
COMMUNITY REDEVELOPMENT ADVISORY COMMITTEE MEETING

CITY OF LAKE CITY

April 13, 2021 at 5:30 PM

Venue: City Council Chambers

AGENDA

Due to the COVID-19 social distancing requirements, the City of Lake City will have limited seating available in the Council Chambers. The Council Chambers are located on the 2nd Floor of City Hall at 205 North Marion Avenue, Lake City, FL 32055. All persons entering City Hall are strongly encouraged to wear a mask for the duration of the time they are at City Hall. The meeting will also be available via communications media technology.

CMT instructions are located at the end of this Agenda.

Call to Order

Roll Call

Approval of Agenda

Public Comments

Citizens are encouraged to participate in City of Lake City meetings. The City of Lake City encourages civility in public discourse and requests that speakers direct their comments to the Chair. Those attendees wishing to share a document and or comments in writing for inclusion into the public record must email the item to submissions@lcfla.com no later than noon on the day of the meeting. Citizens may also provide input to individual council members via office visits, phone calls, letters and e-mail that will become public record.

Updates, Discussion and Action Items

- [1.](#) CRA area map (for informational purposes only)
- [2.](#) Approval of Minutes - November 13, 2020
- [3.](#) Update - Sallie Mae Jerry Park
4. Update - Wilson Park
5. Update - Youngs Park Tennis Courts
- [6.](#) Update - Youngs Park Basketball Courts

Community Redevelopment Advisory Committee Meeting Agenda
April 13, 2021

- [7.](#) Discussion Item - Christmas Decorations
- [8.](#) Discussion Item - City Clean Up - June 5th
- 9. Discussion Item - Downtown City of Lake City north "Welcome" sign
- [10.](#) Discussion Item - Marion Street Banners - Nikki Carroll from CGI Communications - Presentation via Zoom
- [11.](#) Discussion Item - Outreach Program
- 12. Discussion Item - Program/Grant/Funds for Renovations to Historic District
- [13.](#) Discussion Item - Portable Restroom Trailer
- [14.](#) Discussion Item - Skate Park Update
- [15.](#) Discussion Item - Walking Track
- [16.](#) Discussion Item - Workout Station - Staff has a two (2) minute video to show relating to the Fitness Court

Future Topics

Schedule Next Meeting

Adjournment

Zoom CMT Information

Place: Due to the COVID-19 social distancing requirements, the City of Lake City will also hold this meeting via communications media technology.

Members of the public may attend the meetings online

at: <https://us02web.zoom.us/j/85143910809> or

Telephonic by toll number (no cost to the city), audio only at: 1-346-248-7799

Meeting ID: 851 4391 0809#

Then it will ask for Participant id, just press #.

Telephonic by toll-free number (cost per minute, billed to the city, zero cost to the caller), audio only at: 1-888-788-0099

Meeting ID: 851 4391 0809#

Then it will ask for Participant id, just press #.

Public Participation

Community Redevelopment Advisory Committee Meeting Agenda
April 13, 2021

The public may participate at the appropriate time via: (i) video conference by utilizing the software chat function or raise hand function to request to speak; or (2) telephonically by dialing *9 to raise hand. The Chair will allow for sufficient time for all participants to be heard.

Those attendees wishing to share a document must email the item to **submissions@lcfla.com** no later than noon on the day of the meeting.

Instructions for meeting attendance and participation are also available at www.lcfla.com under the calendar entry for the corresponding City Council Regular Session Meeting.

To receive a copy of the agenda packet with supporting documentation, please contact the City Clerk's Office at **clerk@lcfla.com** or **386-719-5826**.

Contingency Information

Contingency Plan Meeting: This will be activated and held if the City experiences connection or web conferencing failure. Any meeting taking place via the contingency plan will be held and/or reconvened via a conference call utilizing the information provided below.

The public may attend the contingency plan meeting as follows:

1-844-992-4726 (toll free)

Enter access code: 173 541 6832#

Then it will ask for attendee ID number, just press #

The public may participate in the contingency plan meeting at the appropriate time when the chair requests public comment. The Chair will allow for sufficient time for all participants to be heard.

Pursuant to 286.0105, Florida Statutes, *the City hereby advises the public if a person decides to appeal any decision made by the City with respect to any matter considered at its meetings or hearings, he or she will need a record of the proceedings, and that, for such purpose, he or she 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.*

SPECIAL REQUIREMENTS: *Pursuant to 286.26, Florida Statutes, persons needing special accommodations to participate in these meetings should contact the **City Manager's Office at (386) 719-5768.***

File Attachments for Item:

1. CRA area map (for informational purposes only)

File Attachments for Item:

2. Approval of Minutes - November 13, 2020

COMMUNITY REDEVELOPMENT ADVISORY COMMITTEE

November 13, 2020 12:00 P.M.

