

**Minutes**  
**Town of Lake Park, Florida**  
**Community Redevelopment Agency Board Meeting**  
**Wednesday, July 3, 2013, 6:30 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met on Wednesday, July 3, 2013 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Executive Director Dale S. Sugerman, and Agency Clerk Vivian Mendez. Board Member Christiane Francois was absent.

Agency Clerk Mendez performed the Roll Call.

Chair DuBois led the Pledge of Allegiance.

**SPECIAL PRESENTATION/REPORT:**

**1. Artist of Palm Beach County Status Report by Joe Friedman**

Joe Friedman, President of Artist of Palm Beach County provided a status report and review of the events in the past year. He stated that membership has increase from sixty (60) members to one hundred and twenty (120). He stated that he is working with staff for an Art in Public Places program. He thanked the Town for the quick repair to the window after the attempted break-in at the Art on Park building. He stated that they were pleased that the person who broke the window was unable to gain entry to the building.

Board Member Rapoza asked about having a children's art show.

Mr. Friedman stated that he would like to have a children's art show and that they are developing programs targeting children.

Board Member Flaherty stated that things are going good and to keep up the good work.

Board Member O'Rourke stated that there will be a gallery reception at the Art on Park building on July 18, 2013 from 5:00 pm to 8:00 pm. He thanked him for working with staff to put together an Art in Public Places program.

Vice-Chair Glas-Castro stated that she looks forward to the Art in Public Places program and offered to share insight from here experience with this type of program.

Board Member Rapoza stated that she was impressed with the diversity of media that the arts use.

Chair DuBois asked if they have used the kiln.

Mr. Friedman advised that they are still attempting to find someone to properly operate the kiln on a regular basis. He thanked all the staff for their assistance in getting up and running.

**PUBLIC COMMENT:**

None

**GENERAL BUSINESS:**

**2. Approval of CRA Board Meeting Minutes of May 15, 2013**

**Motion: A motion was made by Board Member O'Rourke to approve the Meeting Minutes of May 15, 2013; Vice-Chair Glas-Castro made the second.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois			Absent
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 5-0.

**NEW BUSINESS:**

**3. Holiday Decorations – 10<sup>th</sup> Street, Park Avenue, and Town Green for Fiscal Year Budget 2013/2014**

Executive Director Sugerman explained the item (see Exhibit "A").

Board Member Rapoza asked about the three (3) new utility poles that were installed along 10th Street.

David Hunt, Public Works Director, advised that the three(3) new utility poles were installed as part of Florida Power and Light (FPL) storm hardening project. The old utilities poles are still in place and will still be in place for the upcoming holiday season.

Board Member Flaherty asked if the Board decided to go with an alternative would the Public Works staff be responsible to put up the decorations.

Public Works Director Hunt stated that he would not recommend the purchase of the lit decorations because the storage and maintenance is costly. He stated that if the Board opted for the banners staff would be able to install, remove and maintain the banners. He stated that due the agreement with FPL an outside contractor may be required to install the brackets in order to conform to the requirements for installation.

Board Member O'Rourke asked if the Town had a bucket truck.

Public Works Director Hunt advised that the Town does not own a bucket truck that one is rented on a as needed basis.

Vice-Chair Glas-Castro asked if Kasper Electric was a local Lake Park business.

Public Works Director Hunt stated "yes".

Board Member O'Rourke stated that he does not like the lit decoration and suggested having banners on 10<sup>th</sup> Street and lit decoration and lighting the trees along Park Avenue.

Board Member Rapoza suggested that the decorations be added onto every year to increase the amount and type of holiday decorations.

Board Member Flaherty asked if the brackets could have lighting so that the banners could be lit at night.

Public Works Director Hunt explained that the FPL utility poles do not have built in sockets and the street lights themselves would light up the banners along 10<sup>th</sup> Street.

Board Member asked about the expense of adding outlets.

Public Works Director Hunt stated that all of electric on Park Avenue is underground and the expense would have to be researched.

Vice-Chair Glas-Castro stated that there will be limited financial resources next year and recommended banners to reduce cost.

Chair DuBois suggested a longer term project could be improving the "lightscares" of the commercial areas in Town. For the upcoming holiday season he is willing to do banners on 10<sup>th</sup> Street and have the lit decoration on Park Avenue. He suggested that the Board transition 10th Street to banners, lit decorations along Park Avenue and in subsequent years add banners to Park Avenue and improve electric along 10th Street and Park Avenue for future decorations.

Board Member Flaherty suggested having every few poles on 10<sup>th</sup> Street with banners in between in order to not lose the lit decoration on 10<sup>th</sup> Street.

Chair DuBois commented that it may not look as nice to have fewer lit decoration on 10<sup>th</sup> Street.

The Board provided direction as followed: to have banners on 10<sup>th</sup> Street and to have Clarke Sales and Display, Inc place lit decorations along Park Avenue.

