WINTER HAVEN
THE CHAIN OF LAKES CITY

COMMUNITY REDEVELOPMENT AGENCY (CRA) BOARD

DATE: Monday, June 8, 2026, 5:00 p.m.

LOCATION: City Hall - John Fuller Auditorium
451 Third Street NW
Winter Haven, FL 33881

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1. Call to Order

2. Roll Call

3. Minutes

3.A **January 12, 2026 - Regular Meeting**

Staff Contact: *Samise Lee, CRA Coordinator, SLee@MyWinterHaven.com*

January 12, 2026 Regular CRA Board Meeting Minutes - DRAFT

3.B **March 09, 2026 - Special Meeting**

Staff Contact: *Samise Lee, CRA Coordinator, SLee@MyWinterHaven.com*

March 09, 2026 Special CRA Board Meeting Minutes - DRAFT

3.C **April 27, 2026 - Special Meeting**

Staff Contact: *Samise Lee, CRA Coordinator, SLee@MyWinterHaven.com*

April 27, 2026 SpecIal CRA Board Meeting Minutes - DRAFT

4. Presentations

4.A **Proposed Budget Presentations**

i. **Florence Villa**
ii. **Downtown**

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

Summary Proposed Budget FY27
Board Presentation - Florence Villa FY27 Proposed Budget
Board Presentation - Downtown FY27 Proposed Budget

5. Action Items

5.A **Appointments to Advisory**

Staff Contact: *Angela Hibbard, CRA Manager, AHibbard@mywinterhaven.com*

Summary - Florence Villa Advisory Committee Appointment
Patricia Salary
Summary - Downtown Advisory Committee Appointment
2025-10-01 Alex Loftus Skubna
2026-03-17 Tyler Spence
2026-03-18 Paul Illouz

5.B **Assignment of Physician's Partnership Developer's Agreement**

Staff Contact: *Angie Hibbard, CRA Manager, AHibbard@MyWinterHaven.com*

Summary - Assignment and Assumption of Lease and Contracts - Agreement for Development with Physicians Partnership LLP - Good
Assignment of Lease & Contracts - CoreGro 550 Winter Haven, LLC(10308271.2)

6. Advisory Committee Minutes (informational only)

6.A **Downtown Advisory Committee Meeting:**

i. **April 20, 2026 - Regular Meeting**
ii. **May 27, 2026 - Special Meeting**

Staff Contact: *Samise Lee, CRA Coordinator, SLee@MyWinterHaven.com*

May 27, 2026 Special CRA Downtown Meeting Minutes - DRAFT

6.B **Florence Villa Advisory Committee Meeting:**

i. **May 04, 2026 - Regular Meeting**

Staff Contact: *Samise Lee, CRA Coordinator, SLee@MyWinterHaven.com*

May 4, 2026 Regular CRA Florence Villa Meeting Minutes - DRAFT

7. Other Business

7.A **Comments from the Board**

7.B **Comments from Staff**

i. **Next Regular Meeting Date - September 28, 2026**

7.C **Comments from the Public**

8. 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
Economic Opportunity & Community Investment

City of Winter Haven
Community Redevelopment Agency Board
REGULAR MEETING MINUTES

January 12, 2026
City Hall - John Fuller Auditorium
451 Third Street, NW, Winter Haven, Florida

1. **Call to Order**
   Chairman Yates called the meeting to order at 5:00 PM.

2. **Roll Call**
   Board Members Present: Chairman Yates; Vice Chair Dollison; Board Member Mercer; Board Member Birdsong; Board Member Dantzler; Board Member Threlkel; Board Member Hunter

   Samise Lee confirmed a quorum: 7/7 members present during roll call

   Staff Members 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; Nancy Hurley, Affordable Housing Compliance Manager; Angela "Angie" Hibbard, CRA Manager; Samise Lee, CRA Coordinator; John Murphy, City Attorney; Board Member Chad Davis

3. **Approval of Minutes**
   Board Member Threlkel moved for approval of the November 10, 2025 regular meeting minutes. Seconded by Board Member Birdsong. **Motion carried by unanimous vote (7-0).**

4. **Action Items**
   a. Appointment of CRA Advisory Committee Members
   Angie Hibbard stated that According to Section 5 Item A. and Item B. of the Winter Haven CRA By-Laws:

   The Committee shall be composed of ten (10) members who are residents of, or engaged in business within, the City of Winter Haven; provided, however, that a majority of the membership shall either reside or be engaged in business within the Downtown District (Section A.)/ Florence Villa District (Section B.)

   Terms of membership shall be for two (2) years. The Board shall appoint, or reappoint, Committee Members to fill seats numbered 1 - 10. The terms for seats 1 - 5 shall begin in October of odd numbered years. The terms for seats 6 - 10 shall begin in October of the even numbered years.

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If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they 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 (FS 286.0105). The CRA Office may be reached at 863-291-5600, at 451 Third Street, NW, Winter Haven, Florida 33881. 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, no 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.

Florence Villa CRA Advisory Committee Seat 5 was vacated on September 30, 2025 when Melodie Stevenson decided not to request reappointment for the seat. The term shall be from October 1, 2025 – September 30, 2027.

Downtown CRA Advisory Committee Seat 4 was vacated on July 17, 2025 when Rick Renardson resigned from the seat. Dave Dershimer who fills Seat 6 and Jessie Skubna who fills Seat 7 have both indicated they wish to resign, but would serve until replacements have been appointed. The term shall be from October 1, 2025 – September 30, 2027 for Seat 4, and the term for Seats 6 and 7 shall be from October 1, 2024 – September 30, 2026.

Staff has advertised the vacancies and the following members had made application to be appointed as CRA Advisory Committee Members:

For Downtown: Austin Tharp and Koreen Hobbs

For Florence Villa: Melinda Kalogridis

Staff recommended that the CRA Board appoint the following people:

Florence Villa CRA Advisory Committee

Ms. Melinda Kalogridis	*Seat 5*	*Term: October 1, 2025 – September 30, 2027*

Downtown CRA Advisory Committee

Mr. Austin Tharp	*Seat 4*	*Term: October 1, 2025 – September 30, 2027*
Mrs. Koreen Hobbs	*Seat 6*	*Term: October 1, 2024 – September 30, 2026*

A copy of the appointment applications was included with the agenda.

Board Member Threlkel moved to approve appointment of the advisory committee members that were announced. Seconded by Board Member Mercer. **Motion carried by unanimous vote (7-0).**

5. Advisory Committee Minutes (informational only)

a. Advisory Committees – No meetings since the last Board Meeting

6. Other Business

a. Comments from the Board

Chairman Yates requested to have an update on the USF Capstone Project for the CRA Small Business Incentives. Eric Labbe responded that there will be a CRA Progress Presentation, with a report on the USF Capstone Project included, presented to both advisory committees to make recommendation for approval to the CRA Board for adoption of a new recommended incentive coming from the USF Capstone Project. Discussions ensued.

Vice Chair Dollison questioned the requirements to be on the CRA Advisory Committee. Angie responded that the applicant had to own a business or reside within the CRA districts. Discussions ensued with various questions asked and answered.

Board Member Dollison questioned if there were any particular requirements to serve on the advisory committee. Discussions ensued with various questions asked and answered. Board

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Member Threlkel requested to have a roster of the Advisory Committee Members and their term expiration. Angie responded that she would email the requested information.

b. Comments from the Staff

Angie provided an overview of the CRA's progress from the current staff's start date in December 2023 to the present and outlined upcoming projects in the pipeline. Angie opened the floor to the CRA Board for questions. Chairman Yates requested to revisit the slide deck detailing the CRA's collaboration efforts. Discussions followed. Angie noted that a copy of the Residential Improvement Grant application has been provided to the Board Members for review and discussion. Chairman Yates opened the floor for discussion. After asking for public comments and hearing none, he moved to adjourn the meeting.

i. Next Regular Meeting Date – June 8, 2026

c. Comments from the Public

i. None

7. Adjournment

Meeting Adjourned at 5:23 PM

WINTER HAVEN CRA BOARD

Brian Yates
CRA Board Chair

ATTEST:

Angela Hibbard
CRA Manager

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City of Winter Haven
Economic Opportunity & Community Investment

City of Winter Haven
Community Redevelopment Agency Board
SPECIAL REGULAR MEETING MINUTES

March 09, 2026
City Hall - John Fuller Auditorium
451 Third Street, NW, Winter Haven, Florida

DRAFT

1. Call to Order

Chairman Yates called the meeting to order at 5:00 PM.

