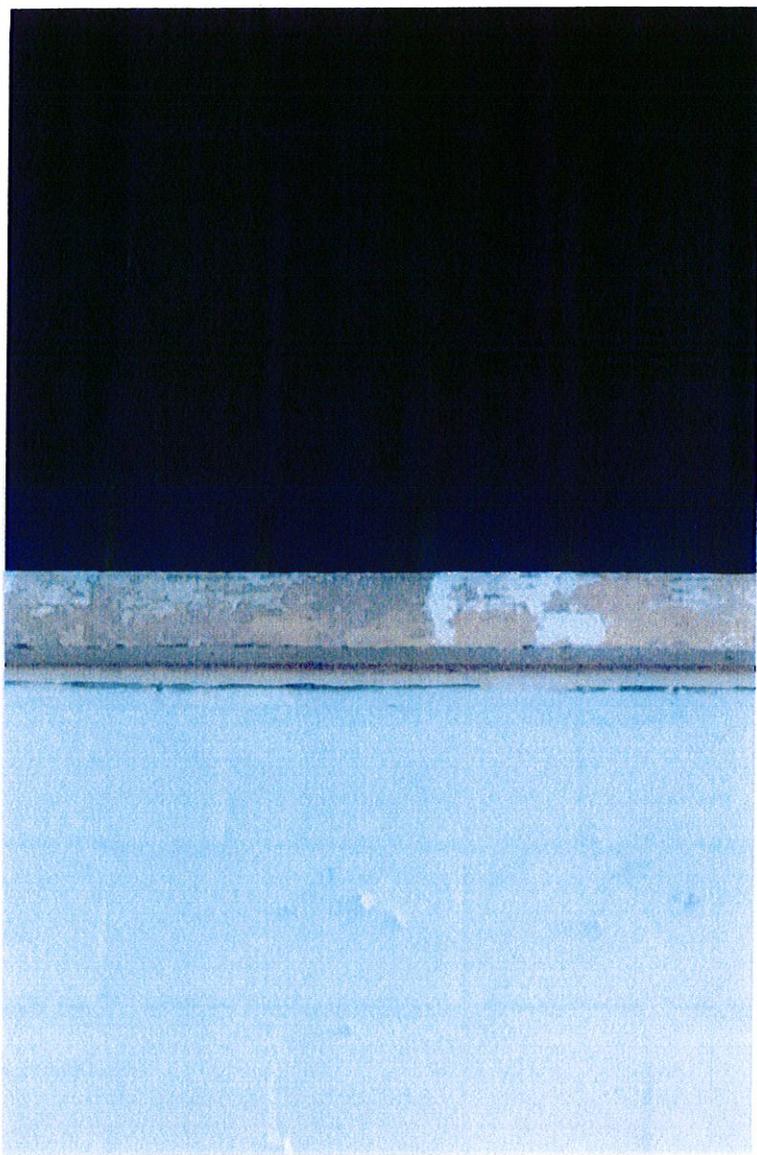
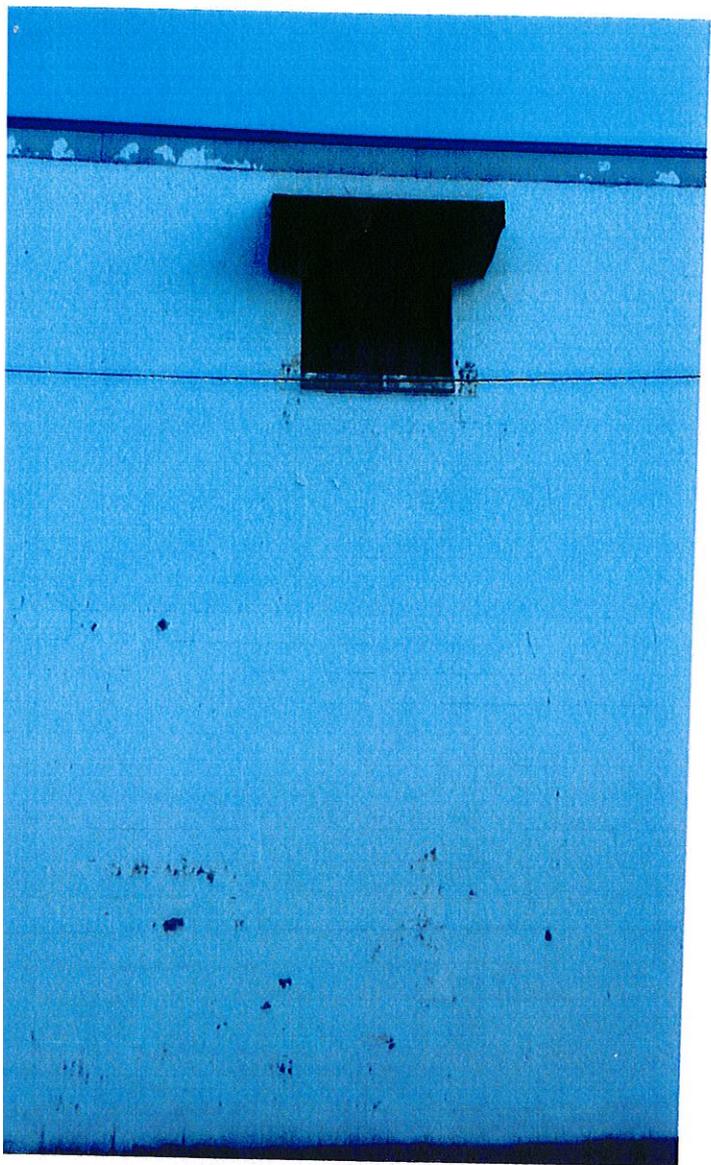


