

City Commission Meeting Minutes
November 6, 2018
(DRAFT)

11/6/2018 - Minutes

1. INVOCATION

Dr. 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, Terrye Howell, Robin Gibson - Deputy Mayor

Commission Members Absent: Flora "Tonya" Stewart

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

5. PROCLAMATIONS AND AWARDS

5.1. PROCLAMATION - National American Indian Heritage Month

Mayor Fultz read a Proclamation establishing November as National American Indian Heritage Month. Earlene Head, Daughters of the American Revolution, accepted the proclamation.

6. COMMUNICATIONS AND PETITIONS

Jimmy Nelson, non-resident and Chair of the Lake Wales Charter Schools. He has been doing a due diligence tour meeting with people and groups concerning McLaughlin as well as Spook Hill and Roosevelt. He met with the Deputy Superintendent of Schools which was a constructive meeting. They are moving forward with a Community forum. The forum will be a presentation to the community which will allow questions. Mayor Fultz will moderate the forum. The Superintendent and School Board members will be invited as will the City Commission. A tentative date is December 6th with the location to be determined.

Jennifer D'hollander, Lake Wales Museum, reported on Pioneer Days which went well. Bill Johnson was recognized as Pioneer of the Year. They made good use of the advertising funds from the county. There was higher attendance than in years past. An estimate of 6,000- 8,000 people attended. From a survey that was done 25% of the attendees had never attended before. She thanked Jennifer Nanek who has been overseeing Pioneer Days these past 20 years. Jennifer Nanek stated that the event went well and that Jennifer D'hollander will be over it next year. Commissioner Curtis Gibson suggested honoring Mimi Hardman somehow at the museum.

Leroy Scarlett, resident, said he needs to get a water meter to his apartment and staff has said it can't be done. Mr. Fields said he would look into it and get back to him.

Kathy Bangley, Planning Director, reported that three ramshackle buildings are coming down at property

owner's expense with a new building to be put there.

7. CONSENT AGENDA

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

By Voice Vote:

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Deputy Mayor Robin Gibson "YES"

Mayor Fultz "YES"

Motion passed 4-0.

7.I. Minutes - October 16, 2018

7.II. Purchase Authorization - Semco Construction, Mold Remediation In The Archive Room

[Begin Agenda Memo]

SYNOPSIS:

Staff is requesting Commission approval to perform mold remediation in the archive room at the Municipal Administration Building.

RECOMMENDATION

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

1. Approve SEMCO Construction, Inc. to perform mold remediation in the archive room at the Municipal Administration Building in the amount of \$27,017.00.
2. Authorize a budget amendment in the amount of \$27,017.00.

BACKGROUND

Visible mold growth has been discovered on several catalogs within the archive room at the Municipal Administration Building.

An IAQ (Indoor Air Quality) inspection was performed to determine the air quality in the archive room. The inspection revealed a large concentration of mold within the archive room and it was recommended that remediation procedures be performed to remove the mold concentrations and restore the air quality back to acceptable levels.

The City received a proposal from SEMCO Construction, Inc. to perform the remediation in the amount of \$27,017.00.

SEMCO Construction, Inc. was awarded a contract for Licensed General/Building Contractor services by the City Commission during the December 20, 2016 regular Commission meeting (RFP 16-423).

OTHER OPTIONS

The City Commission may direct staff to solicit sealed proposals to perform the remediation in lieu of utilizing our existing contract with SEMCO Construction, Inc.

FISCAL IMPACT

A budget amendment in the amount of \$27,017.00 is needed to cover the cost.

[Begin Agenda Memo]

7.III. Contract With Citrus Connection For Mass Transit Services For Lake Wales

[Begin Agenda Memo]

SYNOPSIS

The proposed contract with the Citrus Connection provides for the City of Lake Wales "fair share" contribution towards the cost of providing mass transit service to the City for the next two years.

RECOMMENDATION

It is recommended that the City Commission approve entering into the attached contract.

BACKGROUND

The mass transit provider for Polk County, the Citrus Connection, requires that each municipality that it serves make a "fair share" contribution toward the cost of such service. The Citrus Connection has been phasing in this contribution with the goal of each municipality paying its full share within the next three years. The contract that the City is being asked to enter into would provide for a level contribution over the next two years at an amount that represents approximately two thirds of the City's full "fair share" amount.

OTHER OPTIONS

The City could choose to not enter into the contract in which case Citrus Connection would end mass transit services to the City of Lake Wales.

FISCAL IMPACT

The cost of the contract, \$63,820.91, has been provided for in the City's Fiscal Year 2019 budget.

[End Agenda Memo]

8. OLD BUSINESS

9. NEW BUSINESS

9.I. Ordinance 2018-12, FY17'18 Budget Amendment #1, 1st Reading

[Begin Agenda Memo]

SYNOPSIS:

The City Commission will consider approval of the second amendment of FY 17'18 Budget that was adopted on September 19, 2017, modified on May 1, 2018, Ordinance 2018-03.

RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2018-12 after first reading.

BACKGROUND

Ordinance 2017-16 estimating revenues and appropriating funds for Fiscal Year 2017'18 was adopted by the City Commission September 19, 2017, modified May 1, 2018, Ordinance 2018-03.

We are presenting Ordinance 2018-12 to modify the estimates of revenues and appropriations budgeted in various funds. This is primarily a housekeeping ordinance to conform the adopted budget to realized or expected changes within the current fiscal year. Explanation of change, for significant items, has been provided on both Exhibit A and B.

