

# AVON PARK CRA BOARD REGULAR MEETING

123 E. Pine St. Avon Park, FL 33825  
Monday, November 29, 2016  
5:30 PM

*(Please turn off pagers and cell phones)*

A. **OPENING**

1. Invocation
2. Pledge of Allegiance
3. Roll Call

B. **CONSENT**

4. **Approval of Minutes of October 24, 2016 Regular Board Meeting**

C. **ADMINISTRATIVE**

5. **Approve Event Grant for Battle of the Bands.**

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.**  
**September 26, 2016**  
**5:30 PM**

**Members Present:** Mayor Sharon Schuler, Deputy Mayor Brenda Gray, Councilwoman Doral Smith, Councilman Parke Sutherland. Councilman Terry Heston arrived at 5; 45 PM

**Absent:** None

**Others Present:** City Manager Julian Deleon, Interim City Clerk Bonnie Barwick, Public Service Director Jason Lister, City Attorney Gerald Buhr.

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 Gray, Seconded by Councilman Southerland to approve minutes of September 26, 2016. Motion passed unanimously

Chamber Director Michael Gergen addressed the Council Regarding the Oktoberfest. He asked that part of the funding that was set aside for the Oktoberfest is used for the Christmas Parade. He was instructed to get facts and figures to show that businesses downtown benefited from the Christmas Parade. After further discussion **Motion** made by Deputy Mayor Gray, Seconded by Councilwoman Smith to approve to move Oktoberfest from the 2<sup>nd</sup> weekend in October to October 29<sup>th</sup>. Motion passed unanimously.

City Manager Julian Deleon stated that Gaylin Thomas, CRA Main Street Advisory Board Chairwoman, had went to Donaldson Park on October 8, and had spoken to several people regarding a Farmers Market/Flea Market to be held on Donaldson Park. After further discussion, it was recommended that the CRA Advisory Board and the Chamber work together regarding a farmers market and or flea market.

Meeting adjourned at 5:55 PM

Recorded and transcribed by:  
Bonnie Barwick, Interim City Clerk

\_\_\_\_\_  
Attest: Bonnie Barwick, Interim City Clerk

\_\_\_\_\_  
Mayor Garrett Anderson

# Community Redevelopment Agency

## EVENT GRANT

## APPLICATION



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

Event Grant Application

Date: \_\_\_\_\_

Applicant's Name: The Battle of the Bands, Inc ✓

Event Location: Main Street, Avon Park, FL

863-440-4554  
Business phone

same  
cell phone

same  
home phone

\_\_\_\_\_  
FAX

Summary of Proposed Event Vet Jam Music Fest - an event  
to raise funds to benefit local Veterans  
benefits, projects and charities.

The following rules apply to all applications:

1. Matching Event Grants are made available to individuals and organization 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, if any, 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.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**TEMPORARY CLOSING OF STATE ROAD PERMIT**

Date: \_\_\_\_\_

Permit No. \_\_\_\_\_

**Governmental Entity**

Approving Local Government	<u>CITY OF AVON PARK</u>	Contact Person	_____
Address	<u>110 E. MAIN ST.</u>		
Telephone	_____	Email	_____

**Organization Requesting Special Event**

Name of Organization	_____	Contact Person	_____
Address	_____		
Telephone	_____	Email	_____

**Description of Special Event**

Event Title	<u>Vet Jam Music Fest 2017</u>	Date of Event	<u>March 4, 2017</u>
Start Time	<u>7:00am</u>	End Time	<u>7:30m</u>
Event Route (attach map)	<u>From Lake Ave to North Railroad Avenues, on SR 64 in Avon Park, both sides, both lanes</u>		
Detour Route (attach map)	<u>Lake Avenue to Pleasant Avenue (North Detour) Lake Ave to West Bell St. (south detour)</u>		

**Law Enforcement Agency Responsible for Traffic Control**

Name of Agency	_____
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**US Coast Guard Approval for Controlling Movable Bridge**

Not Applicable	<input checked="" type="checkbox"/>
Copy of USCG Approval Letter Attached	<input type="checkbox"/>
Bridge Location	_____

