

City Commission Meeting Minutes
March 20, 2018
(APPROVED)

3/20/2018 - Minutes

1. INVOCATION

Dr. Jim Moyer gave the invocation.

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

The Mayor called the meeting to order at approximately 6:00 p.m. after the invocation and pledge of allegiance.

4. ROLL CALL

Commission Members Present: Eugene Fultz - Mayor, Curtis Gibson, Flora "Tonya" Stewart, Terrye Howell,

Commission Members Absent: Robin Gibson - Deputy Mayor

Staff Present: Kenneth Fields, City Manager; Albert C. Galloway, Jr., City Attorney; Jennifer Nanek, City Clerk

5. PROCLAMATIONS AND AWARDS

5.I. PROCLAMATION - Problem Gambling Awareness Month

Mayor Fultz presented a Proclamation establishing March 2018 as Problem Gambling Awareness Month.

5.II. PROCLAMATION - Water Professionals Month April 2018

Mayor Fultz presented a Proclamation establishing April 2018 as Water Professionals Month to Water Department Supervisor Holly Britt.

5.III. PROCLAMATION - Water Conservation Month April 2018

Mayor Fultz presented a Proclamation establishing April 2018 as Water Conservation Month to Utilities Director Sarah Kirkland.

6. PRESENTATION/REPORT

7. COMMUNICATIONS AND PETITIONS

John Burnett, resident, requested turn lights for the turn lanes at 1st Street and Central. He said that there is a caution light on Central that has been blinking since the hurricane. James Slaton, Assistant City Manager, said the parts for that light have been ordered and are expected in mid-April. Mr. Fields said that we can look into a turn lane at First and Central but the one at Scenic and Central belongs to the state and they will report the issue to FDOT.

Jason Webb, resident, reported that there were many comments on facebook regarding the flag design and the design selection process. He read quotes from Mayor Fultz and Commissioner Howell regarding Bok Tower. He said that Bok Tower is a jewel of Lake Wales. The Tower is part of the seal. He suggested a new seal without the tower.

8. CONSENT AGENDA

The Mayor said that agenda item 8.2 will be pulled as that event is postponed and that 8.3 will be pulled.

Commissioner Howell made a motion to approve the Consent Agenda except items 8.2 and 8.3.
Commissioner Curtis Gibson seconded the motion.

By Voice Vote

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 4 -0.

8.I. Minutes - February 20, 2018

8.II. Special Event Application: Beers With Pioneers April 14, 2018

[Begin Agenda Memo]

SYNOPSIS

The Lake Wales Museum and the Lake Wales Museum Association are sponsoring a fundraiser event at the Lake Wales Museum called "Beers with Pioneers" on April 14, 2018. This event will include alcohol.

RECOMMENDATION

Staff recommends approval of the special event application for the "Beers with Pioneers" event at the Lake Wales Depot Museum on April 14, 2018 from 4:00 p.m.-8:00 p.m.

BACKGROUND

The special event "Beers with Pioneers" will be held on the grounds of the Depot Museum and will be a ticketed event. As this event will include alcohol a temporary alcohol permit will be required and 2 off-duty police officers will be hired for the event. The Lake Wales Museum Association will also be required to get liability insurance in the amount of \$1,000,000 and must name the City of Lake Wales as additionally insured. They will also be required to designate the boundaries where the alcohol will be served.

OTHER OPTIONS

Do not approve the permit.

FISCAL IMPACT

None - the cost of the 2 off-duty police officers will be borne by the Lake Wales Museum Association

[End Agenda Memo]

8.III. Contract Award(S) – Continuing Architectural Services

[Begin Agenda Memo]

SYNOPSIS:

Staff is requesting Commission approval to enter into Consulting Agreements for Continuing Architectural Services.

RECOMMENDATION

It is recommended that the City Commission take the following action(s):

1. Approve the consulting agreements with Straughn Trout, Parlier + Crews, and Furr & Wegman.
2. Authorize the City Manager to execute the agreements on behalf of the City.

BACKGROUND

Pursuant to FS 287.055 (C.C.N.A), the City of Lake Wales solicited statements of qualifications from firms qualified to provide architectural services on a continuing basis (RFQ# 17-440). Projects requiring architectural services may include, but are not limited to, the design and construction of new facilities, the remodeling of existing facilities, the design and construction of park and recreation spaces, and streetscape improvements.

The firm(s) will be required to provide sufficient information to permit contractors to respond to the City's request for proposals and permit the City to enter into construction contracts. The budget for each project and services requested shall be determined based upon each project's specific scope and requirements.

