

AVON PARK CRA BOARD MEETING AGENDA

123 E. Pine St. Avon Park, FL 33825
Monday, May 9, 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 Meeting Minutes of March 28, 2016
- B.
5. Avon Park Jaycees July 4, 2016 Fireworks Display Grant requested \$5,000.00
 6. Brickell Building Parking Lot Update
 7. Christmas on the Mall Anna Feeny
 8. Jean Jordan Museum Pioneer Picnic
 9. Community Center First Floor Lease for Art Classes
- C. **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.
March 28, 2016
5:30 PM

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

Members Absent: Councilman Terry Heston

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 made by Deputy Mayor Brenda Giles, Seconded by Councilperson Dora Smith to approve minutes of February 22, 2016. Motion passed unanimously.

Motion made by Deputy Mayor Brenda Giles, Seconded by Councilperson Dora Smith to recommend \$3900.00 Grant to Ridge Area ARC. If the project scope ends up with change order being more than \$3900.00, due to unforeseen circumstances such as wood rot or termites, then the applicant must come back for additional funding not to exceed the amount of two grants over two years for a total of \$5,000.00 for overall project. Motion passed unanimously.

Meeting adjourned at 5:45 PM

Maria Sutherland, City Clerk

Sharon Schuler, CRA Board Chairperson

**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: 5/3/16

Applicant's Name: Avon Park Jaycees

Event Location: Donaldson Park

<u>863-402-1688</u>	<u>863-381-5602</u>	<u>863-402-1976</u>
Business Phone	Cell Phone	Home Phone
		FAX

Summary of Proposed Event: July 4th Firework Display

The following rules apply to all applications:

1. Matching Event Grants are made available to individuals and organizations on a case by case basis. They must be approved in advance by the Community Redevelopment Agency (CRA) upon recommendation of the Main Street Advisory Board.
2. The Event must take place within the CRA Main Street District.
3. The Event must be open to the general public and any admission fees proposed to be charged must be disclosed in the application. Please include in the project narrative the estimated number of attendees.
4. A complete budget of anticipated income and expenses must be included with the application. Also include an estimated number of participants and attendees.
5. Eligible expenses include, but are not necessarily limited to, rental of tables, chairs, tents, and portable toilets, entertainment costs, rental of the Community Center, insurance and advertising (including radio, newspapers, and the printing of posters and flyers). Expenses for food, beverages, eating and drinking utensils and other "consumables" are specifically **NOT** eligible for reimbursement or to be counted as part of the applicants match.
6. The applicant must obtain all necessary permits and approvals. Applicant must provide the City with event liability coverage naming the City of Avon Park as "Additional Insured" on their policy.

TOTAL COST OF PROPOSED EVENT
(Obtain and attach as many bids/quotes for this
Event as possible)

\$ 13,000 -

TOTAL AMOUNT OF GRANT REQUESTED
(not to exceed 50% of eligible Event costs)

\$ \$ 5000 -

I understand this application for an Event Grant requires that I submit paid receipts for all eligible expenses.

All print advertising shall list the Main Street CRA as an event sponsor.

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

Aaron Park Taylor
PRINT EVENT SPONSOR'S NAME

[Signature]
AUTHORIZED REPRESENTATIVE'S SIGNATURE

5/3/16
DATE

For official use only

CRA Advisory approved: Yes No DATE: _____

CRA Board approved: Yes No DATE: _____

Informed grantee date: _____ Initials: _____



Dear Mayor and Council members:

I am Travis Turner and am requesting the following actions from the council in preparation for the 4th of July celebration:

1. Request permission to launch the fireworks from the center of Lake Verona as in the past.
2. Request the presence of APFD at the launch site.
3. Request the assistance of APPD with the traffic and crowd control in and around Donaldson Park.
4. Request the closure of Main St. (A. Miracle Ave. to Verona Ave.) from 6:00pm to 10:00pm.
5. Request the closure of Donaldson Park to all automobile traffic from 6:00pm to 10:00pm.
6. Request the assistance from APPD to relocate all automobiles parked in Donaldson Park at 6:00pm.
7. I have completed and turned in request for the proper permit.
8. I have obtained the required insurance to release the City of Avon Park and the Avon Park Jaycees from any liabilities.