2. Roll Call

Board Members Present: Chairman Yates; Vice Chair Dollison; Board Member Mercer; Board Member Birdsong; Board Member Davis; Board Member Threlkel; and Board Member Hunter

Samise Lee confirmed a quorum: 7/7 members present during roll call

Staff Members 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; Nancy Hurley, Affordable Housing Compliance Manager; Angela "Angie" Hibbard, CRA Manager; Samise Lee, CRA Coordinator; Joshua Stone, Information Technology Support Supervisor; John Murphy, City Attorney; and Todd Gooding, Assistant Public Works Director

Other Members Present: Jessie Skubna, CRA Downtown Advisory Committee Member

Action Items

a. Commercial Improvement Grant

Eric Labbe presented the Board with Resolution R-CRA-26-01 - Commercial Improvement Grant Program and stated that Recent dialogue with business and property owners, CRA Advisory Committees, and the CRA Board has highlighted the effectiveness of the CRA's current grant and incentive programs for large scale non-residential projects, but also identified a concern that current incentives for small businesses/property owners and for smaller scale projects may be limited. Additionally, at an August 2025 workshop with the Downtown CRA Advisory Committee one of the focus areas identified was incentives for small to mid-sized businesses and projects.

In response, staff engaged a team of students in the Master's program at the University of South Florida to assist the CRA with research and recommendations for a new CRA incentive targeting small to mid-sized commercial projects. The CRA and the USF School of Public Affairs entered into a Memorandum of Understanding on September 29, 2025 to review the Winter Haven CRA incentive programs and make recommendations for a new incentive program.

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they 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 (FS 286.0105). The CRA Office may be reached at 863-291-5600, at 451 Third Street, NW, Winter Haven, Florida 33881. 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, no 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.

Staff recommended the CRA Board approve Resolution R-CRA-26-01 - Commercial Improvement Grant Program and allocate $120,000 in the FY26 Downtown CRA account 108-80-957-8220 and allocate $150,000 in the FY26 Florence Villa CRA account 109-80-958-8220 to the program, as described in the summary.

A copy of the Resolution R-CRA-26-01 – Commercial Improvement Grant Program and CRA Small Business Incentives report - USF School of Public Affairs, Master of Public Administration Capstone Project was included with the agenda packet.

Chairman Yates opened the floor for questions. Board Member Birdsong questioned how a vacant property could be improved with no structure as he did not find the language pertaining to the grant and its use on vacant property to be clear. Discussions ensued with various questions asked and answered.

Chairman yates recommended approval of the Commercial Improvement Grant as presented with the following changes:

- Florence Villa Commercial Improvement Grant – To start with seed money of $300,000 reallocating $100,000 from existing commercial grants and $200,000 from the Small Business Development Grant.
- Downtown Commercial Improvement Grant – To start with seed money of $200,000 reallocating $120,000 coming from existing commercial façade grants, $20,000 from Café Furniture Grant and $60,000 coming from the Miscellaneous grant line item.

Seconded by Board Member Threlkel. **Motion carried by unanimous vote (7-0).**

3. Advisory Committee Minutes (informational only)

a. Downtown Advisory Committee Meeting:
   i. February 02, 2026 – Regular Meeting
b. Florence Villa Advisory Committee Meeting:
   i. February 10, 2026 – Special Meeting

4. Other Business

a. Comments from the Board
   i. None
b. Comments from the Staff
   i. Next Regular Meeting Date – June 8, 2026
c. Comments from the Public

   Jessie Skubna approached the podium to clarify her understanding of the new commercial improvement grant and to inquire if her existing commercial façade grant, which was previously approved be placed first in line. Discussions ensued.

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5. Adjournment

Meeting Adjourned at 5:46 PM

WINTER HAVEN CRA BOARD

Brian Yates
CRA Board Chair

ATTEST:

Angela Hibbard
CRA Manager

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If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they 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 (FS 286.0105). The CRA Office may be reached at 863-291-5850, at 490 third Street, NW, Winter Haven, Florida 33881. 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, no 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
Economic Opportunity & Community Investment

Winter Haven
Community Redevelopment Agency - Board
Special Meeting Minutes
April 27, 2026

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

1. **Call to Order**

   Chairman Yates called the meeting to order at 5:00 PM.

2. **Roll Call**

   Board Members Present: Chairman Yates; Vice Chair Mercer; Board Member Birdsong; Board Member Threlkel; Board Member Dollison; Board Member Davis

   Board Members Absent: Board Member Hunter

   Samise Lee confirmed a quorum: 6/7 members were present during roll call

   Staff Members Present: Staff Members 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; Nancy Hurley, Affordable Housing Compliance Manager; Angela "Angie" Hibbard, CRA Manager; Samise Lee, CRA Coordinator; Joshua Stone, Information Technology Support Supervisor; John Murphy, City Attorney; and Todd Gooding, Assistant Public Works Director

   Other Members Present: Other Members Present: Betty Smother, Florence Villa CRA Advisory Committee Member and Jule Sands, Downtown CRA Advisory Committee Chair

3. **Action Items**

   a. REDA II Application – SouthState Bank Project

   Eric Labbe stated that SouthState Bank, N.A. (Applicant) has submitted an application for development incentives to include Tax Increment Financing (TIF) rebates consistent with the Real Estate Development Accelerator II (REDA II) program, for an infill construction project for a 5-story, Class A, office building to be occupied by the applicant and utilized as the SouthState Winter Haven Regional Operations Center. The TIF rebate is paid annually from the tax increment generated from the project for a defined period of time. The applicant has applied for reimbursement of 90% of the generated tax increment for the first 10 years and 60% of the generated tax increment for years 11 through 20. The applicant has also requested reimbursement of projected water and wastewater connection fees, not to exceed $484,023.00. Reimbursement of the water and wastewater connection fees shall be made in four equal reimbursement payments annually for four years.

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The SouthState Winter Haven Regional Operations Center will be a 5 story, approximately 40,035 square foot, office building and will be occupied by approximately 125 full-time employees. Construction of the office building will activate long vacant and blighted property on Central Avenue, in the heart of Winter Haven's downtown core. An elevated pedestrian bridge is proposed to connect the office building to the third floor of the City's existing parking garage. SouthState is not requesting reserved or dedicated spaces within the parking garage.

Total project cost is projected at approximately $17,220,514.

Staff recommended approval of the Developer's Agreement with SouthState Bank, N.A.

A copy of the Developer's Agreement and SouthState Bank, N.A. Application was attached.

Eric opened the floor for questions. The applicant, former Mayor of St. Petersburg, Rick Baker, approached the podium to provide remarks regarding the proposed project and then yielded the floor to John Corbin, the Project CEO, for additional comments.

Board Member Mercer moved for approval of the Developer's Agreement with SouthState Bank, N.A. Seconded by Board Member Birdsong. **Motion carried by unanimous vote (6-0).**

b. Agreement for Intermittent Draws – Commercial Improvement Grant – Dewdney Plaza

Eric Labbe stated that on March 30, 2026 the Florence Villa CRA Advisory Committee considered a Commercial Improvement Grant application submitted by Mr. Dewdney for improvements to Dewdney Plaza located at 1650 1st Street North. The proposed improvements to the property include the conversion of a vacant retail space into a restaurant with a commercial kitchen, the construction of a single bay car wash, and the conversion of the existing shingle roof to an architectural metal roof. The total cost of the projects proposed is estimated at $128,782.

After consideration the Florence Villa CRA Advisory Committee unanimously recommended approval of the grant application up to the maximum reimbursement amount of $100,000. Mr. Dewdney has also requested the ability to receive reimbursement via intermittent draws.

Pursuant to CRA Resolution R-CRA-26-01, the CRA Board may authorize intermittent draws pursuant to a written agreement establishing an appropriate draw schedule and performance requirements.

Staff recommended approval of the Agreement for Intermittent Draws.

A copy of the Agreement for Intermittent Draws was attached.

