WINTER HAVEN
THE CHAIN OF LAKES CITY

COMMUNITY REDEVELOPMENT AGENCY (CRA) DOWNTOWN ADVISORY COMMITTEE

DATE: Monday, July 21, 2025, 4:30 p.m.

LOCATION: John Fuller Auditorium

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1. Call to Order

2. Roll Call

3. Approval of Minutes

3.A **May 5, 2025 - Regular Meeting Minutes**

Staff Contact: *Samise Lee, CRA Coordinator, slee@mywinterhaven.com*

May 05, 2025 Downtown CRA Regular Meeting Minutes

3.B **May 28, 2025 - Special Meeting Minutes**

Staff Contact: *Samise Lee, CRA Coordinator, slee@mywinterhaven.com*

May 28, 2025 Downtown CRA Special Meeting Minutes

4. Presentations

5. Action Items

5.A **Proposed FY 2025-2026 Budget**

Staff Contact: *Angie Hibbard, CRA Manager, ahibbard@mywinterhaven.com*

Summary FY 25-26 Budget Proposal
FY 25-26 Proposed Budget - Downtown CRA

6. Other Business

6.A **Comments from the Board**

6.B **Comments from the Staff**
Next Regular meeting date - October 6, 2025

6.C **Comments from the Public**

7. Adjournment

If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, they will

need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceeding is made which record includes the testimony and evidence upon which the appeal is to be based (FS 286.0105). In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the City Clerk's Office, 451 Third Street, NW, Winter Haven, Florida 33881, in writing, not later than 48 hours prior to the proceeding; if not in writing, then not later than four (4) days prior to the proceeding at (863) 291-5600. Vision or hearing impaired please call (800) 955-8771 for assistance.

City of Winter Haven
Community Redevelopment Agency
Downtown Advisory Committee Meeting
Regular Meeting Minutes

May 5, 2025

City Hall - John Fuller Auditorium
451 Third Street, NW, Winter Haven, Florida

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1. Call to Order

Chairwoman Sands called the meeting to order at 4:31 PM

2. Roll Call

Committee Members Present: Chairwomen Sands; Vice Chair Sammons; Christopher Collany; Rick Renardson; Steve Kalogridis; Dave Dershimer; Jessie Skubna; Panogiotis Iakovidis; and Chris Sexson

Committee Members Absent: Cyndi Threlkeld

Staff Present: T. Michael Stavres, City Manager; Michael "M.J." Carnevale, Deputy City Manager; Eric Labbe, Economic Opportunity & Community Investment Director; Cedric Cox, Economic Opportunity & Community Investment Assistant Director; Angela "Angie" Hibbard, CRA Manager; Samise Lee, CRA Coordinator; Andy Palmer, Parks Planning & Strategic Initiatives Manager; and Joshua Stone, Information Technology Support Supervisor

Board Members Present: Chairman Yates; Maxine Hunter

3. Approval of Minutes

a) February 3, 2025
Chairwoman Sands motioned for approval of the February 3, 2025 regular meeting minutes. Seconded by Committee Member Iakovidis. **Motion carried by unanimous vote (8-0).**

4. Presentations

Angie Hibbard presented updates on the following projects:

- Skate Park Pavilion & Trail
  - Andy Palmer approached the podium further discuss the Skate Park Repurposing

Angie Hibbard returned to the podium to continue discussing the following projects:

- Wayfinding and Gateway Signs Master Plan
  Chairwoman Sands questioned if the next step would be to budget for this project. Discussion ensued.
- Projects Updates/Grants

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5. Action Items

a) Residential Improvement Grants – None

b) Commercial Façade Grants

i. Commercial Façade Grant - 600 3rd St SW (State Farm)

Samise Lee stated that In FY22-23, Lacy McClintock submitted an application for a Commercial Façade Grant for improvements to the State Farm office located at 600 3rd Street SW. Ultimately, the improvements were made without the use of grant reimbursements funds. This year, Lacy McClintock has put in an application for the replacement of a sign for State Farm located at 600 3rd Street SW. The last State Farm sign was blown out by hurricane Milton. The estimates for the work range from $4,815.54 to $5,120.00 excluding the estimated cost of parts and labor.