I am continually indebted to the City Council, Public Works, Recreation, Police and Fire Departments for the unwavering support. Without this team effort, there would be no 4th of July celebration.

Respectfully,

Travis Turner
Avon Park Jaycees

Bonnie Barwick

From: Thomas, Gaylin [Gaylin.Thomas@southflorida.edu]
Sent: Wednesday, April 27, 2016 12:49 PM
To: Julian Deleon
Cc: Bonnie Barwick
Subject: RE: Agenda Item for April 25, 2016 Meeting

Good afternoon, Julian,

Thank you for your inquiry and your thoughts – as you can probably tell, that proposal is still a work in progress. As Vice President of the Heartland Cultural Alliance, I would love to hear your thoughts about the direction Heartland Cultural Alliance is wanting to go in Avon Park, and as Chair of the Main Street CRA Committee, it would be helpful to have your insight into issues that the Main Street CRA may be able to address. I like to brainstorm and bounce ideas around, so I would love to hear your ideas, as you have proven your ability to be a creative thinker and visionary.

To answer your questions:

- The proposal for Expanded Facility Use of the Avon Park Community Center should be placed on the agenda of the Main Street CRA meeting next Thursday for review by the Advisory committee. I plan to send additional documents to accompany it before Bonnie sends out the agenda.
- We will take pictures of areas the HCA wants reserved and send them to you, along with a floor plan.

My question:

If it is recommended by the advisory committee, will the City Council be able to act on it at the regular City Council meeting Monday, May 9, or will they have to wait for the regular CRA/City Council meeting May 23?

Other issues regarding the CRA:

What are your thoughts about replacing Maia's staff assistant position? Do we want to put that recommendation on the agenda next Thursday? Some of the duties Maia can do remotely, but others need to be done with boots on the ground. The following are some of things that come to mind:

- Create and distribute the newsletter
- Act as a liaison with City officials
- Interact with downtown business people
- Process agendas and minutes of meetings
- Process documents for CRA grant applications

The Advisory committee also would like to meet with the Brickell Building committee and have an update on their progress. They would need to be invited and the item placed on the agenda.

Thank you again for the email and please let me know if I could meet with you in the near future.
Gaylin

Gaylin Thomas

Grants and Programs Specialist
Division of Applied Sciences & Technologies
PHONE: 863-784-7238 | Cell: 863-414-1578

South Florida State College
600 West College Drive
Avon Park, FL 33825
<http://www.southflorida.edu>

From: Julian Deleon [mailto:jdeleon@avonpark.cc]
Sent: Tuesday, April 26, 2016 10:23 PM
To: Thomas, Gaylin <Gaylin.Thomas@southflorida.edu>

City of Avon Park Community Center Rental Contract

This agreement grants Heartland Cultural Alliance, Inc. use of the downstairs portions of the community center as delineated below for cultural classes and activities for the period of May 1, 2016 through September 30, 2016. Classes and activities will be conducted and contained in the peripheral rooms formerly used for storage and office space. Rental of the downstairs for events would not be affected.

Participants may include

- Adults & Children
- Daytime & Evening

Alcohol will be served in some instances.

Rental Charge (per fee schedule) \$ _____

No additional insurance required.

TOTAL RENTAL FEE \$ _____

Charge to Main Street CRA \$ _____

RENTAL DEPOSIT WAIVED

Date Paid _____ TOTAL \$ _____

Use of the facility is for said purpose only. It is understood that all areas will be returned to their original conditional immediately after use of the facility.

I have read the Policy and Agreement and agree to the conditions:

Completed by (City Staff)

Date: _____

Signed: _____

Renter: Heartland Cultural Alliance

Fred Leavitt, President

Address: 9205 Bridle Path, Sebring, FL 33875

Cell Phone: 863-991-2550

Home Phone: 863-402-8238