

**City Commission Meeting Minutes  
July 3, 2018  
(APPROVED)**

7/3/2018 - Minutes

1. INVOCATION

Mayor Fultz 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, 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 - Honor Guards Day

Mayor Fultz proclaimed July 3, 2018 as Honor Guards Day. Representatives from American Legion Post 71 accepted the proclamation.

5.II. PROCLAMATION - Lakes Appreciation Month

Mayor Fultz proclaimed July to be Lakes Appreciation Month. Tabitha Biehl, Executive Director of LE/AD, accepted the proclamation.

6. PRESENTATION/REPORT

7. COMMUNICATIONS AND PETITIONS

8. CONSENT AGENDA

Commissioner Curtis Gibson asked to pull items 8.3 and 8.5 from the Consent Agenda. Deputy Mayor Robin Gibson asked for 8.3 as well as 8.6 be pulled from the Consent Agenda.

Commissioner Howell made a motion to approve the rest of the Consent Agenda. Deputy Mayor Robin Gibson seconded the motion.

By Voice Vote:

Commissioner Howell "YES"

Deputy Mayor Robin Gibson "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 5 -0.

8.I. Minutes - June 19, 2018

8.II. Financials Statements For May 2018

[Begin Agenda Memo]

**SYNOPSIS:**

The preliminary financial statements report revenues received and expenditures made through the end of May 31, 2018.

The unaudited financial statements for the City of Lake Wales for the Period Ending May 31, 2018 are presented to the City Commission for review.

**General Fund (001), page 1:**

The General Fund appears to be materially on target with revenue and expenditure expectations.

**Transportation Fund (102), page 6:**

The Transportation Fund appears to be materially on target with revenue and expenditure expectations.

**CRA Fund (105), page 11:**

The CRA fund appears to be materially on target with revenue and expenditure expectations.

**Library Fund (110), page 16:**

The Library Fund appears to be materially on target with revenue and expenditure expectations.

**Utility System Fund (403), page 27:**

The Utility System Fund appears to be materially on target with revenue and expenditure expectations.

**Airport Authority (404), page 30:**

The Airport Authority appears to be materially on target with revenue and expenditure expectations.

[End Agenda Memo]

8.III. Authorize Repair Of East Wall - Depot Museum

[Begin Agenda Memo]

**Synopsis:**

The City Commission will consider authorizing SEMCO Construction, Inc. to repair the east wall at the Depot Museum

**Recommendation**

Staff recommends that the City Commission take the following action:

1. Authorize the expenditure of \$25,262.00
2. Award the proposal to repair the east wall at the Depot Museum to SEMCO Construction, Inc.

### **Background**

The support system (framing wall studs) of the east wall of the Depot Museum has rotted and as a result has allowed significant water intrusion into the east section of the building.

City staff is requesting Commission approval to expend funds for SEMCO Construction to repair the east wall at the Depot Museum. In accordance with Sec. 2-417 (d) (3) of the City's Code of Ordinances, all purchases in excess of Category 1 (\$20,000.00) require City Commission approval.

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

### **Fiscal Impact**

The project cost of \$25,262.00 is currently budgeted in the adopted FY17/18 CIP.

### **Other Options**

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

[End Agenda Memo]

Commissioner Curtis Gibson asked if we go out to bid for other bids to do the jobs. Teresa Allen, Public Services Director, said that we are in a contract with SEMCO to do these types of projects but we can go out to bid if the Commission wants. James Slaton, Assistant City Manager, said we are in a multi-year contract with SEMCO for these smaller repair type items. We did go out to bid on this and was approved by the commission. Mr. Fields said that SEMCO is used for smaller repair projects as this saves time going out to bid for all of them.

Deputy Mayor Robin Gibson asked about the statement that these repairs will not follow historic restoration guidelines. Why is this and will we lose our designation. Tina Peak, Library Director, explained that the wall was added to the building later and is not part of the original historic building and these repairs will not affect its historic designation.

Deputy Mayor Robin Gibson made a motion to authorize repairs to the east wall of the Depot Museum. Commissioner Howell seconded the motion.

By Voice Vote:

Deputy Mayor Robin Gibson "YES"

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 5 -0.