Staff recommended approval of the Commercial Façade Grant for replacement of a sign for the property located at 600 3rd Street SW in an amount equal to seventy-five percent (75%) of the final cost of the work up to the grant reimbursement maximum of $10,000. A copy of the Business Owner's requested scope of work was attached.

Committee Member Skubna motioned for approval of the Commercial Façade Grant for replacement of a sign for the property located at 600 3rd Street SW. Seconded by Vice Chair Sammons**. Motion carried by unanimous vote (9-0).** Committee Member Sexson arrived later during presentations.

ii. Commercial Façade Grant - 701 6th St SW (Paw Printz Inc)

Samise Lee stated that Valerie Quackenbush submitted an application for signage removal and replacement for Paw Printz, Inc. located at 701 6th Street SW. The estimates for the work range from $3,725.00 to $4,235.00 excluding the estimated cost of parts and labor.

Staff recommended approval of the Commercial Façade Grant for signage removal and replacement for the property located at 701 6th Street SW in an amount equal to seventy-five percent (75%) of the final cost of the work up to the grant reimbursement maximum of $10,000. A copy of the Business Owner's requested scope of work was attached.

Committee Member Skubna motioned for approval of the Commercial Façade Grant for signage removal and replacement for the property located at 701 6th Street SW. Seconded by Committee Member Kalogridis. **Motion carried by unanimous vote (9-0).**

iii. Commercial Façade Grant - 260 Ave A SW (TWOSIXTY SW, LLC)

Samise Lee stated that Frankie Skubna submitted an application for six (6) window replacements, replacement of an awning and an exterior pressure wash and repaint for TWOSIXTY SW LLC located at 260 Avenue A SW. The estimates for the work range from $2,300.00 to 6,260.00 excluding the estimated cost of parts and labor.

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Staff recommended approval of the Commercial Façade Grant for six (6) window replacements, replacement of an awning and an exterior pressure wash and repaint for the property located at 260 Avenue A SW in an amount equal to seventy-five percent (75%) of the final cost of the work up to the grant reimbursement maximum of $10,000. A copy of the Business Owner's requested scope of work was attached.

Committee Member Kalogridis motioned for approval of the Commercial Façade Grant for six (6) window replacements, replacement of an awning and an exterior pressure wash and repaint for the property located at 260 Avenue A SW. Seconded by Vice Chair Sammons. **Motion carried (8-0).** Committee Member Skubna abstained from voting due to a conflict of interest.

c) Memorandum of Understanding – EnviroBuild, LLC

Samise Lee presented that in September of 2022, Six/Ten, LLC and the CRA entered into an agreement designed to assist eligible homeowners by covering upfront costs associated with the Residential Improvement Grant Program. This agreement automatically renews annually unless terminated by either party. The agreement provided Six/Ten, LLC the ability to front the costs associated with an approved Residential Improvement Grant and coordinate completion of the approved work with a general contractor. This provided homeowners who did not have the ability to pay for the improvements and receive reimbursement, the opportunity to participate in the program and improve their homes; however, due to the improved marketing, popularity of the program and community needs, there are approximately 30 approved applicants on the waiting list to receive approved repairs. Concurrently, Six/Ten, LLC has expressed concerns regarding their ability to continue assisting pursuant to the aforementioned agreement.

In an effort to ensure completion of the previously approved Residential Improvement Grants, and to continue to provide opportunity for those homeowners who do not have the ability to participate in the program through a reimbursement, CRA staff and EnviroBuild, LLC desire to enter into this Memorandum of Understanding (MOU). EnviroBuild, LLC is a licensed contractor previously procured by the City via ITB-23-48. The proposed MOU details the process and expectation of CRA staff and EnviroBuild, LLC to facilitate the completion of work consistent with approved Residential Improvement Grants and ITB-23-48.

Staff recommended the Downtown CRA Advisory Committee recommend for approval, the Memorandum of Understanding with EnviroBuild, LLC to the CRA Board. A copy of the MOU was attached.

Committee Member Iakovidis recommend for approval, the Memorandum of Understanding with EnviroBuild, LLC to the CRA Board. Seconded by Committee Member Collany. **Motion carried by unanimous vote (9-0).**

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d) Demolition Program Reallocation of Funding

Angela Hibbard stated that to assist in furthering the goals of removing slum and blight and redeveloping the Community Redevelopment Agency areas, the CRA Board approved Resolution R-CRA-22-02 for the establishment of a Demolition Program on March 14, 2022. The Downtown CRA Advisory Committee endorsed this program in February of the same year, however funds have not been allocated to this program to date.

