

City Commission Meeting Minutes
August 21, 2018
(APPROVED)

8/21/2018 - Minutes

1. INVOCATION

Mayor Fultz gave the invocation.

2. PLEDGE OF ALLEGIANCE

The Mayor called the meeting to order at approximately 6:00 p.m. after the invocation and 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, Robin Gibson - Deputy Mayor

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

5. COMMUNICATIONS AND PETITIONS

John Miller, resident, said that he wanted to clarify that the position he is advocating for is a community liaison not a community organizer.

Chris Lutton, resident, expressed concern that the city budget is growing with added staff and programs here and there. He said that the City should complete the Recreation Master Plan before investing in new projects. He recommended a uniform design standard. He said that there are a lot of lights along the new trail and we should be careful of too much light pollution.

6. CONSENT AGENDA

Commissioner Howell made a motion to approve the consent agenda. Commissioner Curtis Gibson seconded the motion.

Voice Vote:

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Deputy Mayor Robin Gibson "YES"

Mayor Fultz "YES"

Motion passed 5 -0.

6.I. Minutes - August 7, 2018

6.II. Grant Application - Florida's Natural Growers Foundation

[Begin Agenda Memo]

SYNOPSIS:

A grant application to the Florida's Natural Growers Foundation for \$3000. This grant does not require any matching funds.

STAFF RECOMMENDATION:

Staff recommends that the City Commission approve a grant application to the Florida's Natural Growers Foundation for funding that will be allocated to the 2019 Summer Fun Days. The Summer Fun Days will feature ten free, summer family program on Saturdays from June 8 – August 10, 2019. These programs will offer free admission from 9 AM – 5 PM every Saturday through the summer with themed hands-on activities, heritage arts activities, pieces on display from the museum's permanent collection, animal encounters, art projects, guest speakers from community organizations, storytellers, games and demonstrations focused on history, culture, art, science and the humanities. The grant will provide funds to underwrite supplies and specialty partners fees.

BACKGROUND:

Florida's Natural Growers provides financial support in the way of grants to community based projects in the fields of health, education or youth in the Central Florida Citrus Area. If our application is approved, the grant money will be used to underwrite the supply costs and specialty partner presentations at the 2019 Summer Fun Days. These funds would help support the museum's programmatic expenses.

Any grant funds received from this application would be applicable for the 2018 – 2019 fiscal year. The grant does not require any matching funds.

OTHER OPTIONS:

Do not apply for this grant. No appropriations needed.

FISCAL IMPACT:

Staff is requesting to host summer programs in 2019. Funds to carry out the 2019 Summer Fun Days would come from Florida's Natural Growers Foundation. All of the funds allocated to this project will be spent on public programming.

[End Agenda Memo]

6.III. Purchase Authorization – SEMCO Construction, Inc.

[Begin Agenda Memo]

SYNOPSIS:

The City Commission will consider authorizing staff to expend funds for the repair of additional damages

caused by Hurricane Irma at the Larry Linton Complex.

RECOMMENDATION

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

1. Authorize staff to expend funds in the amount of \$42,639 for the repair of additional facility damages caused by Hurricane Irma.
2. Authorize SEMCO Construction, Inc. to complete the work.
3. Authorize a budget amendment in the amount of \$42,639.

BACKGROUND

The concession stand/press box on Barnes field at the Larry Linton Baseball Complex sustained significant damage from Hurricane Irma and is completely unusable. This particular concession stand is the most frequently used for concessions during the Little League season and is the main hub of their youth baseball operation. In addition to the physical damage the building sustained, mold is now present within the building and needs to be remediated. The building is currently boarded up to prevent access from the public.

The City Commission previously authorized SEMCO Construction to perform the necessary repairs to the Barnes field press box/concession stand during the July 3rd, 2018 City Commission meeting. The repair work has begun and additional damage has now been discovered, caused by further water intrusion, water damage, and increased mold growth over the past few months. City staff solicited sealed proposals (RFP#18-442) for the repair of this facility in accordance with Federal, State, and Local procurement guidelines. SEMCO Construction, Inc., the City's current contracted Construction Manager, was the sole respondent to the RFP.

This project has been submitted to FEMA for Disaster Relief and Emergency Assistance Act funding. Grant award amounts and associated timelines are unknown at this time, but are expected to be relatively low.

Staff is requesting a budget amendment in the amount of \$42,639 to complete the additional repairs.