There was a Community Redevelopment Advisory Committee Meeting held on Friday, November 13, 2020 in the City Council Chambers, located on the second floor of Lake City, City Hall, and beginning at 12:00 P.M.

Committee Members:

Melinda Moses – Council Member/Committee Chair

Stephen Witt – Mayor/City Council

Joe Helfenberger-City Manager

Brandon Beil – absent

Lee Ann Hires

Glenn Hunter – absent

John Kuykendall – absent

Lester McKellum

Janet Moses

Teresa Pinto – absent

Jeff Simmons – absent

Gloria Spivey

Matt Vann – absent

Call to Order

The meeting was called to order by Chairperson Moses at 12:00 P.M.

Roll Call

Chairperson Moses asked Ms. Sikes to call the roll. Attendance is indicated above.

Approval of Agenda

Ms. Spivey made a motion to approve the agenda as presented. Mr. McKellum seconded the motion. The motion passed unanimously on a voice vote.

Updates, Discussion and Action Items

1. Approval of Minutes - May 19, 2020

Ms. Hires made a motion to approve the May 19, 2020 minutes as presented. Mr. McKellum seconded the motion. The motion passed unanimously on a voice vote.

2. Update regarding Sally Mae Jerry Park (Joe Helfenberger/Thomas Henry)

Mr. Helfenberger reported there are 3 – 4 park designs for council consideration. Mr. Humphries will meet with the community and interested parties to gauge what type of park is desired. Mr. Helfenberger anticipates a 2 – 3 week time frame to accomplish this.

3. Update regarding tennis courts (Joe Helfenberger/Thomas Henry)
Mr. Helfenberger reported the asphalt is completed and the project is getting closer to final completion. Staff will come back with a fencing recommendation.
4. Update regarding Gwen Lake (Joe Helfenberger/Thomas Henry)
Mr. Helfenberger reported Florida Fill and Grade has submitted a bid for Phase I and Phase II of the project. Construction should begin by the end of the month. The EDA grant is being explored to assist with later phases.
5. Update regarding Wilson Park (Joe Helfenberger/Thomas Henry)
Mr. Helfenberger provided an update on the park and discussed the possibility of a reimbursable grant.
6. Main Street Program (Joe Helfenberger/Terri Phillips)
Ms. Phillips reported in the late 80's there was a Main Street Program and staff would like to try and get it reorganized and implemented. She explained the requirements for the program. Mr. Helfenberger reported, staff recommends to move forward with a Main Street Program. **Ms. Spivey made a motion to recommend to City Council for consideration, authorization for the Program reactivation of the City of Lake City Main Street Program. Mr. McKellum seconded the motion. The motion passed unanimously on a voice vote.**
7. Holiday Market (Joe Helfenberger/Terri Phillips)
Ms Phillips reported this event would be held on December 12, 2020 from 10:00 A.M. to 5:00 P.M. Currently there are over 100 persons that have asked for applications for the event. Members discussed limiting the number of vendors to 50 as a result of Covid.
8. Holly Jolly Christmas Carols in Olustee Park (Joe Helfenberger/Terri Phillips)
Ms. Phillips provided an overview for the dates this would take place in Olustee Park. She is still looking for singers to sing Christmas carols in the park.

Future Topics

- Moving Welcome Lake City sign from Railroad Street to Highway 100 and North Marion to expand the downtown farther North.
- Extending Christmas lighting North of town.

Public Comments – None

Schedule Next Meeting

Members will be notified of the next meeting date and time.

Adjournment

There being no further business before the committee, the Community Redevelopment Advisory Committee adjourned at 12:31 P.M.

Audrey Sikes, Acting Secretary

File Attachments for Item:

3. Update - Sallie Mae Jerry Park

50.47 in

18.61 in

36.61 in

Sallie Mae
Jerry Park



826
N. Marion Ave.

24"

