

Community Redevelopment Area Advisory Board Meeting Minutes

Thursday, December 7, 2017

3:00 – 5:00 PM

City Commission Conference Room, City Hall

Attendance

Board Members: Cory Petcoff (Chair), Ben Mundy (Vice-Chair), Brian Goding, Pastor Edward Lake, Frank Lansford, Commissioner Jim Malless, Cliff Wiley, Dean Boring and Zelda Abram

Absent:

Staff: Nicole Travis (CRA Manager), Celeste Deardorff (Community Development Interim Director), Alis Drumgo, Valerie Ferrell, D'Ariel Reed, Jonathan Rodriguez and Michael Smith

Guests: Marcos Fernandez (Nineteen61), Barry Friedman (Lakeland Now)

Packets

- Meeting Minutes dated November 2, 2017
- Memo – Financial Update
- Memo – Seventeen20 Update
- Memo – Lincoln Square Update
- Memo – Mass Market Parking Lots

Handouts

- Arts & Entertainment
- D'Lucas
- Midtown Affordable Housing Program

Housekeeping

Action Items – Old Business

Meeting Minutes dated November 2, 2017

In response to Ben Mundy, Nicole Travis stated that the minutes would be revised to clarify that Nujak's value engineered savings of \$162,000 to \$200,789 for the overall project as opposed to individual savings on each Lincoln Square home.

Commissioner Jim Malless moved approval of the November 2, 2017 minutes as amended. Pastor Edward Lake seconded the motion and it passed 9-0.

Financial Update

Nicole Travis explained that the CRA Available Funds Report reflects how much unappropriated surplus is left in each account based on projects that the CRA encumbered and within contract. The Midtown account includes the entire development of the Lincoln Square project. She also noted that Midtown's income is currently over 2 million dollars per year.

Seventeen20 Update

Nicole Travis provided an update on the property search for Jon and Sarah Bucklew. CRA staff was previously instructed to find a suitable property, preferably in the East Main District. The building of interest on Rose Street was purchased by another company prompting revision of the target area to include the vicinity surrounding Mass Market, in an effort to continue momentum within the Midtown district.

717 North Florida Avenue and 111 East Parker Street are both located two blocks west of Mass Market and the future location of the Food Truck Park. An offer of \$220,000 was made for the property at 717 North Florida Avenue. A separate offer was made for the appraised value of 111 East Parker Street with the seller having an option to withdraw if the appraisal is unfavorable. Both offers are subject to board approval.

Staff is proposing the purchase of both properties with renovation estimations varying between \$80-\$100 per square foot.

Alis Drumgo noted that Jon Bucklew's original request listed the space requirement for Seventeen20 at 20,000 square feet. The combination of the two buildings would allow for such.

Commissioner Jim Malless expressed concern about Bucklew's request of ownership of the property bringing the CRA's total investment into the project to 2.5 million dollars. He suggested the agreement be amended to include a buyout of 75% to 80%.

Cliff Wiley requested the Bucklews submit a business plan and financial statements for the board's review.

Cory Petcoff suggested a non-refundable deposit on the future purchase of the property at \$50,000 to \$100,000.

Nicole reminded the board that during the Bucklew's original presentation they mentioned having \$200,000 to \$250,000 reserved for investment into the project.

Cliff Wiley suggested the Bucklews invest their money into the renovation of the property as opposed to a reserved deposit, to facilitate the anticipated buildout of the property befitting their needs.

Cory Petcoff suggested voting to approve purchase of the property, withholding agreement on the development of the site.

Discussion ensued regarding the funds available and income expectancy for Midtown.

Nicole stated that the financial information in question will be included for each account in the Agenda packets going forward.

Discussion ensued regarding the use of 114 East Parker Street.

Ben Mundy suggested using the property at 717 North Florida Avenue in conjunction with CRA owned property at 114 East Parker Street in lieu of purchasing the property at 111 East Parker Street.

Alis Drumgo mentioned the need for parking would be solved with the purchase of 111 East Parker Street as a portion of the building would be demolished for that cause.

Commissioner Jim Malless moved approval of staff's recommendation of acquisition of 717 North Florida Avenue and 111 East Parker Street with a not-to-exceed amount of \$750,000. Dean Boring seconded the motion and it passed 9-0.

Lincoln Square Update

Alis Drumgo reported that the City Commission approved the CRA/Nujak (Contractor) contract for \$4,532,140 to construct the Lincoln Square homes on December 4th, 2017. Staff elected to decline options that would devalue the quality of the homes. Cost savings are estimated at \$51,781 across all phases of construction.

Grade-A-Way is 80% complete with site work and infrastructure, and the project is two months ahead of schedule. With all homes under contract and deposits on hand, staff recommends the Board commit to all phases of construction to prevent any construction delays for the Contractor.

Eddie Lake moved approval of staff's recommendation. Dean Boring seconded the motion and it passed 9-0.

Mass Market Update

Polk County Tax Collector, Joe Tedder, approached the CRA requesting assistance to provide additional parking of approximately 60 spaces for employees at his 916 N. Massachusetts Avenue facility which is across Plum Street the northern boundary of Mass Market. His request was specifically for a secure, paved parking lot with gated access. He proposed a lump sum payment to be determined in exchange for access to parking Monday through Friday from 8:00 AM to 5:00 PM.

The CRA was also approached by Word Alive Ministries regarding the offering of their property at 0 Kentucky Avenue. This property was offered to the CRA at a price of \$349,900 and the Advisory Board declined the offer to purchase. The current offering price is \$200,000. This lot is currently paved which will significantly reduce the construction cost of a secured parking lot, and it is directly across Kentucky Avenue from the Tax Collector's office.

