



# Winter Park Community Improvement Fund Annual Meeting

## Agenda

**September 25, 2024 @ 2:45 PM**

City Hall Commission Chambers  
401 S. Park Avenue

### welcome

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"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed 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." (F.S. 286.0105).

### please note

Times are projected and subject to change.

- 1. Meeting Called to Order**
- 2. Approval of minutes**
  - a. Minutes of September 26, 2023
- 3. Confirming Officers**
- 4. Fundraising**
- 5. Adjournment**



**item type**

Approval of minutes

**meeting date**

September 25, 2024

**prepared by**

**approved by**

**subject**

Minutes of September 26, 2023

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

1. 0926.2023 draft minutes



# Winter Park Community Improvement Fund Board of Directors Meeting

September 26, 2023 at 9:30 am

City Hall, Chase Room  
401 Park Avenue South | Winter Park, Florida

## Present

City Manager Randy Knight, Vice President  
Finance Director Wes Hamil, Treasurer  
Director of Planning & Zoning, Jeff Briggs, Secretary  
Executive Assistant Michelle Bernstein, Recording Secretary

## Not Present

Mayor Phil Anderson, President

## Meeting called to order

City Manager Randy Knight called the meeting to order at 10:30 am in the Chase Room of City Hall.

## Approval of minutes

Motion made by Jeff Briggs to approve the September 13, 2022 minutes; seconded by Wes Hamil and carried with a 3-0 vote.

## Confirming Officers

Mr. Knight advised that Jeff Briggs will be retiring this week and that we need to have a formal motion to appoint Allison McGillis to replace Jeff Briggs on this board. Motion made by Jeff Briggs to appoint the new Director of Planning & Zoning Allison McGillis as Secretary; seconded by Wes Hamil and carried with a 3-0 vote.

Motion made by Randy Knight to keep the other officers the same as last year; seconded by Jeff Briggs and carried with a 3-0 Vote (Mayor Phil Anderson as President; City Manager Randy Knight as Vice President; Finance Director Wes Hamil as Treasurer).

## Fundraising

Mr. Briggs spoke about the most recent CRA project, the Historic Gateway Signage. The City is working to create two beautiful double-sided gateway signs that would be located at the entry points of Fairbanks/Park Avenue and Webster/Park Avenue as beacons to proudly announce the entry to its historic downtown district. He said that the City is looking for several gateway partners to make a tax-deductible contribution to help facilitate this legacy project. Donors will be permanently recognized on a brass plaque at the base of each gateway sign. Mr. Briggs distributed a sample brochure which was created by the City's Communications Department illustrating the beautiful signage and a brief description of this fundraising effort. It was clarified that the total cost of the project for both signs would be \$400,000 and that the City Commission has agreed to allocate \$200,000 in the budget to pay for one of the signs. Mr. Briggs spoke about the need to fundraise an additional \$200,000 for the second sign and obliged to assist with this task. He said he would be soliciting eight donors for \$25,000 each and anticipates having the entire \$200,000 within the next few months. Motion made by Jeff Briggs, on behalf of the Winter Park Community Improvement Fund, to help raise the money for this project (for the second signage); seconded by Wes Hamil. A brief discussion ensued regarding the next steps and the need to obtain City Commission approval. Motion carried with a 3-0 vote.

Mr. Hamil reported that no additional funds have been received within the past twelve months and there is a balance of \$1,970.14.

The meeting adjourned at 9:41 am