

**Community Redevelopment Agency (CRA)**  
**Meeting Minutes September 15, 2020**  
**(DRAFT)**

9/15/2020 - Minutes

1. CALL TO ORDER & ROLL CALL

**CRA Members Present:** Chair Robin Gibson, Commissioner Curtis Gibson, Mayor Gene Fultz, Commissioner Howell, Commissioner Goldstein

**Staff Present:** James Slaton, Interim Executive Director; Albert C. Galloway, Jr., City Attorney; Jennifer Nanek, City Clerk

Chair Robin Gibson called the meeting to order at approximately 6:00 p.m.

Chair Robin Gibson read a statement:

Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron Desantis on March 20, 2020, extended by Executive Order No. 20-112, and further extended by Executive Order No. 20-114, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

Citizens may submit comments and Questions at [WWW.LAKEWALESFL.GOV/COMMENTS](http://WWW.LAKEWALESFL.GOV/COMMENTS) for either a specific Agenda Item or for Communications and Petitions.

Albert Galloway, Jr., City Attorney, read a statement on Procedures for this partial virtual Public Meeting.

Mr. Galloway asked the Board Members, "are you comfortable with all the notice provisions set forth and these uniform rules of procedures we have established for this Virtual meeting? The Board answered affirmatively.

2. Minutes - August 11, 2020

Commissioner Goldstein made a motion to approve the minutes of August 11, 2020. Mayor Fultz seconded the motion.

by voice vote:

ALL "YES"

Motion passed 5-0.

3. Presentation - Tiffani Banks, Civic Partnership Request

Ms. Banks introduced herself and reviewed her project for the CRA board and her Civic Partnership Request.

She described the Metrolab Cup Competition that she would like to participate in by submitting her design scheme for the Lake Wales northwest area. This will bring positive attention to Lake Wales on an

international level.

Chair Robin Gibson said that they were honored to be selected for this. He asked Ms. Banks what she needed. Ms. Banks said she just needed the CRA's permission and to use their name.

#### 4. Civic Partnership Request

[Begin Agenda Memo]

##### **SYNOPSIS**

The purpose of this agenda item is to present a request from Ms. Tiffani Banks, a 5th-year architecture student, for a Civic Partnership Request with the Community Redevelopment Agency (CRA).

##### **RECOMMENDATION**

Staff recommends the approval of the Civic Partnership Request.

##### **BACKGROUND**

Ms. Tiffani Banks is an architecture student at the University of Miami. She studied Lake Wales as part of an Urban Design course taught in part by Victor Dover and others. In February of this year, she visited Lake Wales and spent the remaining portion of the semester designing an architectural project aimed at redeveloping housing in the Northwest Neighborhood. Ms. Banks wishes to submit her redevelopment plan for the Northwest Neighborhood for the MetroLab Competition. To meet an eligibility requirement and receive input about the project directly from people living in the community, she is requesting that the CRA offer to partner with her. The MetroLab Competition is an international contest among 32 universities and 6 countries. Winning projects will be featured on MetroLab's Innovation of the Month online series, and will hopefully bring widespread recognition and attention to work that Lake Wales has in progress. Moreover, this specific project seeks to answer all of the questions this competition poses concerning how community-identified challenges can be addressed through innovative urban design initiatives. The deadline to apply for the MetroLab Competition is September 25th, 2020.

**FISCAL IMPACT** None

[End Agenda Memo]

Chair Robin Gibson said that we are enthusiastic about this.

Commissioner Curtis Gibson recommended a letter be drafted to convey this partnership to Ms. Banks.

Commissioner Howell made a motion to approve the Civic Partnership Request. Commissioner Goldstein seconded the motion.

by voice vote:

ALL "YES"

Motion passed 5-0.

#### 5. RESOLUTION 2020-03 - Local Government Contribution Request For Grove Manor

[Begin Agenda Memo]

##### **SYNOPSIS**

The purpose of this agenda item is to consider a request from the Pantheon Development Group and the Lake Wales Housing Authority for a Local Government Contribution of \$460,000 from the Community Redevelopment Agency (CRA).

## **RECOMMENDATION**

Staff recommends the approval of CRA Resolution 2020-03.

## **BACKGROUND**

At the August 11, 2020 CRA Board Meeting, representatives from Pantheon Development Group and the Lake Wales Housing Authority gave a presentation regarding the proposed improvements to Grove Manor. The conceptual development proposal includes the following (please see attached site plan):

Phase I – 86 units, plus a Clubhouse, 2,400 SF Housing Authority Office and a tot lot

Phase II – 100 units plus a basketball and tennis court

Phase III – Up to 150 units To accomplish this development proposal, Pantheon Development Group and the Lake Wales Housing Authority are applying for the 9% Low-Income Housing Tax Credits ("Tax Credits") this November from the Florida Housing Finance Corporation (FHFC).

As part of this application, they are requesting \$460,000 as a Local Government Contribution. A Local Government Contribution will improve the chances for receiving Tax Credits.

At the meeting, there was also discussion about the potential return on investment from the City's proposed \$460,000 contribution. Since the meeting, staff conducted an analysis of the Return On Investment (ROI), and determined that the ROI for the City's \$460,000 contribution would be approximately 12 years (please see attachment).