OTHER OPTIONS

This is a required budgetary amendment for compliance purposes relating to the City's Charter and Florida State Statute. Per the Lake Wales City Charter, Section 6.07, upon written request by the City Manager, the City Commission may by ordinance transfer part or all of any unencumber appropriation balance from one department, office or agency to another. Per Florida State Statute, Section 166.241, the budget must regulate expenditures of the municipality. If a budget amendment is required the amendment must be adopted in the same manner as the original budget.

FISCAL IMPACT

See Exhibit A and Exhibit B attached to Ordinance 2018-12

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **ORDINANCE 2018-12** by title only.

ORDINANCE 2018-12

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2017-16 AS MODIFIED BY ORDINANCE 2018-03 TO MODIFY THE ESTIMATES OF EXPENDITURES FOR THE OPERATION OF THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE 2017-2018 FISCAL YEAR AND TO MODIFY THE APPROPRIATION OF FUNDS RAISED AND COLLECTED FROM ALL SOURCES SET FORTH IN THE ESTIMATE OF REVENUES FOR SAID FISCAL YEAR; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE.

Dorothy Ecklund, Finance Director, reviewed the item.

Deputy Mayor Robin Gibson made a motion to approve ORDINANCE 2018-12 after first reading. Commissioner Howell seconded the motion.

By Voice Vote:

Deputy Mayor Robin Gibson "YES"

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Mayor Fultz "YES"

Motion passed 4-0.

9.II. Resolution 2018-25 Lease-Purchase Of The Acquisition Of A Fire Truck And Related Equipment.

[Begin Agenda Memo]

SYNOPSIS:

Resolution 2018-25 Lease-purchase of the acquisition of a fire truck and related equipment.

RECOMMENDATION

It is recommended that the City Commission approve Resolution 2018-25 lease-purchase financing of the acquisition of a fire truck and related fire equipment.

BACKGROUND

The approval to lease-purchase the fire engine with equipment will allow for the replacement of a 1985 EOne fire engine. The purchase of the engine was approved in the FY 18'19 capital improvement plan.

Currently, station 1 has two engines. One is a 2004 and the other is a 1985. The 2004 engine is currently the first out engine for station 1 and will be moved in to the reserve engine status once the new engine is received. The fire department currently does not have a reserve engine since the 1985 truck was taken out of service for safety reasons. The service life for an engine is 15 years as first out and 5 years as a reserve.

Staff recommends financing the replacement of the 1985 engine as an outright purchase would result in a current-year decrease in cash flow of \$581,874.67.

OTHER OPTIONS

Purchase the engine and equipment outright.

FISCAL IMPACT

The payments required to repay the advance made pursuant to the Lease Agreement call for an amortization period of approximately 59 months. Payments are semi-annually in arrears in the amount of \$63,320.98. A portion of each payment is paid as and represents payment of interest at an annual interest rate of 3.26%.

Payments are due beginning on April 1, 2019 and semi-annually thereafter, with a final payment of all outstanding principal and accrued and unpaid interest due on October 1, 2023, all as set forth in the attached amortization schedule.

[End Agenda Memo]

Jennifer Nanek, City Clerk read **RESOLUTION 2018-25** by title only.

RESOLUTION 2018-25

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE WALES, FLORIDA AUTHORIZING THE LEASE-PURCHASE FINANCING OF THE ACQUISITION OF A FIRE TRUCK AND RELATED FIRE EQUIPMENT; APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE AGREEMENT WITH BRANCH BANKING AND TRUST COMPANY, AS LESSOR, AND A PAYMENT SCHEDULE ATTACHED THERETO; AUTHORIZING THE EXECUTION AND DELIVERY OF ALL OTHER DOCUMENTS REQUIRED IN CONNECTION

THEREWITH; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

Joe Jenkins, Fire Chief, reviewed this item.

Commissioner Curtis Gibson made a motion to approve **RESOLUTION 2018-25**. Commissioner Howell seconded the motion.

By Voice Vote:

Commissioner Curtis Gibson "YES"

Commissioner Howell "YES"

Deputy Mayor Robin Gibson "YES"

Mayor Fultz "YES"

Motion passed 4-0.

10. CITY MANAGER

Kenneth Fields, City Manager, said that we have been approached by the state to submit Spook Hill to be designated as a historic site on the National Register and wanted to be sure the Commission is okay with moving forward. The Commissioners consented to this effort. Commissioner Howell asked that the original story be included.

10.I. Tracking Report

10.II. Social Media Tracking Report

10.III. Commission Meeting Schedule

Mr. Fields reminded the Commission that next Tuesday is a CRA Meeting at 6:00 p.m.

10.IV. Other Meetings & Events Calendar

11. CITY COMMISSION COMMENTS

Deputy Mayor Robin Gibson said that we need a policy or vision statement to guide decisions made by the Commission and shared a vision statement that he drafted after doing three community surveys. He will forward this to the City Clerk to distribute to the Commission members. This vision statement is what he will use. He is open to suggestions for improvements.

12. MAYOR COMMENTS

Mayor Fultz said that he changed the time of his next Chat & Chew to 6:00 p.m. to allow working adults to come.

13. ADJOURNMENT

The meeting was adjourned at 6:40 p.m.

ATTEST: