

The meeting of the Lake Wales City Commission was held on October 18, 2016 in the Commission Chambers at the Municipal Administration Building. Deputy Mayor Jonathan Thornhill called the meeting to order at approximately 6:00 p.m. following the Invocation and the Pledge of Allegiance.

INVOCATION

Dr. James Moyer gave the invocation.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT: Pete Perez; Terrye Y. Howell; Robin Gibson; Jonathan Thornhill, Deputy Mayor

COMMISSIONERS ABSENT: Eugene Fultz, Mayor

CITY REPRESENTATIVES PRESENT: Kenneth Fields, City Manager; Clara VanBlargan, City Clerk; Albert C. Galloway, Jr., City Attorney

5. MAYOR

6. PRESENTATION/REPORT

Agenda Item 6.I. EDC Quarterly Evaluation Report On The Progress Of Economic Development Programs & Activities - Presentation By Kevin Kieft, President/CEO Of The Lake Wales Area Chamber Of Commerce

Kevin Kieft, Lake Wales Area Chamber of Commerce and Economic Development Council, reported on the progress of economic development programs and activities for the quarter, some future activities, and upcoming events. He also gave an update on the recent progress made on the Walesbilt Hotel, which included the continued work on the ground floor and said he continues to meet with Mr. Brown on a bi-weekly basis. There is probably some money currently going into the development from a Palm Beach based financier that is allowing them to do some of the work there. They are working on some tax credits through the State of Florida.

Commissioner Perez asked about the downtown. Mr. Kieft said there are some potential buyers for some of the buildings and there is a new candy shop downtown. He is looking forward to Main Street's restructuring and working with them a little closely since a lot of their small business leads do not come through the Chamber office. The Chamber does not have a dedicated Main Street program within because they do not have the resources and it works best with Main Street in a co-work type of relationship so they rely on the Main Street organization to help them with that. They cannot dedicate resources to the downtown; they are available to work on properties, available to meet with business owners, but to act, as a recruiter in the downtown and put on events is much different. Commissioner Perez said Main Street is a priority for him because it encourages people to come to the downtown. Commissioner Perez asked if the City needed to give some the money budget for the EDC to Main Street and Mr. Kieft said yes, if you want to kill the EDC. Commissioner Perez said we keep forgetting about the downtown. It is an absolute necessity to encourage people to come here. He cannot invite anybody to the downtown because there is nothing there so he has to think about a priority of what we are going to do from a budgeting perspective.

Commissioner Gibson said the EDC has been very cooperative with this and we have provided in our last budget for the partner that EDC needs for downtown so we do not need to take anything from the EDC budget to give to Main Street. There is \$100,000 in there for contract services and part of that money the Main Street organization will use for the hiring of a Main Street Director, and then they will get re-qualified for the Main Street program out of the State of Florida. The City will also contract with Main Street and the model of that contract will be the same as the one with EDC, which functions much

differently than what downtown needs to do. The two are compatible as partners but different economic development emphasis. Mr. Gibson asked the status of doing the contract between Main Street and the City. Mr. Fields explained that in a sense there are three players involved in the economic development effort with the City. The focus of EDC is the broad spectrum of economic development, new businesses, and existing businesses in the City. The recent sale of the Longleaf Business Park is one example of that successful effort through the EDC mechanism and we are building links though the EDC through the EDC mechanism and the City established a good relationship with the business community through the EDC mechanism. That was stage one. The other two important players are Main Street and the CRA. The Main Street is going to require some major CRA funding for major organizational things. Money was also budgeted for the rewrite of the CRA plan, which is an important factor in determining the needs and looks of the downtown. A CRA plan must be in place before spending money on doing things in the downtown along with a large amount of community input from the retail business owners and citizens. We have to come up with newer ideas than that from 20 years ago to make the downtown more attractive and a lively place to do all things we have been talking about and we are in the process of writing an RFP to hire a consultant to rewrite the CRA plan. The infrastructure from a large degree had been addressed to jumpstart downtown through the CRA. This Commission sits as the CRA Board when that happens, which is the second player, and the third one is the revised Main Street organization. A Main Streets is typically a partnership between the City and business much like the EDC but with a different focus and very much developing just the downtown. The existing Main Street organization has been around awhile and it is not an official Main Street organization because it does not meet the criteria for that. Currently it is really just for marketing which is a narrow focus and a Main Street has to have more of a focus and a bigger vision.