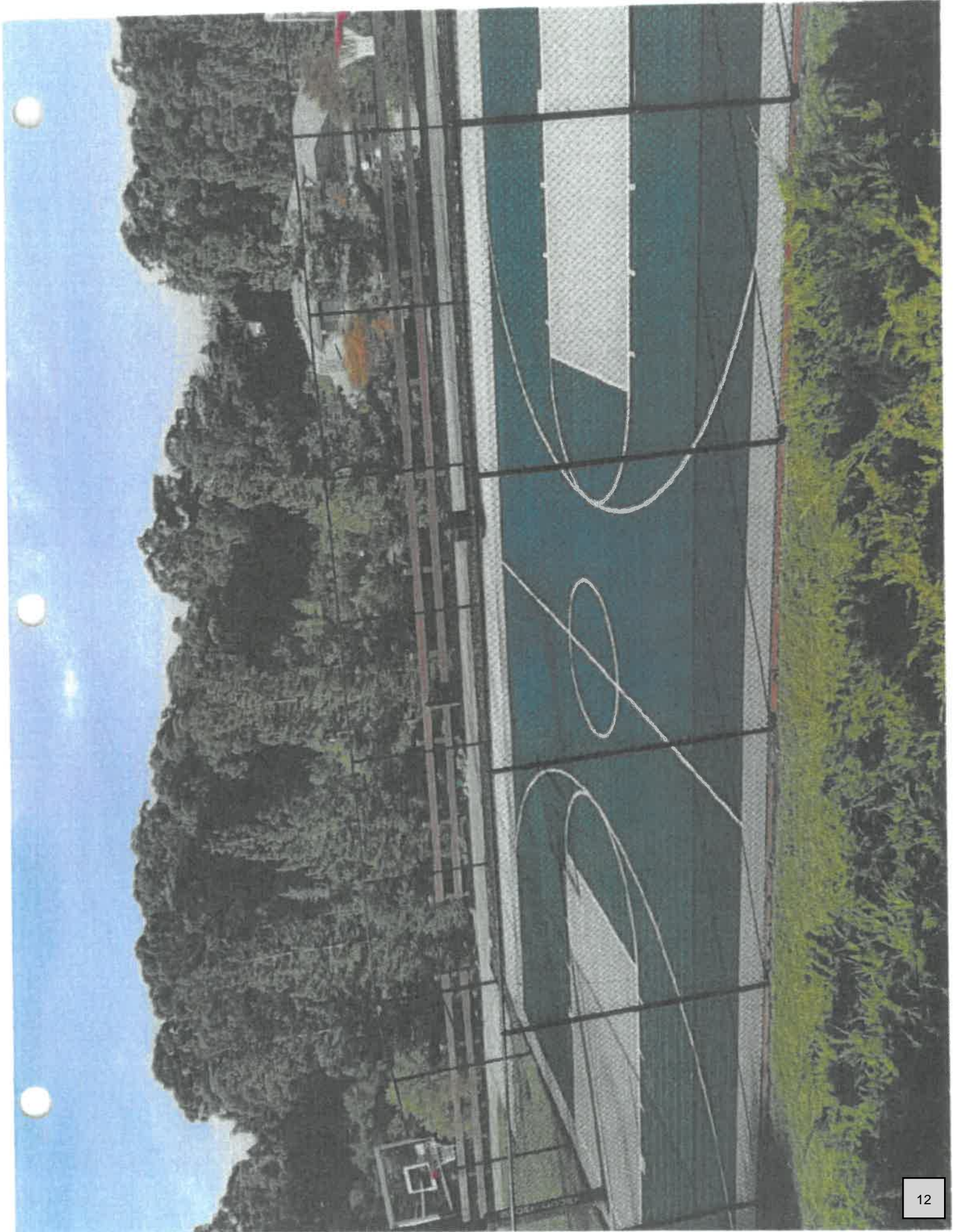
Features

- Color LED sign
- Programmable LED Sign
- 18.61 in Back ground Tan color with Dark Brown Letters
- Outside/sign pole Dark Brown Framing.



File Attachments for Item:

6. Update - Youngs Park Basketball Courts



File Attachments for Item:

7. Discussion Item - Christmas Decorations

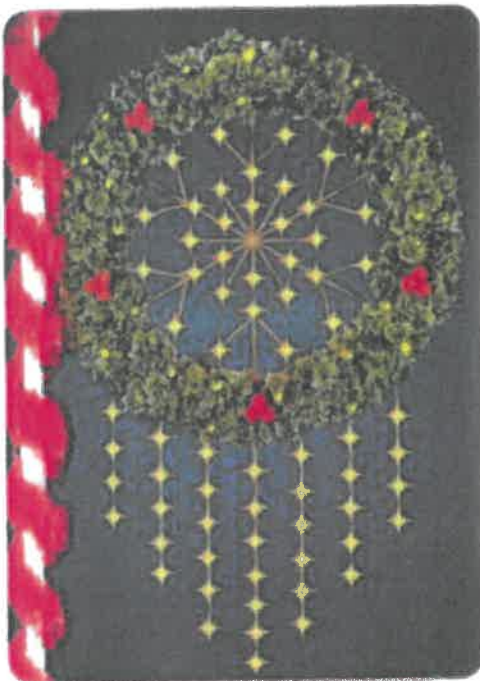
CITY OF LAKE CITY
QUOTE SHEET

Banners and Wreaths for Downtown from Baya to N. Baccam Norris.		ITEM	
		34-Wreaths w/L.	280-18" X 36" Banners
		38-Wreaths w/o/L.	80-30" X 60" Banners
		PRICE	
		\$46,670.00	
		\$59,886.40	
		\$58,799.04	

Banners and Wreaths for Downtown from Baya to N. Baccam Norris.		VENDOR	Mosca Design
	PHONE#		804-380-2705
	CITY/STATE		Glen Allen, Va.
	CONTACT		Joel Mosca
		VENDOR	Temple display
	PHONE#		630-851-3331
	CITY/STATE		Oswego, Ill.
	CONTACT		Darin
		VENDOR	Clark Sales Display
	PHONE#		800-962-7937
	CITY/STATE		Tavares, Fl.
	CONTACT		Anne