8.IV. Special Event Application: Library Touch A Truck Event.

[Begin Agenda Memo]

**SYNOPSIS**

The Lake Wales Public Library is requesting a special event permit for a Touch a Truck event to be held on July 19th, 2018 from 11:00 a.m. - 12:00 p.m. This event will close Cypress Garden Lane.

**RECOMMENDATION**

Staff recommends approval of the special event permit for the Touch a Truck event and for Cypress Garden Lane to be closed from 9:00 a.m. - 12:00 p.m.

**BACKGROUND**

As part of their summer programming the Lake Wales Public Library is hosting a Touch-a-Truck event on Thursday July 19th from 11:00 a.m. - 12:00 p.m. This will involve several large trucks being on site. This will require that Cypress Garden Lane, where the library is located be closed during the event. The parking lot west of the Library will also be closed.

**OTHER OPTIONS**

Do not approve the event permit or the road closure.

**FISCAL IMPACT**

None

[End Agenda Memo]

8.V. Task Order (Job No. 1617) – Parlier + Crews Architects

[Begin Agenda Memo]

**SYNOPSIS:**

*Staff is requesting Commission approval of Job No. 1617 for Parlier + Crew Architects to complete the architectural design and related civil engineering for the north Express Library project.*

**RECOMMENDATION**

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

1. Approve Job No. 1617 with Parlier + Crews Architects.
2. Authorize a budget amendment for the amount of \$62,550.

**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, and the design and construction of park and recreation spaces.

Parlier + Crews Architects was awarded a contract under RFQ# 17-440 by the City Commission during the March 20, 2018 City Commission meeting.

This task order, if approved, will authorize Parlier + Crews Architects to complete the structural design civil engineering, Mechanical/Electrical/Plumbing design and other related tasks to get the north Express Library project shovel ready. A detailed listing of deliverables are included in the attached fee proposal for Job No. 1617.

The proposed task order will be funded entirely by Library Impact Fees. The complete design work is not included in the FY 17/18 approved budget and staff is requesting a budget amendment in the amount of \$62, 550.

### **OTHER OPTIONS**

The City Commission may elect to defer this project.

### **FISCAL IMPACT**

The fiscal impact is \$62,550, all of which will be Library Impact Fee funds.

[End Agenda Memo]

Commissioner Curtis Gibson asked where the money is coming from for this. James Slaton, Assistant City Manager, said that this is all being paid with Library impact fees. Commissioner Curtis Gibson asked to confirm if this is just the layout or blueprints. Mr. Slaton confirmed that these are the designs and construction documents yes. Commissioner Curtis Gibson asked how will the construction costs be paid for going forward. Mr. Fields said it would be covered by Library and Recreation Impact Fees and we will have to determine the rest when we find out the cost. We have other units coming in that will bring in more impact fees. Commissioner Curtis Gibson said that there is \$500,000 in the CIP for it. Mr. Fields said we will have to determine how to cover the cost in next year's budget. Commissioner Howell confirmed that these funds are coming from Library Impact Fees and Recreation Impact fees for their portions. Mr. Fields said yes. Commissioner Howell said that there is a need for this and the Impact fees can't go to other things. We could push this project back if we need to. Commissioner Curtis Gibson said that the people did not ask for this project the idea came from staff. The Lake Ashton folks don't need it as they are happy with the bookmobile. He said that the library could use a new sprinkler system instead. He doesn't want to take out a loan to pay for this. Mr. Slaton says we can't answer that at this time. The design work needs to be done first and we can't use Library Impact Fees for anything else. Tina Peak, Library Director, said that there might be library construction grants in next year's state budget and for that we need designs complete. She has commitments to help furnish the library and purchase children's books. Commissioner Howell asked if these Impact Fees can be used for interior upgrades at the library like sprinklers. Ms. Peak said no and explained that in the past the Library has raised funds for any building improvements from the community. Commissioner Curtis Gibson said that he is trying to be conservative with funds as we have other projects going on. Mr. Fields said that its hard to find things to use Library impact fees on and we are trying to be creative in how to use these funds and get the most impact.