Board Member Birdsong moved for approval of the Agreement for Intermittent Draws for Dewdney Plaza. Seconded by Board Member Dollison. **Motion carried (5-0). Chairman Yates abstained from voting due to a conflict of interest.**

c. Agreement for Intermittent Draws – Commercial Improvement Grant – Dewdney Plaza 2

Eric Labbe stated that on March 30, 2026 the Florence Villa CRA Advisory Committee considered a Commercial Improvement Grant application submitted by Mr. Dewdney for improvements to property located at the southeast corner of 1st Street North and Palmetto Avenue NE. The proposed improvements to the property include the construction of a two-story building with

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1,200 square feet of commercial retail space on the bottom floor and a single 1,200 square foot apartment unit upstairs, a second 672 square foot building intended to be occupied by a retail bakery known as Cheryl's Cakes, and associated parking, stormwater, and landscaping improvement. The total cost of the projects proposed is estimated at $750,000.

After consideration the Florence Villa CRA Advisory Committee unanimously recommended approval of the grant application up to the maximum reimbursement amount of $100,000. Mr. Dewdney has also requested the ability to receive reimbursement via intermittent draws.

Pursuant to CRA Resolution R-CRA-26-01, the CRA Board may authorize intermittent draws pursuant to a written agreement establishing an appropriate draw schedule and performance requirements.

Staff recommended approval of the Agreement for Intermittent Draws.

A copy of the Agreement for Intermittent Draws was attached.

Board Member Birdsong moved for approval of the Agreement for Intermittent Draws for Dewdney Plaza 2. Seconded by Board Member Dollison. **Motion carried (5-0). Chairman Yates abstained from voting due to a conflict of interest.**

d. Developer's Agreement – Dewdney Plaza 2

Eric Labbe stated that on March 30, 2026 the Florence Villa CRA Advisory Committee considered an incentive package submitted by Mr. Dewdney for improvements to property located at the southeast corner of 1st Street North and Palmetto Avenue NE. The proposed improvements to the property include the construction of a two-story building with 1,200 square feet of commercial retail space on the bottom floor and a single 1,200 square foot apartment unit upstairs, a second 672 square foot building intended to be occupied by a retail bakery known as Cheryl's Cakes, and associated parking, stormwater, and landscaping improvement. The total cost of the projects proposed is estimated at $750,000.

After consideration the Florence Villa CRA Advisory Committee unanimously recommended approval of the incentive package application. The approved incentives included the following:

- Commercial Improvement Grant
- Small Business Development Assistance Program
- New Construction Missing Middle Rental Program
- Utility Connection fee reimbursement
- Housing Investment Program (HIP) - Tax Increment Rebate

Staff recommended approval of the Developer's Agreement with Mr. Dewdney.

A copy of the Developer's Agreement was attached.

Board Member Birdsong moved for approval of the Developer's Agreement with Mr. Dewdney. Seconded by Board Member Dollison. **Motion carried (5-0). Chairman Yates abstained from voting due to a conflict of interest.**

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e. Budget Reallocation

Eric Labbe stated that On March 9th of this year the CRA Board approved the new Commercial Improvement Grant Program and seeded it with $200,000 of funds already in the Grants line item. To date, CRA staff have received four complete applications totaling an estimated reimbursement of approximately $400,438. One additional application is currently under review with subsequent inquiries and applications being added to a wait list.

As such, staff has identified budgeted funds within the Downtown CRA budget that may be reallocated to the Commercial Improvement Grant program.

Currently there is $40,000 within account 8220, the Grant & Aid/Future Grants line item in the FY26 budget. Staff does not anticipate the adoption of a new grant program prior to the end of the fiscal year and recommends moving these funds to the Commercial Improvement Grant program.

Currently there is $152,870 within account 8225, the Economic Development/Utility Connection Reimbursement line item in the FY26 budget. These funds were budgeted for utility connection fee reimbursement for The Carl apartments. As The Carl has not yet commenced construction, these funds will not be utilized in FY26. If a transfer of these funds to the Commercial Improvement Grant program is approved, staff will budget for this expense in FY27.

Currently, there is $192,563 within account 6301, Capital Improvements/Other Projects line item in the FY26 budget. These funds were budgeted to accommodate any unanticipated capital projects that may be identified during the fiscal year. There have been no new projects identified this fiscal year and this amount could be reallocated as well.

Staff recommended the CRA Board approve the reallocation of $385,433 from the line items identified into the FY26 Downtown CRA account 108-80-957-8220 for the Commercial Improvement Grant Program, as described in the summary.

Eric opened the floor for discussion on the line item in which various questions were asked and answered.

Chairman Yates opened the floor to the public for comments on the agenda item. Jessie Skubna approached the podium.

Board Member Mercer moved for approval of the reallocation of $385,433 from the line items identified into the FY26 Downtown CRA account 108-80-957-8220 for the Commercial Improvement Grant Program, as described in the summary. Seconded by Board Member Threlkel. **Motion carried by unanimous vote (6-0).**

f. Appeal of Decision – Commercial Improvement Grant – 100 & 118 3rd Street SW / Jensen's Corner Bar and Jessie's Lounge

Eric Labbe presented items in the summary before the CRA Board for consideration of Jessie Skubna's appeal to the Downtown CRA Advisory Committee's decision. Eric noted for the record that the Board had just approved the reallocation of additional funds to the applicant's project referenced in the summary.

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they 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 (FS 286.0105). The CRA Office may be reached at 863-291-5850, at 490 third Street, NW, Winter Haven, Florida 33881. 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, no 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.

Staff recommended the CRA Board review the materials presented, receive comment from staff, the applicant, and the public, as the CRA Board determines necessary, and render a decision specific to the appeal (approve or deny).

A copy of the applicant- Appellee's Commercial Improvement Grant Application for 100 3rd Street SW, Commercial Improvement Grant Application for 118 3rd Street SW, Summary – Properties on 3rd, LLC, Resolution R-CRA-26-01 – Commercial Improvement Grant, and Summary – Resolution R-CRA-26-01 was attached.

Chairman Yates opened the floor to the applicant, Jessie Skubna, for comment(s). Discussions ensued with various questions asked and answered.

Chairman Yates made a motion to approve the first request of $150k for each parcel with the roof replacement included with the additional $150k being reimbursable in the fiscal year 2027 and to exclude the painting of the window from reimbursement. Seconded by Board Member Birdsong. **Motion carried (5-1).**

City Manager T. Michael Stavres commented that with respect to clarification on Resolution R-CRA-26-01, he would like to recommend the Board to consider not accepting anymore applications for the grant program until the resolution is amended to give greater clarity to the items suggested and that those in que be held and allowed to resubmit once clarification is provided so that those applicants do not lose their "first-in-line" option which would apply to both districts.

Board Member Birdsong made a motion to pause the grant program pending further clarification on the grant resolution. Seconded by Board Member Davis. **Motion carried by unanimous vote (6-0).**

4. **Downtown and Florence Villa Advisory Committee Minutes (informational only)**
    a. Downtown Advisory Committee – Meeting Action
        i. April 20, 2026 – Regular Meeting
    b. Florence Villa Advisory Committee Meeting – Draft Minutes
        i. March 30, 2026 – Regular Meeting
5. **Other Business**
    a. Comments from the Board
    b. Comments from Staff
        i. Next Regular Meeting Date – June 8, 2026
    c. Comments from the Public

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6. Adjournment

Meeting adjourned at 6:46 PM.

WINTER HAVEN CRA BOARD	ATTEST:
Brian Yates CRA Board Chair	Angela Hibbard CRA Manager

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DATE: June 5, 2026

TO: Chairman Yates and CRA Board Members

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager
Eric Labbe, Economic Opportunity and Community Investment Director

FROM: Angie Hibbard, CRA Manager

SUBJECT: Proposed Budget Presentation

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.

The Polk County Property Appraiser published the estimated property tax numbers on Friday, May29th and staff continues to review the projected fund balance and expenditure amounts. Based upon expected end of year expenditures, projected fund balance, and anticipated revenue, a proposed budget for each district for fiscal year 2026-2027 has been prepared for presentation only.