OTHER OPTIONS

The City Commission may elect to defer the proposed projects.

FISCAL IMPACT

The project cost of \$42,639 requires a budget amendment.

[End Agenda Memo]

6.IV. Purchase Authorization – SEMCO Construction, Inc.

[Begin Agenda Memo]

SYNOPSIS:

The City Commission will consider authorizing staff to expend funds for the replacement of shade structures destroyed by Hurricane Irma.

RECOMMENDATION

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

1. Authorize staff to expend funds in the amount of \$36,711 for the construction of new shade structures.
2. Authorize SEMCO Construction, Inc. to complete the work.
3. Authorize a budget amendment in the amount of \$36,711.

BACKGROUND

The shade structures over the shuffleboard courts at the Tourist Club complex were completely destroyed during Hurricane Irma. The shuffleboard courts are used on a near-daily basis and staff recommends the replacement of the shade structures.

City staff solicited sealed proposals (RFP#18-451) for the construction of new shade structures in accordance with Federal, State, and Local procurement guidelines. SEMCO Construction, Inc., the City's current contracted Construction Manager, was the sole respondent to the RFP.

This project has been submitted to FEMA for Disaster Relief and Emergency Assistance Act funding. Grant award amounts and associated timelines are unknown at this time, but are expected to be relatively low.

Staff is requesting a budget amendment in the amount of \$36,711 to complete the needed repairs.

OTHER OPTIONS

The City Commission may elect to defer the proposed project.

FISCAL IMPACT

The project cost of \$36,711 requires a budget amendment.

[End Agenda Memo]

6.V. Purchase Authorization – SEMCO Construction, Inc.

[Begin Agenda Memo]

SYNOPSIS:

The City Commission will consider authorizing staff to expend funds for the repair of damages caused by Hurricane Irma at the City's wastewater treatment facility.

RECOMMENDATION

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

1. Authorize staff to expend funds in the amount of \$23,385 for the repair of damages caused by Hurricane Irma at the City's wastewater treatment facility.
2. Authorize SEMCO Construction, Inc. to complete the work.
3. Authorize a budget amendment in the amount of \$23,385.

BACKGROUND

The administration building and various ancillary buildings at the City's wastewater treatment facility sustained damage from Hurricane Irma and are in need of repair. The scope of damage is primarily related to roof damage, but some interior water damage is present within the buildings as well.

City staff solicited sealed proposals (RFP#18-445) for the repair of these facilities in accordance with Federal, State, and Local procurement guidelines. SEMCO Construction, Inc., the City's current contracted Construction Manager, was the sole respondent to the RFP.

This project has been submitted to FEMA for Disaster Relief and Emergency Assistance Act funding. Grant award amounts and associated timelines are unknown at this time, but are expected to be relatively low.

Staff is requesting a budget amendment in the amount of \$ 23,385 to complete the needed repairs.

OTHER OPTIONS

The City Commission may elect to defer the proposed projects.

FISCAL IMPACT

The project cost of \$23,385 requires a budget amendment.

[End Agenda memo]

6.VI. Purchase Authorization – SEMCO Construction, Inc.

[Begin Agenda Memo]

SYNOPSIS:

The City Commission will consider authorizing staff to expend funds for the repair of damages caused by Hurricane Irma at various water department facilities.

RECOMMENDATION

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

1. Authorize staff to expend funds in the amount of \$26,322 for the repair of facility damages caused by Hurricane Irma at various water department facilities.
2. Authorize SEMCO Construction, Inc. to complete the work.
3. Authorize a budget amendment in the amount of \$26,322.

BACKGROUND

The Sessoms Ave. water plant and various pump well houses sustained damage from Hurricane Irma and are in need of repair. The scope of damage is primarily related to roof damage, but some interior water damage is present within the buildings as well.

City staff solicited sealed proposals (RFP#18-443) for the repair of these facilities in accordance with Federal, State, and Local procurement guidelines. SEMCO Construction, Inc., the City's current contracted Construction Manager, submitted the lowest proposal and was ranked 1st by City staff after individual evaluations were conducted. The second firm, Close Construction, LLC. submitted a proposal of \$36,205 and was ranked 2nd by City staff members.

This project has been submitted to FEMA for Disaster Relief and Emergency Assistance Act funding. Grant award amounts and associated timelines are unknown at this time, but are expected to be relatively low.