#### **4. One Year Renewal of Agreement with Chris Wayne and Associates for Landscape Maintenance Services Within the CRA**

Executive Director Sugerman explained the item (see Exhibit "B").

Board Member Rapoza asked why Watertower Road was eliminated.

Executive Director Sugerman stated it was determined through a cost benefit analysis that the benefit was not worth the cost.

Chair DuBois stated that it was more cost effective for the Public Works Department to perform that service.

Board Member Rapoza asked who determines when special services are needed.

Executive Director Sugerman stated it is a combination of Public Work Director Hunt and Project Manager Richard Pittman.

Chair DuBois stated that Chris Wayne and Associates has been providing these services for some time and their prices are reasonable and hard to beat.

**Motion: A motion was made by Board Member O'Rourke to approve the Meeting Minutes of May 15, 2013; Board Member Flaherty made the second.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois			Absent
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 5-0.

#### **EXECUTIVE DIRECTOR REPORT:**

Executive Director Sugerman advised that the next quarterly meeting of the CRA will be on October 2, 2013. He is working with the Finance Department on the annual CRA budget. The Commission will have a Budget Workshop on July 17, 2013 and will include the budget for the CRA. He stated two new businesses opened within the CRA during June; 1) AJ Squared Security and 2) AGS Trucking and Towing. He advised that 801 Park Avenue (1 Park Place) is under contract and he has had discussions with the contracted purchaser. He stated that that contract purchaser has requested to meet with each of the Board Members individually to discuss future uses of the property.

#### **BOARD MEMBERS COMMENTS:**

**Board Member Rapoza** asked if the Palm Beach Sheriff's Office covers all of the Town.

Executive Director Sugerman stated "yes".

**Board Member Flaherty** thanked Joe Friedman and the members of Artists of Palm Beach County.

**Board Member O'Rourke** stated that the Artist of Palm Beach County will be hosting a Gallery Reception on July, 18, 2013 from 5:00 pm to 8:00 pm at the Art on Park building.

**Vice-Chair Glas-Castro** had no comments.

**Chair DuBois** asked who the contracted purchasers are for the 801 Park Avenue (1 Park Place) building.

Executive Director Sugerman stated the contract purchaser is "Lillypad" but he does not know if they will be the applicant for any permits.

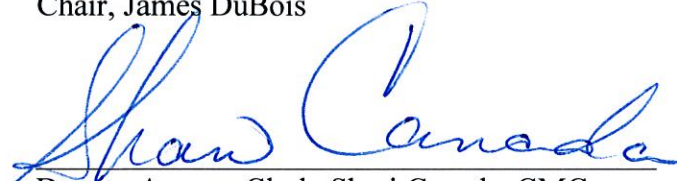
Chair DuBois expressed his vision for the property.

**ADJOURNMENT**

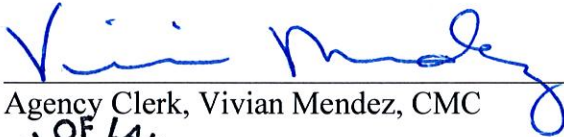
There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Rapoza and seconded by Board Member Flaherty, and by unanimous vote, the meeting adjourned at 7:30 p.m.



Chair, James DuBois



Deputy Agency Clerk, Shari Canada, CMC



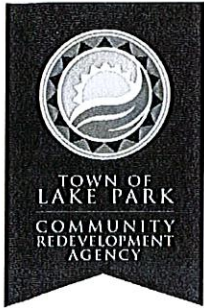
Agency Clerk, Vivian Mendez, CMC



Approved on this 21 of August, 2013



Exhibit "A"  
7/3/2013



**CRA**  
**Agenda Request Form**

Meeting Date: July 3, 2013

Agenda Item No. *Tab 3*

**Agenda Title: Holiday Decorations- 10<sup>th</sup> Street, Park Avenue and Town Green for Fiscal year Budget 2013/14**

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

Approved by Executive Director: *DSS* Date: *6/19/13*

Richard Pittman/Project Manager *RP*  
Name/Title

<b>Originating Department:</b> <b>Public Works</b>	Costs: \$ 8,175.00 Funding Source: Fiscal Year 2013/14 CRA Budget Acct. # [X] Finance <u><i>BK2</i></u>	Attachments: Proposal from Clark Sales Display, Inc.  Photo of Decoration
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**Summary Explanation/Background:** The CRA is being asked to discuss the holiday decorations for the 2013 holiday season in preparation for budgeting. The holiday decorations for the past eight years have been 38 illuminated pole mounted decorations on 10<sup>th</sup> Street and on Park Avenue within the CRA.