Mr. Fields said he is meeting with the State Main Street coordinator next week to start developing ideas as to what we would like to see and he will be asking the City Commission for a workshop to determine what we would like the Main Street organization to be doing for us. Therefore, before negotiating a contract he is needing direction from the Commission as to what we would like them to do and what their responsibility and priorities should be. None of this happens overnight but he is hoping that between now and the end of the year we have all the pieces in moving forward in parallel with a CRA plan rewrite and a contract for a downtown Main Street organization. Then, we can move that forward during the rest of the year. The public participation portion of this for both the Main Street organization and the CRA is extremely important. In talking to other city managers, redevelopment coordinators, and planning directors, he learned that you could not hire a consultant and have a plan imposed on you that does not meet the needs of the City. The plan has to involve a large amount of citizen input or it will not be successful. Every city is different with different characteristics and there is no comparison of amenities. We do not have some of the things that some cities have but we do have some aspects that we can build on and citizen input and involvement will help with that.

Commissioner Gibson said that out of those three players there is a strong relationship between two and three because CRA is really the logical funder for downtown development when you have a historic downtown because all of that is redevelopment, which is where we missed out in the past and the CRA plan will get that on the right track. The CRA needs to be a strong partner with the EDC because it all works together. Mr. Kieft said they do need Main Street as a strong partner.

Deputy Mayor Thornhill said he is excited to see in five years what is here because of all the changes being made.

7. ANNUAL REPORT

8. COMMUNICATIONS AND PETITIONS

There were no comments made by the public.

9. CONSENT AGENDA

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Agenda Item 9.I. Approval of Minutes: October 4, 2016, Regular Meeting

Agenda Item 9.II. Special Event Application: House of Prayer October Youth Festival; October 29, 2016

[Begin Agenda Memo]

SYNOPSIS

The approval of the special event permit application will allow the House of Prayer Pentecostal Holiness Church to hold their annual October Youth Festival on October 29, 2016 and allow for the temporary closing of Seminole Avenue.

RECOMMENDATION

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

1. Approve the special event permit application from the House of Prayer Pentecostal Holiness Church for their Annual October Youth Festival event to be held Saturday October 29, 2016
2. Approve the temporary street closing of Seminole Avenue from First Street to Scenic Highway between the hours of 12:00 p.m. and 5:00 p.m.

BACKGROUND

The House of Prayer Church submitted a special event permit application for their annual Church October Youth Festival event to be held October 29, 2016 at 506 North First Street. This application also includes a request for the temporary closing of Seminole Avenue from Scenic Highway (SR17) to First Street between the hours of 12:00 a.m. and 5:00 p.m. The House of Prayer will be having a Bounce House, carnival booths, kids games, and food at their Activity Center located across the street on Seminole Avenue.

In the past the church has requested from the City Commission the temporary closing of Seminole Avenue for this event held each year. This prevented vehicular traffic from entering this area and presenting a serious safety issue for the children and parents crossing Seminole to reach the Activity Center. The closure of Seminole Avenue for this event will eliminate this possibility.

Staff has reviewed the application and has no issues with the street closing. The church is handling all site set ups, sanitary facilities, trash receptacles and trash clean up. Insurance is being provided as required.

OTHER OPTIONS

Do not approve the event or street closing.

FISCAL IMPACT

There is no cost to the City for this event.

