



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

Wednesday, April 17, 2024 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>Michael Hensley</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**

6:30 PM

**PRESENT**

Chair Roger Michaud

Vice-Chair Kimberly Glas-Castro

Board Member Carmen Rodriguez

Board Member Mary-Beth Taylor

Board Member Judith Thomas

Board Member Henry Stark

Board Member Michael Hensley

## **PLEDGE OF ALLEGIANCE**

The Pledge was led by Gus Rodriguez.

## **SPECIAL PRESENTATION/REPORT: NONE**

## **PUBLIC COMMENT: NONE**

*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.*

## **EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:**

Community Redevelopment Administrator Allison Justice provided comments via Exhibit A.

Board Member Stark welcomed and thanked Community Redevelopment Administrator Justice. He asked if she has plans to meet business owners. She stated she plans on meeting all of the businesses and has already met with some property owners and businesses.

Board Member Thomas had no comments.

Board Member Taylor had no comments.

Board Member Rodriguez had no comments.

Board Member Hensley had no comments.

Vice-Mayor Glas-Castro had no comments.

Chair Michaud spoke about visiting a new local restaurant.

## **CONSENT AGENDA:**

Motion made by Vice-Chair Glas-Castro, Seconded by Board Member Taylor.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Rodriguez, Board Member Taylor, Board Member Thomas, Board Member Stark, Board Member Hensley.

1. March 6, 2024 Community Redevelopment Agency Meeting Minutes
2. Update on the Proposed Streetscape Improvements for Park Avenue and 10th Street (the Project) and Request for Authorization by the Community Redevelopment Agency (CRA) Executive Director to Accept and Execute Two (2) Change Request Proposals from West Construction, Inc. Related to the Park Avenue & 10<sup>th</sup> Street Streetscape – PHASE 1 Scope of Work.

**NEW BUSINESS:**

3. Resolution 18-04-24 Request to Authorize the Executive Director to Accept a Professional Services Proposal from Shawn Mitchell to Assist the CRA with the Annual Budget, Annual Report, Bond Issuance and Other Financial Services on an As-Needed Basis.

Executive Director D'Agostino provided a summary of the item (Exhibit B). He spoke about two large projects coming up possibly including an aquatic center and a community center on Bert Bostrom Park. He believes having Mr. Mitchell on board would help the Town work through any financial pitfalls and help chart a course for the Town to keep the CRA financially viable.

Vice-Chair Glas-Castro asked about the aquatic center and if Mr. Mitchell will perform an analysis to determine what the admission fee would need to be in order to see if residents could afford it. Community Redevelopment Administrator Justice advised that they could pose that to Mr. Mitchell.

Motion made by Vice-Chair Glas-Castro, Seconded by Board Member Rodriguez.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Rodriguez, Board Member Taylor, Board Member Thomas, Board Member Stark, Board Member Hensley.

**AGENCY MEMBER REQUESTS: NONE**

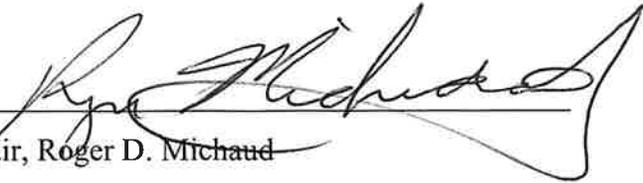
**ADJOURNMENT:**

Motion to adjourn made by Board Member Stark, Seconded by Board Member Rodriguez.

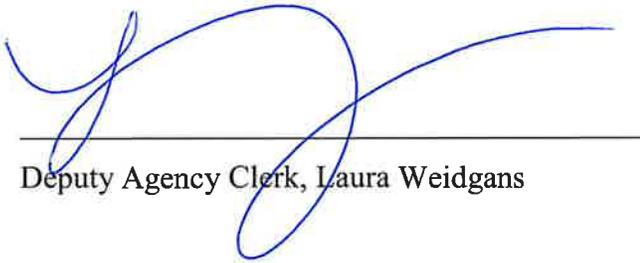
Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Rodriguez, Board Member Taylor, Board Member Thomas, Board Member Stark, Board Member Hensley.

Meeting adjourned 6:51 pm.

**FUTURE MEETING DATE:** The next scheduled Community Redevelopment Agency Meeting will be conducted on June 5, 2024.

  
Chair, Roger D. Michaud

  
Agency Clerk, Vivian Mendez, MMC

  
Deputy Agency Clerk, Laura Weidgans



Approved on this 1 of May, 2024



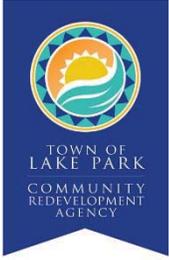
# COMMUNITY REDEVELOPMENT ADMINISTRATOR COMMENTS

Exhibit A

## SPECIAL CALL COMMUNITY REDEVELOPMENT AGENCY MEETING Wednesday, April 17, 2024

1. New Business Update:
  - a. Tentacion Restaurant: 933 Park Avenue – Restaurant Open with Grand Opening May 11. Mayor and Commissioners will be invited to a Grand Opening event and we will ask the Mayor to cut a ribbon for the business. The time of the event is TBD, but will be after 4PM.
  - b. Creole Social 850 Park Ave - opening soon – reached out to owner for an update.
  - c. CRA and town staff also working on a location for other potential restaurants. I will provide updates as we know more about locations and leases.
  
