

City Commission Workshop

Meeting Minutes

November 30, 2022

(APPROVED)

11/30/2022 - Minutes

1. CALL TO ORDER & ROLL CALL

Members Present: Mayor Jack Hilligoss, Terrye Howell, Robin Gibson, Danny Krueger, Robin Gibson

Member Absent: Daniel Williams

Staff Present: James Slaton, City Manager; Jennifer Nanek, City Clerk; Albert Galloway, Jr., City Attorney

Mayor Hilligoss called the meeting to order at approximately 2:21 p.m.

2. City Manager Comments

James Slaton, City Manager, said that Main Street's Make it Magical event is December 9th and that the tree lighting ceremony is December 6th.

On the Commission agenda will be the contract for the construction for the Fuel farm at the Airport.

3. RESOLUTION 2022-31, Public Transportation Grant Agreement G2505-Amendment #1

[Begin Agenda Memo]

SYNOPSIS: The City Commission will consider approving Resolution 2022-31, authorizing an agreement with the Florida Department of Transportation (FDOT) to provide additional funding for the design, bid and construction of an aviation fuel farm at the Lake Wales Municipal Airport.

RECOMMENDATION

1. Approve Resolution 2022-31, authorizing the execution of Public Transportation Grant Agreement G2505-amendment #1 by the Mayor with the Florida Department of Transportation (FDOT) for additional funding in the amount of \$280,171.00.

BACKGROUND

At its regular meeting on February 15, 2022, the City Commission approved Resolution 2022-02, authorizing an agreement with the Florida Department of Transportation (FDOT) to provide funding for the design, bid and construction of an aviation fuel farm at the Lake Wales Municipal Airport in the amount of \$803,250.00. The project was bided in September 2022, additional funding of \$280,171.00 is needed for the construction phase of the project. Resolution 2022-31 will provide the additional funding of \$280,171.00.

OTHER OPTIONS This project is fully funded by the Florida Department of Transportation (FDOT).

FISCAL IMPACT The current FY 2022/23 Airport capital improvement budget has funding for this project. The additional funding of \$280,171.00 brings the total funding from the Federal Department of Transportation (FDOT) for the project to \$1,083,421.00.

[End Agenda memo]

James Slaton, City Manager, reviewed this item.

4. Professional Engineering Services Agreement With Hoyle, Tanner And Associates, Inc.

[Begin Agenda Memo]

SYNOPSIS: The City Commission will consider approving an agreement with Hoyle, Tanner and Associates, Inc. for professional engineering services pertaining to the engineering construction of an aviation fuel farm at the Lake Wales Municipal Airport.

RECOMMENDATION

1. Authorize the mayor to execute an agreement with Hoyle, Tanner and Associates, Inc. in the amount of \$25,000.00 for professional engineering services for the construction phase of an aviation fuel farm at the Lake Wales Municipal Airport.

BACKGROUND At the regular commission meeting on February 15, 2022 the Commission approved Resolution 2022-02, accepting a transportation grant from the Florida Department of Transportation (FDOT) for the design, bid and construction of an aviation fuel farm at the Lake Wales Municipal Airport. The commission also authorized the mayor to execute an agreement with Hoyle, Tanner & Associates, Inc. for professional engineering services pertaining to the design and bid for the project. Approval of this agreement with Hoyle, Tanner and Associates, Inc. will accomplish the engineering services for the construction phase of the project.

OTHER OPTIONS The City Commission has accepted funding from the Florida Department of Transportation (FDOT) for the design, bid and construction of this project.

FISCAL IMPACT This project is funded 100% by the Florida Department of Transportation.

[End Agenda Memo]

James Slaton, City Manager, reviewed this item.

Deputy Mayor Gibson asked if they have performed well in the past. Mr. Slaton said they have been fantastic. Teresa Allen, Public/Support Services Director, said we have worked with them since 2002.

Mayor Hilligoss asked if the construction contract will be on the consent agenda next week. Mr. Slaton said yes. Mayor Hilligoss asked if the Commission will have a chance to review it. Mr. Slaton said yes.

5. RESOLUTION 2022-32 Amending The Housing Assistance Plan (HAP)

[Begin Agenda Memo]

SYNOPSIS: Resolution 2022-32 amends the Housing Assistance Plan to exceed the estimated construction cost by more than 15%.