Five firms submitted statements of qualifications in response to RFQ# 17-440. Each firm was evaluated against the following criteria in accordance with FS 287.055 (the Consultants Competitive Negotiation Act):

- Architectural team
- Previous experience
- Services provided and quality control methods
- Location of firm
- Overall quality of submittal
- Certified MBE/DBE/WBE

After independent evaluations of each firm's qualifications were conducted by City staff members, the firms were ranked as follows:

Ranking	Firm	Score	Maximum
1st	Straughn Trout	264	300
2nd	Parlier + Crews	260	300
3rd	Furr & Wegman	257	300
4th	Bender & Associates	229	300
5th	The Lunz Group	223	300

Staff recommendation is to award contracts for continuing architectural services to the three highest ranked firms. The agreements will each be for a period of five (5) years.

OTHER OPTIONS

None.

FISCAL IMPACT

Funds will be requested annually on a project-by-project basis.

[End Agenda Memo]

8.IV. Easement For Duke Energy On South Airport Road

[Begin Agenda Memo]

SYNOPSIS:

Staff is requesting that the City Commission approve the easement document for Duke Energy for the connection of power for the new lift station on South Airport Road.

STAFF RECOMMENDATION

1. It is recommended that the City Commission approve the easement document granting an easement to Duke Energy for the installation of power services for the lift station on South Airport Road.

BACKGROUND

The City began running utility lines to the Lake Wales Municipal Airport property in January of 2017. A part of the project was to install a lift station and force mains to send waste back to the City's wastewater treatment plant for processing. While under construction, it was discovered that Duke Energy does not have a power feed readily available for the newly constructed lift station to connect into. In order for this lift station to receive power, Duke Energy is requesting an easement from the City.

Staff recommends the Commission take the following action; approve the easement document from Duke Energy for the power connection on South Airport Road for the newly installed lift station.

OPTIONS

None. Without the easement, the lift station would not be able to receive power for operation.

FISCAL IMPACT

None.

[End Agenda Memo]

9. OLD BUSINESS

9.I. ORDINANCE 2018-04: Repeal Ordinance 2017-10 - Second Reading And Public Hearing

[Begin Agenda Memo]

SYNOPSIS:

The subject Ordinance serves to repeal Ordinance 2017-10 which initiated the proposed amendment to the Lake Wales Charter for the purpose of extending the terms of office of the city commissioners and mayor from two years to three years. The repeal is necessary due to cancelation of the municipal election scheduled for April 3, 2018.

RECOMMENDATION: Adoption of Ordinance 2018-04.

BACKGROUND:

There is no need for the municipal election to fill seats on the City Commission. Commissioner Robin Gibson was reelected without opposition and no candidate qualified for election to Seat 3. The only remaining matter was the proposed Charter amendment. The proposal called for the matter to be put to the electorate at the April 3, 2018, election. The enabling legislation for the proposed Charter amendment must be rescinded.

FISCAL IMPACT: None

OTHER OPTIONS: None

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **ORDINANCE 2018-04** by title only.

ORDINANCE 2018-04
AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, REPEALING
ORDINANCE 2017-10 AND PROVIDING FOR AN EFFECTIVE DATE

Kenneth Fields, City Manager, reviewed this item. Commissioner Curtis Gibson asked if the Supervisor of Elections needs to be notified. Mr. Fields said they have done that already. They are aware there will not be an election.

OPENED PUBLIC HEARING

CLOSED PUBLIC HEARING

Commissioner Howell made a motion to adopt **ORDINANCE 2018-04** after second reading and public hearing. Commissioner Curtis Gibson seconded the motion.

By Roll Call Vote

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 4 -0.

10. NEW BUSINESS

10.I. RESOLUTION 2018-04 - Joint Participation Agreement-G0U45

[Begin Agenda Memo]

SYNOPSIS:

The adoption of Resolution 2018-04 authorizes the execution of an agreement with the Florida Department of Transportation to relocate and extend the south segment of Taxiway Bravo (construction

phase) at the Lake Wales Municipal Airport.

RECOMMENDATION

Staff recommends that the City Commission approve the following action(s):

1. Adopt Resolution 2018-04 authorizing the execution of Joint Participation Agreement G0U45 by the Mayor with the Florida Department of Transportation (FDOT) in the amount of \$743,200.00.

BACKGROUND

In November 2016, the City Commission adopted Resolution 2016-23, authorizing an agreement with the Florida Department of Transportation to relocate and extend the south segment of Taxiway Bravo.

Resolution 2018-04 will provide funding of \$743,200.00 from FDOT for the construction phase of this project.