Accepted: _____

Customer

Date: _____





MAIN STREET CRA (as of 5/5/2015)

| ACCOUNT | DESCRIPTION | BUDGET | ACTUAL (SPENT) | BALANCE AVAILABLE | ALLOCATED NOT PAID |
|---------------------------|---|----------------------|----------------------|---------------------|--------------------|
| 130-0552-552.11-00 | COMMUNITY DEV / EXECUTIVE SALARIES | 11,298.00 | 8,034.83 | 3,263.17 | |
| 130-0552-552.12-00 | COMMUNITY DEV / REGULAR SALARIES & WAGES | 18,458.00 | 3,492.53 | 14,965.47 | |
| 130-0552-552.21-00 | COMMUNITY DEV / FICA | 2,184.00 | 837.16 | 1,346.84 | |
| 130-0552-552.22-00 | COMMUNITY DEV / FRS CONTRIBUTION CITY | | 149.34 | (149.34) | |
| 130-0552-552.22-14 | RETIREMENT / CITY PLAN | 1,212.00 | 733.95 | 478.05 | |
| 130-0552-552.23-00 | COMMUNITY DEV / LIFE & HEALTH INSURANCE | 1,554.00 | 857.14 | 696.86 | |
| 130-0552-552.23-20 | LIFE & HEALTH INSURANCE / BCBS plan 3166 | 809.00 | 408.86 | 400.14 | |
| 130-0552-552.23-35 | LIFE & HEALTH INSURANCE / 3769 HEALTH INSURANCE | 67.00 | 63.62 | 3.38 | |
| 130-0552-552.31-30 | PROFESSIONAL SERVICES / LEGAL FEES | 19,000.00 | (37.50) | 19,037.50 | 40,000.00 |
| 130-0552-552.32-00 | COMMUNITY DEV / ACCT AND AUDIT | 500.00 | | 500.00 | |
| 130-0552-552.34-00 | COMMUNITY DEV / OTHER CONTRACTUAL SERVICE | 1,000.00 | 2,550.00 | (1,550.00) | |
| 130-0552-552.40-00 | COMMUNITY DEV / TRAVEL & PER DIEM | 345.00 | | 345.00 | |
| 130-0552-552.46-40 | REPAIR & MAINTENANCE SVCS / MALL MAINT | 5,000.00 | 2,200.42 | 2,799.58 | |
| 130-0552-552.49-11 | OTHER CUR CHARGES & OBLIG / FAÇADE GRANTS | 12,900.00 | 9,297.50 | 3,602.50 | 8,936.18 |
| 130-0552-552.49-35 | OTHER CUR CHARGES & OBLIG / MATCHING GRANTS | | 114.89 | (114.89) | |
| 130-0552-552.49-41 | OTHER CUR CHARGES & OBLIG / ADVERTISING | | (200.00) | 200.00 | |
| 130-0552-552.49-50 | OTHER CUR CHARGES & OBLIG / EVENT EXPENDITURES | 10,000.00 | 5,534.17 | 4,465.83 | 10,950.00 |
| 130-0552-552.52-00 | COMMUNITY DEV / OPERATING SUPPLIES | 200.00 | 226.62 | (26.62) | |
| 130-0552-552.54-00 | COMMUNITY DEV / SUBSCRIPTION & MEMBERSHIP | 100.00 | 140.00 | (40.00) | |
| 130-0552-552.61-10 | Land / ACQUISITION | 100,026.00 | 100,000.00 | 26.00 | |
| | TOTALS | \$ 184,653.00 | \$ 134,403.53 | \$ 50,249.47 | |
| Money allocated | Verona Villas - Façade Grant | 8,261.18 | | | |
| but not paid yet: | The Beef Stand - Façade Grant | 675.00 | | | |
| | Christmas on the Mall - Event Grant | | 3,450.00 | | |
| | Blueberry Festival - Event Grant | | 2,000.00 | | |
| | Battle of the Bands - Event Grant | | 500.00 | | |
| | 4th of July Fireworks - Event Grant - NOT ALLOCATED YET | | 5,000.00 | | |
| | | 8,936.18 | 10,950.00 | | |