[End Agenda Memo]

Agenda Item 9.III. Special Event Application: Make it Magical; December 9, 2016

[Begin Agenda Memo]

SYNOPSIS

The approval of the special event permit application will allow the Lake Wales Art's Council to hold a holiday event "Make It Magical" on December 9, 2016 between the hours of 5:00 p.m. and 8:00 p.m. and allow for the temporary closing of the Marketplace, a portion of Stuart and Park Avenues and several city parking lots in the downtown area.

RECOMMENDATION

It is recommended that the City Commission consider taking the following action:

1. Approve the special event permit application from the Lake Wales Art's Council to hold a holiday event "Make It Magical" on Friday, December 9, 2016 between the hours of 5:00 p.m. and 8:00 p.m. with set up beginning at 9:00 a.m.
2. Approve the temporary closing of the following:
 - Close a portion of Stuart and Park Avenues from First Street to Scenic Highway (SR17).
 - Close the Marketplace, the Marketplace parking lot, and both city lots on the east end of Stuart Avenue at Scenic Highway (SR17)
 - Close the alley between Stuart Avenue and Park Avenue from SR17 to First Street
 - Close Market Street at Park and Central Avenues for food vendors. (Wells Fargo has agreed to close their drive through at 5:00 p.m.)

BACKGROUND

Jean Donaldson, Executive Administrator of the Lake Wales Arts Council submitted a special event permit application to hold their fifth annual holiday event "Make It Magical" on Friday, December 9, 2016 between the hours of 5:00 p.m. and 8:00 p.m. in the downtown area. Set up time for the event will begin at 9:00 a.m. with clean up and take down until 9:00 p.m. This event will provide a holiday destination for the entire family and will feature musicians and vocalists, numerous craft and food vendors in the Marketplace and a horse and carriage ride along Stuart Avenue. Local downtown restaurants will remain open providing a variety of food and refreshments and local shops will stay open as well giving the public an opportunity to shop while attending a special holiday event.

The Lake Wales Arts Council is requesting the temporary closing of a portion of Stuart Avenue from South Market Street to Scenic Highway (SR17), the temporary closing of several parking spaces on the west side of South Market Street at Stuart Avenue, the temporary closing of the Marketplace and the Marketplace parking lot, the temporary closing of the alley between Stuart Avenue and Park Avenue, and the temporary closing of the two city lots on the east end of Stuart Avenue at Scenic Highway (SR17).

The City's special event review staff has reviewed the application and has no issues with the event. The Streets Department will close the streets and parking lots, provide additional trash containers and at the conclusion of the event they will empty the trash containers and transport them back to the storage location. The Arts Council may request the assistance of the Lake Wales Police Department with off-duty officers for security reasons only. Any trash clean up during the event will be the responsibility of the Arts Council. Insurance has been provided as required. The Arts Council will be responsible for sanitary facilities and a dumpster.

OTHER OPTION

Do not approve this special event permit application or the request for the temporary closing of a portion of Stuart Avenue, the Marketplace or three city parking lots

FISCAL IMPACT

The total cost for in-kind services from the City is in the proposed budget for FY16/17 in the amount of \$165 of which the Arts Council would be responsible for 25%.

[End Agenda Memo]

Agenda Item 9.IV. Special Event Application: Lake Wales Art Show; February 17-19, 2016

[Begin Agenda Memo]

SYNOPSIS

Approval of this Special Event Application will allow the 46th Annual Lake Wales Art Show to be held in Lake Wailes Park Friday, February 17, 2017 to Sunday, February 19, 2017.

RECOMMENDATION

It is recommended that the City Commission consider taking the following action:

1. Approve the Special Event Permit Application for the 46th Annual Lake Wales Art Show to be held February 17-February 19, 2017 in Lake Wailes Park.
2. Approve the request to allow for a designated area for alcohol consumption.
3. Approve the hours as follows: February 16 - set up at 7:00 a.m. and evening festivities beginning on February 17 at 6:00 p.m. and ending at 8:00 p.m., February 18 and February 19 – 10:00 a.m. to 5:00 p.m.
4. Approve the request for set up by the artists on Friday February 17, 2017 at approximately 10:00 a.m.