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

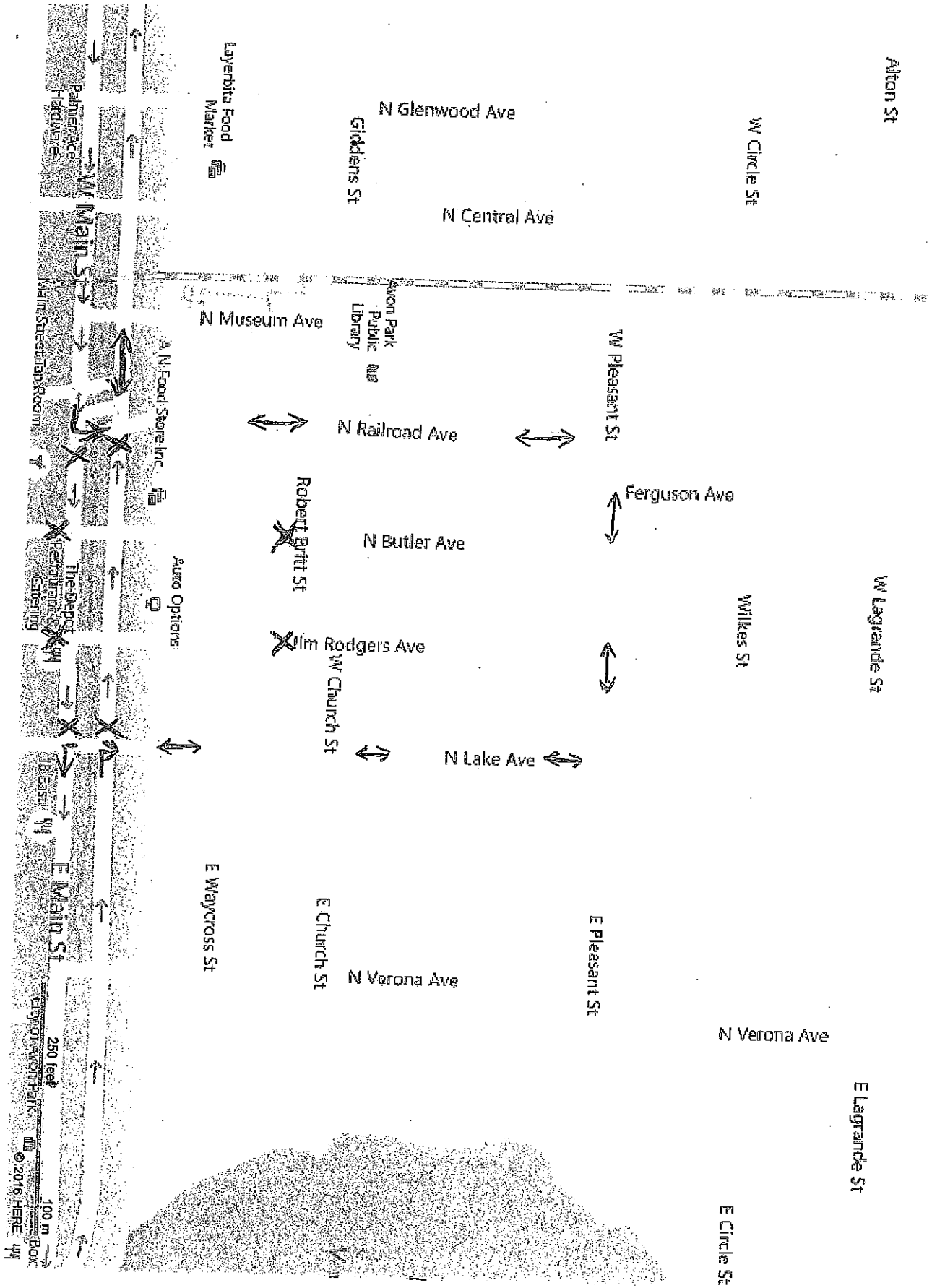
**Signatures of Authorization**

Event Coordinator	<u>Anna Marie Feeny</u>	Signature	<u><i>Anna Marie Feeny</i></u>	Date	<u>3-4-17</u>
Law Enforcement Name/Title	_____	Signature	_____	Date	_____
Government Official Name/Title	_____	Signature	_____	Date	_____

**FDOT Special Conditions**


**FDOT Authorization**

Name/Title	_____	Signature	_____	Date	_____
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**TOTAL COST OF PROPOSED EVENT**  
(Obtain and attach as many bids/quotes for this  
Event as possible)

\$ 3475.00

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

\$ 1000.00

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.

Anna Marie Feeney  
PRINT EVENT SPONSOR'S NAME

Anna Marie Feeney  
AUTHORIZED REPRESENTATIVE'S SIGNATURE

DATE \_\_\_\_\_

**For official use only**

CRA Advisory approved:  Yes  No DATE: 10-27-16

CRA Board approved:  Yes  No DATE: \_\_\_\_\_

Informed grantee date: \_\_\_\_\_ Initials: \_\_\_\_\_

VET JAM MUSIC FEST 2017 BUDGET

INCOME

T-SHIRT SALES	\$800.00
MERCHANDISE SALES	\$50.00
VENDORS	\$300.00
RAFFLES	\$750.00
SPONSORSHIP (CASH & PRODUCT)	\$3500.00

**TOTAL: \$5375.00**

EXPENSES

ADVERTISING	\$2600.00
MISC. EVENT SUPPLIES (RAFFLE TICKETS, DECORATIONS, ETC)	\$175.00
PRINT SERVICES (FLYERS, POSTERS)	\$250.00
OFFICE SUPPLIES	\$200.00
SPONSOR RECRUITING (FOOD, FUEL, DENOTED BY RECEIPTS)	\$250.00

**TOTAL: \$3475.00**

BREAK DOWN OF ADVERTISING EXPENSES

BANNERS & SIGNS	\$400.00
PRINT ADS (LOCAL)	\$500.00
PRINT ADS (OUT OF COUNTY)	\$500.00
RADIO SPOTS (LOCAL)	\$600.00
RADIO SPOTS (OUT OF COUNTY)	\$600.00

**TOTAL: \$2600.00**