Pole Mounted Decor

Wreaths



Snowflake Cascade Wreath					
Item	Size	Lbs.	C7	Incan	LED
P-380	5.5' x 6'	37	144	\$880	\$1,070
Snowflake Wreath (no cascade)					
P-386	5.5' x 5.5'	28	80	\$765	\$885



Reindeer Wreath					
Item	Size	Lbs.	C7	Incan	LED
P-382	5.5'	32	85	\$755	\$882



Sailboat Wreath					
Item	Size	Lbs.	C7	Incan	LED
P-381	5.5'	32	70	\$665	\$765

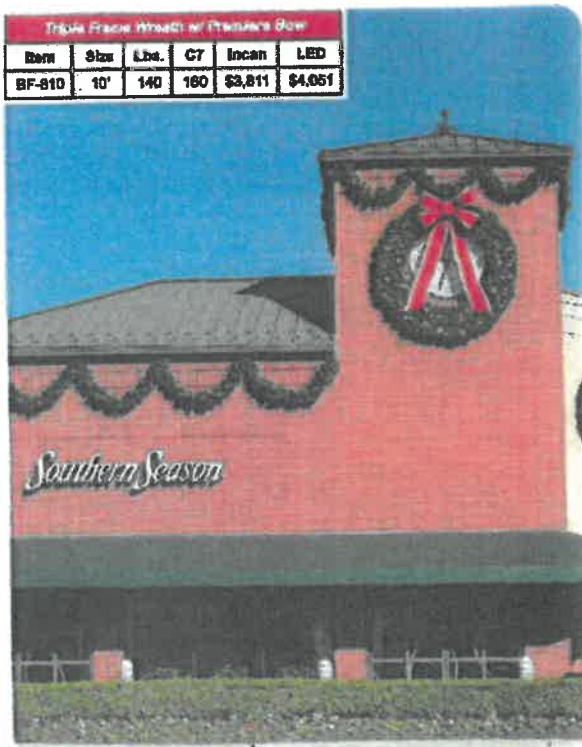


Silhouette Tree Wreath					
Item	Size	Lbs.	C7	Incan	LED
P-380	5.5'	32	98	\$750	\$877

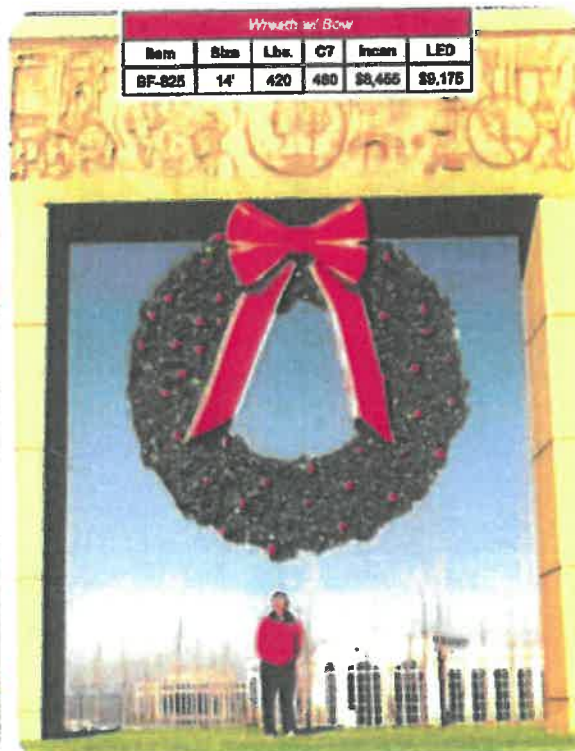


Bell Wreath					
Item	Size	Lbs.	C7	Incan	LED
P-384	5.5'	32	88	\$825	\$757

Speak to one of our representatives for more information on custom center pieces for pole mount wreaths!



Triple Frame Wreath w/ Premier Bow					
Item	Size	Lbs.	C7	Incan	LED
BF-810	10'	140	180	\$3,811	\$4,051



Wreath w/ Bow					
Item	Size	Lbs.	C7	Incan	LED
BF-825	14'	420	480	\$8,465	\$9,175

File Attachments for Item:

8. Discussion Item - City Clean Up - June 5th

Come join us!

City of Lake City

COMMUNITY CLEANUP EVENT

Volunteers Needed!

