



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

Wednesday, October 08, 2025 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>Michael Hensley</b>	—	<b>Vice-Chair</b>
<b>John Linden</b>	—	<b>Agency Member</b>
<b>Michael O'Rourke</b>	—	<b>Agency Member</b>
<b>Judith Thomas</b>	—	<b>Agency Member</b>
<b>Vacant</b>	—	<b>Agency Member</b>
<b>Vacant</b>	—	<b>Agency Member</b>
<b>Richard J. Reade</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**

6:41 P.M.

PRESENT

Chair Roger Michaud

Vice Chair Michael Hensley

Board Member John Linden

Board Member Michael O'Rourke

ABSENT

Board Member Judith Thomas

## **PLEDGE OF ALLEGIANCE**

Chair Michaud led the Pledge of Allegiance.

## **APPROVAL OF AGENDA:**

Motion to approve the agenda made by Board Member O'Rourke, Seconded by Vice Chair Hensley.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke.

## **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.*

-Mary Beth Taylor posed questions regarding the Kimley-Horn report and the mulch placed near the fire station. She also provided written comments (Exhibit C).

## **CONSENT AGENDA:**

Motion to approve the Consent Agenda made by Vice Chair Hensley, Seconded by Board Member O'Rourke.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke

1. CRA Budget Meeting Minutes - September 8, 2025
2. Special Called CRA Meeting Minutes - September 17, 2025

## **NEW BUSINESS:**

3. Resolution 73-10-25– Agreement – CRA Administration & Project Management Consulting Services - It's About Place, LLC - \$34,998 (\$5,833 per month)

Executive Director Reade explained the item. CRA Administrator Allison Justice responded to the Board's questions regarding the contract and what it entails. CRA Administrator Justice advised the contract is for six months and she anticipates completion of the projects as outlined in the contract. She provided the Board with her upcoming schedule for travel back to the Town and that she will be funding her own travel. Vice Chair Hensley requested a list of the projects that she will be working on under the contract.

Motion to approve Resolution 73-10-25 made by Board Member O'Rourke, Seconded by Board Member Linden. The Board thanked Ms. Justice for her contributions to the Town and the

CRA.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke.

4. Resolution 74-10-25 – Agreement - Specialized Landscaping Services – CRA District - Chris Wayne and Associates - \$188,250 annually (\$15,687.50 per month)

CRA Administrator Justice explained the item (Exhibit B). She responded to questions from the Board regarding the landscaping contract. Vice Chair Hensley asked what the remedy is under the contract should they not perform to their satisfaction. CRA Administrator Justice stated that there is a ninety day termination clause in the contract which they can initiate without cause.

Motion to approve Resolution 74-10-25 made by Vice Chair Hensley, Seconded by Board Member Linden.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke.

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

CRA Administrator Justice provided an update on the new businesses opening in the CRA. She announced Studio on 10<sup>th</sup> grand opening. She announced that Big John's Eatery signed a lease to come to Town. She announced that the Purple Lizard opened today. She spoke about the marketing and contract for 800 Park Avenue. She announced that December 5<sup>th</sup> will be the first public engagement scheduled for Bert Bostrom Park. She announced a new partnership with SCORE which is a business mentoring organization for new businesses in the CRA and the Town. They will be hosting meetings at the Library every second Wednesday of the month from 12:30 to 2:30. She announced the Rust Market on October 18<sup>th</sup> from 9am-2pm.

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

Vice Chair Hensley requested a PADD update at a future meeting.

#### **ADJOURNMENT:**


Motion to adjourn made by Board Member O'Rourke. Seconded by Board Member Linden.


Voting Aye: All

Meeting adjourned 7:03 P.M.

**FUTURE MEETING DATE:** The next scheduled Community Redevelopment Agency Meeting will be conducted on October 22, 2025.

