

**Lake Park Town Commission, Florida  
Special Call Community Redevelopment Agency  
Meeting Minutes**

Wednesday, August 16, 2023 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

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<b>Roger Michaud</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>John Linden</b>	—	<b>Agency Member</b>
<b>Carmen Rodriguez</b>	—	<b>Agency Member</b>
<b>Mary Beth Taylor</b>	—	<b>Agency Member</b>
<b>Judith Thomas</b>	—	<b>Agency Member</b>
<b>Henry K. Stark</b>	—	<b>Agency Member</b>
<b>John O. D'Agostino</b>	—	<b>Executive Director</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Agency Attorney</b>
<b>Vivian Mendez, MMC</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.***

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**CALL TO ORDER/ROLL CALL**

Call to Order 6:32 pm

**PRESENT**

Chair Roger Michaud

Vice-Chair Kimberly Glas-Castro

Agency Member John Linden

Agency Member Carmen Rodriguez

Agency Member Mary-Beth Taylor

Agency Member Judith Thomas

Agency Member Henry Stark

## **PLEDGE OF ALLEGIANCE**

Led by Agency Member Rodriguez

## **SPECIAL PRESENTATION/REPORT:**

None

## **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.*

None

## **CONSENT AGENDA:**

Agency Member Taylor requested to pull Item 2 from the Consent Agenda for discussion.

Motion to approve remaining consent items and pull agenda Item #2 for discussion made by Agency Member Thomas.

Seconded by Agency Member Rodriguez.

Voting Aye: All

1. July 5 2023 Special Call Community Redevelopment Agency Meeting Minutes.
3. Resolution 53-08-23 2nd Amendment to the Palm Beach Sheriff's Office (PBSO) Service Contract for the Lake Park Community Redevelopment Agency for Community Policing Services.
2. Resolution 52-08-23 of the Lake Park Community Redevelopment Agency (CRA) Authorizing and Directing the Chair to Execute an Agreement with Creative Contracting Group for the Provision of Labor, Materials and Equipment Associated with the Construction of a Pocket Park at 7th Street.

This item was pulled from the Consent Agenda for discussion.

Agency Member Taylor asked about the price for the pocket park being \$93,000 and is now \$193,000. Public Works Director Roberto Travieso stated that this item was previously approved but afterwards staff found that there was a numerical error on the Resolution text, but the contract and the agenda request form had the correct amount of \$193,000. He stated that the Town attorney was consulted and it was recommended that the item be brought back in another resolution for approval with the corrected amount. Agency Member Taylor expressed concern over this discrepancy and stated that she may not have voted for this item if she had the correct information. Agency Member Stark asked if there was a recording of the meeting to verify how the item was presented previously. Town Attorney Baird stated that the purpose of this resolution was solely to correct a numerical error. Vice-Mayor Glas-Castro stated that she was able to pull up and view the previous agenda item in question and it did have the correct amount on it.

Motion to approve Resolution 52-08-23 by Vice-Chair Glas-Castro,  
Seconded by Agency Member Thomas.

Agency Member Linden stated that the number is correct, but the feeling is wrong and he is having difficulty with this item. Agency Member Thomas asked if the CRA Board had previous input into the possible uses for this piece of property. Public Works Director Travieso stated that yes, there were different proposals made and the Board approved the pocket park. She asked why it wasn't considered to use the property to expand the CRA parking lot. Public Works Director Travieso stated that this was considered, but it was not the preferred option of the Board at that time. She asked why the Board purchased this property in the first place.

Executive Director D'Agostino explained that they purchased the land with the possibility of expanding the parking area, but during the process, it was determined that it would only create a minimal amount of parking spaces and at that point it went back before the board to consider other options. Agency Member Thomas asked how long ago this property had been purchased. Public Works Director Travieso stated that it had been about 18 months.

Agency Member Thomas stated that this board had done what they were supposed to do during that time and now the Board needs to adopt this resolution and move forward. Agency Member Taylor stated that a resident had contacted her and they discussed using the space for a dog park. Chair Michaud stated that staff had previously mentioned the possibility of having a dog park created down the road.

Voting Yea: Chair Michaud, Agency Member Rodriguez, Agency Member Taylor, Agency Member Stark.

Voting Nay: Agency Member Linden.

#### **NEW BUSINESS:**

4. Discussion of the Fiscal Year 2023/2024 Draft Budget Lake Park Community Redevelopment Agency.

Executive Director D'Agostino provided highlights of the draft budget including a reduction of the millage rate of 3%. (Exhibit A). Vice-Chair Glas-Castro asked about the reduction to the millage rate and the cut of \$25000. Finance Director Jeffrey Duvall stated that it would be removed from the assigned grant funding line. She also asked if an outline will be provided during the budget hearing. Executive Director D'Agostino stated yes, we have received a template that will guide us through the process.