Deputy Mayor Robin Gibson asked what Library Impact Fees can be used for. He said that he agrees with the idea of pooling resources to get a project complete. Mr. Fields said they can be used for construction and books. Ms. Bangley, Planning Director, said that Impact Fees essentially cover cost of additional resources due to growth. Deputy Mayor Robin Gibson asked Ms. Peak her preference. She said she always needs to increase her collection but needs more space.

Commissioner Howell made a motion to approve Job No. 1617 with Parlier + Crews Architects and to authorize a budget amendment for the amount of \$62,550. Commissioner Stewart seconded the motion.

By Voice Vote:

Commissioner Howell "YES"

Commissioner Stewart "YES"

Commissioner Curtis Gibson "YES"

Deputy Mayor Robin Gibson "YES"

Mayor Fultz "YES"

Motion passed 5 -0.

#### 8.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 the Larry Linton Complex and the Lake Wales Municipal Airport.*

#### **RECOMMENDATION**

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

1. Authorize staff to expend funds in the amount of \$117,197 to repair facility damage caused by Hurricane Irma.
2. Authorize SEMCO Construction, Inc. to complete the work.
3. Authorize a budget amendment in the amount of \$117,197.

#### **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 it is the main hub of their youth baseball operation. Work must be begin soon if the facility is to be used during the 2019 baseball season, as the work required to repair the facility is quite considerable. 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 main terminal building (FBO) at the Lake Wales Municipal Airport sustained damage from water intrusion during Hurricane Irma. While the building is still functional, internal offices sustained water damage and require new drywall and flooring.

City staff solicited sealed proposals (RFP#18-442) 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 qualified proposer to respond to the Request for

Proposals.

Both projects have 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 \$117,197 to complete these repairs.

#### **OTHER OPTIONS**

The City Commission may elect to defer the proposed projects.

#### **FISCAL IMPACT**

The project cost of \$117,197 requires a budget amendment.

[End Agenda Memo]

Deputy Mayor Robin Gibson pointed out that the wording was different on this memo from a previous one. He asked if this is actually a staff recommendation or a consideration. James Slaton, Assistant City Manager, confirmed that it is a staff recommendation. Commissioner Curtis Gibson said this is because FEMA required a bid. Mr. Slaton confirmed that they did so this was bid separately. Commissioner Howell asked if this facility, the concession stand, can be made tournament ready. Mr. Slaton said the facility must be repaired but not upgraded for FEMA reimbursements. Mr. Fields said that the building will be brought up to Code but we can't improve it.

Deputy Mayor Robin Gibson made a motion to approve this item. Commissioner Howell seconded the motion.

By Voice Vote:

Deputy Mayor Robin Gibson "YES"

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 5 -0.

#### 9. OLD BUSINESS

#### 10. NEW BUSINESS

##### 10.I. RESOLUTION 2018-17 - Honoring 50 Years Of Home Rule

[Begin Agenda Memo]

#### **SYNOPSIS**

A Resolution honoring 50 years since Home Rule powers were voted into the Florida Constitution and committing to educate our citizens on its importance.

## RECOMMENDATION

Staff recommends approval of Resolution 2018-17 Celebrating 50 years of Home Rule in Florida.

## BACKGROUND

On November 5, 1968 municipal home rule powers were voted into the Florida Constitution. As some of the Home Rule powers have been under attack during recent legislative sessions this anniversary provides the City with an opportunity to celebrate this significant milestone and educate the public on its significance.

The Florida League of Cities requested that we pass this resolution.

## OTHER OPTIONS

Do not approve the resolution.

## FISCAL IMPACT

None

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **RESOLUTION 2018-17** by title only.

## **A RESOLUTION OF THE CITY OF LAKE WALES HONORING FIFTY YEARS OF MUNICIPAL HOME RULE IN THE FLORIDA CONSTITUTION AND COMMITTING TO AN EDUCATIONAL INITIATIVE TO HELP FLORIDIANS UNDERSTAND THIS BENEFICIAL RIGHT**

Mayor Fultz reviewed this item.

Deputy Mayor Robin Gibson made a motion to approve **RESOLUTION 2018-17**. Commissioner Howell seconded the motion.

by Roll Call Vote:

Deputy Mayor Robin Gibson "YES"

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 5 -0.