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

Personnel Expenses:	$ 153,482
Operating Expenses:	$ 405,000
Capital Improvements:	$ 558,363
Economic Development:	$ 200,000
Grant & Aid:	$1,040,000
Miscellaneous:	$ 71,915
Total budgeted expenses:	$2,428,760

Key projects and programs funded in the draft budget include:

- Construction of Bus Shelters
- Development incentive reimbursement (TIFF)
- Commercial focus including new Commercial Improvement Grant Program, Small Business Development Program, and Small Business Support Program
- Continue Residential Improvement grant program
- Capital Projects including the renovation of the Neighborhood Service Center

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

Personnel Expenses:	$ 175,470
Operating Expenses:	$1,091,106
Capital Improvements:	$ 852,591
Economic Development:	$1,725,000
Grant & Aid:	$ 599,000
Miscellaneous:	$1,314,396
Total budgeted expenses:	$5,757,563

Key projects and programs funded in the draft budget include:

- Development incentive reimbursement (TIFF)
- Commercial small business focus including new Commercial Improvement Grant Program and Small Business Support Program
- Circulator Route, micro transit and electric undergrounding
- Residential Improvement grant program with focus on SW area of the district
- Capital Projects including the beautification of the FDOT Pond and renovation of RH Malcom Park in SW area of the district

STRATEGIC PLAN ALIGNMENT

- **Pillar:** Responsible Government
- **Goal:** 6.1 – Exemplify fiscal accountability and resiliency.
- **Strategy:** 6.1.1 – Enhance fiscal communication via implementation and distribution of a Budget Book, Budget in Brief, Popular Annual Financial Report

STAFF RECOMMENDATION

The budget proposals are for presentation purposes only and do not require a vote at this time. Staff will prepare the Resolution for the proposed FY 2026-2027 CRA budget to be presented for the CRA Board approval at the next meeting.

ATTACHMENT

- Florence Villa CRA Proposed Budget
- Downtown CRA Proposed Budget

Florence Villa CRA

Budget Year 2027

Account Description			FY27
REVENUE (From Property Appraiser Estimate)			
Projected Revenue		$	1,678,760
Estimated Cash Balance		$	700,000
Interest on Investments		$	50,000
	REVENUE TOTALS	**$**	**2,428,760**
EXPENSE			
Personnel Services Totals			
	Personnel Services Totals	***$***	***153,482***
Operating Services			
Professional Services -Engineering		$	60,000
Bus shelters, Streets, Lighting, Signage, Parks, Landscaping, Stormwater/ Rain garden, etc.			
Professional Services -Other		$	90,000
Contract Services - Other		$	191,500
Circulator Route	$ 170,000		
DTN	$ 6,500		
Retail Strat	$ 15,000		
Demolitions		$	50,000
Travel, Training, Office Supplies, Memberships, etc.		$	13,500
	Operating Services Totals	***$***	***405,000***
Capital Improvement Projects			
Bus Shelters		$	50,000
Property Acquisition		$	100,000
Neighborhood Service Center		$	200,000
Various Projects - Streets, Lighting, Sidewalks, Parks, Signage, Stormwater/ Rain garden, Landscaping, etc.		$	150,000
Capital Projects Contingency		$	58,363
	Capital Improvements Totals	***$***	***558,363***
Economic Development			
	Economic Development Totals	***$***	***200,000***
Miscellaneous			
Audit, Insurance, Admin & Internal Services/ Transfers, etc.			
	Miscellaneous Totals	***$***	***71,915***

Grant Programs			
	Commercial Improvement Grant	$	400,000
	Residential Improvement	$	300,000
	Missing Middle New Const Rental	$	100,000
	Small Business Dev Asst Program	$	200,000
	Small Business Support (Retail Strategies)	$	40,000
	Grant & Aid Totals	***$***	***1,040,000***
	EXPENSE TOTALS	**$**	**2,428,760**

Downtown CRA

Budget Year 2027

Account Description			FY27
REVENUE			
Projected Revenue		$	4,364,613
Estimated Cash Balance		$	1,000,000
Interest on Investments		$	50,000
Grants - CDBG & FDOT		$	498,000
Rental-Parking Space		$	4,200
REVENUE TOTALS		**$**	**5,916,813**
EXPENSE			
Personnel Services			
Personnel Services Totals		*$*	*175,470*
Operating Services			
Prof. Svc.-Engineering		$	160,000
Avenue C Lighting Constuction Services	$ 10,000		
Café Expansion	$ 50,000		
Various Engineering - Lighting, Signs, Sidewalks, Parks, Stormwater/ Raingarden, etc.	$ 100,000		
Prof.Svc.-Other (Pressure wash café spaces)		$	5,000
Contract Svc. - Other		$	756,500
Circulator Route	$ 200,000		
Micro Transit	$ 125,000		
TECO Underground	$ 400,000		
Retail Strategies Program	$ 25,000		
DTN - Lighting Alert System	$ 6,500		
Parking Garage - Utilities, Contracts, Maintenance		$	155,215
Contract Svc Other	$ 10,000		
Utilities	$ 25,215		
R/M Building - Grnds	$ 100,000		
R/M Contracts-Parking Garage	$ 20,000		
Travel, Training, Office Supplies, Memberships, etc.		$	14,391
Operating Services Totals		*$*	*1,091,106*
Capital			
Projects		$	850,000
Lighting -FDOT Pond, Ave C & 2nd St SW	$ 400,000		
RH Malcomb Park Improvements - *CDBG*	$ 300,000		
Various Projects - Lighting, Signs, Sidewalks, Parks, Stormwater/ Raingarden, etc.	$ 125,000		
Capital Projects Contingency	$ 25,000		
Capital Depletion Reserve		$	2,591
Capital Totals		*$*	*852,591*

Economic Development				
	Grant & Aid Totals			*$ 1,725,000*
Miscellaneous				
Transfer to General Fund (Construction & Police)				$ 972,504
Transfer to Dark Fiber Fund				$ 147,417
Audit, Insurance, Admin & Internal Services				$ 194,475
	Miscellaneous Totals			*$ 1,314,396*
Grant & Aid				
WH Main Street				$ 50,000
Reimbursable Grants				$ 549,000
	Commercial Improvement -	Appeal + $150K	$ 300,000	
	Residential Improvement -	10@10K	$ 100,000	
	Café Furniture -	4@6K	$ 24,000	
	Retail Strategies Sm Business Program -	15@5K	$ 75,000	
	Alleyway Improvements -	1@50K	$ 50,000	
	Grant & Aid Totals			*$ 599,000*
EXPENSE TOTALS				**$ 5,757,563**

DATE: May 19, 2026

TO: Chairman Yates and CRA Board Members

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager
Eric Labbe, Economic Opportunity and Community Investment Director

FROM: Angie Hibbard, CRA Manager

SUBJECT: Appointment of Florence Villa CRA Advisory Committee Member

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BACKGROUND

The Winter Haven Community Redevelopment Agency By-Laws state in Sections 5-B-4 that the CRA Board shall reappoint members of both the Florence Villa Advisory Committee's seats to a term of two years.

According to Section 5 Item B. (Florence Villa Advisory Committee) of the Winter Haven CRA By-Laws:

3. The Committee shall be composed of ten (10) members who are residents of, or engaged in business within, the City of Winter Haven; provided, however, that a majority of the membership shall either reside or be engaged in business within the Florence Villa District with at least two (2) members also serving on the Florence Villa CDC Board. A majority of the members shall constitute a quorum to conduct business, and action may be taken upon a vote of a majority of the members present.
4. Terms of membership shall be for two (2) years. The Board shall appoint, or reappoint, Committee Members to fill seats numbered 1 - 10. The terms for seats 1 - 5 shall begin in October of odd numbered years. The terms for seats 6 - 10 shall begin in October of the even numbered years.
5. Each Member shall remain on the Committee until a successor has been appointed.

Until his death earlier this year, Deldrick Leonard fill one of the Florence Villa CDC Board designated spots on the Florence Villa CRA Advisory Committee. The CDC Board of Directors has recommended Patricia Salary to fill Seat 7, the second of their designated seats on the Florence Villa CRA Advisory Committee. The term for this seat is from October 1, 2024 – September 30, 2026.

FINANCIAL IMPACT

There is no financial impact to the City or CRA with this request.

RECOMMENDATION

Staff recommends that the CRA Board appoint Patricia Salary to the Florence Villa Advisory Committee Seat 7 for the term from October 1, 2024 – September 30, 2026, pending clearance of the background screening.

ATTACHMENT

- Appointment Application – Patricia Salary

WINTER HAVEN
The Chain of Lakes City

BOARD/COMMITTEE APPOINTMENT INFORMATION

Board(s) or Committee(s) Desired: 1) FV CRA

2) _____

3) _____

Name: Salary (Last) Patricia (First) Ann (Middle)

Address: (Home) 2301 S Swan Court NE

(Mailing) _____

(Office) _____

Phone: (Home/Cell) 863 514 7403 (Office) _____

(Email) asalary10@gmail.com (Fax) _____

Employer: Retired

Position: _____ Years/Months: _____

Please answer the following: **Check (✔) one:**

Are you a city of Winter Haven resident?	Yes ●	No ☐
Are you a registered voter?	Yes ●	No ☐
Do you own property in Winter Haven?	Yes ●	No ☐
Are you currently serving on a City Board/Committee?	Yes ●	No ☐
Have you ever served on a City Board/Committee?	Yes ●	No ☐
• If yes, when and which Board(s)/Committee(s)?	Recreation History Committee	
Are you a City employee?	Yes ☐	No ●
How long have you lived in Winter Haven?	Years/Months: 74 yrs 10 mos	

Please state your reason for wanting to serve on a City Board(s)/Committee(s):

My reason to serve on the FV CRA Board is to represent the Florence Villa CDC Board.

Describe your background and qualifications for the Board(s)/Committee(s) to which you seek appointment?

My qualifications include: FAMU graduate, serve the Polk County School Board for 41 years as a Guidance Counselor, former Landlord for properties in Polk County.

Are there any potential conflicts, which would make it difficult for you to render objective judgment on questions, which come before the Board(s)/Committee(s) to which you seek appointment?:

There are no conflicts with me to make decisions on matters that come before me or the Board.

REFERENCES:

Name	Address	Phone
Nathaniel Birdsong	2417 Mary B. Jewett Cir. NE, Winter Haven FL	863 412 0288
JoAnne O. Tyler	2300 S Swan Court NE Winter Haven FL 33881	863 206 3377
Dr. James H. Ammons, Jr.	939 Iberville Street #305 New Orleans LA	850 566 7925

Florida Statute 166.0442 permits the City of Winter Haven to apply a conditioned security-criminal background investigation and fingerprint requirement to all new and incumbent City appointees provided an ordinance and not mere policy is in place. Florida Statute 435.04 sets forth the means by which legally allowed level 2 background security checks and employment screenings with fingerprinting may be conducted.

1). Signature required if NOT submitting electronically: × Patricia A. Salary ***Date*** 06032026

PLEASE EMAIL, MAIL, FAX, or DROP OFF THE COMPLETED APPLICATION

TO: Vanessa Castillo, MMC, City Clerk
The City of Winter Haven
P.O. Box 2277, Winter Haven, FL 33883-2277 ♦ 451 Third St., NW, Winter Haven, FL 33881
Office: 863.291.5627 ♦ Fax: 863.298-5293
vcastillo@mywinterhaven.com

DATE: May 19, 2026

TO: Chairman Yates and CRA Board Members

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager
Eric Labbe, Economic Opportunity and Community Investment Director

FROM: Angie Hibbard, CRA Manager

SUBJECT: Appointment of Downtown CRA Advisory Committee Member

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BACKGROUND

The Winter Haven Community Redevelopment Agency By-Laws state in Sections 5-A-4 that the CRA Board shall reappoint members of the Downtown Advisory Committee's seats to a term of two years.

According to Section 5 Item A. of the Winter Haven CRA By-Laws:

3. The Committee shall be composed of ten (10) members who are residents of, or engaged in business within, the City of Winter Haven; provided, however, that a majority of the membership shall either reside or be engaged in business within the Downtown District. A majority of the members shall constitute a quorum to conduct business, and action may be taken upon a vote of a majority of the members present.
4. Terms of membership shall be for two (2) years. The Board shall appoint, or reappoint, Committee Members to fill seats numbered 1 - 10. The terms for seats 1 - 5 shall begin in October of odd numbered years. The terms for seats 6 - 10 shall begin in October of the even numbered years.
5. Each Member shall remain on the Committee until a successor has been appointed.

In August of 2025, Jessie Skubna submitted her resignation from the Downtown CRA Advisory Committee Seat 7, but agreed to remain until a replacement was appointed. On April 20, 2026 Ms. Skubna changed her resignation to immediately step down. Staff has advertised the vacancy and received four (4) applications. The term for this seat is from October 1, 2024 – September 30, 2026.

The vacancy has been advertised multiple times. At the time this recommendation was prepared, three applications had been received. Staff received an application from Paul Illouz, a Winter Haven resident with experience as a licensed real estate agent and marketing strategist, to serve on the Downtown CRA Advisory Committee. Mr. Illouz holds a degree in Government, Economics, and Public Administration, has prior experience serving on public committees, and is also a newer resident of Winter Haven.

FINANCIAL IMPACT

There is no financial impact to the City or CRA with this request.

RECOMMENDATION

Staff recommends that the CRA Board appoint Paul Illouz to the Downtown CRA Advisory Committee Seat 7, for the term from October 1, 2024 – September 30, 2026, pending clearance of the background screening.

ATTACHMENT

- Appointment applications
    - Alex Loftus Skubna
    - Tyler Spence
    - Paul Illouz

WINTER HAVEN
The Chain of Lakes City

BOARD/COMMITTEE APPOINTMENT INFORMATION

Board(s) or Committee(s) Desired: 1) CRA Downtown advisory Committee

2) _____

3) _____

Name: Loftus Skubna (Last) Alex (First) Michael (Middle)

Address: (Home) 10 Lake Link Dr Se

(Mailing) 10 Lake Link Dr Se

(Office) _____

Phone: (Home/Cell) 863-999-2108 (Office) _____

(Email) aloftus19@gmail.com (Fax) _____

Employer: Jensen & Skubna inc

Position: Manager Years/Months: 5 years

Please answer the following: **Check (✔) one:**

Are you a city of Winter Haven resident?	Yes ●	No ☐
Are you a registered voter?	Yes ●	No ☐
Do you own property in Winter Haven?	Yes ●	No ☐
Are you currently serving on a City Board/Committee?	Yes ☐	No ●
Have you ever served on a City Board/Committee?	Yes ☐	No ●

- If yes, when and which Board(s)/Committee(s)? _____

_____

Are you a City employee? Yes ☐ No ●

How long have you lived in Winter Haven? Years/Months: 20 years

Please state your reason for wanting to serve on a City Board(s)/Committee(s):

I would like to serve on the CRA board to bring a younger perspective to future growth of the Downtown Advisory Committee.

Describe your background and qualifications for the Board(s)/Committee(s) to which you seek appointment?

I have been going to city commission meetings since a young age, I have experience with city government, and I own a property in the downtown CRA.

Are there any potential conflicts, which would make it difficult for you to render objective judgment on questions, which come before the Board(s)/Committee(s) to which you seek appointment?:

No

REFERENCES:

Name	Address	Phone
Jessie Skubna		863-221-7440
Steve Jensen		715-379-2786
Scott Scamehorn		863-528-7718
Chief David Brannan		863-205-1315

Florida Statute 166.0442 permits the City of Winter Haven to apply a conditioned security-criminal background investigation and fingerprint requirement to all new and incumbent City appointees provided an ordinance and not mere policy is in place. Florida Statute 435.04 sets forth the means by which legally allowed level 2 background security checks and employment screenings with fingerprinting may be conducted.