Funding as follows:

City: \$ 185,800.00

FDOT: \$ 743,200.00

Total cost for the construction phase: \$929,000.00.

This project will not only enhance safety but also contributes to the completion of the airport infrastructure that will support the continued growth of the airport and the opportunity of funding from FDOT and FAA for t-hangars and road access.

FISCAL IMPACT

The city has already accepted funding from FDOT for the design phase of this project.

OPTIONS

The commission may elect to defer this project.

[End Agenda Memo]

Jennifer Nanek, City Clerk, read RESOLUTION 2018-04 by title only.

RESOLUTION 2018-04

A RESOLUTION OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA AUTHORIZING THE EXECUTION OF A JOINT PARTICIPATION AGREEMENT (JPA), ITEM-SEGMENT-PHASESEQUENCE NUMBER (FINANCIAL PROJECT NUMBER): 443119-1-94-01 (RELOCATE AND EXTEND TAXIWAY BRAVO SOUTH SEGMENT FROM TAXIWAY ALPHA TO RUNWAY 35 END) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION TO ALLOW THEIR PARTICIPATION IN AN AVIATION PROJECT AT THE LAKE WALES MUNICIPAL AIRPORT.

Teresa Allen, Public Services Director, reviewed this item.

Commissioner Curtis Gibson made a motion to approve **RESOLUTION 2018-04**. Commissioner Howell seconded the motion.

By Roll Call Vote

Commissioner Curtis Gibson "YES"

Commissioner Howell "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 4 -0.

10.II. RESOLUTION 2018-05 - Joint Participation Agreement-G0U43

[Begin Agenda Memo]

SYNOPSIS:

The adoption of Resolution 2018-05 authorizes the execution of an agreement with the Florida Department of Transportation to rehabilitate Taxiway Alpha East (construction phase) at the Lake Wales Municipal Airport.

RECOMMENDATION

Staff recommends that the City Commission approve the following action(s):

1. Adopt Resolution 2018-05 authorizing the execution of Joint Participation Agreement G0U43 by the Mayor with the Florida Department of Transportation (FDOT) in the amount of \$62,819.00.

BACKGROUND

In November 2016, the City Commission adopted Resolution 2016-23, authorizing an agreement with the Florida Department of Transportation to extend the east portion of Taxiway Alpha to the existing runway 6 end at the Lake Wales Municipal Airport.

Resolution 2018-05 will provide funding of \$62,819.00 from FDOT for the construction phase of this project.

Funding as follows:

City: \$ 62,819.00

FDOT: \$ 62,819.00

FAA: \$ 1,130,748.00 (grant application will be submitted June 2018)

Total cost for the construction phase: \$1,256,386.00

This project will not only enhance safety but also contributes to the completion of the airport infrastructure that will support the continued growth of the airport and the opportunity of funding from FDOT and FAA for t-hangars and road access.

FISCAL IMPACT

The city has already accepting funding from FDOT for the design phase of this project.

OPTIONS

The commission may elect to defer this project.

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **RESOLUTION 2018-05** by title only.

RESOLUTION 2018-05

A RESOLUTION OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA AUTHORIZING THE EXECUTION OF A JOINT PARTICIPATION AGREEMENT (JPA), ITEM-SEGMENT-PHASESEQUENCE NUMBER (FINANCIAL PROJECT NUMBER): 443118-1-94-01 (REHABILITATE THE EASTERN PORTION OF TAXIWAY ALPHA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION TO ALLOW THEIR PARTICIPATION IN AN AVIATION PROJECT AT THE LAKE WALES MUNICIPAL AIRPORT.

Teresa Allen, Public Services Director, reviewed this item.

Commissioner Curtis Gibson made a motion to approve **RESOLUTION 2018-05**. Commissioner Howell seconded the motion.

By Roll Call Vote

Commissioner Curtis Gibson "YES"

Commissioner Howell "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 4 -0.

10.III. RESOLUTION 2018-06 - Joint Participation Agreement-G0U42

[Begin Agenda Memo]

SYNOPSIS:

The adoption of Resolution 2018-06 authorizes the execution of an agreement with the Florida Department of Transportation to relocate and extend Taxiway Bravo North (construction phase) at the Lake Wales Municipal Airport.

RECOMMENDATION

Staff recommends that the City Commission approve the following action(s):

1. Adopt Resolution 2018-06 authorizing the execution of Joint Participation Agreement G0U42 by the Mayor with the Florida Department of Transportation (FDOT) in the amount of \$55,643.00.