In partnering with the Safe Neighborhoods Division, a property in the Downtown CRA district has been identified and an application submitted for the demolition program. The house located at 232 Avenue B NE was significantly damaged by a fire and the structure is not currently safe for living.

The FY 2025 Budget allocated $100,000 for Residential Improvement Grants and staff only has three (3) applications in queue for funding with no additional applications in the approval process. The overall remaining amount in the line item for Grant Programs (8220) is $321,681.62 with pending reimbursements of $92,811.60 from all grants. This leaves a balance of $228,870.02 for the Grant Programs.

Due to the fire and subsequent vacancy the property has become an attractive nuisance to the neighborhood and a safety concern. There are code violations on this property that would be resolved in part with a demolition of the house. Staff is working together with the Safe Neighborhoods Division and the owner's family to rectify the current situation. The owner passed away and the family is working through probate for the property. A reallocation of up to $20,000 from the Grant Programs line item in the FY25 budget would allow for the Downtown CRA to assist with the demolition of the house, and is consistent with the goals and purpose of a CRA, to remove slum and blight.

Staff recommended the Advisory Committee recommend for approval to reallocate $20,000 from line 8220 (grant programs) to Demolitions. A copy of the Resolution R-CRA-22-02 and Demolition Application and Agreement for 232 Avenue B NE was attached.

Committee Member Skubna moved for approval to reallocate $20,000 from line 8220 (grant programs) to Demolitions. Seconded by Committee Member Kalogridis. **Motion carried by unanimous vote (9-0).**

6. Other Business

a) Comments from the Committee

Chairwoman Sands questioned when the next fiscal year's budget would be discussed. Discussions ensued with various questions asked and answered. *A copy of the underlying and forthcoming CRA Projects was attached.*

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b) Comments from the Staff

i. Next Regular Meeting Date – July 21, 2025

ii. Eric Labbe mentioned reaching out to Chairwoman Sands in request for a special meeting to take place prior to the July 21, 2025 regular meeting to address an application for development incentive for consideration before the June 9, 2025 CRA Board Meeting.

c) Comments from the Public - None

7. Adjournment

Meeting adjourned at 5:16 PM

WINTER HAVEN DOWNTOWN CRA ADVISORY COMMITTEE	**ATTEST:**
Julie Sands Downtown CRA Advisory Committee Chair	Angela Hibbard CRA Manager

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City of Winter Haven
Community Redevelopment Agency
Downtown Advisory Committee Meeting
Special Meeting Minutes

May 28, 2025

City Hall - John Fuller Auditorium
451 Third Street, NW, Winter Haven, Florida

DRAFT

1. Call to Order

Chairwoman Sands called the meeting to order at 4:30 PM

2. Roll Call

Committee Members Present: Chairwomen Sands; Vice Chair Sammons; Christopher Collany; Cyndi Threlkeld; Dave Dershimer; Jessie Skubna; Panogiotis Iakovidis; and Chris Sexson

Committee Members Absent: Rick Renardson; Steve Kalogridis

Staff Present: Eric Labbe, Economic Opportunity & Community Investment Director; Cedric Cox, Economic Opportunity & Community Investment Assistant Director; Angela "Angie" Hibbard, CRA Manager; Samise Lee, CRA Coordinator; and Joshua Stone, Information Technology Support Supervisor; Lawrence Mendies, Police Officer

Board Members Present: CRA Board Chairman Yates

Public Present: Five (5)

3. Action Items

a) Grand Central Cooperative, LLC Developer's Agreement

Eric Labbe stated that the Grand Central Cooperative, LLC submitted an application for development incentives to include Tax Increment Financing (TIF) rebates consistent with the Real Estate Development Accelerator (REDA) incentive, a building preservation reimbursement grant, and a water/wastewater connection fee reimbursement, for a redevelopment project known as Grand Central. The requested REDA TIF rebate for this project is 60% rebate for 20 years. The building preservation reimbursement grant is payable in five (5) equal annual payments of $400,000 upon completion of certain performance benchmarks as defined within the agreement. The water/wastewater connection fee reimbursement is payable upon proof of payment of water and wastewater connection fees

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to the City of Winter Haven and shall not exceed $275,000. The applicant has requested, and provided documentation to support, the aforementioned development incentives.