1). Signature required if NOT submitting electronically: × _____ ***Date*** 10/1/2025

PLEASE EMAIL, MAIL, FAX, or DROP OFF THE COMPLETED APPLICATION

TO: Vanessa Castillo, MMC, City Clerk
The City of Winter Haven
P.O. Box 2277, Winter Haven, FL 33883-2277 ♦ 451 Third St., NW, Winter Haven, FL 33881
Office: 863.291.5627 ♦ Fax: 863.298-5293
vcastillo@mywinterhaven.com

WINTER HAVEN
The Chain of Lakes City

BOARD/COMMITTEE APPOINTMENT INFORMATION

Board(s) or Committee(s) Desired: 1) Community Redevelopment Agency (CRA) Downtown

2) _____

3) _____

Name: Spence (Last) Tyler (First) Alexander (Middle)

Address: (Home) 1951 8th st NW Suite 100, Winter Haven, Florida

(Mailing) _____

(Office) _____

Phone: (Home/Cell) 863-320-0394 (Office) _____

(Email) tspenceprof@gmail.com (Fax) _____

Employer: University of Central Florida

Position: Research Assistant Years/Months: 2 Months

Please answer the following: **Check (✔) one:**

Are you a city of Winter Haven resident?	Yes ●	No ☐
Are you a registered voter?	Yes ●	No ☐
Do you own property in Winter Haven?	Yes ☐	No ●
Are you currently serving on a City Board/Committee?	Yes ☐	No ●
Have you ever served on a City Board/Committee?	Yes ☐	No ●

- If yes, when and which Board(s)/Committee(s)? _____

_____

Are you a City employee? Yes ☐ No ●

How long have you lived in Winter Haven? Years/Months: 24 YEARS

Please state your reason for wanting to serve on a City Board(s)/Committee(s):

As someone who has lived in Winter Haven my entire life, I want to serve on the CRA Downtown Advisory Committee to be part of how downtown continues to grow. I have seen the changes over time, and I care about how those decisions affect people who live here.

I am especially interested in making sure redevelopment supports both growth and everyday access, including walkability, local businesses, and housing. I would like to contribute to a process that keeps downtown moving forward while still reflecting the community.

Describe your background and qualifications for the Board(s)/Committee(s) to which you seek appointment?

I am a senior at the University of Central Florida majoring in Political Science with a minor in Sociology, graduating in Summer 2026. I plan to pursue graduate study in public administration and nonprofit management.

I currently work as a Research Assistant at UCF, where I help build and maintain a nonprofit directory. This work requires attention to detail and consistent, accurate review. I also work as a substitute teacher in Polk County Public Schools, which has strengthened my communication skills, adaptability, and ability to work in different environments.

In addition, I have been involved in local community work through organizations like The Mission of Winter Haven, Positively U, and the American Red Cross. These experiences have given me direct exposure to

Are there any potential conflicts, which would make it difficult for you to render objective judgment on questions, which come before the Board(s)/Committee(s) to which you seek appointment?:

I do not have any business, financial, or personal interests that would conflict with my duties on this committee. If anything arises, I will disclose it and follow all City ethics and recusal requirements.

REFERENCES:

Name	Address	Phone
Kevin Jardaneh, PhD	Trevor Colbourn Hall (TCH 239V), 12796	
Shemuwel Russ, B.A.	4000 Central Florida Blvd, Orlando, FL	855-903-8576
Kacie Tartt, M.A.	4000 Central Florida Blvd, Orlando, FL	

Florida Statute 166.0442 permits the City of Winter Haven to apply a conditioned security-criminal background investigation and fingerprint requirement to all new and incumbent City appointees provided an ordinance and not mere policy is in place. Florida Statute 435.04 sets forth the means by which legally allowed level 2 background security checks and employment screenings with fingerprinting may be conducted.

1). Signature required if NOT submitting electronically: × _____ ***Date*** 3/17/2026

PLEASE EMAIL, MAIL, FAX, or DROP OFF THE COMPLETED APPLICATION

TO: Vanessa Castillo, MMC, City Clerk

The City of Winter Haven

P.O. Box 2277, Winter Haven, FL 33883-2277 ♦ 451 Third St., NW, Winter Haven, FL 33881

Office: 863.291.5627 ♦ Fax: 863.298-5293

vcastillo@mywinterhaven.com

WINTER HAVEN
The Chain of Lakes City

BOARD/COMMITTEE APPOINTMENT INFORMATION

Board(s) or Committee(s) Desired: 1) CRA Downtown Advisory Committee

2) _____

3) _____

Name: Illouz (Last) Paul (First) Elie (Middle)

Address: (Home) 1605 Hummingbird Rd, Winter Haven, FL 33884

(Mailing) _____

(Office) _____

Phone: (Home/Cell) 4132854134 (Office) _____

(Email) pauleillouz@gmail.com (Fax) _____

Employer: Advance Local

Position: Digital Marketing Strategist Years/Months: 6

Please answer the following: **Check (✔) one:**

Are you a city of Winter Haven resident?	Yes ●	No ☐
Are you a registered voter?	Yes ●	No ☐
Do you own property in Winter Haven?	Yes ●	No ☐
Are you currently serving on a City Board/Committee?	Yes ☐	No ●
Have you ever served on a City Board/Committee?	Yes ☐	No ●

- If yes, when and which Board(s)/Committee(s)? _____

_____

Are you a City employee? Yes ☐ No ☐

How long have you lived in Winter Haven? Years/Months: 11 Months

Please state your reason for wanting to serve on a City Board(s)/Committee(s):

I am a firm believer in serving the community we live in. When my wife and I moved to Winter Haven last April, our son, his wife and 2 of our grandchildren came with us, so we have a generational interest in the welfare of this city. I was a real estate agent for 7 years in Massachusetts, and am working on getting licensed in Florida, so I understand how important a vital downtown is to the overall health of a community.

Describe your background and qualifications for the Board(s)/Committee(s) to which you seek appointment?

My college degree is in Government, Economics and Public Administration and I interned in the office of Mayor Michael Albano in Springfield, MA in 1999. In addition, I grew up in the restaurant business, so I have experience navigating the challenges that small business owners face. I have served on several public and private committees over the years, so understand the complexities associated with making decisions.

Are there any potential conflicts, which would make it difficult for you to render objective judgment on questions, which come before the Board(s)/Committee(s) to which you seek appointment?:

No

REFERENCES:

Name	Address	Phone
Daniel Butler	234 Sunfish Dr, Winter Haven, FL	321-443-3044
Josephus "Joe" Housey	159 Roy St, Springfield, MA	413-821-5779
Christine Romanko	9 Hickory Hill Dr, Somers, CT	413-575-3201
David Baker	103 Trafton Rd, Springfield, MA	413-330-3562

Florida Statute 166.0442 permits the City of Winter Haven to apply a conditioned security-criminal background investigation and fingerprint requirement to all new and incumbent City appointees provided an ordinance and not mere policy is in place. Florida Statute 435.04 sets forth the means by which legally allowed level 2 background security checks and employment screenings with fingerprinting may be conducted.

1). Signature required if NOT submitting electronically: × _____ ***Date*** 3/18/2026

PLEASE EMAIL, MAIL, FAX, or DROP OFF THE COMPLETED APPLICATION

TO: Vanessa Castillo, MMC, City Clerk
The City of Winter Haven
P.O. Box 2277, Winter Haven, FL 33883-2277 ♦ 451 Third St., NW, Winter Haven, FL 33881
Office: 863.291.5627 ♦ Fax: 863.298-5293
vcastillo@mywinterhaven.com

DATE: May 19, 2026

TO: Chairman Yates and CRA Board

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager

FROM: Eric Labbe, Director of Economic Opportunity and Community Investment

SUBJECT: Consent and Approval of Assignment and Assumption of Lease and Contracts for the Agreement for Development with Physicians Partnership, LLP

BACKGROUND

On December 9, 2013, Physicians Partnership, LLP a Florida general partnership, entered into an Agreement for Development with the Winter Haven Community Redevelopment Agency and the City of Winter Haven.

On December 29, 2023 the property was sold to CoreGro 550 Winter Haven, LLC.

Section 10.9 of the Agreement for Development states, "This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal and legal representatives, successors, successors in title, and lawful assigns. Neither party may assign this Agreement, or delegate its responsibilities hereunder, without the express written consent of the other party."

CRA staff has not issued reimbursement payments pursuant to the Agreement for Development for tax years 2024 or 2025, as an assignment of the Agreement for Development had not been provided or approved by the CRA Board or the City Commission.

On March 3, 2026 representatives of CoreGro 550 Winter Haven, LLC delivered an Assignment and Assumption of Lease and Contracts to City Staff. The City Attorney has reviewed the document.