RECOMMENDATION It is recommended the City Commission consider the following action(s)

1. Adopt Resolution 2022-32 amending the HAP to allow the expenditure of CDBG funds on housing rehabilitation construction activities that exceed the construction cost estimate by more than 15%.

BACKGROUND On July 12th the City of Lake Wales received an award letter for \$750,000 through the Small Cities Community Development Block Grant (CDBG) program.

On October 3rd the City ran a notice to bidders for the rehabilitation of five (5) homes, and demolition and replacement of one (1) home through the CDBG program. The City did not receive any bidders on this date.

On October 18th the City ran the 2nd notice to bidders for the rehabilitation of five (5) homes, and demolition and replacement of one (1) home through the CDBG program. There were three contractors that attended the meeting but only Charif Homes, LLC submitted a bid. Charif Homes submitted a bid that exceeds the cost estimate by more than 15%. The City received approval from the Department of Economic Opportunity to draft a resolution to amend the Housing Assistance Plan to accept a bid that exceeds the estimated cost of more than 15%.

LAKE WALES CONNECTED PLAN ACTION STEPS

Action # Description 9 Partner with housing contractor to build infill housing in the Northwest Neighborhood.

FISCAL IMPACT City of Lake Wales was awarded \$750,000 to go toward housing rehabilitation through the Community Development Block Grant.

OTHER OPTIONS Not pass the resolution to amend the Housing Assistance Plan (HAP)

[End Agenda Memo]

James Slaton, City Manager, reviewed this item.

Mayor Hilligoss asked if the total for the homes is about \$600,000. He asked for clarification of the costs. Darrell Starling, CRA Project Manager, reviewed the spreadsheet and current estimates. The second row on the spreadsheets is the current estimates which is over 15%.

Deputy Mayor Gibson said delays can work against us. The sensible thing to do is to wrap it up. Mr. Slaton said that's what we would like to do. The contractor is currently building homes in the northwest neighborhood. Deputy Mayor Gibson asked if staff has experience with the builder. Mr. Slaton said yes. Mr. Starling said only Charif submitted a bid.

Commissioner Krueger said given current inflation 15% is not bad.

Commissioner Howell asked about the selection process for the homes to be redone. Mr. Starling reviewed the steps and application process.

Mr. Slaton said the process for this grant has been going on 2 years. Soon we can actually do some work. Deputy Mayor Gibson said we need to get the show on the road. Commissioner Krueger agreed.

6. EPA Brownfields Grant

[Begin Agenda Memo]

SYNOPSIS:

The purpose of this memorandum is to notify the City Commission of the submittal of an Environmental Protection Agency (EPA) Brownfields Grant in the amount of \$500,000.

RECOMMENDATION Authorize submittal of grant application to remain intact.

BACKGROUND A brownfield site is defined in CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) § 101(39) as real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of hazardous substances, pollutants, contaminants, controlled substances, petroleum or petroleum products, or is mine-scarred land.

Due to multiple potential brownfields sites located in the City of Lake Wales, staff is seeking funds to assess, clean, and redevelop these blighted areas. On September 8, 2021, City Commission approved Cardno (known also as Stantec) as the City's Brownfields Consultant. Cardno prepared the application on behalf of City for a charge of \$3,500. The City successfully submitted their application for consideration prior to the due date of November 22, 2022.

FISCAL IMPACT None – No matching funds are required for this grant.

OTHER OPTIONS Advise staff to rescind application.

[End Agenda Memo]

Cheryl Baksh, CRA Specialist, reviewed this item.

Deputy Mayor Gibson asked what the sites are. Ms. Baksh said the Estes building, the abandoned gas station on Wiltshire, and old cement factory site at Burns at Scenic. Deputy Mayor Gibson said that last one has visibility and is glad that is included.

Mr. Slaton asked Ms. Baksh to confirm that there is no match. Ms. Baksh confirmed this.

7. Award Of Bid To Mid-Florida Diesel For Generator Repair, Preventative Maintenance, And Load Bank Testing

[Begin agenda memo]

SYNOPSIS:

Award of bid to Mid-Florida Diesel for the generator maintenance annual contract.

STAFF RECOMMENDATION Staff recommends the City Commission take the following action:

1. Award the bid to Mid-Florida Diesel for the annual contract for repair, preventative maintenance and load bank testing of all the city's portable and stationary generators.
2. Authorize the City Manager to execute the appropriate documents, on the City's behalf in regards to this annual contract.

