

AVON PARK CRA BOARD SPECIAL MEETING AGENDA

123 E. Pine St. Avon Park, FL 33825
Monday, Feb 22, 2016
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 Special Meeting Minutes of January 11, 2016

B. Main Street CRA met on Feb 18 and the following motions were made:

5. **Motion:** Approve paying for non-infrastructure components of the Brickell Parking lot and request that City pay for remaining amount be paid out of infrastructure.
6. **Motion:** Recommend that CRA Board become a member of the AP Chamber of Commerce.

C. Southside CRA met on Feb 18 and the following motions were made:

7. **Motion:** Approve \$1225.00 for the Kickball Community Tournament for March 19, 2016

D. Citizen Participation

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.

CRA BOARD
MINUTES REGULAR MEETING
Council Chambers — 123 E. Pine St.
January 11, 2016
5:30 PM

A-4

Members Present: Councilperson Dora Smith, Councilman Terry Heston, Mayor Sharon Schuler, Deputy Mayor Brenda Giles, Councilman Parke Sutherland

Members Absent: None

Others Present: Administrative Services Director/City Clerk 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.

Motion by Deputy Mayor Brenda Giles, Seconded by Councilman Parke Sutherland to approve the Minutes of Special Meeting on December 14, 2015. Motion passed unanimously.

Motion by Councilman Terry Heston, Seconded by Councilman Parke Sutherland to approve the purchase of the property at 339 W Main Street and 17 S Central Ave for \$46,500.00 pending review by City Attorney Gerald Buhr for appropriate procurement. Motion passed 4 to 1 with Deputy Mayor Brenda Giles voting no.

Vet-Jam Event: Anne Feeney approached the Council and discussed the music event “Vet Jam”. Charities are Honor Flight, Project Vet Relief, and Paws for Veterans.

Motion made by Councilman Parke Sutherland, Seconded by Councilman to approve advertising of up to \$500.00 contingent upon eligibility 501.c3 determination prior to the event. Motion passed 4 to 1 with Deputy Mayor Brenda Giles voting no.

Meeting adjourned at 5:56 PM

Maria Sutherland, City Clerk

Sharon Schuler, CRA Board Chairperson



Avon Park Community
REDEVELOPMENT
Main Street District Agency

MAIN ST. CRA ADVISORY BOARD MEETING

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

Thursday, February 18, 2016

12 noon

- 1. Roll Call**
- 2. Approval of minutes from the December 03, 2015 regular meeting**
- 3. Brickell Building parking lot project**
- 4. New Business**
- 5. 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 February 18, 2016

12 Noon

Members Present: Gaylin Thomas, Laura Wade, and Robert Flores

Members Absent: Dom Calderone

Others Present: Maria Sutherland, audience

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

Approval of Minutes: A **motion** was made by Robert Flores, Seconded by Laura Wade to approve the minutes of December 3, 2015. Motion passed unanimously.

Brickell Building Parking Lot Project: Motion by Robert Flores to have CRA pay for all non-infrastructure components of the parking lot and ask the City to pay for the remaining amount with infrastructure funds. Second by Laura Wade. Motion carried unanimously.

Motion by Laura Wade to recommend to CRA Board to join the AP Chamber of Commerce. Second by Robert Flores. Motion carried unanimously..

Meeting adjourned at 1:25 P.M.

Maria Sutherland

Gaylin Thomas

Main Street CRA Advisory Board

Minutes

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

Thursday, December 3, 2015, 12 Noon

Members Present: Gaylin Thomas, Robert Flores, Dom Calderone.

Members Absent: Laura Wade

Others Present: Maia Fowler, Dora Smith, Maria Sutherland, Chad Pritchett

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 Robert Flores, seconded by Dom Calderone to approve the minutes of November 5, 2015. Motion passed unanimously.

Facade Grant – 915 W. Main Street: Motion made by Dom Calderone, Seconded by Robert Flores to approve \$2,500.00 for 915 W. Main Street. Motion passed unanimously.

Event Grant – Bluegrass & Blueberry Festival: Motion made by Dom Calderone, Seconded by Robert Flores to approve \$1,000.00 for advertising for the Bluegrass & Blueberry Festival.

Discussion on empty lots on 339 W Main Street and 17 S Central Avenue: After discussing possible use of the empty lots such as bike racks, water fountain, bathrooms, and public parking, Dom Calderon made a motion that the CRA engage in good faith negotiations for the purchase of 339 W Main Street and 17 S Central Avenue, at a price lower than appraised value, and then donate the property to the city for development. Robert Flores seconded the motion. Motion passed unanimously.