While staff strongly supports the effort to redevelop this project, there is a concern that the conceptual site plan does not meet the intent of the Lake Wales Connected Plan. Attached with this memorandum is correspondence from Victor Dover of Dover, Kohl & Partners explaining how the proposed site plan does not comply with the provisions of Lake Wales Connected.

To address these concerns while still allowing for the project to move forward, the proposed Resolution 2020-03 grants the requested Local Government Contribution of \$460,000 with the following stipulations:

1. Receipt of funds is contingent upon award of tax credits from the Florida Housing Finance Corporation (FHFC).
2. The request shall comply with the provisions of the Lake Wales Connected Plan, specifically building and site design standards.
3. The project must comply with all applicable requirements of the Lake Wales Land Use Regulations. Approval of the Resolution to allow for the Local Government Contribution with the recommended stipulations will result in a quality project that will benefit the community.

## **FISCAL IMPACT**

If approved, \$460,000 in CRA funds may be encumbered until FY 2022-2023, subject to approval of the Tax Credit Application by the Florida Housing Finance Corporation.

## **OTHER OPTIONS**

Not Approve the Resolution. Pantheon Development Group and the Lake Wales Housing Authority would not receive the \$460,000 Local Government Contribution.

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **ORDINANCE 2020-03** by title only.

### **RESOLUTION CRA 2020-03**

#### **A RESOLUTION OF THE LAKE WALES COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING A LOCAL GOVERNMENT CONTRIBUTION OF \$460,000 TO THE PANTHEON DEVELOPMENT GROUP AND THE LAKE WALES HOUSING AUTHORITY FOR THE GROVE MANOR HOUSING DEVELOPMENT; PROVIDING CERTAIN CONDITIONS FOR THE GRANT; AND PROVIDING FOR AN EFFECTIVE DATE.**

James Slaton, Interim Executive Director, reviewed this item.

Chair Robin Gibson said he wants to be sure the community is receiving value for this significant contribution. The design component of this project is important. This project should blend in with the surrounding neighborhoods in Lake Wales area and should not look like project housing. We should enhance the quality of life of the occupants. We should follow the principles for inner city design from the Department of Housing and Urban Development and follow the Dover-Kohl plan. Let's elaborate with item 2 about complying with Lake Wales Connected Plan. He asked if there were objections to this.

Mr. Rick Corgan with the Pantheon Development Group said they have no issue at all with trying to comply with the Dover-Kohl plan. The Plan presented is an older plan. They also must comply with the rules from Florida Housing and with budget constraints. He has no problem sitting down with the City and Dover-Kohl to come to a mutually acceptable agreement on the design. We need the commitment of the funding to help improve this project's chance to be awarded the tax credits.

Chair Robin Gibson said we don't want cookie cutter projects. Mr. Corgan said we won't do something the City doesn't want. He said they will work out an agreement on the design with the City.

Al Kirkland, Jr, Executive Director of the Housing Authority, said that he is from Lake Wales. He understands the needs of the Housing Authority and the Community. This is personal to him. This is a commitment on his part to work together with the City to come up with an acceptable plan.

Commissioner Curtis Gibson asked if Dover Kohl gave a recommendation. Mr. Slaton said yes and its attached. He reviewed the Dover-Kohl memo. Commissioner Curtis Gibson said if they are committing to the Dover-Kohl plan then there is no problem.

Chair Robin Gibson asked Mr. Kirkland if he had reviewed the Dover-Kohl memo. Mr. Kirkland said he had not. Mr. Corgan said there are a lot of items in the memo. We have to sit down together and review each one, be sure they fit with Florida Housing rules and come to an agreement.

Chair Robin Gibson said that Grove Manor is a keystone connection between the northwest area and downtown area. Mr. Kirkland said he would have liked to have input into the Dover Kohl Plan but he is confident that the Housing Authority can do this.

Commissioner Goldstein asked when we will know if we got the award. Mr. Corgan said in mid-March. Commissioner Goldstein said Grove Manor is important to the success of the Dover-Kohl plan. He asked how old it is. Mr. Kirkland said 40 years. Commissioner Goldstein asked how it will be kept up. Mr. Kirkland said the Housing Authority will hire a Property Management company. Mr. Corgan explained that replacement funds will be set aside to help maintain the units. There is an inspection cycle by Florida Housing with incentives to keep it up.

Commissioner Curtis Gibson asked if the families will have time to relocate. Mr. Kirkland said yes and that

is a federal requirement. Commissioner Curtis Gibson said this is a 3 phase project. Will they be eager to complete all three phases. Mr. Corgan said yes and will find the best cycle to apply for future phases.

Commissioner Goldstein asked how many families are in Grove Manor and how many will have to move out? Mr. Kirkland said that there are 140 families and about 88 will have to move.

Commissioner Curtis Gibson confirmed that he have funds for infrastructure for this this. Mr. Slaton said yes.

Chair Robin Gibson said this will increase the quality of life for the residents and if done well will increase enthusiasm for continuing this project.