BACKGROUND

The Lake Wales Art Council, Inc. submitted a Special Event Permit Application for the 45th Annual Lake Wales Art Show to be held February 17 to February 19, 2017 in Lake Wailes Park. This event would begin on Friday evening, February 17, 2017 at 5:00 p.m. with a barbeque and musical entertainment for the entire family and it will conclude at 8:00 p.m. This event includes a designated area to sell and consume alcohol.

On Saturday and Sunday, the day's activities will begin at 10:00 a.m. and end at 5:00 p.m. The Special Event Permit Application includes a request for the artists to set up on Friday, February 17 at approximately 10:00 a.m.

The Art Council will be using the services of off-duty officers from the Lake Wales Police Department each evening during the entire event. The Art Council will pay this at 100%. The Field Operations Division will be providing clean up services on Saturday and Sunday with the Art Council paying 25% of those costs. The Arts Council will also be responsible for site set up, obtaining tent permits, providing licensing for food vendors, acquiring sanitary facilities and dumpsters and providing liability insurance for the event.

OTHER OPTIONS

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Do not approve the event

FISCAL IMPACT

In-kind services provided by the City were budgeted for FY'16-17 in the amount of \$882. The Arts Council will be responsible for 25% or \$220. Private security will be provided by the Lake Wales Police Department and will be paid at 100% by the Arts Council.

[End Agenda Memo]

Agenda Item 9.V. FRDAP Grant Application: Lake Wales Park Gazebo

[Begin Agenda Memo]

SYNOPSIS

This is a grant application for \$50,000 towards the construction of a picnic gazebo at Lake Wailes Park. Deadline for submittal is October 28. There is no match requirement.

RECOMMENDATION

Staff recommends that City Commission take the following action:

1. Approve the Florida Recreation Development Assistance (FRDAP) grant application to be submitted to the Department of Environmental Protection for a picnic gazebo at Lake Wailes Park.
2. Authorize the City Manager to execute the applications on the City's behalf.

BACKGROUND

The need for additional picnic areas and an entertainment venue has been frequently identified for Lake Wailes Park. The proposed 36'x36' gazebo will be constructed to the south of the Pram Shed. This gazebo will be rented out similar to the facilities at Crystal Lake Park and Kiwanis Park for private events but will also be available for special events.

OTHER OPTIONS

Do not submit the application.

FISCAL IMPACT

No match required.
Prepared by the Finance Department and attached.

[End Agenda Memo]

Agenda Item 9.VI. FRDAP Grant Application: Soccer Field Lighting

[Begin Agenda Memo]

SYNOPSIS

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This is a grant application for \$50,000 toward the improvements of the Soccer Complex on Hunt Brothers Road. These funds will be for additional lighting on two fields. Deadline for submittal is October 28. There is no match requirement but the total cost of two light poles is \$74,000 so a match is listed at \$25,000.

RECOMMENDATION

Staff recommends that City Commission take the following action:

1. Approve the Florida Recreation Development Assistance (FRDAP) grant application to be submitted to the Department of Environmental Protection for lighting improvements to the Soccer Complex.
2. Authorize the City Manager to execute the applications on the City's behalf.

BACKGROUND

When the Soccer Complex was completed in 2008 only 25% (approximately) of the necessary field lighting was installed. As a result, the majority of the complex is not usable after daylight hours. The fields that are currently lit require much more maintenance as they are overused due to the unavailability of the lights on the remaining fields. This next phase of lighting will be strategically installed in the center of the complex in an effort to light as many of the fields as possible, maximizing the dollars spent. This complex facilitates recreation for approximately 600 children annually.