Staff is requesting a budget amendment in the amount of \$ 26,322 to complete the needed repairs.

OTHER OPTIONS

The City Commission may elect to defer the proposed projects.

[End Agenda Memo]

6.VII. Special Event Application: LWHS Homecoming Parade 2018

[Begin Agenda Memo]

SYNOPSIS:

Approval of the special event permit application and the request for street closings will allow the Lake Wales High School Homecoming Parade to be held on Thursday, October 11, 2018.

RECOMMENDATION

It is recommended that the City Commission take the following action:

Approve the special event permit application from Lake Wales High School for the Homecoming Parade to be held Thursday, October 11, 2018 from 5:00 pm to 6:30 pm. Approve the request for the road closing of First Street from SR60 to Central Avenue, Central Avenue from First Street to Lake Shore Boulevard, and Lake Shore Boulevard from Central Avenue to North Wales Drive at Legion Field, and Orange Avenue and N 5th Street to Sessoms Avenue.

BACKGROUND

Ms. Donna Dunson, Principal of the Lake Wales High School submitted a special event permit application for the Homecoming Parade to be held on Thursday, October 11, 2018 between the hours of 5:00 pm and 6:30 pm. Parade line up begins at 4:00 p.m. in the parking lot of Polk Avenue Elementary School and on south First Street with the parade starting at 5:00 p.m. The requested temporary street closings will involve the following streets;

First Street from State Road 60 north to Central Avenue, east on Central Avenue crossing SR 17 and continuing to Lake Shore Blvd., north on Lake Shore Blvd. to North Wales Drive, Orange Avenue to N 5th Street, N 5th Street to Sessoms Avenue

The crossing of Scenic Hwy (SR 17) requires a road closing permit from the Florida Department of Transportation. This permit request will be submitted to the FDOT office in Bartow upon approval by the City Commission. All Departments have reviewed the application and have approved the event. The Charter Schools have provided the required proof of liability insurance.

OTHER OPTIONS

Do not approve the request for the Homecoming Parade and the road closings for the event.

FISCAL IMPACT

In-kind service from the City is estimated to be \$1,273 for FY2018/2019. Lake Wales High School is responsible for 25% of the total cost or approximately \$318.

[End Agenda Memo]

7. OLD BUSINESS

8. NEW BUSINESS

8.I. Appointment - Airport Authority

[Begin Agenda Memo]

SYNOPSIS:

Appointments to fill a vacancy due to expiration of terms. This term expired on July 1st of this year and must be filled.

RECOMMENDATION

Staff recommends that the Mayor and Commission review the application of Travis Burns for appointment to the Airport Authority for a term ending 7/1/2020.

BACKGROUND

Airport Authority (City Code Sec. 2-41) – The board consists of seven (7) voting members and one (1) non-voting member who is a City Commissioner. At least four (4) voting members must be qualified electors of the City. The remaining members chosen may be persons owning property located within the City of Lake Wales or persons having a business tax receipt issued by the City of Lake Wales, or are airport tenants, with general aviation experience. (3-year term) The non-voting City Commission member serves for the duration of his or her term as City Commissioner, unless such Commissioner desires to serve a shorter period of time. In such event, the Lake Wales City Commission shall appoint another city commissioner to serve in the same manner.

? There is no interview process requirement for applicants applying for appointment to this board.

? Members are not required to file an annual Form 1, Statement of Financial Interests

? Current Vacancies: 1 Vacancy

Current Members: John Lodge, non-resident 10/03/12--07/01/21, P+1

Katherine Rogers, resident, chair 09/18/12--07/01/21, 3

Clarke Gerard, non-resident 06/05/18--07/01/19, P

Charles N. Clegg, resident 07/19/16--07/01/19, 1

Eric Farewell, resident 08/18/15--07/01/18, 1

Robert Ohlinger, non-resident 07/05/17--07/01/20, 1

Barbara Pelisek, non-resident 12/20/16--07/01/20, P+1

Commissioner Curtis Gibson, non-voting member 05/02/17 - 05/07/19, 1

Applying for Appointment: Travis Burns, resident for a Term expiring on 7/1/2021.

OPTIONS

Do not appoint those that have applied.

[End Agenda Memo]

Mayor Fultz appointed Travis Burns, resident, for a term to expire 7/1/2021.

Commissioner Howell made a motion to confirm the appointment of Travis Burns. Commissioner Curtis Gibson seconded the motion.