For the past eight years Clark Sales Display, Inc. has provided, installed and removed the 38 illuminated pole mounted holiday decorations on 10<sup>th</sup> Street and on Park Avenue. Seventeen illuminated decorations have been installed on the Florida Power & Light Co. (FPL) utility poles on 10<sup>th</sup> Street. Twenty-one smaller illuminated pole mounted holiday decorations have been installed on Town owned street light poles on Park Avenue between 7<sup>th</sup> and 10<sup>th</sup> Streets. Clark Sales has maintained their cost of \$5,785.00 for the past five years. This year the cost has been increased 5 percent to \$6,075.00

The electric service for each decoration mounted on the FPL poles consists of a weatherhead, riser, fuse and holder, photo eye, and weatherproof receptacle. The

maintenance of the electrical service at each FPL pole has been the responsibility of the CRA. This year if the CRA Board again opts for lit holiday decorations, Kasper Electric will need to be retained to repair at least nine services that are mounted on FPL power poles along 10<sup>th</sup> Street. The estimated cost of maintenance is \$1,500.00.

In addition to putting up, taking down and storing the decorated holiday tree at the CRA Town Green, Public Works also installs holiday banners along Federal Highway which is outside the CRA District. Both of these activities require the use of a rented bucket truck which costs \$1,200.00. This cost will be split between the CRA District and the General Fund budgets. If the CRA Board approves maintaining the current holiday decorations scheme, it will need to approve \$8,175.00 for the CRA Fiscal Year 2013/14 budget.

The costs associated with the above option are as follows:

Clark Sales Display, Inc. - 38 decorations	\$6,075.00
Kasper Electric - repair electric services on poles	\$1,500.00
Bucket truck rental – 50% of \$1,200	<u>600.00</u>
TOTAL	\$8,175.00

The Board may also wish to consider alternate decorating plans for the light poles on 10<sup>th</sup> Street and Park Avenue. Staff offers the following suggestions:

1. FPL has placed three new utility poles on 10<sup>th</sup> Street; however, the old poles are still in place. The Town can seek permission from FPL to install new electric services on the new poles and either purchase outright or continue leasing lit holiday decorations. The style of the decoration could be updated to include different figures as well as L.E.D. lighting. This would also entail purchasing and installing new mounting brackets to match whatever decorations are chosen. Leasing L.E.D. holiday decorations would cost approximately 15 percent more than the \$6,075.00 current lease price. The list price of new L.E.D. holiday decoration ranges from \$500.00 to \$700.00.
2. The Town can seek permission from FPL to install banner brackets on the FPL power poles, purchase and install brackets, and purchase banners. One advantage to this option is that the Town and the CRA could not only purchase holiday themed banners, but also banners that would advertise coming events, the CRA District, or have seasonal themes. Up to 22 banners could be placed on 10<sup>th</sup> Street. This option would also require the rental of a bucket truck any time the banners were changed out.

The initial cost of changing to Town owned banners would be approximately the same cost as one year's lease of the illuminated holiday decorations.



3. The decorative light poles on Park Avenue already have brackets for lit decorations as well as banner arms. Whichever theme is selected for 10<sup>th</sup> Street can be duplicated on Park Avenue. If new types of lit decorations are selected, the mounting brackets may have to be changed or relocated on the poles.
4. Any of the above options can be mixed or matched. For example, banners could be placed on 10<sup>th</sup> Street and leased, lit, holiday decorations could continue to be placed on Park Avenue.

Staff is seeking direction for these 2013/14 CRA budget expenditures at this early date in order to reserve the illuminated decoration and schedule electrical maintenance early in October or to plan for an alternate holiday decorating scheme.

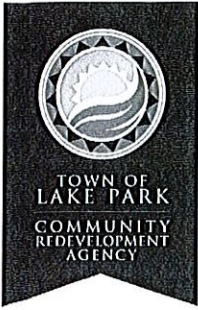
The following is a list of estimated typical costs associated with decorating options, particularly a CRA purchase of the decorations or banners:

- Annual lease for storage, maintenance, installation, and removal of illuminated decorations \$6,075.00
- Banner bracket, each (two required at each pole) \$ 85.00\*
- Stock, printed banner, each \$ 70.00\*
- L.E.D. holiday decoration, each \$ 700.00\*
- Lit decoration bracket, each (not including installation) \$ 125.00\*
- Bucket truck rental per day \$ 300.00

\* cost if purchased by CRA

**Recommended Motion:** I move that the CRA Board direct staff to provide a budget figure for a holiday decoration scheme that has a majority endorsement. This funding amount shall be presented for approval in the CRA Fiscal Year 2013/14 Budget.

Exhibit "B"  
7/3/2013



CRA  
Agenda Request Form

Meeting Date: July 3, 2013

Agenda Item No. *Tab 4*

**Agenda Title: One-Year Renewal of Agreement with Chris Wayne & Associates for Landscape Maintenance Services within the CRA**

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

Approved by Executive Director: *DSS* Date: 6/19/13

Richard Pittman/ Project Manager *RP*  
Name/Title

<b>Originating Department:</b> Public Works	Costs: \$ 75,960.00 Funding Source: CRA Acct. # 520-34000 [X] Finance <u><i>BXR</i></u>	<b>Attachments:</b> New Agreement ( FY 2013/14 ) 2009 Agreement Contractor Correspondence
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**Summary Explanation/Background:** The CRA Board is being asked to approve a one year renewal of the Landscape Maintenance Agreement with Chris Wayne & Associates, Inc. (CWA) for landscape maintenance within the CRA.

CWA had been maintaining the high investment landscaping on Park Avenue, 10<sup>th</sup> Street, Watertower Road and the alleyways within the CRA from 2008 to 2012 . In 2009 the CRA Board approved an Annual Landscape Maintenance Agreement with CWA for three years with an option to renew for two additional years. The annual cost of the three year term was \$81,600.

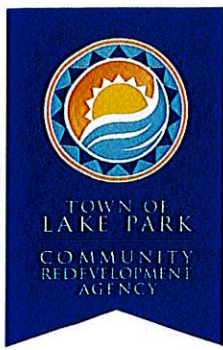
In June of 2012 the CRA Board approved the first of two one-year renewals at a reduced cost and reduction in service, for an annual cost of \$75,960.00. Watertower Road maintenance was struck from the original agreement. In addition, there was an understanding that selected services such as pest control, tree trimming, and spot

**fertilization would be performed and charged on an “as-needed” basis. The renewal term expires September 30, 2013. CWA is able to continue the same level of service in the CRA for the period October 1, 2013 to September 30, 2014 for the current annual cost of \$75,960.00. This renewal will be the fifth and final year of the agreement approved in 2009.**

**Approval of the renewal of the current landscape maintenance agreement for fiscal year 2013/14 in the amount of \$75,960.00 is recommended. If the Board does not wish to renew this last option year of the existing contract, the Public Works Department shall prepare bid documents for the CRA Landscape Maintenance Services, issue a request for proposals (RFP), and bring a recommendation for award to the CRA Board at its October 2, 2013 meeting.**

**In the interest of transparency, the CRA Board is being advised that CWA currently maintains the landscaping in the recently reconstructed alleyway south of Park Avenue between 7<sup>th</sup> and 8<sup>th</sup> Streets. The maintenance of this section of alleyway currently costs \$300 per month and is being paid for with the construction loan funds. The landscape project came with a one year warranty. In order to maintain the warranty the installing contractor was given the first year maintenance duties. Funds for this maintenance have been encumbered through January, 2014. Once the one year maintenance contract expires, the CRA Board will see in the proposed CRA budget an amount of \$2,000 (\$250.00/mo. for 8 months) for CWA to continue maintenance of this section of alleyway thru September, 2014.**

**Recommended Motion: I move to authorize the CRA Executive Director to execute a landscape maintenance agreement between Chris Wayne & Associates and the Lake Park CRA for the term October 1, 2013 thru September 30, 2014.**



# AGENDA

Community Redevelopment Agency Meeting  
Wednesday, July 3, 2013, 6:30 pm  
Lake Park Town Hall  
535 Park Avenue

<b>James DuBois</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>Erin Flaherty</b>	—	<b>Board Member</b>
<b>Christiane Francois</b>	—	<b>Board Member</b>
<b>Michael O'Rourke</b>	—	<b>Board Member</b>
<b>Kathleen Rapoza</b>	—	<b>Board Member</b>
<b>Vacant</b>	—	<b>Board Member</b>
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<b>Dale S. Sugerman, Ph.D.</b>	—	<b>Executive Director</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Agency Attorney</b>
<b>Vivian Mendez, CMC</b>	—	<b>Agency Clerk</b>

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. **CALL TO ORDER/ ROLL CALL**
- B. **PLEDGE OF ALLEGIANCE**
- C. **SPECIAL PRESENTATION/REPORT**
  - 1. Artist of Palm Beach County Status Report by Joe Friedman Tab 1
- D. **PUBLIC COMMENT**

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.
- E. **GENERAL BUSINESS:**
  - 2. Approval of CRA Board Meeting Minutes of May 15, 2013 Tab 2
- F. **NEW BUSINESS:**
  - 3. Holiday Decorations – 10<sup>th</sup> Street, Park Avenue, and Town Green for Fiscal Year Budget 2013/2014 Tab 3
  - 4. One Year Renewal of Agreement with Chris Wayne and Associates for Landscape Maintenance Services Within the CRA Tab 4

**G. EXECUTIVE DIRECTOR REPORT:**

**H. BOARD MEMBER COMMENTS**

**I. ADJOURNMENT**

**Next Scheduled CRA Board Meeting will be held on Wednesday, October 2, 2013**