Brickell Building Discussion/Future Plans: Robert Flores made a motion that all future meetings of the Brickell Building committee be conducted during CRA meetings, and include the CRA Board members. Dom Calderone seconded. Motion passed unanimously. CRA Board would like to add farmers market to downstairs of Brickell Building until a decision is made on final use of property.

Meeting adjourned at 1:25 p.m.



Maria Sutherland, City Clerk



Gaylin Thomas, Main Street CRA Chairperson

**Main Street CRA Advisory Board
02-18-16**

AGENDA ITEM

Subject: Brickell Building Parking Lot Improvements

Item No. 3

Placed on Agenda by: City Manager

Total Amount of Project: \$150,000

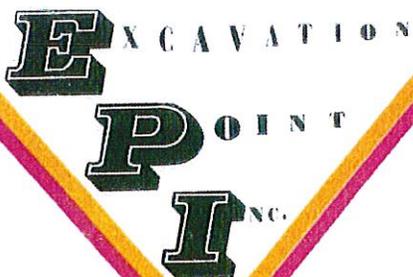
Staff Review: Yes

Attorney Review: Yes

Background: The CRA Main Street has allocated \$600,000 through an interfund loan between the General Fund and the Main Street CRA. The purpose of the loan is to improve public facilities on Main Street.

Attached, please find the pricing for reconstructing the public parking lot for the Brickell Building, which is extensively utilized by the adjacent businesses. We are proposing an overlay, a retention area, some added parking, and some sidewalks.

The added amount is for the City to install some lighting which will be constructed in-house by the City's electrician.



City of Avon Park
Attn: Julian DeLeon
110 East Main Street
Avon Park, Florida 33825
Email JDeleon@AvonPark.cc

**Proposal
01/06/16**

BRICKELL BUILDING PARKING LOT MODIFICATIONS

Clearing

Remove Trees and Strip Grass, Haul from Site \$ 2,040.00

Demolition – Concrete and Parking

Item No. 13 – Remove Concrete Sidewalk, 4” Thick

Approx: 1,315.00 @ \$ 13.50 SY \$ 17,752.50

Earthwork – Retention Pond/Subgrade/Finish Grading

Item No. 18 – Grade Swale & Remove Excess Material 3 Miles From Job

Approx: 1,200.00 @ \$ 16.50 CY \$ 19,800.00

Storm Drainage

Item No. 8 – Concrete Flume Construction 3' x 4', 6" Thick

Approx: 3.00 @ \$ 460.00 EA \$ 1,380.00

Item No. 12 – Driveway/Sidewalk Construction, 4-8” Thick >10 CY

Approx: 70.00 @ \$ 292.00 CY \$ 20,440.00

Item No. 25 – Remove & Replace Type C Basin Top to Grade

Approx: 1.00 @ \$1,150.00 EA \$ 1,150.00

Item 31 - Cost for Rubber Tire Backhoe & One Skilled Operator Only

Approx: 1.00 @ \$ 880.00 DAY \$ 880.00

For Superior Service & Quality Performance
Get To The Point!



City of Avon Park
Attn: Julian DeLeon
110 East Main Street
Avon Park, Florida 33825
Email JDeleon@AvonPark.cc

Item 32 - Cost for One Skilled Utility Laborer

Approx: 2.00 @ \$ 256.00 DAY \$ 512.00

Item 38 - Subcontractor & Materials (10%)

40' - 15" RCP \$ 992.00

Base 6" Shell LBR 100

Item 39- Roadway Base 12" Shell Rock (\$30.00 / 2 = \$15.00 for 6" Shell)

Approx: 2,134.00 @ \$ 15.00 SY \$ 32,010.00

Asphalt 1½" Type S III REC

Item No. 15 -- HMA Overlay S-III

Approx: 189.00 @ \$ 106.00 TN \$ 20,034.00

Concrete - Sidewalk/Curb/Dumpster Pad

Item No. 1 - Concrete Curb & Gutter, Type D

Approx: 460.00 @ \$ 11.50 LF \$ 5,290.00

Item No. 9 - Concrete Sidewalk, 5' Wide & 4" Thick

Approx: 19.00 @ \$ 332.00 CY \$ 6,308.00

Item No. 11 -- Driveway/Sidewalk Construction, 4-8" Thick <10 CY

Approx: 4.00 @ \$ 332.00 CY \$ 1,328.00

Pavement Markings - Painted

Item 38 - Subcontractor & Materials (10%)

2 - Handicap Space @ \$175.00 \$ 350.00

52 - Parking Line @ \$10.00 \$ 520.00

1 - Stop Sign with Bar \$ 150.00



City of Avon Park
Attn: Julian DeLeon
110 East Main Street
Avon Park, Florida 33825
Email JDeleon@AvonPark.cc

Construction Layout

Item 38 - Subcontractor & Materials (10%)

Sherco, Inc.