2. Incentive Programs
  - a. CRA Administrator is working on developing specific incentive programs to address the needs of residents and businesses within the CRA. Programs will focus on recruiting restaurants, upgrading landscaping and paint on homes occupied by homeowners, façade upgrades and major development projects. Draft incentive packages should be complete in the next few weeks and we will call a CRA workshop to discuss potential programs.
  
3. Marketing RFQ: A request for qualifications for a PR and Marketing firm was released on April 7, 2024 and will be out for 30 days. This company will assist the CRA Administrator with an implementable marketing plan for the CRA and support with implementation of that plan. It's anticipated that one firm will be selected, although there is an option to select multiple firms.
  
4. Real Estate: The CRA is in the process of assessing strategic acquisition of parcels through analysis and appraisals. An RFQ for Real Estate Brokers has been prepared and will be issued within the next month or so. These broker/s will be of assistance to the CRA if there are properties the agency deems desirable. They will be available on an as-needed basis.
  
5. Community Development Staff is currently processing two site plan applications in the CRA: **(1)** The Residences at 10<sup>th</sup> & Park (16 stories, mixed-use with 595 residential units) on the northeast corner of 10<sup>th</sup> Street and Park Avenue; and **(2)** Kelsey on Park on the southeast corner of 10<sup>th</sup> Street and Park Avenue (16 stories, mixed-use with 500 residential units). The Residences at 10<sup>th</sup> & Park project is almost ready to move forward through the public hearing processing the next few months. The Kelsey on Park project was issued its first round of review comments and we are awaiting a resubmittal. We are also working with them on the 918 Park Avenue

6. DXD Capital self/storage facility at 1450 Watertower Road is close to being completed in the CRA. They should be issued a Certificate of Occupancy very soon.
  
7. Dalfen Industrial (Lake Park Logistics Center) at 1100 Old Dixie Highway in the CRA is working with a potential large tenant to occupy a large portion of their newly built office/warehouse building. They are unable to share the company name at this time, but will keep us posted as negotiations move forward.
  
8. Oceana Coffee/Commercial Kitchens project at 1301 10<sup>th</sup> Street is moving forward in the CRA. Their next quarterly update will be provided at the June 2024 CRA meeting.



**CRA  
Agenda Request Form**

**Meeting Date:** 4/17/2024 **Agenda Item No.**

**Agenda Title: Resolution - Approve a Professional Services Agreement with Shawn Mitchell to assist the CRA with the annual budget, annual report, bond issuance and other financial services on an as-needed basis.**

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

**Approved by Executive Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Allison Justice, CRA Administrator*  
Name/Title

<p><b>Originating Department:</b> CRA <b>Executive Director</b> <b>John D'Agostino</b></p>	<p>Costs: \$35,000 Funding Source: CRA Acct. # 110 55 552 520 31000 Barbara A. <input type="checkbox"/> FinanceGould</p>	<p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Agreement with Shawn Mitchell for continuing service for financial consulting</li> <li>2. Shawn Mitchell resume and experience</li> </ol>
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**Summary Explanation/Background:**

The Lake Park CRA is governed by Florida Statue Chapter 163 Part III. With that, there are several unique financial requirements that benefit from having and experienced CRA Finance Consultant. Shawn Mitchell has been a budget manager and management analyst for the multiple cities. Outside of his full-time budgeting experience, Mr. Mitchell currently consults for several CRA's throughout South Florida. He provides full financial planning services for CRA's, which include long-range financial plans, annual budget preparation, and annual report preparation in accordance with State Statues. He also has experience in bond issuance and analyzing bonding capacity.

The CRA wishes to retain Mr. Mitchell to provide as-needed services and to assist the CRA Administrator during preparation of the annual budget and annual report. Specifically he will assist with preparing a new Five-Year Strategic Finance Plan for the Lake Park

CRA, analyzing bonding capacity and parcel by parcel comparisons of taxable values and new construction values.

Mr. Mitchell will bill the CRA at a rate of one-hundred five (\$105) dollars per hour with a contract amount which is expected to be less than \$35,000 making an RFP unnecessary. This contract will be for a period of three (3) years and an option to renew for two (2) additional years. Funding will be reviewed annually.

**Recommended Motion:**

**I move to approve Resolution 18-04-24.**