BACKGROUND City staff issued an Invitation to Bid (ITB) #22-514R for Generator Repair, preventative maintenance and load bank testing on October 10, 2022. Proposals were due on October 31, 2022, to which three interested parties submitted sealed bids. Items staff took into consideration, as main factors during the review process, were cost, response time, and parts mark-up. Of the three bids, Mid-Florida Diesel located in Bartow, Florida, is the lowest responsive bidder.

Staff is recommending the City Commission approve the award of bid to Mid-Florida Diesel for the generator maintenance annual contract. The contract will be effective from the date of commission approval with an expiration date of September 30, 2023, with the option to extend contract terms for two additional one-year periods. Additionally, staff recommends the City Commission authorized the City Manager to execute the contract.

OPTIONS None. Preventative maintenance is necessary for the varied sized generators that operate city facilities in the event of emergencies.

FISCAL IMPACT Monies for generator maintenance are budgeted in the FY '22-'23 operating budgets from the various departments for which these generators service (water, wastewater, fire, and police).

[End Agenda Memo]

James Slaton, City Manager, reviewed this item.

8. Eagle Ridge Mall Area Force Main Cleaning

[Begin Agenda Memo]

SYNOPSIS: Staff is recommending the approval to expend funds for \$78,729.72 for the force main cleaning services provided by Professional Piping Services.

STAFF RECOMMENDATION Staff recommends the City Commission consider taking the following action:

1. Approve the expenditure of funds for \$78,729.72 for force main cleaning performed by Professional Piping Inc.

BACKGROUND The Eagle Ridge Mall Force Main, which includes Chalet Suzanne, Dinner Lake, Lake Ashton and Harding Avenue, requires cleaning due to the distance this line has to travel to reach the wastewater treatment plant and the low flow conditions that exist during non-peak hours. Sediment such as sand, plastics, grease and paper tend to settle to the bottom of the pipe due to the low velocities of the liquid pushing the sediment. As a result, the force main could clog, crippling the collections system for the Northern service area. The method proposed for the cleaning of these sections of force main is called the progressive poly pig procedure.

Each time staff has gone out to bid for these services, the amount of responsive bidders has been less each year. A piggyback agreement that had already been bid out by Pinellas County is in force. In addition, Professional Piping Services (PPS) has performed this cleaning for the past several years. Staff has been satisfied with both the performance and the reports submitted, which are a required component of this contract. Staff is recommending the City Commission approve the expenditure of funds for \$78,729.72 to Professional Piping Inc. for the cleaning of the Eagle Ridge Mall area Force Main which include Chalet Suzanne, Dinner Lake, Lake Ashton and Harding Avenue.

OTHER OPTION None. Without this required annual cleaning, the force main would become plugged and become inoperable. This in turn would cut off the sewer service for the business and residential service area.

FISCAL IMPACT \$200,000.00 is budgeted in the Wastewater Division's FY '22-'23 M & R Lines and Mains Operating Budget for this purpose.

[End Agenda Memo]

Sarah Kirkland, Utilities Director, reviewed this item.

Commissioner Howell can we stop it beyond the mall and go to everything else? Ms. Kirkland said that's how we identify it because the Force Main runs on HWY 27. We are cleaning the Force Main on Chalet Suzanne and the developments and the one from Lake Ashton as they tie into that Force Main and brings it back to the plant. Deputy Mayor Gibson asked about the apartments. Ms. Kirkland said them too. Deputy Mayor Gibson said there's more activity in the Force Main. Ms. Kirkland agreed and that's why the cleaning is less frequent.

9. Award Of Bid For Lab Services To Pace Analytical Services, LLC And Advanced Environmental Laboratories.

[Begin Agenda Memo]

SYNOPSIS: Staff recommends commission approve the award of bid for the lab services annual contract to Pace Analytical Services, LLC and Advanced Environmental Laboratories.

STAFF RECOMMENDATION Staff recommends the City Commission consider taking the following action:

1. Approve the Award of Bid for Laboratory Services to Pace Analytical Services, LLC.
2. Approve the Award of Bid for Laboratory Services to Advanced Environmental Laboratories.
3. Authorize the City Manager to execute the appropriate documents, on the City's behalf in regards to this service.

BACKGROUND The City of Lake Wales' Water and Wastewater Divisions are required by the Department of Environmental Protection and the Florida Department of Environmental Regulation to routinely monitor and sample the water and solid residuals throughout the various stages of their respective treatment processes. Additionally, as a new requirement, Staff has requested sample pricing for Surface Water testing to determine lake water quality. The samples are required to be submitted to a laboratory certified by the State of Florida for analysis and reporting purposes. This process ensures that proper treatment is taking place and that compliance parameters are being satisfied. The water and wastewater division has a schedule of samples due annually and a group of samples that are due on a three-year cycle. Staff posted a request for bid for laboratory services on October 18, 2022 with a bid open date of November 21, 2022. There were two responsive bidders. During the review of the bid submittals, Staff recognized that Pace Analytical offered a \$10,000 saving for water sampling, while Advanced Environmental Laboratories offered a \$12,000 savings for wastewater sampling. This resulted in staff electing to utilize both labs for sampling.

Staff is recommending the City Commission take the following action; approve the award of bid for lab services to Pace Analytical Services, LLC and Advanced Environmental Laboratories, and to authorize the City Manager to execute the appropriate documents associated with the award of these contracts.

OPTIONS None. This testing is a requirement per the Florida Department of Environmental Protection and Department of Environmental Regulation.

FISCAL IMPACT Both water and wastewater have need to use lab services. Both divisions have budgeted monies in its respective budgets to cover the cost of testing in the FY '22-'23 budget year.

[End Agenda Memo]

Sarah Kirkland, Public Works Director, reviewed this item.

10. Dewberry Ongoing Modeling Support

[Begin Agenda Memo]

SYNOPSIS: Staff is requesting approval to enter into an on-going modeling support task order agreement with Dewberry Engineers, Inc. for \$31,450.00.

STAFF RECOMMENDATION Staff recommends the City Commission consider taking the following action:

1. Approve entering into an on-going modeling support task order agreement with Dewberry Engineers, Inc.

for \$31,450.00.

2. Authorize the City Manager to execute the appropriate documents associated with this task order.

BACKGROUND Water modeling is a technique used to digitally-simulate the water distribution system. It helps staff to understand a range of characteristics associated with the distribution network. This includes pressure management, quality of the supply, and the equation between demand and supply. The water model should tell how the location of a distribution system would affect its efficiency, fail-safeness, and operating life. The model evaluates how all the pipes, hoses, and tubes are connected with each other and the main reservoir determining the flow and retention at different inlets and outlets. Because of the volume of development being submitted for review, the decision to require the developer to upgrade the utilities is always in question. Dewberry's ongoing modeling support, will allow City staff to be able to make a more informed decision on what upgrades will be required as new development is being considered. Staff is recommending the City Commission approve the expenditure of funds for \$31,450.00 to Dewberry Engineers, Inc. for the performance of ongoing modeling. Staff also recommends the City Commission authorize the City Manager to execute the appropriate documents associated with this task order. Dewberry's services will be used as new development comes in for review. This cost assumes five model reviews at approximately \$6,290.00 per review.

OTHER OPTION The City Commission could chose not to approve the ongoing modeling task order. Choosing not to approve the ongoing modeling task order will leave staff at a disadvantage when determining whether utility upgrades are necessary for new development.

FISCAL IMPACT Funds are budgeted in the Water Division's FY '22-'23 Professional Services-Engineering Operating Budget for this purpose.

[End Agenda Memo]

Sarah Kirkland, Public Works Director, reviewed this item.

11. Ordinance D2022-27 Future Land Use Amendment For 0.3 Acres Of Land North Of Belleview Drive, East Of Scenic Highway South, And West Of Santa Maria Road. 2nd Reading And Public Hearing

[Begin Agenda memo]

SYNOPSIS: The Peak Family requests approval of City Commission to amend the Future Land Use Map of the Comprehensive Plan on approximately 0.3 acres of land.

RECOMMENDATION Adoption at second reading, following a public hearing to reassign the following land use designation, as recommended by the Planning and Zoning Board at a regular meeting on October 25, 2022:

Current Land Use: Polk County Residential Suburban (RS)

Proposed Land Use: LDR City Commission approved Ordinance D2022-27 after first reading at a regular meeting on November 15, 2022.

BACKGROUND The subject property is located north of Belleview Road, east of Scenic Highway South, and west of Santa Maria Road. The property is situated within a county subdivision legally known as First Unit of Ridge Manor. The parcel is east of Belle Lago Subdivision and McLaughlin Middle School, and adjacent to Lake Lorraine on its western boundary. The Peak Family petitioned annexation into the corporate city limits of Lake Wales on July 28, 2022 and was officially annexed on October 4, 2022. A land use designation of LDR is compatible and appropriate with the surrounding areas.

CODE REFERENCES AND REVIEW CRITERIA The City Commission assigns future Land Use designations by ordinances upon a recommendation from the Planning & Zoning Board. The adopted

ordinance is transmitted to the state's Department of Economic Opportunity (DEO) for review. The DEO reviews the designations as appropriate with reference to the City's Comprehensive Plan.

FISCAL IMPACT Assignment would enable the development of this property and the potential increase in property value.

[End Agenda Memo]

Mark Bennett, Development Services Director, reviewed this item.

12. Ordinance D2022-28 Zoning Map Amendment For 0.3 Acres Of Land North Of Belleview Drive, East Of Scenic Highway South, And West Of Santa Maria Road. 2nd Reading And Public Hearing

[Begin Agenda Memo]

SYNOPSIS: The Peak Family requests approval of City Commission to amend the Zoning Map on approximately 0.3 acres of land.

RECOMMENDATION Adoption at second reading, following a public hearing to re-assign the following zoning designation, as recommended by the Planning and Zoning Board at a regular meeting on October 25, 2022:

Current Zoning: Polk County Residential Suburban (RS)

Proposed Zoning: R-1C City Commission approved Ordinance D2022-28 after first reading at a regular meeting on November 15, 2022.

BACKGROUND The subject property is located north of Belleview Road, east of Scenic Highway South, and west of Santa Maria Road. The property is situated within a county subdivision legally known as First Unit of Ridge Manor. The parcel is east of Belle Lago Subdivision and McLaughlin Middle School, and adjacent to Lake Lorraine on its western boundary. The Peak Family petitioned annexation into the corporate city limits of Lake Wales on July 28, 2022 and was officially annexed on October 4, 2022. A land use designation of LDR is compatible and appropriate with the surrounding areas. The original plat had lots that were primarily 60 feet in width by 150 feet in depth, having an average lot size of 9,000 square feet. Lot widths within the subdivision vary, however, most of the lots in this existing neighborhood have combined lots making the majority of lot widths larger than 60 feet. In an analysis of living area for the existing homes, most homes met a 1,200 square foot living area. The City's zoning designation of R-1C Residential is most compatible with the existing conditions and would be appropriate.

CODE REFERENCES AND REVIEW CRITERIA The City Commission assigns Zoning designations by ordinances upon a recommendation from the Planning & Zoning Board.

FISCAL IMPACT Assignment would enable the development of this property and the potential increase in property value.

[End Agenda Memo]

Mark Bennett, Development Services Director, reviewed this item.

13. Ordinance D2022-29 Future Land Use Amendment For 19.18 Acres Of Land North Of C F Kinney Road And West Of Scenic Highway North. 2nd Reading And Public Hearing

[Begin Agenda Memo]

SYNOPSIS: Shelton T. Rice, authorized agent for owner, requests approval of City Commission to amend the Future Land Use Map of the Comprehensive Plan on approximately 19.18 acres of land.

RECOMMENDATION Adoption at second reading, following a public hearing to reassign the following land use designation, as recommended by the Planning and Zoning Board at a regular meeting on October 25, 2022:

Current Land Use: Polk County Agricultural/Rural Residential (A/RR)

Proposed Land Use: LDR City Commission approved ordinance D2022-29 after first reading at a regular meeting on November 15, 2022.

BACKGROUND The subject property is located north of C F Kinney Road and west of Scenic Highway North. The property is situated north of Dinner Lake Estates and west of Brookshire Subdivision, and is adjacent to the solar farm on the northern and western boundaries.

The owners petitioned annexation into the corporate city limits of Lake Wales on August 12, 2022. The applicant wishes to present the annexation, land use and zoning amendments together.

There have been preliminary discussions regarding development of the property, however, no formal plans have been submitted to the City for review. Residential development on this property would need to come back before Planning Board for recommendation to City Commission for approval of the Preliminary Subdivision Plat.

A Zoning designation of R-1A and Land Use designation of LDR is appropriate and consistent with the existing designations surrounding the property.

CODE REFERENCES AND REVIEW CRITERIA The City Commission assigns future Land Use designations by ordinances upon a recommendation from the Planning & Zoning Board. The adopted ordinance is transmitted to the state's Department of Economic Opportunity (DEO) for review. The DEO reviews the designations as appropriate with reference to the City's Comprehensive Plan.

FISCAL IMPACT Assignment would enable the development of this property and the potential increase in property value.

[End Agenda Memo]

Mark Bennett, Development Services Director, reviewed this item.

14. Ordinance D2022-30 Zoning Map Amendment For 19.18 Acres Of Land North Of C F Kinney Road And West Of Scenic Highway North. 2nd Reading And Public Hearing

[Begin Agenda Memo]

SYNOPSIS: Shelton T. Rice, authorized agent for owner, requests approval of City Commission to amend the Zoning Map on approximately 19.18 acres of land.

RECOMMENDATION Adoption at second reading, following a public hearing to re-assign the following zoning designation, as recommended by the Planning and Zoning Board at a regular meeting on October 25, 2022: Current Zoning: Polk County Agricultural/Rural Residential (A/RR) Proposed Zoning: R-1A City Commission approved Ordinance D2022-30 after first reading at a regular meeting on November 15, 2022.

BACKGROUND The subject property is located north of C F Kinney Road and west of Scenic Highway North. The property is situated north of Dinner Lake Estates and west of Brookshire Subdivision, and is adjacent to the solar farm on the northern and western boundaries.

The owners petitioned annexation into the corporate city limits of Lake Wales on August 12, 2022. The applicant wishes to present the annexation, land use and zoning amendments together.

There have been preliminary discussions regarding development of the property, however, no formal plans have been submitted to the City for review. Residential development on this property would need to come back before Planning Board for recommendation to City Commission for approval of the Preliminary Subdivision Plat. A Zoning designation of R-1A and Land Use designation of LDR is appropriate and consistent with the existing designations surrounding the property.

CODE REFERENCES AND REVIEW CRITERIA The City Commission assigns Zoning designations by ordinances upon a recommendation from the Planning & Zoning Board.

FISCAL IMPACT Assignment would enable the development of this property and the potential increase in property value.

[End Agenda Memo]

Mark Bennett, Development Services Director, reviewed this item.

15. Ordinance 2022-43 Annexation – 2nd Reading And Public Hearing 19.18 Acres Of Land North Of C F Kinney Road And West Of Scenic Highway North.

[Begin Agenda Memo]

SYNOPSIS: Ordinance 2022-43 proposes the voluntary annexation of approximately 19.18 acres of land north of C F Kinney Road and west of Scenic Highway North, and contiguous to the incorporated City limits.

RECOMMENDATION Staff recommends adoption after second reading of Ordinance 2022-43 following a public hearing. A recommendation from the Planning and Zoning Board is not required for an annexation ordinance. Ordinance 2022-43 was approved after first reading at a regular City Commission meeting on November 15, 2022.

BACKGROUND Trust No. 22020 22030, owner, petitioned annexation into the corporate city limits of Lake Wales on August 12, 2022. "Attachment A" to the ordinance shows the property's location. It is contiguous to the City Limits along its eastern boundary.

OTHER OPTIONS Decline to annex the property.

FISCAL IMPACT The annexation will add to the City's tax roll. The property is valued at a total of \$194,758 which would bring in additional property taxes.

[End Agenda Memo]

Mark Bennett, Development Services Director, reviewed this item.

Deputy Mayor Gibson reference the recent Land Use study public meeting that was well attended but had a poor presentation that didn't communicate well with the crowd. Regarding land use in the utility zone around the city limits, he wants to retain options as much as possible because we haven't settled on what that should be. There is a lot of interest. We have an opportunity to do something unique and different from typical sprawl that everyone else has. He doesn't want the City to be locked into something we regret. Let's keep our options open as much as possible. There is interest in doing this right. Long range planning is important. Mr. Bennett agreed on this.

Commissioner Howell agreed on need for long term planning. Should we hold off on those who want to build until this meeting is held?

James Slaton, City Manager, said he is meeting with DoverKohl about this process. This will take a year or

so. It will be a long thoughtful process. What do we do with landowners who want to annex and move forward until then? Deputy Mayor Gibson said some stuff should be put on hold until this is finished so we aren't sorry for something inconsistent with a good plan.

Mayor Hilligoss said we do need to get a plan together but some landowners will work with the county if not us. Things will be built we have no control over. He is glad Victor Dover will be involved. This plan will be a tool but it won't be a panacea of every decision we have to make. We can turn our backs while the world grows around.

Commissioner Krueger suggested the Commission could come up with a concept to present to the public with understanding that its a work in progress. Deputy Mayor Gibson said it could be done in a short period of time. Mr. Slaton said he'll discuss this with Victor Dover on Friday and how best to engage the public.

Mayor Hilligoss asked if he will have information for the Commission. Mr. Slaton said yes. Mayor Hilligoss said we want to do this right. Growth will not stop while Lake Wales makes up its mind.

Commissioner Howell said we can tell a developer that we are working on this. We need to slow down.

Commissioner Krueger said we can sit down and make a list of what we want or don't want. Mr. Slaton said he is concerned how that will be perceived, that not enough engagement with the public. Mr. Bennett said this should be done bottom up not top down. Commissioner Howell said we listen to the public and then develop a plan. Mayor Hilligoss said it will take more time.

Mr. Bennett showed on the map of properties outside city limits with forthcoming developments. Mayor Hilligoss said other cities aren't waiting. Those residents are coming to Lake Wales to shop but we get no benefits. We need more control over the areas around us. He agrees we should take our time and do things well.

Mayor Hilligoss said the growth we are feeling around us are not from Lake Wales. Mr. Slaton said we have had 70 single family home permits this year. Most aren't completely constructed. The additional growth is coming from outside City limits. Growth is coming but it hasn't happened yet.

16. Special Event Permit - Christmas Cinema With Santa December 17, 2022

[Begin Agenda Memo]

SYNOPSIS This is a request from the City of Lake Wales Recreation Department to host a Christmas Cinema with Santa event on December 17, 2022 to include closing Lakeshore Blvd from Orange Ave to Park Ave and Park Avenue from Lakeshore to 3rd Street.

RECOMMENDATION Staff recommends

1. That the City Commission approve the permit request to hold Christmas Cinema with Santa on Friday December 17, 2022 from 4pm -8pm.

2. That the City Commission approve the closing of Lakeshore Blvd from Orange Ave to Park Ave and Park Avenue from Lakeshore to 3rd Street from 3pm -8pm.

BACKGROUND City of Lake Wales Recreation has applied to host a Christmas Cinema Event on December 17, 2022. The event will include the opening of the Park Avenue Connector Trail. The event will involve closing Lakeshore Blvd from Orange Ave to Park Ave and Park Avenue from Lakeshore to 3rd Street from 3:00 p.m. – 8:00 p.m.

OTHER OPTIONS Do not approve the Special Event Permit.

FISCAL IMPACT None.

[End Agenda Memo]

Jennifer Nanek, City Clerk, reviewed this item.

17. 2023 Lake Wales Mardi Gras Celebration, Parade And 5K Run. Special Event Permit Application, Temporary Street Closings

[Begin Agenda Memo]

SYNOPSIS: Approval of the Special Event Permit Application for the Lake Wales Mardi Gras Celebration, Parade and 5K Run on Friday and Saturday, February 17-18, 2023.

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

- Approve the Special Event Permit application for the 2023 Lake Wales Mardi Gras Celebration to take place on Friday evening, February 17, 2023 from 5:00 p.m. until 11:00 p.m. and on Saturday, February 18, 2023 from 11:00 a.m. until 11:00 p.m. in Lake Wailes Park with set-up beginning 8:00 a.m. on Thursday February 16, 2023.
- Approve the serving of alcohol in Lake Wailes Park during the Mardi Gras Event.
- Approve the Mardi Gras 5K Run to be held on Friday evening, February 17, 2023 from 6:00 p.m. to 8:00 p.m. which will only be on Lake Wailes Trail.
- Approve the temporary street closings on Saturday, February 26, 2023 between the hours of 2:00 p.m. and 5:00 p.m. for the Mardi Gras parade. Lineup will be on First Street north of Park Avenue. Parade will start on Park Avenue and go to Scenic HWY then South to Stuart Avenue. Stuart Avenue to First Street, First Street to Central Avenue Central Avenue east to Lake Shore Blvd. then to Lake Wailes Park where parade will end.
- Approve the temporary closing of North First Street at 11:30 a.m. on Saturday February 26nd for parade line-up.

BACKGROUND Joshua Curchy, President of the Lake Wales Mardi Gras, has submitted a Special Event Permit Application for the 2023 Lake Wales Mardi Gras Celebration, Parade and 5K Run to be held Friday, February 17, 2023 and Saturday, February 18, 2023 in Lake Wailes Park. This application includes a request to hold a 5K Run on Friday night from 6:00 p.m. to 8:00 p.m. and for the temporary closing of several streets in the downtown area for the parade.