BACKGROUND

In November 2016, the City Commission adopted Resolution 2016-23, authorizing an agreement with the Florida Department of Transportation to relocate and extend the North segment of Taxiway Bravo at the Lake Wales Municipal Airport.

Resolution 2018-06 will provide funding of \$55,643.00 from FDOT for the construction phase of this project.

Funding as follows:

City: \$ 55,643.00

FDOT: \$ 55,643.00

FAA: \$ 1,001,585.00 (grant application will be submitted June 2018)
Total cost for the design phase: \$1,112,871.00

This project will not only enhance safety but also contributes to the completion of the airport infrastructure that will support the continued growth of the airport and the opportunity of funding from FDOT and FAA for t-hangars and road access.

FISCAL IMPACT

The city has already accepted funding from FDOT for the design phase of this project.

OPTIONS

The commission may elect to defer this project.

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **RESOLUTION 2018-06** by title only.

RESOLUTION 2018-06

A RESOLUTION OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA AUTHORIZING THE EXECUTION OF A JOINT PARTICIPATION AGREEMENT (JPA), ITEM-SEGMENT-PHASESEQUENCE NUMBER (FINANCIAL PROJECT NUMBER): 443117-1-94-01 (EXTEND TAXIWAY BRAVO NORTH SEGMENT FROM TAXIWAY ALPHA TO RUNWAY 17 END) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION TO ALLOW THEIR PARTICIPATION IN AN AVIATION PROJECT AT THE LAKE WALES MUNICIPAL AIRPORT.

Teresa Allen, Public Services Director, reviewed this item.

Commissioner Curtis Gibson made a motion to approve **RESOLUTION 2018-06**. Commissioner Howell seconded the motion.

By Roll Call Vote

Commissioner Curtis Gibson "YES"

Commissioner Howell "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 4 -0.

10.IV. Resolution 2018-07 5 Year Capital Improvement Facilities Plan

[Begin Agenda Memo]

SYNOPSIS:

Staff is requesting that the City Commission adopt Resolution 2018-07 5-YR Capital Improvement Facilities Plan.

STAFF RECOMMENDATION

1. It is recommended that the City Commission adopt Resolution 2018-07 Adoption of the 5-YR Capital Improvement Facilities Plan.

BACKGROUND

The 5-Yr Capital Improvement Facilities Plan has been prepared in support of the City of Lake Wales's proposed capital improvement plan for the next five years of projects. These projects aid in the improvement and expansion of the city's utilities system. In accordance with the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) planning document requirements set forth in Chapter 62-503.700(2) F.A.C. an official resolution adoption is required. Staff recommends the Commission take the following action; adopt Resolution 2018-07.

OPTIONS

None. The adoption of the Facilities Plan by resolution is crucial, as it is one of the requirements imposed by the Department of Environmental Protection to have a complete packet to be considered for State Revolving Funds.

FISCAL IMPACT

None.

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **RESOLUTION 2018-07** by title only.

RESOLUTION 2018-07

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE WALES APPROVING AND ADOPTING THE 5-YR CAPITAL IMPROVEMENT FACILITIES PLAN

Sarah Kirkland, Utilities Director, reviewed this item.

Commissioner Howell made a motion to approve **RESOLUTION 2018-07**. Commissioner Curtis Gibson seconded the motion.

By Roll Call Vote

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 4 -0.

11. CITY MANAGER

Mr. Fields announced the Warner Cares Day on April 4th where students from Warner University do volunteer projects around the City.

Friday night, March 23rd, is our first outdoor movie night at Lake Wailes Park.

11.I. Tracking Report

11.II. Social Media Tracking Report

11.III. Commission Meeting Schedule

11.IV. Other Meetings & Events Calendar

12. CITY COMMISSION COMMENTS

Commissioner Howell said that she enjoyed the Food Trucks Monday and hopes they keep coming. She said many people are enjoying it.

Commissioner Curtis Gibson said that he was proud and happy with the progress that the City is making. He reported on the conference, FBC LEO which is the Florida Black Caucus for Elected Officials, that he attended last week and said it was beneficial. Mayor Fultz said that he attended the conference as well and there was a lot of good information. He got an idea to start a Coffee with the Mayor to discuss legislative issues.

13. MAYOR COMMENTS

Mayor Fultz said that he was glad there was nothing passed by the legislature that was harmful to the City. He said we need citizens to advocate for the City and keep an eye on the Constitution Revision Commission.

14. ADJOURNMENT

The meeting was adjourned at 6:31 p.m.

Mayor/Deputy Mayor

ATTEST:

City Clerk/Deputy City Clerk