This application is for the last phase of an effort to light all of the fields. If awarded, the City will receive the grant agreement in July 2017. A match is not required but the cost of two light poles is \$74,000 so if this grant is awarded the \$50,000 will need a match of \$25,000 to install the last two needed poles on the fields.

OTHER OPTIONS

Do not submit the application.

FISCAL IMPACT

A match of \$25,000
Prepared by the Finance Department and attached.

[End Agenda Memo]

Agenda Item 9.VII. Contract: law Enforcement Services at Lake Wales Housing Authority

[Begin Agenda Memo]

SYNOPSIS

The City Commissioners will consider approving a contract with the Lake Wales Housing Authority to continue providing supplemental law enforcement services at the Grove Manor public housing complex.

RECOMMENDATION

It is recommended that the City Commission:

1. Authorize the Mayor to execute a Contract for Services with the Lake Wales Housing Authority for Fiscal Year 2016-2017.

BACKGROUND

Since 2011/2012 the CRA Board of Commissioners have approved funding a law enforcement officer position to provide supplemental law enforcement services toward designated CRA areas and the Lake Wales Housing Authority, Grove Manor Complex.

In an effort to continue providing these supplemental law enforcement services to the Lake Wales Housing Authority, Grove Manor Complex residents, the Lake Wales Police Department seeks approval to enter into a new contract for FY'2016/2017. This contract for supplemental law enforcement services provides for a monthly payment due the City in the amount of \$2,580.00 from the Housing Authority.

[End Agenda Memo]

Commissioner Howell made a motion to approve the Consent Agenda. Commissioner Gibson seconded the motion.

By Voice Vote:

Commissioner Howell "YES"
Commissioner Gibson "YES"
Commissioner Perez "YES"
Deputy Mayor Thornhill "YES"

The motion carried 4-0.

10. OLD BUSINESS

Agenda Item 10.I. Ordinance 2016-19, Amendment to Chapter 23 Zoning, Land Use and Development Regulations, Article VI Resource Protection Standards, Division 1, Development in Flood Prone Areas – 2nd Reading & Public Hearing

[Begin Agenda Memo]

SYNOPSIS

The adoption of Ordinance 2016-19 repeals and replaces Chapter 23, Article VI, Division 1, Development in Flood Prone Areas.

RECOMMENDATION

It is recommended that the City Commission approve after second reading and public hearing.

BACKGROUND

In accordance with F.S., Chapter 166, the Legislature of the State of Florida authorized local governments to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry. The City of Lake Wales accepted participation in the National Flood Insurance Program on March 16, 1988.

The Federal Emergency Management Agency has identified special flood hazard areas within the boundaries of City of Lake Wales that may be subject to periodic inundation and could result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. This could adversely affect the public health, safety, and general welfare of those living in the City of Lake Wales.

To better protect the public health, safety, and general welfare of the citizens of the City of Lake Wales, it

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necessary to repeal the current language in the Lake Wales Code of Ordinances regarding flood prone areas and replace it with language compatible to the Florida Building Code. This will establish minimum requirements to safeguard the public health, safety, and general welfare and to minimize public and private losses due to flooding through regulation of development in flood hazard areas.

FISCAL IMPACT

The fiscal impact of implementing this ordinance is the cost of a public hearing advertisement.

OTHER OPTIONS

If the City Commission chooses not to adopt Ordinance 2016-19 the City is at risk of being removed from the National Flood Insurance Program. This means the citizens would not be able to purchase flood insurance and would not be eligible for post disaster relief.