\$ 4,200.00

Soils Testing

Item 38 - Subcontractor & Materials (10%)

Universal Engineering

\$ 1,249.50

Total \$ 136,386.00

Note: Price excludes permitting, impact fees, bond, surveying, certified as-builts, video inspection, any damage or relocation to undesignated underground utilities, sod, landscaping, and irrigation.

Thank You,

Accepted By: _____

Tal Rancourt
President

Dated: _____

CRA BOARD
MINUTES REGULAR MEETING
Council Chambers — 123 E. Pine St.
January 11, 2016
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Members Absent: None

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

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

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Motion made by Councilman Parke Sutherland, Seconded by Councilman to approve advertising of up to \$500.00 contingent upon eligibility 501.c3 determination prior to the event. Motion passed 4 to 1 with Deputy Mayor Brenda Giles voting no.

Meeting adjourned at 5:56 PM

Maria Sutherland, City Clerk

Sharon Schuler, CRA Board Chairperson



SOUTHSIDE CRA ADVISORY BOARD

AGENDA

**110 E Main Street
Avon Park, FL 33825
City Council Chambers**

**Thursday 18, 2016
5:30 p.m.**

- A. Roll Call
- B. Approval Event Grant: \$1225 for Kickball Community Tournament
- C. Open discussion/ new business
- D. Adjourn

Any person who might wish to appeal any decision by the Southside CRA 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.

**SOUTHSIDE CRA ADVISORY BOARD
REGULAR MEETING MINUTES
February 18, 2016**

Present: Chairperson Gerald Snell, Kelvin Sheppard, Al Joe Hinson, Arnold Davis

Absent: Theresa Whiteside, Eloise Marion-Walton

Also attending: Maria Sutherland, Brenda Giles

The meeting was called to order at 5:30 p.m. Roll was called and a quorum was present.

The Pledge was said and invocation was given.

Event Grant application:

Chavais Pough approached the podium to inform the board about a Kickball Tournament to be held at the RCMA. The event is intended to bring the community together and simultaneously bring attention to the issue of violence. Motion by Kelvin Sheppard to approve \$1225.00 for the Kickball Community Tournament for March 19, 2016. Second by Arnold Davis. Motion approved unanimously.

Other discussion:

Mr. Hinson asked the board to “go around their community” and address concerns they see that need improvement.

Meeting adjourned at 6:00 PM

Maria Sutherland

Gerald Snell, Chair

Community Redevelopment Agency

EVENT GRANT

APPLICATION



Southside

February 17, 2016

To Whom It May Concern:

I, Chavais Pough would like to sponsor a Community Kickball Tournament whereas surrounding teams will be invited to participate. This event will take place at RCMA field located at 100 Earnest E. Sims Street; I request road closure of Queen Coward Street on March 19, 2016 from 9:00a.m. to 6:00 p.m. for the tournament.

This event is open to the public and FREE----FREE----FREE. All food and entrainment will be provided by Hill Top Boy's Promotion, LLC. It will be a family fun day in the community with bounce houses (2), free food and awareness that communities can come together without violence.

The promoters are Hill Top Boy'z Promotion, LLC, Southside Little League Baseball, LLC and Southside Community Resource Center (501 C3). We would like for the Southside Redevelopment Association (CRA) to be listed as a contributor in this event as well. The request is for an Event Grant in the amount of \$1225.00 for advertisement and bounce houses only; all other expenses will be provided by Hill Top Boy's Promotion, LLC.

The insurance will list the City of Avon Park as "Additional Insured. Also, request that Avon Park Public Safety Officers appear on the scene from time to time, to show support. However, Hill Top Boy's Promotion will provide (15) identified staff volunteers for security during the entire event. Also, cleanup will be done by the Hill Top Boy'z Promotion, LLC.

If you have any questions I can be reached at (773) 803-9204. Thanks in advance for your consideration.

Sincerely Submitted,

Chavais Pough, Owner
Hill Top Boy'z Promotion, LLC

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

Event Grant Application

Date: 2-16-2016
Organization Name: Hill Top Boyz Proms, LLC Contact Name: Chavais Pough
Organization Website: N/A Contact E-mail: N/A
Is organization non-profit Yes No Tax I.D. # 81-1472897
Physical Address: 508 West Lacey St. Avon Park, FL 33825
N/A ~~(888) 888-8888~~ N/A N/A
Business Phone Cell Phone Home Phone FAX
773-803-9204

Application MUST be submitted at least 3 months in advance of the event.

Location of Event RCMA
Date(s) March 19, 2016 Time(s) of Proposed Event: 10a.m - 6p.m.
Description of event: Kickball Tournament, Free Food,
Free Bounce House for kids, NAACP Registration
& Voters Registration, Family Fun Day.