#### **AGENCY MEMBER REQUESTS:**

Agency Member Taylor made a request to have the Town Arborist trim some trees on Park Avenue that were overgrown and provided a photo presentation (Exhibit B). Agency Member Linden spoke about the meeting in Orlando and also about the possibility of having a separate discussion at the beginning of all Commission meetings. He also requested an agenda item to see how we can re-vamp the 800 building and CRA District. Executive Director D'Agostino discussed CRA transformations that were coming over the next 4 years and the need to hire staff and consultants in the CRA.



He proposed creating structure and capacity. Agency Member Linden stated that he would like to see faster CRA development to get crowds to come in now and support local businesses. Agency Member Thomas stated that it is important for the CRA to have intentional focus and vision and feels that there is currently no plan. Executive Director D'Agostino spoke about the CRA master plan which will be going before the county for approval.

**ADJOURNMENT:**

Motion to adjourn made by Vice-Chair Glas-Castro,

Seconded by Agency Member Thomas.

Voting Yea: Chair Michaud, Agency Member Linden, Agency Member Rodriguez,

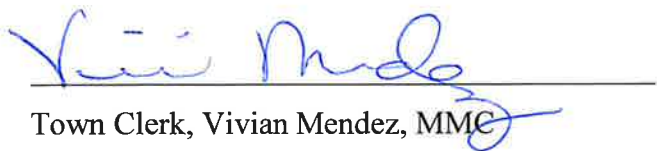
Agency Member Taylor, Agency Member Stark.

Meeting Adjourned 7:31pm

**FUTURE MEETING DATE:** The next scheduled Community Redevelopment Agency Meeting will be conducted on September 6, 2023.



Chair, Roger D. Michaud



Town Clerk, Vivian Mendez, MMC



Deputy Town Clerk, Laura Weidgans



Approved on this 16 of September, 2023

Exhibit A

# **TOWN OF LAKE PARK PROPOSED BUDGET**

**COMMUNITY REDEVELOPMENT FUND**

**FISCAL YEAR**

**October 1, 2023 through September 30, 2024**

Rept:124 - Itemized Budget For Year 2024 Version 1  
CRA 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
REVENUES						
110-311.115	Ad Valorem Taxes - County	517,894.00	631,382.00	621,952.00	730,947.00	
110-369.100	Miscellaneous Income	400,000.00	0.00	0.00	0.00	
110-381.001	Transfer from General Fund	959,790.00	1,162,739.00	1,162,739.00	1,338,794.00	
110-399.999	Balance Brought Forward	0.00	93,412.00	0.00	1,555,578.00	
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	TOTAL REVENUE	1,877,684.00	1,887,533.00	1,784,691.00	3,625,319.00	
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EXPENDITURES						
110-55-552-520-12000	Regular Salaries	0.00	81,040.00	0.00	57,013.00	
	1 Code Compliance Officer				57,013.00	
110-55-552-520-21000	FICA	0.00	6,200.00	0.00	4,361.00	
	1 Code Compliance Officer				4,361.00	
110-55-552-520-22000	Retirement	0.00	3,040.00	0.00	4,276.00	
	1 Code Compliance Officer				4,276.00	
110-55-552-520-23100	Health Insurance	0.00	22,006.00	0.00	12,628.00	
	1 Code Compliance Officer				12,628.00	
110-55-552-520-23200	Dental	0.00	812.00	0.00	406.00	
	1 Code Compliance Officer				406.00	
110-55-552-520-23300	Insurance - Life	0.00	288.00	0.00	122.00	
	1 Code Compliance Officer				122.00	
110-55-552-520-23400	Insurance - Vision	0.00	110.00	0.00	55.00	
	1 Code Compliance Officer				55.00	
110-55-552-520-23500	Disability	0.00	1,000.00	0.00	316.00	