FINANCIAL IMPACT

Upon consent and approval of the assignment by the CRA Board and the City Commission, CRA staff will process reimbursement payments to CoreGro 550 Winter Haven, LLC for tax years 2024 and 2025 in the amounts of $16,931.69 and $17,455.45 respectively, and will be payable from the Economic Development line of the Downtown CRA budget. Future payments will be budgeted accordingly until the reimbursement incentive defined in the Agreement for Development is satisfied.

RECOMMENDATION

Staff recommends the CRA Board consent to, and approve, the Assignment and Assumption of Lease and Contracts, which assigns the Agreement for Development with Physicians Partnership, LLC to CoreGro 550 Winter Haven, LLC.

ATTACHMENT

- Assignment and Assumption of Lease and Contracts

ASSIGNMENT AND ASSUMPTION OF LEASE AND CONTRACTS

THIS ASSIGNMENT AND ASSUMPTION OF LEASE AND CONTRACTS ("**Assignment**") is made by and between PHYSICIANS PARTNERSHIP, LLP, a Florida limited liability partnership ("**Assignor**") and COREGRO 550 WINTER HAVEN, LLC, a Delaware limited liability company ("**Assignee**").

RECITALS

1. Concurrently with the execution and delivery of this Assignment, Assignor is conveying to Assignee, by Special Warranty Deed ("**Deed**") that certain tract of land ("**Real Property**") more particularly described on **Schedule 1** attached hereto and made a part hereof for all purposes, together with the improvements located thereon ("**Improvements**") and the personal property owned by Assignor upon the Real Property or within the Improvements ("**Personal Property**").

2. Assignor desires to assign, transfer and convey to Assignee, and Assignee desires to obtain, all of Assignor's right, title and interest in and to the Lease and Contracts (as hereinafter defined), subject to the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the receipt of Ten and No/100 Dollars ($10.00) and other good and valuable consideration to Assignor in hand paid by Assignee to Assignor, the receipt and sufficiency of which are hereby acknowledged, Assignor does hereby SELL, ASSIGN, CONVEY, TRANSFER, SET OVER, and DELIVER unto Assignee all of Assignor's right, title and interest, if any, in and to the following, free and clear of all liens and encumbrances:

(a) Lease Agreement dated effective May 1, 2020, by and between Physicians Partnership, LLP, as Landlord, and Saltzman, Tanis, Pittell, Levin & Jacobson, LLC, d/b/a Pediatric Partners of Winter Haven, as Tenant;

(b) Lease Agreement dated effective June 1, 2020, and First Amendment thereto dated effective October 1, 2021, by and between Physicians Partnership, LLP, as Landlord, and Trinity Medical Acquisition, LLC, as Tenant;

(c) Lease Agreement dated effective September 29, 2014, by and between Physicians Partnership, as Lessor, and Health Care Advocates, LLC, as Lessee; and

(d) Agreement for Development effective December 9, 2013 between The City of Winter Haven, a Florida municipal corporation and The Winter Haven Community Redevelopment Agency, and PHYSICIANS PARTNERSHIP, LLP, a Florida limited liability partnership, their successors or assigns (the "**Agreement for Development**").

Note: Pursuant to the Fourth Amendment to the Agreement of Purchase and Sale dated September 26, 2023 between Assignor, as Seller, and Assignee, as Purchaser, Seller/Assignor shall be entitled to and shall receive any and all payments, sums and amounts received, in accordance with or stemming from the Agreement for Development, from the City and/or CRA which are attributable to the time period of Seller's ownership

of the Real Property prior to the Closing Date, December 29, 2023. Purchaser shall be entitled to and shall receive any and all payments, sums and amounts received in accordance with or stemming from the Agreement for Development, from the City and/or CRA which are attributable to the time period of Purchaser's ownership of the Real Property commencing as of the Closing Date, December 29, 2023.

By execution of this Assignment, Assignee assumes and agrees to perform all of the covenants, agreements and obligations under the Lease and Contracts binding on Assignor or the Real Property, Improvements, or Personal Property (such covenants, agreements and obligations being herein collectively referred to as the "**Contractual Obligations**"), as such Contractual Obligations shall first arise or accrue from and after the date of this Assignment. Without limiting the generality of the preceding sentence, Assignee acknowledges the responsibility for all Prepaid Rent and Security Deposits described in the Lease to the extent transferred to Assignee and agrees to apply same in accordance with the terms of the Lease. Assignee hereby agrees to indemnify, hold harmless and defend Assignor from and against any and all third-party obligations, liabilities, costs and claims (including reasonable attorney's fees) arising as a result of or with respect to any of the Contractual Obligations that are attributable to the period of time from and after the date of this Assignment.

Assignor agrees to indemnify, hold harmless and defend Assignee from and against any and all third party obligations, liabilities, costs and claims (including reasonable attorney's fees) arising as a result of or with respect to any of the Contractual Obligations that are attributable to the period of time up to the date of this Assignment.

This Assignment may be executed in multiple counterparts and by electronic (PDF) transmission, each of which shall, for all purposes, be deemed an original, but which together shall constitute one and same instrument.

ASSIGNEE ACKNOWLEDGES THAT IT HAS INSPECTED THE LEASE AND CONTRACTS AND THAT THIS ASSIGNMENT IS MADE BY ASSIGNOR AND ACCEPTED BY ASSIGNEE WITHOUT REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS, IMPLIED OR STATUTORY, AND WITHOUT RECOURSE AGAINST ASSIGNOR, EXCEPT AS EXPRESSLY SET FORTH HEREIN.

[*Signatures Pages Follow*]

ASSIGNOR SIGNATURE PAGE TO
ASSIGNMENT AND ASSUMPTION OF LEASE AND CONTRACTS

EXECUTED to be effective as of the 29th day of December, 2023.

ASSIGNOR:

PHYSICIANS PARTNERSHIP, LLP,
a Florida limited liability partnership

By: _____
Dane V. Parker, Partner

By: _____
Dorothy J. Ray, Partner

ASSIGNEE SIGNATURE PAGE TO
ASSIGNMENT AND ASSUMPTION OF LEASE AND CONTRACTS

EXECUTED to be effective as of the 29th day of December, 2023.

ASSIGNEE:

COREGRO 550 WINTER HAVEN, LLC,
a Delaware limited liability company

By: CoreGro CFL Holding, LLC,
a Delaware limited liability company,
its sole member

By: CoreGro Real Estate, LLC,
a Delaware limited liability company,
its Manager

By: _____
Jordan M. Fishfeld, Manager

Schedule 1
Legal Description

Parcel 1:

Lots 1, 2, 3, 4, 6, 7, 10, 11, 16, 17, 18, and 19, Block 3, Tier 4, Original Town of Winter Haven, according to the plat thereof, as recorded in Deed Book M, Page 160, of the Public Records of Polk County, Florida.

Less and except the West 10 feet of said Lots 2, 3, 6, 7, 10, 11, and 19.

and

Lots 12, 14, 15, and 16, Block 2, Tier 4, Original Town of Winter Haven, according to the plat thereof, as recorded in Deed Book M, Page 160, of the Public Records of Polk County, Florida.

Less and except the West 10 feet of said Lots 14, 15, and 16.

Together with that portion of closed alley lying between Lots 1, 2, 3, and 4, of said Block 3.

Parcel 2:

Lots 8 and 13, Block 2, Tier 4, Original Town of Winter Haven, according to the plat thereof, as recorded in Deed Book M, Page 160, of the Public Records of Polk County, Florida.

Less and except that portion conveyed to the State of Florida Department of Transportation, in Deed recorded in Official Records Book 8737, Page 2224, of the Public Records of Polk County, Florida.

Winter Haven Community Redevelopment Agency
Downtown Advisory Committee Meeting
SPECIAL MEETING MINUTES

May 27, 2026
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: Chairwoman Julie Sands; Chris Collany; Cyndi Threlkeld; Vice Chair Robert "Bob" Sammons; Panogiotis Iakovidis; Chris Sexson

Committee Members Absent: Stephen "Steve" Kalogridis; Austin Tharp; Koreen Hobbs

Samise Lee confirmed a quorum: 6/9 members were present during roll call

Staff Members Present: Eric Labbe, Economic Opportunity & Community Investment Director; Nancy Hurley, Affordable Housing Compliance Manager; Angela "Angie" Hibbard, CRA Manager; Samise Lee, CRA Coordinator; and Joshua Stone, Information Technology Support Supervisor; CRA Board Chairman Yates

3. **Presentations/ Updates**

Angie Hibbard provided updates on the following:

- DOT Pond – The DOT Pond is close to being ready to go to bid
- TECO Undergrounding – This is in the budget and the plan but staff requested a consensus to move forward with the projects in the alley between the Ritz Theatre and the existing parking garage and the alley between Grand Central (the Taylor and Mowry buildings) and Bistro Pizza and Slate 8. The Committee gave their agreement that these two areas should be the next for the undergrounding.
- Parking Garage – Working on elevator maintenance, parking restripes, lighting enhancement and interior painting

Discussions ensued on the presentations and grant updates with various questions asked and answered.

4. **Action Items**

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they 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 (FS 286.0105). The CRA Office may be reached at 863-291-5850, at 490 third Street, NW, Winter Haven, Florida 33881. 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, no 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.

a. Budget Endorsement

Angie Hibbard presented the following drafted tentative budget for fiscal year 2026-2027:

Personnel Expenses:	$ 175,470
Operating Expenses:	$1,166,106
Capital Improvements:	$ 852,591
Economic Development:	$1,750,000
Grant & Aid:	$ 599,000
Miscellaneous:	$1,314,396
Total budgeted expenses:	$5,857,563

Key projects and programs funded in the draft budget include:

- Construction of Bus Shelters
- Development incentive reimbursement (TIFF)
- Commercial focus including new Commercial Improvement Grant Program, Small Business Development Program, and Small Business Support Program
- Continue Residential Improvement grant program
- Capital Projects including the renovation of the Neighborhood Service Center

Staff explained that the estimates from the Property Appraiser's office for property tax amounts would not be in until early June. The presentation included proposed amounts that may need to be adjusted but the projects and items would be as presented.

Staff recommended that the Downtown CRA Advisory Committee recommend approval of the proposed budget to the CRA Board, allowing for line-item adjustments, consistent with the proposed budget, as necessary to balance the budget when final revenue amounts are provided.

A copy of the Proposed Budget Spreadsheet was attached.

Discussions ensued on the grant line items with various questions asked and answered during the presentation.

During the Grant & Aid portion of the presentation, the Committee engaged in an extended discussion regarding the new Commercial Improvement Grant Program. Members provided staff with several recommendations and suggestions for modifications they would like to see with program.

Vice Chair Sammons recommended approval of the proposed budget to the CRA Board allowing for line-item adjustments, consistent with the proposed budget, as necessary to balance the budget when final revenue amounts are provided. Seconded by Committee Member Iakovidis. **Motion carried by unanimous vote (6-0).**

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they 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 (FS 286.0105). The CRA Office may be reached at 863-291-5850, at 490 third Street, NW, Winter Haven, Florida 33881. 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, no 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.

5. Other Business

a. Comments from the Committee

b. Comments from the Staff

i. Next Regular Meeting Date – July 20, 2026

c. Comments from the Public – None

6. Adjournment

Meeting adjourned at 5:11 PM

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

DRAFT

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CITY OF WINTER HAVEN
Florence Villa Advisory Committee Meeting
REGULAR MEETING MINUTES

May 4, 2026
City Hall - John Fuller Auditorium
451 Third Street, NW, Winter Haven, FL

1. Call to Order

Committee Member Hilliard called the meeting to order at 5:29 PM

Before the roll call, Committee Member Hilliard announced that Committee Member Attorney David Wilson had submitted his resignation from the CRA Florence Villa Advisory Committee effective immediately

Eric Labbe approached the podium to state that due to the absence of the chair and vice chair, he would like for the committee to make a motion for someone to run the meeting.

Committee Member Kalogridis made a motion for Joey Hilliard to run the committee meeting. Seconded by Committee Member Kendra Williams. **Motion carried by unanimous vote (5-0).**

2. Roll Call

Committee Members Present: Kendra Williams, Betty Smothers, Cecilia Leonard, Joey Hilliard, and Melinda Kalogridis

Samise Lee confirmed a quorum: 5/8 members present during roll call

Staff Present: Eric Labbe, Economic Opportunity & Community Investment Director; Cedric Cox, Economic Opportunity & Community Investment Assistant Director; Nancy Hurley, Housing Compliance Manager; Angela "Angie" Hibbard, CRA Manager; Samise Lee, CRA Coordinator; Joshua Stone, Information Technology Support Supervisor; and Brian Yates, City Mayor

3. Approval of Minutes

Committee Member Smothers moved for approval of the March 30, 2026 regular meeting minutes. Seconded by Committee Member Williams. **Motion carried by unanimous vote (5-0).**

4. Reports/Presentations

a. Community Outreach Tools

Angie Hibbard reported that Committee Member Smothers requested information regarding methods for follow-up communication and ongoing engagement. Placed before the committee members were "Stay Connected" flyers received from Katrina Hill, Communications Director, to help the committee members stay informed about communications and public affairs initiatives. Additionally, Jackie Vickers, Community Engagement Manager, conducted direct outreach to local churches in the area to provide informational materials and strengthen community engagement efforts.

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they 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 (FS 286.0105). The CRA Office may be reached at 863-291-5850, at 490 third Street, NW, Winter Haven, Florida 33881. 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, no 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.

b. Project and Grant Updates

Angie Hibbard provided updates on the following:

- Neighborhood Service Center - May 7th - 2 PM deadline to submit for a design build
- Winter Haven Recreation & Cultural Center – Florence Villa's contributions to the project
- Sidewalk Project – Minor redesign to get sidewalk put in on Ave P NW and Sears Avenue
- Commercial Improvement Grant – Paused for further review and grant modification

Angie Hibbard opened the floor for discussion on the project updates during which various questions were asked and answered.

Samise Lee provided updates on the following grant programs:

- Residential Improvement Grant
- Commercial Improvement Grant
- Small Business Development Assistance Program
- New Construction Missing Middle Rental Program
- Small Business Support/Retail Strategies Grant

Samise Lee opened the floor for discussion on the grants during which various questions were asked and answered.

5. <u>Action Items</u>

a. Budget Endorsement

Angela Hibbard stated that 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.

The Polk County Property Appraiser does not publish the estimated property tax numbers until June. Using an estimated 5% increase from the current year's numbers, the Florence Villa CRA is anticipated to receive $1,686,245 in ad valorem revenue and interest for fiscal year 2026-2027. Projected fund balance and end of year expenditures have not been estimated. Based upon the anticipated revenue, a draft fiscal year 2026-2027 tentative budget has been prepared for consideration.

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

Personnel Expenses:	$ 153,482
Operating Expenses:	$ 405,000
Capital Improvements:	$ 550,000
Economic Development:	$ 200,000
Grant & Aid:	$1,040,000
<u>Miscellaneous:</u>	<u>$ 71,915</u>
Total budgeted expenses:	**$2,420,397**

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Key projects and programs funded in the draft budget include:

- Construction of Bus Shelters
- Development incentive reimbursement (TIFF)
- Commercial focus including new Commercial Improvement Grant Program, Small Business Development Program, and Small Business Support Program
- Continue Residential Improvement grant program
- Capital Projects including the renovation of the Neighborhood Service Center

Committee Member questioned if the budget will be balanced before July. Eric Labbe confirmed.

Staff recommended that the Florence Villa CRA Advisory Committee recommend approval of the proposed budget to the CRA Board, allowing for line-item adjustments, consistent with the proposed budget, as necessary to balance the budget when final revenue amounts are provided.

A copy of the Proposed Budget Spreadsheet was attached.

Committee Member Williams moved for approval of the proposed budget to the CRA Board, allowing for line-item adjustments, consistent with the proposed budget, as necessary to balance the budget when final revenue amounts are provided. Seconded by Committee Member Kalogridis. **Motion carried by unanimous vote (5-0).**

6. Other Business

a. Comments from the Committee

b. Comments from Staff

i. Next Regular Meeting Date – August 3, 2026

ii. CRA Board Training Date – June 11, 2026

c. Comments from the Public – None

7. Adjournment

Meeting adjourned at 6:26 PM

WINTER HAVEN FLORENCE VILLA CRA ADVISORY COMMITTEE

ATTEST:

Joe Halman
Florence Villa CRA Advisory Committee Chair

Angela Hibbard
CRA Manager

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