The Grand Central Project is an effort to redevelop four (4) buildings at the corner of Central Avenue and 3rd Street SW, that have been closed, vacant, and deteriorating for over nine (9) years. The signature building is a six (6) story, 26,000 square foot structure, known as the Taylor building. As part of this redevelopment, the Taylor building front façade will be returned to its original historic appearance and is proposed to include a coffee shop, bar, and retail uses on the first floor. Floors 2 through 4 will include co-working space, and floors 5 and 6 will be offices. The next two buildings are referred to as the Mowery North and Mowery South buildings. These are among the oldest existing buildings in Downtown Winter Haven at nearly 110 years old. These buildings will be renovated to restore character and function. The Mowery North building will include a restaurant on the first floor and office space on the second floor. The Mowery South building will be renovated into an event space. The fourth building in this project is the Hoffman building which also fronts on 3rd Street SW and is adjacent to a small City owned parking lot. This building will be renovated into a salon and wellness center and possible office space.

Total project cost is projected to be $20,377,994, of which $10,350,065 is construction cost. The project will be completed in two phases. The first phase (phase 1A & phase 1B) will include the renovation of the exterior of all four (4) buildings as well as the interior renovation of the Hoffman building for the salon and wellness center and potential office space on the second floor. The second phase will include the renovations to the interior of the Mowery north and south buildings and the Taylor building.

Staff recommended the Downtown CRA Advisory Committee forward the Developer's Agreement to the CRA Board with a recommendation of approval. A copy of the Developer's Agreement and Grand Central Application were attached.

Committee Member Collany moved for the Developer's Agreement - Grand Central Cooperative, LLC to be forwarded to the CRA Board with their recommendation for approval. Seconded by Committee Member Sexson. **Motion carried by unanimous vote (8-0).**

4. Other Business

a) Comments from the Committee

None

b) Comments from the Staff

i. Next Regular Meeting Date – July 21, 2025

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c) Comments from the Public

None

5. Adjournment

Meeting adjourned at 5:29 PM

WINTER HAVEN DOWNTOWN CRA ADVISORY COMMITTEE

Julie Sands
Downtown CRA Advisory Committee Chair

ATTEST:

Angela Hibbard
CRA Manager

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DATE: July 16, 2025

TO: Downtown CRA Advisory Committee

VIA: Eric Labbe, Director of Economic Opportunity & Community Investment

FROM: Angie Hibbard, CRA Manager

SUBJECT: Budget Recommendations for FY 2025-26

BACKGROUND

Each year the CRA is required to adopt a budget for its operation. Within this budget, funds are set aside for personnel, operating expenses, debt service, development incentives, and capital projects.

Based upon the current City millage rate of 6.59, the Downtown CRA is anticipated to receive $4,235,010 in ad valorem revenue and interest for fiscal year 2025-2026. Based upon projected end of year expenditures, projected fund balance, and anticipated revenue, a draft fiscal year 2025-2026 budget has been prepared for consideration.

The draft budget includes the following (additional details are on the attached spreadsheet):

Personnel Expenses:	$ 158,811
Miscellaneous:	$ 1,312,057
Operating Expenses:	$ 1,417,130
Capital Improvements:	$ 1,107,718
Economic Development:	$ 1,525,570
Grant & Aid:	$ 628,000
Total budgeted expenses:	$ 6,149,286

Key projects and programs funded in the draft budget include:

- Professional Services for Engineering
- Transit options added under Contract Services
- Development incentive reimbursement (TIFF)
- Parking Garage Operating
- Commercial façade and Residential Improvement and Retail Strategies Small Business grant programs
- Capital Projects

STAFF RECOMMENDATION

Staff recommends that the Downtown CRA Advisory Committee recommend approval of the proposed budget to the CRA Board.