Meet at Northside of
Memorial Stadium for
instructions and supplies

Saturday, June 5th
8:00am-12:00pm

Free hotdog lunch for all
volunteers at 12:00pm



Groups or individuals can
sign up by contacting The
Community Program
Manager at (386)758-5427 or
email cityevents@lcfla.com

We encourage mask and social distancing

File Attachments for Item:

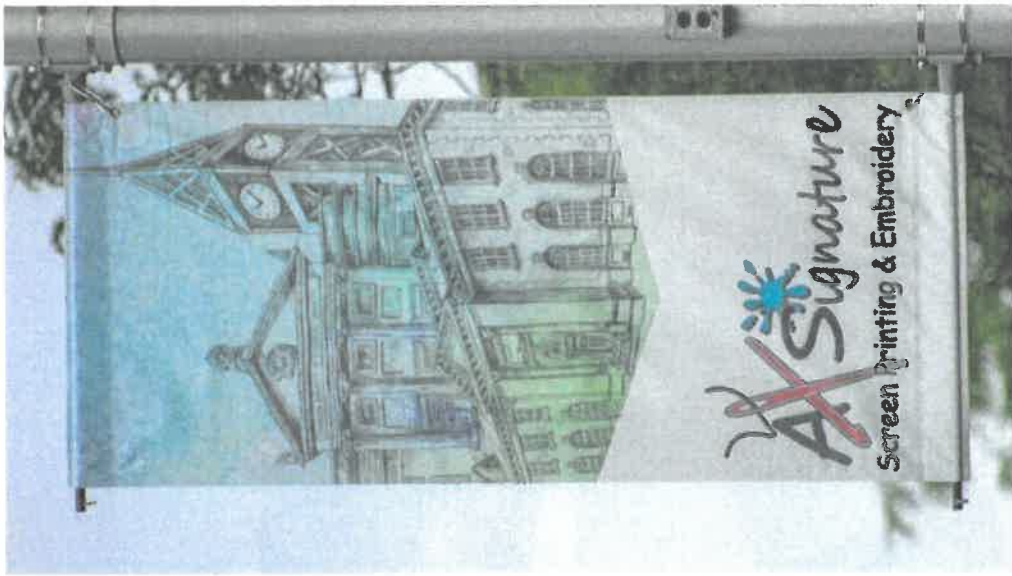
10. Discussion Item - Marion Street Banners - Nikki Carroll from CGI Communications - Presentation via Zoom



Banner Examples











Lake City Florida Cost Free Banner Opportunity with CGI Communications Inc.

CGI is nationally recognized and endorsed for their cost-free community programs. Their programs have led to the partnership of over 5000 communities, over 50,000 businesses, and endorsements from many national and state associations including the National League of Cities, the National Association of Counties, and the United States Conference of Mayors just to name a few. Lake City is already a partner of theirs, and we participate in their cost-free video program. This new banner program is their most popular program for small to medium size communities, and the small to medium size businesses within those communities.

CGI has banners that can accommodate any pole size. They are beautiful, thick, high quality, double sided vinyl banners. CGI has an amazing graphic arts department to assist with design and concept – whether we would want to have a patriotic, historical, city logo theme – they will work with us on whatever we would prefer. They also have options to keep design local by enlisting the help of local artists, or hosting school contents. Their program is set up as a 3 year agreement and we are able to redesign our banners each of the years of this program.

The business model for CGI's programs allows for seamless integration into our existing marketing efforts. They are able to offer the program completely cost free for Lake City, and at the same time showcase both private and public entities of our community by allowing our local businesses the opportunity to sponsor a banner if they so choose. Sponsorship of this program is very beneficial to local businesses, particularly smaller businesses, as the exposure allows for our local businesses to compete with larger businesses and corporations and allows them to do so in a very economical and cost effective way. However, this program is not contingent upon sponsorship participation and there is no minimum number of sponsors that needs to be reached for the program to occur in our community. In fact, if in the event that none of our businesses want to sponsor a banner, CGI would then pay themselves for our city to have 25 banners and they would give them to us free of charge. At the end of each year in the program, CGI will give each sponsor their designated banner to proudly keep.

CGI also provides free banners for community organizations like our police department and our fire department so that they can participate without any financial contribution. Additionally, CGI will maintain and install the banners for us so that we do not have to dedicate staff time to launch the final product once they're finished. They will also provide the brackets and hardware so we will have everything needed for seamless and timely installation. They will also insure every banners so that if any are damaged while being displayed, they will be replaced within a timely manner.

In return for all of this, all Lake City would have to do is provide direction for artwork and design, edit and sign a letter of introduction to be used for validation purposes during their sponsorship outreach, and sign their one page agreement. Their agreement says that they will do everything as promised, and that our city will incur absolutely no cost at any point along the way.



2021 Community Banner Program

Name: Terri Philips

Title: Events Manager and Recreation Director

Address: 205 N. Marion Ave

City, State, Zip: Lake City, FL 32055

Phone: 386-758-5427

Email: philipst@lcfla.com

Website: www.lcfla.com

This agreement is between CGI Communications, Inc. and the City of Lake City, and shall remain in effect from the date it is signed by both parties until the completion of the three (3) years of banner display, as described herein.


