

Eloise Community Redevelopment Agency Advisory Committee
Meeting Minutes

Johnny and Freda Brooks Resource Center
710 Snively Avenue
Eloise, FL 33880

Monday September 5, 2023, at 6:00 p.m.

Attendance:

Advisory Committee Members present:

- Lee Castillo, Eloise CRA Committee Chairperson
- Eugenia Barton, Eloise CRA Committee Member
- Martha Paul, Eloise CRA Committee Member
- Diane Rosebrough, Polk County School Board, CRA Committee Member
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Polk County BoCC Staff present:

- Delia Jouppi, CRA Manager
- Elizabeth Voss, Assistant County Attorney
- Mike Callender, Parks & Recreation Manager
- Boris Rodriguez, Recreation Manager
- Jay Jarvis, Director of Roads & Drainage
- Deputy Jordan Owens, Polk County Sheriff's Office

Residents present:

- Hope Musselwhite, Eloise Resident

CALL TO ORDER –Committee Chair, Lee Castillo called the meeting to order at 6:05p.m., welcoming all attendees.

No. 1 on Agenda: Welcome to Stakeholders

Lee Castillo welcomed stakeholders and had the CRA Committee Members introduced themselves.

No. 2 on Agenda: Approval of Past Minutes

The March 6th meeting minutes:

- 1st Motion to Approve: Diane Rosebrough
- 2nd Motion to Approve: Marth Paul

Minutes approved by all attendees.

The June 5 meeting minutes:

- 1st Motion to Approve: Diane Rosebrough
- 2nd Motion to Approve: Marth Paul

Minutes approved by all attendees.

No. 3 on Agenda: Request from the General Public & Opportunity to be Heard.

No comments from the public.

No. 4 on Agenda: New Business (Projects to be voted on)

- Mike Callender has quotes for several projects:
 - Johnny & Freda Brooks Resource Center: New signage
Mike Callender noted that bids were requested from area sign contractors:
Cypress Signs: \$35,561.00 for 10x3 sign
Dixie Sign also bid but came in higher.
A rendering drawing from Cypress Signs of the proposed digital sign was shown to the group.
Request for committee approval:
1st Motion to Approve: Eugenia Barton
2nd Motion to Approve: Lee Castillo
All attendees approved signage project as quoted.
 - **Snively Brooks Park – Quote for Shade cover on Playground Equipment**
Mr. Callender noted the quote process was handled a bit differently.
The Parks & Recreation team has service contracts with several vendors they can utilize in this process.
GameTime provided quotes for the following playground areas:
 - Shade Covers only (including freight costs) + Replacement of existing swing set with new swing set with full shade cover: \$49,527.62.
 - Replace EMF playground surface (includes labor/delivery & mulch): \$14,984.80.
 - Total for both projects: **\$64,512.42**
Request for committee approval:
1st Motion to Approve: Diane Rosebrough
2nd Motion to Approve: Lee Castillo
All attendees approved signage project as quoted.
 - Johnny & Freda Brooks Resource Center – Shade for back area
GameTime provided quotes for the following options:
However, Mr. Callender noted that he was unable to determine which option will work best. With that in mind, he is asking for committee approval of both quotes, to create a not-to-exceed (NTE) total.
 - Option A: 24'x40'x12' shade cover: \$28,000.00
 - Option B: 24'x46'x12' shade cover: \$32,000.00
 - Based on both quotes, it's encouraged to use a NTE cost of **\$32,000.00.**
Request for committee approval:
1st Motion to Approve: Diane Rosebrough
2nd Motion to Approve: Lee Castillo
All attendees approved signage project as quoted.

No. 5 on Agenda: Old Business

- Mike Callender updated the group on the Snively Brooks Park Renovation. He requested approval to move forward with purchasing soccer field goals and stands. The purchase price would be minimal, indicating they have already been approved as part of the overall park renovation budget.

Request for committee approval:

1st Motion to Approve: Diane Rosebrough

2nd Motion to Approve: Martha Paul

All attendees approved signage project as quoted.

- The restroom renovation has been completed.
- The sand volleyball field is in place.
- The soccer field renovation is complete except for the soccer field goals & stands, and some minor concrete work that needs to be done to the sidewalks as well.
- A question was raised as to if solar sensor lights have been installed. This would be for security purposes. Mike indicated that has not been done yet. However, there are signs denoting the park closed at a specific time (i.e., 9:00pm).

Reminder About Upcoming Advisory Committee Meetings:

Meeting location: Johnny & Freda Brooks Resource Center

- Monday, December 4, 2023, at 6:00pm

ADJOURN

Meeting was adjourned at 6:40p.m.

Minutes transcribed by:

Lisa Urban, CAP-OM

Secretary II

Budget & Management Services Division

Polk County Board of County Commissioners