Will you be requesting City staff for any of the following (circle one):

Garbage receptacles: Y N Quantity _____

Traffic Cones: Y N Quantity _____

Road Closure Y N If yes, attach map of specific roads to be closed

Will you require city water for your event? Y N

Will you require city electricity for your event? Y N

The following rules apply to all applications:

1. Event Grants are made available to individuals and organizations on a case by case basis and available funding. They must be approved in advance by the Community Redevelopment Agency (CRA) upon recommendation of the Main Street Advisory Board. You must include in your application a brief description of how this event will improve the CRA District.
2. The Event must take place within the CRA Main Street District and must be open to the general public. Any admission fees proposed or donations requested to be charged must be disclosed in the application. *Please include in the project description the estimated number of attendees.*
3. A complete budget of anticipated income and expenses must be included with the application. Also include an estimated number of participants and attendees. To apply for funds from the Tourism Grant Program from Highlands County Tourist Development Council Visitor & Convention Bureau, email tdc@highlandscvb.com, or call 863-402-6909.
4. **Eligible expenses include:**
 - a. Digital Advertising (Website, Social Media, and Search Engine Marketing)
 - b. Traditional Advertising (newspaper, Radio, Television, Flyers/Postcards and Billboards). T-Shirt Advertising is not reimbursable.
 - c. Brochures and Event Website Production
- * 5. ^{Southside} ~~Main Street~~ **All print advertising shall include the CRA logo and listed as a contributor to the event.**
6. **The maximum amount paid by the CRA for advertising will not exceed \$1,000.**
7. Each applicant shall provide a brief presentation (five minutes or less) that details the event and be prepared to answer any questions from the Main Street CRA Advisory Board and or City CRA Board on the designated meeting date.
- * 8. The applicant must obtain all necessary permits and approvals, including Health Department permits for food preparation.
9. Event planners will return City property and infrastructure to the condition it was prior to the event.
- * 10. Event planners shall have proof of liability insurance coverage 1 week or sooner prior to event date. Event holder shall name the City of Avon Park as "Additional Insured" on the event holders certificate with the following coverage's:
 - \$ 1Million Commercial General Liability (1M each occurrence)
 - \$100,000 damage to rented premises (each occurrence)
 - \$ 5,000 Medical Expenses (any one person)
 - 1M personal & Adv injury
 - 2M General Aggregate
 - 1M Products – Comp/Op Agg
 - 1M Liquor Liability - if approved in advance by CRA

11. For reimbursement of funds, all paid receipts and returned checks must be provided within 2 months of the completion of the event. A W-9 Form is required at time of application submittal for any reimbursement.

TOTAL ADVERTISING COST FOR EVENT
(Obtain and attach bids/quotes for this Event)

\$ 1225.⁰⁰

TOTAL AMOUNT OF GRANT REQUESTED
(Maximum \$1000 with no match requirement)

\$ 1225.⁰⁰

I understand this application for an Event Grant requires that I submit paid receipts/ cancelled checks for all eligible expenses in order to be reimbursed.

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

Chavais Pough
PRINT EVENT SPONSOR'S NAME

Chavais Pough
AUTHORIZED REPRESENTATIVE'S SIGNATURE

DATE

For official use only

CRA Advisory approved: Yes No DATE: _____

CRA Board approved: Yes No DATE: _____

Informed grantee date: _____ Initials: _____

WFHT 107.5FM //1390AM

801 US HIGHWAY 27

AVON PARK, Florida 33825

Phone: 863- 657-2234

CELL 863- 207 9419

Email: wgbcfmgrover@yahoo.com

WFHT 107.5FM //WFHT 1390AM
Advertiser's Name: HILL TOP BOYZ PROMO_

Date: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ Finish Date: _____

Monthly Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
X5	X-5	X-5	X-5	X-6	X-8	X-6

Sample Schedule · For the Primary & Ensuing Months



Homemade Creations Inc.
 916 Memorial Dr.
 Avon Park FL 33825
 863-452-0527
 www.homemadecreation.com
 homemadecreation@yahoo.com

Customer Information

City Of Avon Park
 110 E. Main St
 Avon park Fl 33825
 863-452-4400

Order Number
 Due Date
 Next Payment

Notes and Details

Description	Number of Servings	Price Per Serving	Calculated Price
Princess Combo	1	\$275.00	\$275.00
Vortex Dry Slide	1	\$350.00	\$350.00

Billing Summary

Total \$625.00

We take Check, Cash, or Charge- With Rentals due upon Delivery.

Amount Paid \$0.00

Grand Total \$625.00

All checks made out to: Homemade Creations

Amount Due \$625.00

Check out our website at www.homemadecreation.com