CGI / Community Showcase Banners shall provide the following:

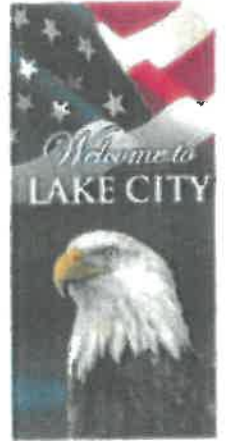
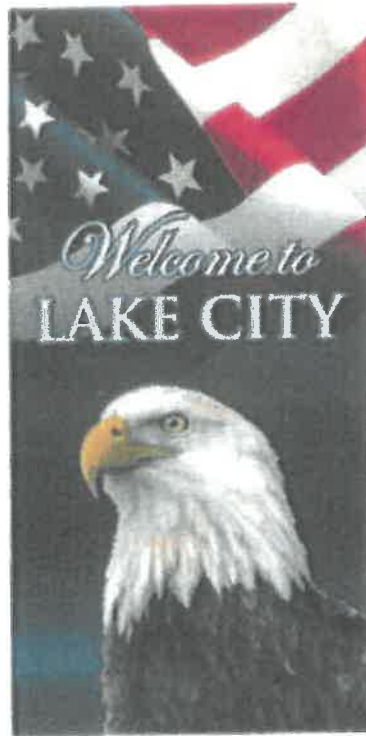
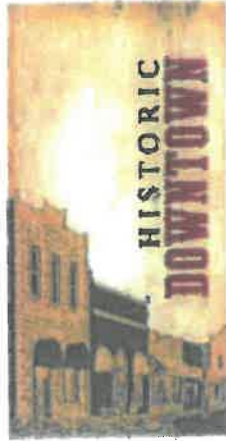
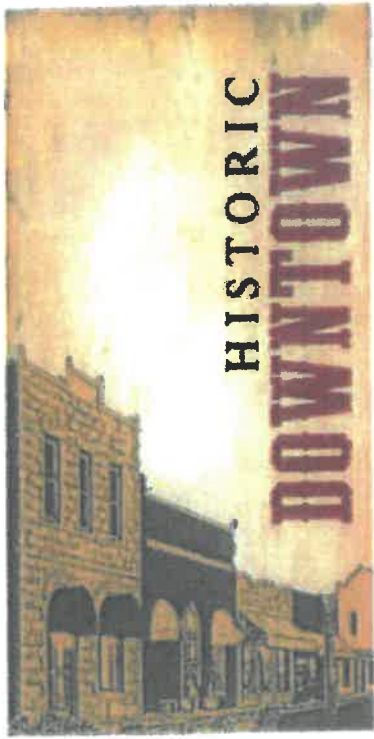
- A minimum of 25 full-color, custom graphic vinyl banners for all permissible poles
- Business sponsors featured on the bottom 30% of the banner
- Artwork, design and size customized to meet your community's specifications (standard size 30" x 72")
- All brackets, hardware, installation and maintenance
- Quantity of banners determined by number of sponsor participants
- Duration of sponsor participation will be one (1) year with the option to renew each following year of the agreement
- Sponsorship fulfillment including all related aspects of marketing, production, and printing
- The City of Lake City will assume no cost or liability for the sales and production of the banners for this project

The City of Lake City shall provide the following:

- Letter of introduction supporting the program on your organization's letterhead
- The right for CGI to use organization's name in connection with the preparation, production and marketing of the program set forth herein only
- Identification of, and access to the preferred pole sites for proper banner placement
- Identification of and access to a minimum of 25 poles for banner placement

We, the undersigned, understand the above information and have full authority to sign this agreement.

City of Lake City, FL	CGI Communications, Inc.
Signature:	
Name (printed):	Name (printed): Nicole Rongo
Title:	Title: Vice President of Marketing and Acquisitions
Date:	Date: March 4, 2020



File Attachments for Item:

11. Discussion Item - Outreach Program

Terri Phillips

From: Kriehauser, Tara
Sent: Monday, March 29, 2021 3:08 PM
To: Terri Phillips; Helfenberger, Joseph
Cc: lee@christcentral.org
Subject: Community Project Request

Good Afternoon Mrs. Phillips and Mr. Helfenberger,

Christ Central Ministries is sponsoring a community outreach project for city residents who are experiencing need in the areas of: cleanup, mowing and other miscellaneous projects. Mr. Lee Faulkner is the contact person for this project, and is eager to get this program started. For your convenience, Mr. Faulkner's contact information is: 386-867-4784 / lee@christcentral.org and I have CC him in this email as well. Thank you for all each of you do. 😊

Kind Regards,

TK

Tara M. Kriehauser

Code Enforcement
City of Lake City
205 N. Marion Street
Lake City, FL 32055
Phone: (386) 758-5428