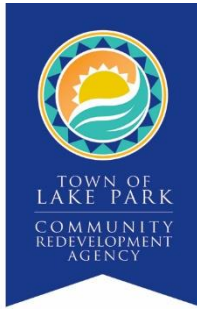
  
Chair, Roger D. Michaud

  
Agency Clerk, Vivian Mendez, MMC

  
Deputy Agency Clerk, Laura Weidgans



Approved on this 22 of October, 2025



**Town of Lake Park Town Commission**

**Agenda Request Form**

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**Meeting Date:** October 8, 2025

**Originating Department:** Community Redevelopment Agency (CRA)  
Resolution – Agreement – CRA Administration & Project Management  
Consulting Services - It's About Place, LLC - \$34,998 (\$5,833 per  
month)

**Agenda Title:** \_\_\_\_\_

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Agenda Category** (i.e., Consent, New Business, etc.): \_\_\_\_\_

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**Cost of Item:** \$34,998  
(\$5,833 per  
month - Six  
month Term) **Funding Source:** 110-55-552-520-34000

**Account Number:** \_\_\_\_\_ **Finance**  
**Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Resolution, Agreement

\_\_\_\_\_

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

AJ \_\_\_\_\_ Not applicable in this case

**Summary Explanation/Background:**

In March 2024, Ms. Allison Justice was retained by the Lake Park CRA as a contract employee to take on the role of CRA Administrator for the CRA, in the amount of \$90,000 per year (min. of 30 hours per week).

On September 17, 2025, Ms. Justice submitted her letter of resignation with the Town, effective October 31, 2025.

As a result, the CRA has a need to secure the services of Ms. Justice on a contractual basis to assist the Lake Park CRA on a limited, part-time basis until a new Administrator is hired and possibly beyond this time period to support the completion of various on-going projects and the administration of the CRA department.

If approved, the CRA Board would enter into a six (6) month agreement with Ms. Justice's CRA and project management consulting company, It's About Place, LLC, in the amount of \$34,998 (\$5,833 per month). If approved, the Town Commission would accept Chris Wayne and Associates' approved pricing, including all terms, conditions and pricing therein. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

If approved, Ms. Justice and her company, It's About Place, LLC, would provide the following services to the Lake Park CRA:

- Ongoing CRA Administrator Duties: Through April 2026, Allison Justice will continue to be the main point of contact for the Lake Park CRA and be involved in day to day operations remotely.
- Incentive Implementation: Consultant will continue to move the grants through the process by working with the property/business owners, CRA Attorney and CRA Board.
- Training/Oversight – Project/Marketing Coordinator: Continue the role of CRA Administrator by providing training and oversight to the newly hired project/marketing coordinator for the CRA. The Coordinator will continue to report to and obtain approvals through the Consultant.
- CRA Oversight/Compliance: CRAs have reporting requirements throughout the year which will be facilitated by the consultant.
- Budget Management/Bond Issuance: Manage the approved CRA Budget and assist Town in securing a Bond in order to complete Capital Projects within the Five Year Capital Plan.
- Project Management/Capital Projects: If requested, the Consultant will assume the role of CRA Project Manager to help oversee and complete the following Capital Projects along with the Capital Project Manager. Although the CRA will not be the lead project manager, since the CRA is the funding arm of many of these projects, CRA participation is critical for their success.
  - 10<sup>th</sup> Street South: Project meetings and CRA participation
  - Bert Bostrom: CRA Oversight of Phase 1 and Participation and negotiation for Phase 2
  - 800 Park Avenue: Sale of property
  - New CRA Space: assist with lease or purchase of a new CRA office
  - Septic to Sewer Improvement Project (as needed)
- CRA Meetings and Senior Staff Meetings: Consultant will attend a maximum of six (6) in person meetings within the contract timeframe. These will include CRA Meetings (Special or Regular) as well as Director Meetings on Thursday's following the CRA Meetings. Consultant will attend other Director Meetings virtually. The Consultant will also be in attendance for the Town's and CRA's Holiday Event on December 5, 2025.
- CRA Administrator Search: Should the Town decide to move forward with hiring a full time CRA Administrator, the Consultant will provide assistance throughout the hiring process.