Deputy Mayor Robin Gibson expressed concern about the requirement to have 4 residents on the board. He is in favor of doing away with the requirement for four residents. Mayor Fultz said that topic will be discussed later in the meeting.

Voice Vote:

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Deputy Mayor Robin Gibson "YES"

Mayor Fultz "YES"

Motion passed 5 -0.

8.II. Discussion - Airport Authority Board

[Begin Agenda Memo]

SYNOPSIS

This is a discussion about possible changes to the membership of the Lake Wales Airport Authority.

RECOMMENDATION

It is recommended that the City Commission review a recommendation by the Airport Authority to change its membership requirements to allow Lake Wales residents and business owners as well as non-residents that have general aviation experience and who are airport tenants regardless of where they live but give preference to residents over nonresidents.

BACKGROUND

At the June 19th City Commission meeting there was discussion about expanding the Airport Authority from 7 members to 9 members. The Commission consensus was that a recommendation concerning changes to its membership should come from the Airport Authority.

The Airport Authority at its meeting on August 6, 2018 recommended against expanding the board. They recommended allowing all seven seats to be filled with either Lake Wales residents, business owners in Lake Wales or non-residents that have general aviation experience and who are airport tenants regardless of where they live but give preference to residents over non-residents. They recommended that where possible Lake Wales residents and business owners be given preference over non-residents.

On September 29, 2005, the City Commission adopted Ordinance 2005-44 creating the Lake Wales Airport Authority. Since its adoption the City Commission has made modifications as follows:

Ordinance 2005-48; December 6, 2005, expanded membership from five members to seven members
Ordinance 2006-10; April 4, 2006, expanded membership requirement to include a City Commissioner as a non-voting member. Commissioner Pete Perez currently serves as that member.

Ordinance 2007-07; March 20, 2007, added duties of oversight of airport operations, and the provision of input and advice to the City Manager in his capacity of Airport Manager

Ordinance 2016-06; August 16, 2016, expanded its membership requirement to allow persons to serve on the Airport Authority Board that have general aviation experience and who are airport tenants regardless of where they live, inside or outside the City limits.

FISCAL IMPACT

No fiscal impact for this action.

OPTIONS

Do not discuss the issue and leave the Airport Authority as it currently stands.

[End Agenda Memo]

Kenneth Fields, City Manager, reviewed this item.

Deputy Mayor Robin Gibson suggested staying at 7 members and require only 2 residents. Commissioner Howell agreed with 2 so that some who live in Lake Wales are on the board. No less than two members. Mr. Fields, City Manager, said they will draft an Ordinance and take it to the Airport Authority for approval. Then bring it back to the Commission.

8.III. Discussion Of Renaming Mobley Park

David Smith, non-resident and Lake Wales property owner, recommended changing the name of Mobley Park. He has researched the name and said that Mobley Park was not officially named and he cannot find who Mobley is. He said that Robert (Bob) Howell advocated for recreation for black kids. We should name the park after someone we know. All of the Howell family are educators and have served in this community and so he recommended that the park be named Howell Family Park. Jennifer Nanek, City Clerk, recommended bringing this back to allow any possible Mobley family members to object. Mr. Fields said that we can bring this back with a Resolution at the next meeting. Deputy Mayor Robin Gibson suggested a plaque be added to explain about the Howell family.

9. CITY MANAGER

Kenneth Fields, City Manager, described a PACE program he learned about from the Florida League of Cities Conference that helps low income homeowners a way to finance home improvements such as solar panels and storm preparation. He will arrange for a speaker to come and describe the program. Commissioner Curtis Gibson suggested a solar program at the Airport. Mr. Fields agreed and said he is looking into it.

9.I. Tracking Report

9.II. Social Media Tracking Report

9.III. Commission Meeting Schedule

9.IV. Other Meetings & Events Calendar

Mr. Fields announced that the dedication of the new downtown trail is Friday night at 6pm.

10. CITY COMMISSION COMMENTS

Curtis Gibson, City Commissioner, said he was glad to see that Spook hill was repaved.

11. MAYOR COMMENTS

Mayor Fultz said he will not be here for the first budget hearing in October and needs the Deputy Mayor to chair the meeting.

12. ADJOURNMENT

The meeting was adjourned at 6:29 p.m.

Mayor/Deputy Mayor

ATTEST:

City Clerk/Deputy City Clerk