Commissioner Howell said this should have been a partnership with Grove Manor especially as how its important to our downtown. She is glad for the new look. She was concerned that some of these things couldn't be done. We need this and we need it to look good. We must follow the rules. This will make our City look better. She believes this will happen because Mr. Kirkland has a dog in this fight and he will make it happen.

Mayor Fultz said he is confident an agreement can be reached. We need to trust that a quality project will happen.

Chair Robin Gibson said we are going to have to trust people.

Commissioner Curtis Gibson said they are committing to following the plan. Mr. Kirkland said the City will have to approve the project before they move forward.

Commissioner Goldstein asked what happens if we don't win. Mr. Corgan said we try again in another cycle.

Mark Bennett, Planning Director, reviewed the steps the project will have to take through the permit process before construction.

Mr. Slaton confirmed that the money is due at completion. Mr. Corgan confirmed this.

Commissioner Curtis Gibson made a motion to approve **CRA RESOLUTION 2020-03**. Commissioner Goldstein seconded the motion.

By roll call vote:

Commissioner Curtis Gibson "YES"

Commissioner Goldstein "YES"

Commissioner Howell "YES"

Mayor Fultz "YES"

Chair Robin Gibson "YES"

Motion passed 5-0.

Mr. Kirkland thanked the board for their faith in him and the project.

## 6. RESOLUTION 2020-04 - Establish CRA Procurement And Acquisition Procedures

[Begin Agenda Memo]

## **SYNOPSIS**

The purpose of this agenda item is to present Procurement and Acquisition Procedures for the Community Redevelopment Agency (CRA) for consideration.

## **RECOMMENDATION**

Staff recommends the approval of CRA Resolution 2020-04.

## **BACKGROUND**

The Lake Wales CRA is considered to be a Special District, as outlined in Chapter 189 of the Florida Statutes. Simply stated, this means that the CRA is a separate governmental organization from the City of Lake Wales. This is why the CRA convenes their own meetings and has a separate budget (that being the Redevelopment Trust Fund).

Staff has traditionally followed the City Purchasing policy as contained in Chapter 2, Administration, Article IV, Procurement of Property and Services, Lake Wales Code of Ordinances. However, the CRA does not have any formal adopted guidelines or policies for purchase. To address these concerns, CRA Resolution 2020-04 is proposed.

The attached Resolution, if approved, would adopt Chapter 2, Administration, Article IV, Procurement of Property and Services, Division 1-5 and 8, Lake Wales Code of Ordinances by reference.

This Chapter covers the following items:

- Division 1: General Matters
- Division 2: Procurement of Commodities and Contractual Services
- Division 3: Procurement of Professional Services
- Division 4: Procurement of Design-Build Services
- Division 5: Procurement of Construction Services
- Division 8: General Administrative Provisions

NOTE: Division 6 – Procurement of Real Property, and Division 7, Record of Acquisition, Inventory, and Disposal of Property is already covered by Sections 163.370 and 163.380, Florida Statutes, respectively. Division 9, CDBG Procurement and Acquisition Procedures, is not applicable for CRAs. Significant CRA funds will be expended in the next few years to implement Lake Wales Connected. Additionally, it is important that there be clear, specific guidance for the expenditure of public funds. The proposed Resolution provides that guidance.

**FISCAL IMPACT** None

## **OTHER OPTIONS**

Do not Approve the Resolution. CRA staff will continue to informally follow the City's Procurement and Acquisition Procedures.

Jennifer Nanek, City Clerk, read **CRA RESOLUTION 2020-04** by title only.

**RESOLUTION CRA 2020-04**

**A RESOLUTION OF THE LAKE WALES COMMUNITY REDEVELOPMENT AGENCY ESTABLISHING  
COMMUNITY  
REDEVELOPMENT AREA PROCUR MENT AND ACQUISITION PROCEDURES; PROVIDING FOR  
AN EFFECTIVE DATE.**

James Slaton, Interim Executive Director, reviewed this item.

Commissioner Curtis Gibson made a motion to approve **RESOLUTION 2020-04**. Commissioner Goldstein seconded the motion.

by roll call vote;

Commissioner Curtis Gibson "YES"

Commissioner Goldstein "YES"

Commissioner Howell "YES"

Mayor Fultz "YES"

Motion Passed 5-0.

**7. EXECUTIVE DIRECTOR'S REPORT**

James Slaton, Interim Executive Director, reported that we have advertised a Request for Proposal for CRA property on Lincoln Avenue and B Street. Will keep the board informed of any developments.

Mr. Slaton reported that the CRA Coordinator position has been filled. The new person will start in early October upon relocation.

Chair Robin Gibson expressed the need for a good marketing plan for our downtown to attract private investment.

Commissioner Goldstein said we need to get the Chamber of Commerce involved. He wants to see results.

Commissioner Curtis Gibson said he is organizing a clean-up event of Burns Avenue on September 26.

**8. COMMUNICATIONS AND PETITIONS**

**9. ADJOURN**

The Meeting was adjourned at 7:03 p.m.

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Chair/Vice-Chair

ATTEST:

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City Clerk/Deputy City Clerk