If approved, Ms. Justice would begin under the terms of the proposed contract beginning on November 1, 2025 and continue through April 2026 (and may be extended with agreement by both parties).

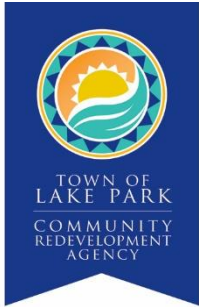
The proposed Agreement was prepared by It's About Place and was reviewed by the Town Manager/CRA Executive Director and the Town Attorney.

The CRA has worked with Ms. Justice and she has provided a quality product and excellent customer service.

**Recommended Motion:**

I move to approve Resolution 73-10-25 and enter into a six (6) month agreement with It's About Place, LLC for CRA Administration & Project Management Consulting Services, in the amount of \$34,998 (\$5,833 per month); and authorize the CRA Chair to execute the proposed Agreement with Its's About Place, LLC.

# Exhibit B



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** October 8, 2025

**Originating Department:** Community Redevelopment Agency (CRA)

**Agenda Title:** Resolution – Agreement - Specialized Landscaping Services – CRA District - Chris Wayne and Associates - \$188,250 annually (\$15,687.50 per month)

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Agenda Category** (i.e., Consent, New Business, etc.):

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**Cost of Item:** \$188,250 **Funding Source:** Contractual Services

**Account Number:** 110-552-520-34000 **Finance Signature:** Barbara A. Gould

**Advertised:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Resolution, Agreement, Pricing and Schedule

**Please initial one:**

\_\_\_\_\_  
AJ

Yes I have notified everyone

Not applicable in this case

### Summary Explanation/Background:

On September 3, 2025, the Town Commission accepted the rankings of the Evaluation Committee for RFQ #116-2025 for Specialized Landscape Maintenance Services - Park Avenue Corridor, 10th Street Corridor, Downtown Alleyways, Centennial Memorial Park, CRA Parking Lot, and Bert Bostrom Park, which was issued on June 15, 2025, and closed on July 22, 2025. As a result, staff is requesting the CRA Board to consider an agreement between the CRA and Chris Wayne and Associates in the amount of \$188,250.



The proposed agreement would follow the Town of Lake Park's Procurement Policy - Sec. 2-246. Thresholds for the procurement of goods and services.

1. For goods and services with a value greater than \$10,000 but less than \$35,000, the town manager or designee shall electronically post on the town's website a description of the goods and services being sought for at least seven (7) consecutive business days. The posted information shall include the scope of work, specifications for goods, and the response forms to be used by Offerors in response to the request for quotation (RFQ).

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including, but not limited to, Notice to Negotiate, final scoring matrix, RFQ 116-2025 and published addendums and the RFQ Advertisement, as required.

To ensure the lowest possible price, staff is recommending that the Town enter into a three (3) year agreement with two (2) additional one-year extensions with Chris Wayne and Associates in the amount of \$188,250 annually (\$15,687.50 per month). If approved, the Town Commission would accept Chris Wayne and Associates' approved pricing, including all terms, conditions and pricing therein. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Funding to support this project is available within the FY 2026 Budget – CRA Fund. This funding is generally provided by the Town's Tax Increment Financing (TIF) revenues.

If approved, the new vendor is expected to begin providing landscaping services on October 9, 2025, through September 30, 2028.

The proposed Agreement was prepared by the Town's CRA Administrator and reviewed by the Public Works Director, the proposed vendor, Chris Wayne and Associates, the Finance Director and the Town Attorney.

The Town has previously worked with the proposed vendor, and they have provided a quality product and good customer service.

**Recommended Motion:**

I move to approve Resolution 74-10-2025 and enter into a three (3) year Agreement with Chris Wayne and Associates for Specialized Landscaping Services within the CRA District, in the amount of \$188,250 annually (\$15,687.50 per month); and authorize the CRA Chair to execute the proposed Agreement with Chris Wayne and Associates.

October 8, 2025

## PUBLIC COMMENTS

*Good Evening, Mary Taylor, 209 park Ave.*

*Before I begin I must share with the Town Manager, Mayor, Commission, Captian Sanford, and deputies, that residents appreciate the diligence and increased visibility of the sheriff department, especially since school started. Thank You!*

What I am discussing now is strictly between The Town of Lake Park and Forest Development. On December 18, 2019, the Town adopted resolution NO. 97-12-19 to approve Forest's construction of the Nautilus. Three of you voted to pass the resolution. The approval was based on promises made by Forest Development. *I will read Paragraph 23 of the resolution.*

**Within 18 months of the effective date of this resolution, the Owner shall initiate bona fide development and shall continue with the development of the Site through completion. Failure to do so shall render the Development Order null and void. Once initiated, the development of the Site shall be completed within 36 months.** *The effective date is December 18, 2019. This means that Forest had to begin development by March 2021. Paragraph 23 says that Forest would complete the Nautilus in 36 months. If construction began in May 2021, 36 months would be May 2024. Forest promised it's buyers that construction would be finished by January, 2024. Today, Forest is at least 15 months in violation of it's promise. During the Nautilus construction the developer appeared before the commission and requested exceptions and waivers for their construction processes, which were always granted.*

***Last year the Town of Lake Park spent \$750,000 for additional sheriff personnel based on the promise of occupancy Forest made to the Town, on December 18, 2019.*** That promise was broken, thereby causing the Town to suffer serious financial harm. However, there is a legal remedy in contract law to address the losses. Losses incurred due to the Town's reliance on Forest's promise, a broken promise. Fortunately, Detrimental Reliance, in Contract Law, is available to recover the money that Forest Development owes the Town for failing to fulfill the terms and promises it made on December 18, 2019. ***The Town of Lake Park owes it to it's citizens to pursue a \$750,000 reimbursement from Forest Development.*** LAKE PARK CANNOT AFFORD TO CONTINUE SPENDING, WASTING, AND LOSING, LARGE SUMS OF MONEY. THANK YOU!

You may remember hearing this before, it is true!

*In the United States the most important office is that of CITIZEN.* Citizens are a powerful force for change. Recently we have witnessed how much Lake Park residents care about their position in this Town. They have shown up at workshops and voiced their opinions about the height and density that should be allowed in the PADD. Height and density are HOT topics all over right now. There are complications too. SB180, etc. but residents deserve to be kept informed about important issues like these.

The Kimley Horn Report was presented on June 2, 2025 at a workshop.

*WHERE IS IT?*

*IS IT CURRENT?*

*IS THE REPORT FINAL?*

*WHEN WILL THE REPORT BECOME A WORKING DOCUMENT THAT WILL CLARIFY FOR RESIDENTS AND DEVELOPERS THE NEXT STEPS, CHANGES AND TIMELINES IN THE COMPREHENSIVE PADD PLAN?*

*PLEASE INCLUDE AN UPDATE IN THE NEXT COMMISSION MEETING AGENDA*

*REGARDING MEETINGS: Town Sponsored Meetings, public outreach, concerning town topics should be widely advertised, well in advance, and welcoming to public input, regardless of time and location.*

*Thank You for your consideration of this matter.*



Town of Lake Park  
PUBLIC COMMENT CARD

~~Commission~~  
CRA

**CIVILITY AND DECORUM**

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Meeting Date

3-8-25

Cards must be submitted before the item is discussed!!

\*\*\*Three (3) minute limitation on all comments

Name:

Mary Taylor

Address:

200 Park Ave

If you are interested in receiving Town information through Email, please provide your E-mail address: \_\_\_\_\_

I would like to make comments on the following Agenda Item:

\_\_\_\_\_

I would like to make comments on the following Non-Agenda Item(s):

CRA Ready Horn

**Instructions:** Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.