[End Agenda Memo]

City Clerk Clara VanBlargan read **Ordinance 2016-19** by title only:

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA AMENDING THE CITY OF LAKE WALES CODE OF ORDINANCES BY REPEALING CHAPTER 23 ZONING, LAND USE AND DEVELOPMENT REGULATIONS, ARTICLE VI RESOURCE PROTECTION STANDARDS, DIVISION 1 DEVELOPMENT IN FLOOD PRONE AREAS TO ADOPT A NEW DIVISION 1 DEVELOPMENT IN FLOOD PRONE AREAS; TO ADOPT FLOOD HAZARD MAPS, TO DESIGNATE A FLOODPLAIN ADMINISTRATOR, TO ADOPT PROCEDURES AND CRITERIA FOR DEVELOPMENT IN FLOOD HAZARD AREAS, TO FORMAT AMENDMENTS TO THE FLORIDA BUILDING CODE, AND FOR OTHER PURPOSES; PROVIDING FOR APPLICABILITY; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Building Official Cliff Smith reviewed Agenda Item 10.I and said in order to comply with FEMA's regulations this ordinance must be adopted by December 22, 2016.

OPENED PUBLIC HEARING

There were no comments from the public.

CLOSED PUBLIC HEARING

Commissioner Howell made a motion to adopt Ordinance 2016-19 after second reading and public hearing. Commissioner Gibson seconded the motion.

By Roll Call Vote:

Commissioner Howell "YES"
Commissioner Gibson "YES"
Commissioner Perez "YES"
Deputy Mayor Thornhill "YES"

The motion carried 4-0.

10. NEW BUSINESS

11. CITY MANAGER

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The City Manager provided the following updates:

- The issue with the Bombers and Independence has been resolved in terms of sharing a field.
- The EOC was activated for Hurricane Matthew and everything turned out okay. We incurred about \$30,000 in overtime costs, he will continue pushing Polk County, and he is sure that Polk County is pushing to be included in the Disaster Declaration so we can be reimbursed for those costs but for now it will be out of pocket.

Mr. Fields requested the Mayor's car allowance be raised to \$300 a month, the same as his, since he is on the road a lot doing business for the City. The City Commission provided consensus.

Mr. Fields said on Thursday, he will be attending the Florida City and County Management Association meeting at the Haines City Lake Eva Complex and he is the host of that meeting. The topic will be "Medical Marijuana and What it Means to Your City." It is a meeting for the professionals to start looking at potential impacts. For those attending from out of town Lake Wales was designated as the hotel site.

Agenda Item 11.I. City Commission Tracking Report

Agenda Item 11.II. Social Media Report

Agenda Item 11.III. City Commission Meeting Calendar

Agenda Item 11.IV. Other Meetings & Events Calendar

Agenda Item 11.V. Information: Boards, Commissions, and Committees

12. CITY COMMISSION COMMENTS

Commissioner Perez thanked the City Manager for resolving the ball field issue.

Commissioner Gibson commented on an event he attended on education and said technology will play a big part in the future. He asked where the City stood with getting fiber optic cable and getting internet and Wifi in the downtown. Mr. Fields said he would put on a future agenda the IT Plan to address that. Commissioner Gibson said everybody will have it and this could be an opportunity for us to have it first or who does the best job of it.


Commissioner Gibson said that since the City Manager is meeting with the State Director of Main Street we should consider moving ahead with the contract with the Main Street Director for that person would be very helpful in the revision of the CRA plan.

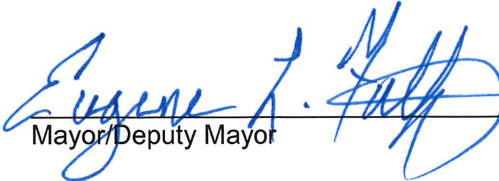
13. MAYOR COMMENTS

Deputy Mayor Thornhill invited everyone to attend the upcoming Pioneer Days event and the walking tour at the Depot Museum. He asked that everyone keep Mimi Hardman in their prayers so she can attend the Pioneer Day event. He also made complement on the City Parks and said that they are used by a lot of people.

The meeting was adjourned at 6:44 p.m.

ATTEST:


City Clerk Clara VanBlargan, MMC


Mayor/Deputy Mayor