Rept:124 - Itemized Budget For Year 2024 Version 1  
CRA 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Code Compliance Officer				316.00	
110-55-552-520-2400	Worker's Compensation Insurance	0.00	981.00	0.00	0.00	
110-55-552-520-24000	Worker's Compensation Insurance	0.00	0.00	899.25	698.00	
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	TOTAL PERSONNEL EXPENSES	0.00	115,477.00-	899.25-	79,875.00-	
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110-55-552-520-31000	Professional Services	73,347.69	109,412.09	153,378.45	25,000.00	
	1 Marketing				25,000.00	
110-55-552-520-31100	Professional Svc - Town Attorney	10,200.00	40,000.00	21,900.00	32,000.00	
110-55-552-520-34000	Contractual Services	180,800.31	114,870.00	107,667.04	306,070.00	
	1 Landscape Services				95,000.00	
	2 Landscape Services Contingency Tree Trimming				10,700.00	
	3 Johnson Controls				1,930.00	
	4 Holiday Displays Including Electrical Upgrades				120,000.00	
	5 Signage				75,000.00	
	6 Custodial Services				3,440.00	
	7 EV Chargers including Electrical Upgrades				0.00	
110-55-552-520-34010	Contract PBC Sheriff	127,980.00	138,000.00	75,125.00	133,680.00	
110-55-552-520-40000	Travel & Training	2,854.57	2,500.00	2,395.41	3,500.00	
110-55-552-520-41200	Postage & Shipping	1.73	2,500.00	11.14	6,000.00	
	1 Outreach				6,000.00	
110-55-552-520-43000	Utilities	18,343.69	15,000.00	10,952.75	15,000.00	
110-55-552-520-44100	Equipment Rentals	8,827.80	0.00	714.08	1,000.00	
110-55-552-520-45000	Insurance	5,783.00	6,566.00	6,566.00	12,000.00	
110-55-552-520-46000	Repair and Maintenance	4,403.22	4,000.00	1,529.16	2,000.00	
110-55-552-520-47000	Printing	0.00	1,000.00	0.00	1,000.00	
110-55-552-520-48005	Tree Lighting	3,607.63	6,700.00	6,013.17	6,700.00	
	1 Banners				1,000.00	
	2 Decorations				500.00	
	3 DJ/Sound System				800.00	

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G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	4 Marketing				300.00	
	5 Photography/Videography				300.00	
	6 Portable Light Towers				1,000.00	
	7 Portable Restrooms				500.00	
	8 Stage				500.00	
	9 Santa Suite Rental				300.00	
	10 Tents				1,500.00	
110-55-552-520-48100	Advertising	151.41	2,500.00	98.88	2,500.00	
110-55-552-520-48101	Office Supplies	0.00	100.00	0.00	100.00	
110-55-552-520-48102	SEASONAL RENTALS	2,537.00	26,000.00	26,000.00	29,900.00	
	1 Rental of Menorah and Kinara				2,400.00	
	2 Rental of Holiday Tree				17,000.00	
	3 Pole Decorations and Wraps				10,500.00	
110-55-552-520-52000	Operating Expenses	13,788.99	7,500.00	993.48	2,000.00	
110-55-552-520-54200	Memberships, Dues, & Subscriptions	1,045.00	1,045.00	1,045.00	1,045.00	
	1 Department of Economic Opportunity District Annual Fees				175.00	
	2 Florida Redevelopment Association				870.00	
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	TOTAL OPERATING EXPENSES	453,672.04-	477,693.09-	414,389.56-	579,495.00-	
110-55-552-520-63000	Improvement Other Than Bldg	14,058.00	329,500.00	98,912.42	432,000.00	
	1 To Complete Scope for Landscape Upgrades				200,000.00	
	2 Septic to Sewer Matching Funds				200,000.00	
	3 New LPR Camera System				32,000.00	
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	TOTAL CAPITAL OUTLAY	14,058.00-	329,500.00-	98,912.42-	432,000.00-	
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	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
110-55-552-520-82111	Grant - Business Development	82,869.00	387,223.00	293,998.72	422,871.00	
	1 Oceana (2 of 5)				200,000.00	
	2 Other				222,871.00	
110-55-552-520-82118	Grants and Incentives	0.00	0.00	0.00	1,555,578.00	
	1 Previously Approved/Suggested Programs				1,555,578.00	
110-55-552-520-91010	Transfer to Gen Fund - ILA 2008	168,780.00	168,690.00	154,632.50	168,597.00	
110-55-552-520-91030	Transfer to Gen Fund - ILA 2009	7,609.08	54,793.00	50,226.88	0.00	
110-55-552-520-99110	Indirect Cost Allocation	539,207.52	354,157.00	232,977.25	386,903.00	
	TOTAL OTHER EXPENSES	798,465.60-	964,863.00-	731,835.35-	2,533,949.00-	
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	

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G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	
	TOTAL DEPT EXPENDITURES	1,266,195.64-	1,887,533.09-	1,246,036.58-	3,625,319.00-	
	NET INCOME	611,488.36	0.09-	538,654.42	0.00	



Exhibit B





















“I think that I will never see  
A poem lovely as a tree”

*(Trees by Joyce Kilmer, lines 1-2)*