Staff recommends that the Board authorize Staff to enter into a purchase agreement for 0 Kentucky Avenue at a price not to exceed \$200,000 and undertake improvement to a secured parking lot at the Tax Collector's expense in exchange for which the Tax Collector will have a long-term lease (the lease term will be determined by the cost of the improvement). The agreement with the Tax Collector would be negotiated during the due diligence period for the purchase contract. The CRA would then limit improvements on the lots directly across from Mass Market (830 N. Kentucky) to fencing and parking stops which is adequate for valet parking.

Jim Malless moved approval of the purchase of Word Alive properties at 0, 902, 910 North Kentucky Avenue and 0 North Tennessee Avenue with a not to exceed amount of \$230,000. Dean Boring seconded the motion and it passed 9-0.

Action Items – New Business

D'Lucas

Valerie Ferrell introduced Marcos Fernandez, Executive Chef and owner of Nineteen61. Marcos is looking to expand his culinary reach to another location at 1037 Dixieland Mall Lane (formerly Crane's Crossing) behind the Dixieland Mall. This location will be a commissary/bakery with to-go items and an outdoor seating area. The intent of the location is to serve primarily as a catering kitchen, with options for visitors to gather in a picnic-style setting. Two businesses will be established at this location, D'Lucas serving to-go items and Honey Comb serving as the bakery/catering service. Marcos is seeking a partnership with the CRA through assistance with façade improvements and new kitchen equipment.

Marcos is not the owner of the building, but does have a standing lease agreement with preapproval from the landlord for the renovations. Preliminary estimates obtained by the applicant demonstrate a total investment of \$134,000 to prepare the building for the kitchen use as well as outdoor dining areas. The applicant is requesting the CRA to assist with the upgrades beyond the administrative program limits in the amount of

\$41,500. The CRA investment would represent 35% of the total investment for this project. Staff supports this request and recommends approval.

Marcos Fernandez gave a brief presentation for D'Lucas and Honey Comb.

Commissioner Jim Malless suggested limiting the scope of assistance to long-term investments for the project.

Staff is seeking approval of the additional \$11,500 cost above the administrative grant for both construction and kitchen equipment.

Dean Boring moved approval staff's recommendations. Frank Lansford seconded the motion and it passed 8-0. Cory Petcoff abstained from voting.

Arts and Entertainment

In an effort to entice and bring more investment into the CRA districts, staff is proposing creation of an Arts and Entertainment grant program. This program would offer funding to agencies seeking to host a community event centered around some cultural experience. In order to make best use of funds from the CRA, staff is recommending issuing a Request for Proposals to find a consultant who is able to analyze the cultural needs and define a brand identity for what is to become an Arts and Entertainment district. Once these are defined, the consultant would offer suggestions for program funding elements and how to implement public art projects and define cultural hubs in the Lakeland community.

Nicole Travis gave a brief presentation of canvases painted by David Collins. He and the CRA staff are proposing the creation of 60 canvases to be strategically placed throughout the city to draw attention to different areas that are vacant or underutilized. Staff is requesting funds to secure a partnership with Mr. Collins.

Jim Malless moved approval of staff's request to move forward with the Arts and Culture R.F.P. process with a submission requirement to the Board defining the terms. He also authorized the allocation of funds from all three CRA accounts with a not to exceed amount of \$25,000 as the first in installation payments with respect to event funding. Dean Boring seconded the motion and it passed unanimously.

Midtown Affordable Housing

The new home construction project at Lincoln Square has such a buzz in the Midtown area that CRA staff has received contact information for nearly four hundred interested buyers. With only twenty-one homes available at Lincoln Square, there is a high demand for housing in the area. Staff is proposing to continue with the neighborhood stabilization strategy by assisting with making quality affordable homes available in the Midtown district. One strategy to provide quality and affordable housing is to strategically purchase homes in need of limited repair, renovate the homes, and offer them for sale at affordable prices.

Mike Smith reviewed two contracts for the Board's approval.

724 W. 8th Street, Lakeland, FL 33805 --- Purchase Price: \$32,500

Seller: 724 W 8th ST LAKELAND LLC

638 W. 9th Street, Lakeland, FL 33805 --- Purchase Price: \$32,500

Seller: Home and Stone Florida LLC

Due to time constraints a detailed discussion of the program will be moved to next month's agenda.

Cory Petcoff proposed moving to approve the purchase of the two homes in question and withholding motion on the details of the program yet to be disclosed.

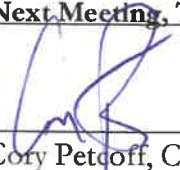
Dean Boring moved approval of the purchase of the contracted homes. Eddie Lake seconded the motion and it passed 9-0.

Discussion Items

Cory Petcoff mentioned the vacancies Downtown (due to Todd Baylis' resignation), Midtown and the Commissioner's seat (due to Jim Malless' term ending).

Adjourned at 4:46 PM

Next Meeting, Thursday, January 4, 2018, 3 PM, City Commission Conference Room.



Cory Petcoff, Chairman

1-4-2018

Date

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Petcoff Cory Thomas</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>CRA Advisory Board</i>
MAILING ADDRESS <i>1212 Kells Court</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY <i>Lakeland Polk</i>	NAME OF POLITICAL SUBDIVISION: _____
DATE ON WHICH VOTE OCCURRED <i>12-7-2017</i>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Cory Petcoff, hereby disclose that on December, 2017:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Marcos Fernandez of D'Lucas applied for a grant to help offset construction costs in a restaurant building owned by an entity that I control. I abstained from the vote.

1-4-2018

Date Filed



Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.