10.II. Request From LW Woman's Club To Forgive \$6000 Debt

[Begin Agenda Memo]



## **SYNOPSIS**

This is a request from the Lake Wales Woman's Club to forgive the \$6,000 loan to fix the roof.

## **RECOMMENDATION**

Staff does not have a recommendation. This is entirely up to the Commission.

## **BACKGROUND**

In May 2015 the City Commission approved Resolution 2015-10 authorizing a \$6000 loan to the Lake Wales Woman's Club. These funds covered half the cost of the renovation of the roof of the Woman's Club building. The \$6000 would be paid back with 3% interest within 3 years. The Lake Wales Woman's Club has submitted a request asking that the debt be forgiven.

## **OTHER OPTIONS**

Do not forgive the debt.

## **FISCAL IMPACT**

If the debt is forgiven it will result in a cost of \$6,180.00 to the City.

[End Agenda Memo]

Deputy Mayor Robin Gibson said that he is a big fan of the Lake Wales Woman's Club as its a historic structure that serves a good purpose. He asked about the \$8000 in money paid out this year. Jessica Bray said that it went to causes and scholarships. Deputy Mayor Robin Gibson said that \$8000 could go to the roof. Deputy Mayor Robin Gibson asked what the effect of eliminating this debt will be. Mr. Fields said none. It is a debt that will be wiped off the books. Mr. Fields said that if The Woman's Club isn't maintained or the group goes away the building reverts back to the City. This was the rationale for helping them with their roof repairs. Commissioner Curtis Gibson asked if we paid when we used it for our board appreciation dinner. Zaillet Suri, Deputy City Clerk, said no we didn't. Ms. Bray said that they do make the facility available for community events at low or no cost. She also explained that some of their funds need to go to other repairs and upgrades such as the kitchen.

Commissioner Howell said that the Woman's Club has been very generous in helping Spook Hill Elementary and the students there as well as other organizations. Mayor Fultz said that its beneficial to the City to help them.

Deputy Mayor Robin Gibson made a motion to forgive the debt. Commissioner Howell seconded the motion.

by Voice Vote:

Deputy Mayor Robin Gibson "YES"

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 5 -0.

11. CITY MANAGER

11.I. Tracking Report

11.II. Social Media Tracking Report

11.III. Commission Meeting Schedule

Kenneth Fields, City Manager, said that next Tuesday is the next budget workshop which will include the review of the draft budget. Copies were provided in the Commissioner's boxes. At the next Commission meeting they will approve the not to exceed millage rate.

11.IV. Other Meetings & Events Calendar

Kenneth Fields, City Manager, reminded everyone of the 4th of July festivities tomorrow at 2pm with the fireworks beginning at 9:15 p.m.

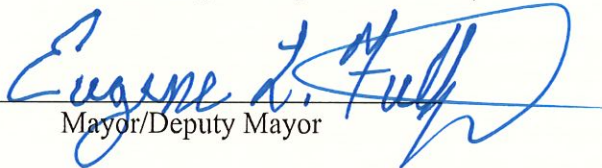
12. CITY COMMISSION COMMENTS

Deputy Mayor Robin Gibson expressed concern about the lack of a quorum at the past Recreation Commission meeting. Commissioner Curtis Gibson said that the meeting time of 12 noon needs to be changed. Commissioner Howell agreed. Mr. Fields said that this will be brought up at the next Recreation Commission meeting.

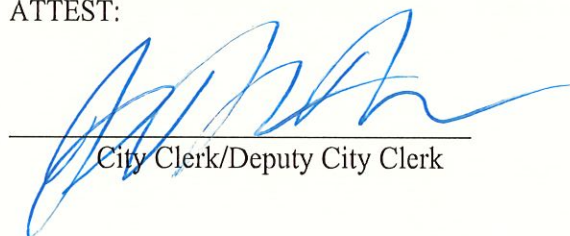
13. MAYOR COMMENTS

14. ADJOURNMENT

The meeting was adjourned at 7:03 p.m.

  
\_\_\_\_\_  
Mayor/Deputy Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk/Deputy City Clerk