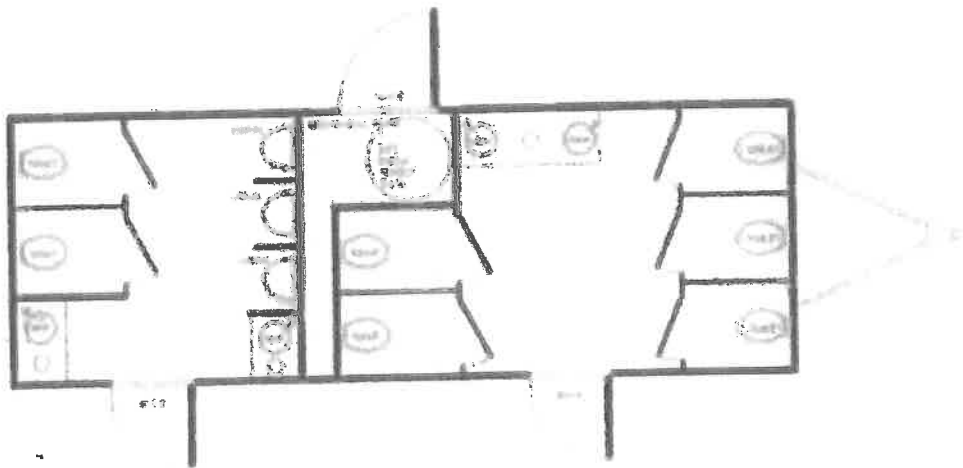


PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from City officials regarding City business are public records available to the public and media upon request. Your email communications may be subject to public disclosure.

File Attachments for Item:

13. Discussion Item - Portable Restroom Trailer

10 Station Portable Restrooms Trailer | Island Series - Palm Green



Available to Order

\$58,640.00

SKU# RRS187655

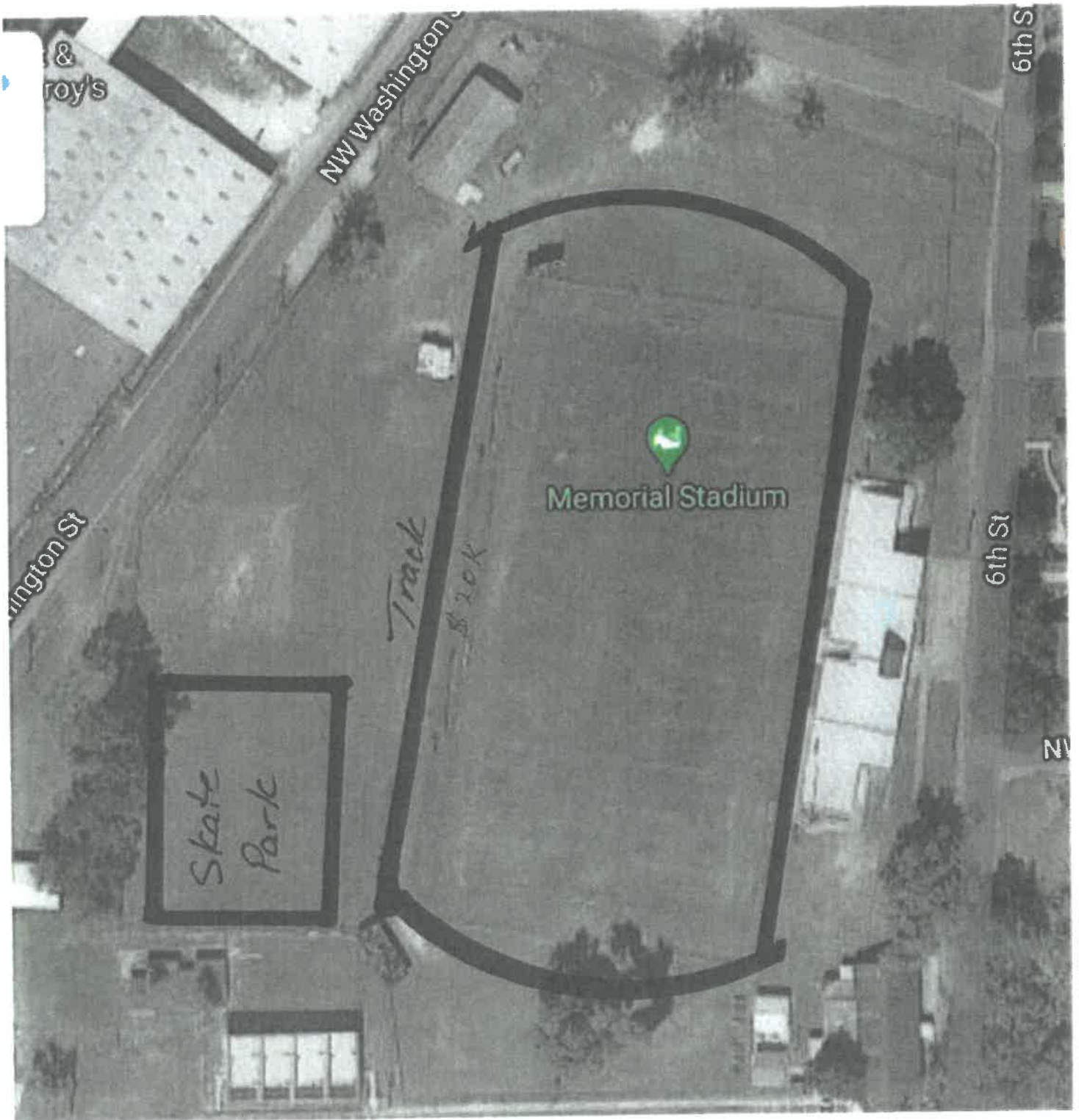
Financing as low as \$1,175.03 per month for QBO*

*Qualified Buyers Only

✕ Large 🚻 7 Toilets 🚽 3 Urinals 👤 Up to Large Crowds

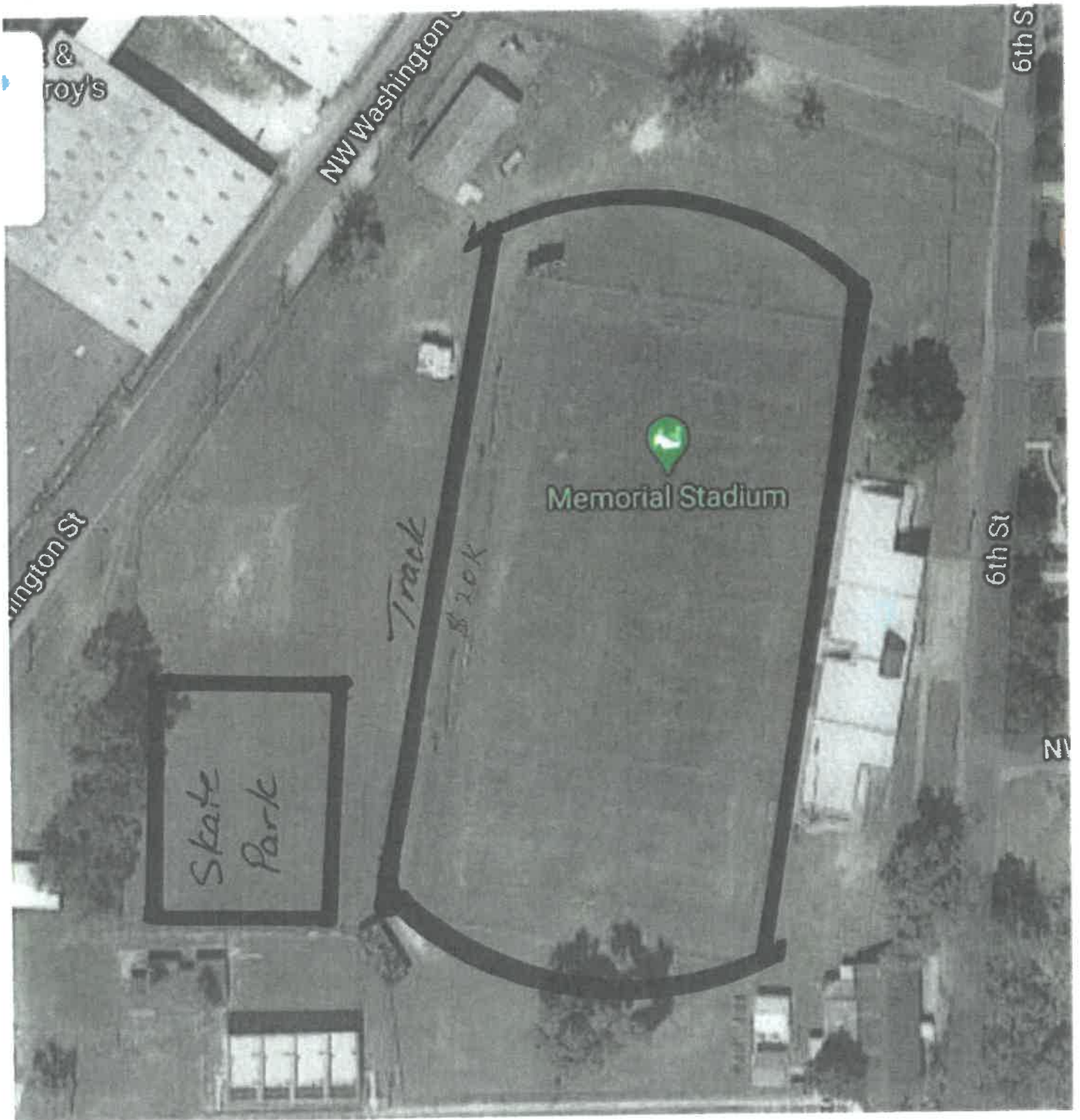
File Attachments for Item:

14. Discussion Item - Skate Park Update



File Attachments for Item:

15. Discussion Item - Walking Track



File Attachments for Item:

16. Discussion Item - Workout Station - Staff has a two (2) minute video to show relating to the Fitness Court