ATTACHMENTS

- Proposed Budget Spreadsheet

Downtown CRA
Budget Worksheet Report
Budget Year 2026

Account Description		2026 Finance	Items	
REVENUE (FY 2025 numbers)				
Projected Revenue	$	4,235,010		
Estimated Cash Balance	$	1,850,076		
Interest on Investments	$	60,000		
Rental-Parking Space	$	4,200		
REVENUE TOTALS	**$**	**6,149,286**		
EXPENSE				
Personnel Services				
Salaries & Wages-Regular	$	113,659		
FICA Taxes	$	8,695		
General Pension Fund Contribution	$	7,308		
401(a) Pension Contribution	$	6,972		
Life, Health & Vision Insurance	$	21,582		
Director's Life & Disability	$	279		
Disability Benefit - 401(a) Participants	$	168		
Workers' Compensation	$	148		
Personnel Services Totals	*$*	*158,811*		
Miscellaneous				
Transfer to General Fund (Construction & Police)	$	972,078		
Transfer to Dark Fiber Fund	$	147,417		
Audit, Insurance, Admin & Internal Services	$	192,562		
Audit			*$*	*4,076*
Audit Fees				
Admin Allocation Expenses			*$*	*115,156*
Admin-General Government				
Insurance			*$*	*52,798*
Ins.-Property			$	39,202
Ins.-Liability & Umbrella			$	-
Ins.-Other			$	13,491
Ins.-Public Official's Liability			$	105
Internal Service Charges Totals			*$*	*20,532*
Facility Maintenance			$	6,874
Engineering Services			$	6,644
Human Resources			$	3,267
City Hall			$	3,747
Miscellaneous Totals	*$*	*1,312,057*		

Operating Services				
Prof. Svc.-Engineering	$	250,000		
DOT Pond - Phase 2			$	75,000
Avenue C Pedestrian Crossing Study			$	25,000
Café Expansion			$	50,000
Misc Engineering			$	100,000
Streets, Lighting, Electric, Signage, Parks, Stormwater/ Raing arden, etc.				
Prof.Svc.-Other	$	5,000		
Contract Svc. - Other	$	975,000		
TECO Wall			$	75,000
TECO Underground			$	525,000
Circulator Route			$	218,500
Micro Transit			$	125,000
Retail Strategies Program			$	25,000
DTN - Lightning Alert System			$	6,500
Parking Garage -Contract Svc	$	20,000		
Elevator, Alarm, Signage, Fire Extinguishers				
Parking Garage - Utilities, Contracts, Maintenance	$	139,288		
Util Svcs-Electric-Parking Garage			$	18,699
Util Svcs-Water-Parking Garage			$	589
R/M Building-Grounds-Parking Garage			$	100,000
R/M Contracts-Parking Garage			$	20,000
Travel, Training, Office Supplies, Memberships, etc.	$	27,842		
Rep & Mtn Vehicle Base Cost			$	492
Printing & Binding			$	700
Advertising			$	-
Sponsorships			$	-
License			$	200
Office Supplies			$	1,200
Tools, Equip under $1,000			$	5,000
Sidewalk Materials			$	15,000
Memberships & Subscriptions			$	1,750
IT Subscriptions, Licenses, Maintenance Renewals			$	3,500
Operating Services Totals	*$*	*1,417,130*		
Capital				
Projects	$	1,105,113		
Various Park Improvements			$	75,000
DOT Pond - Phase 1 Construction			$	600,000
Café Expansion			$	50,000
Water Tower - Lighting			$	100,000
Misc Improvements: Lighting, Streets, Signs, etc.			$	87,550
TBD Projects			$	192,563
Capital Depletion Reserve	$	2,605		
Capital Totals	*$*	*1,107,718*		
Economic Development				
TIF & Utility Connection Reimbursements				
Grant & Aid Totals	*$*	*1,525,570*		

Grant & Aid					
	WH Main Street		$ 55,000		
	Reimbursable Grants		$ 573,000		
		Commercial Façade - 10@15K		$	150,000
		Residential Improvement - 10@10K		$	100,000
		Café Furniture - 8@6K		$	48,000
		Retail Strategies Small Business Program - 15@5K		$	75,000
		Alleyway Improvements - 2@50K		$	100,000
		Misc Future Grants		$	100,000
		Grant & Aid Totals	*$ 628,000*		
		EXPENSE TOTALS	**$ 6,149,286**		

All numbers are proposed and not final.

EXPENSE - SUMMARY

Personnel Services	*$*	*158,811*
Miscellaneous	*$*	*1,312,057*
Operating Services	*$*	*1,417,130*
Capital	*$*	*1,107,718*
Economic Development	*$*	*1,525,570*
Grant & Aid	*$*	*628,000*
EXPENSE TOTALS	**$**	**6,149,286**