The events of Mardi Gras such as the food, vendors, children's activities and alcohol will take place in Lake Wailes Park this year. The parade will go through downtown streets.

Activities for the 2023 Lake Wales Mardi Gras are proposed as follows:

1. Friday evening, February 17, 2023, 5:00 p.m. to 11:00 p.m. - food and craft vendors, alcohol and musical entertainment will be in Lake Wailes Park. Set up would begin on Thursday, February 16, 2023 at 8:00 a.m.
2. Friday evening, February 17, 2023, 6:00 p.m. to 8:00 p.m. – 5K Run beginning at the Basketball Court in Lake Wailes Park. The route goes along Lake Wailes Trail
3. Saturday, February 18, 2023 - the activities will continue in Lake Wailes Park beginning at 11:00 a.m. with craft and food vendors. Kids' activities, musical entertainment and alcohol sales will take place in Lake Wailes Park. These activities will conclude at 11:00 p.m.

4. Saturday, February 18, 2023 - the Mardi Gras Parade will begin at 3:00 p.m. which will line up and start on First Street, North from Park Avenue and make its way through the downtown area concluding at Lake Wailes Park at approximately 5:00 p.m.

The parade route involves the following streets:

First Street to Park Avenue, Park Avenue to Scenic Highway, Scenic HWY to Stuart Avenue, Stuart Avenue to First Street, First Street to Central Avenue, Central Avenue east to Lake Shore Blvd. then to Lake Wailes Park where parade will end. The Police Department, VOICE and the Streets Department will coordinate control of vehicular and pedestrian traffic for the parade. The Streets Department will handle all street closings. Trash barrels with bags will be placed along the parade route and in the areas of the pre-parade and after parade activities in Lake Wailes Park. Sanitary facilities, dumpsters, site set up, tent permits, certificates of liability insurance, FDOT road closing permits and the alcohol beverage permit from the Department of Alcohol Beverage & Tobacco will be the responsibility of the Lake Wales Mardi Gras Executive Committee. Off duty officers will be scheduled for the street crossings for the 5K Run and these costs will be paid by the Lake Wales Mardi Gras.

The 2023 event will end at 11:00 p.m. on both nights.

OTHER OPTIONS Do not approve the two day event, 5K Run or street closings.

FISCAL IMPACT In-Kind services from the City were budgeted in the FY2022/2023 budget in the amount of \$8,904. The Lake Wales Mardi Gras Committee is responsible for 25% or \$2226. Any off duty officers requested will be paid at 100% by the sponsor.

[End Agenda Memo]

Jennifer Nanek, City Clerk, reviewed this item.

18. Appointment To Fill A Vacancy On The Tree Advisory Board

[Begin Agenda Memo]

SYNOPSIS: Appointment to fill a vacancy on the Tree Advisory Board

RECOMMENDATION Staff recommends that the Mayor and Commission make the following appointments as deemed appropriate.

1. Appoint Susan Webb to the Tree Advisory Board to a new term to expire July 1, 2023

BACKGROUND On April 7th 2022 the City Commission approved the creation of the Tree Advisory Board. The Mayor makes appointments to various citizen advisory and regulatory boards, commissions, committees, and authorities with the advice and consent of the City Commission (City Charter, Sec. 3.06). Tree Advisory Board (City Code Sec. 2-201) – The board consists of five (5) voting member. A majority of the members must reside or own property within the City limits. 1 member shall be a current or retired professional arborist, landscape architect or landscape planner. One member shall be a current or retired real estate investor, developer or equivalent. Terms are 3 years but the first appointments must be staggered.

- 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: Preston Troutman 8/2/2022 - 7/1/2025 1

Mandy Cilliers 8/2/2022 - 7/1/2025 1

Robert Connors 8/2/2022 - 7/1/2024 P

David Price 8/2/2022 – 7/1/2024 P

The Tree Advisory Board recommended the appointment of Susan Webb.

Applying for Appointment: Susan Webb for a term that expires 7/1/2023

Ben Wiles for a term that expires 7/1/2023

OPTIONS Do not appoint those that have applied.

FISCAL IMPACT None. These are volunteer boards.

[End Agenda Memo]

Jennifer Nanek, City Clerk, reviewed this item.

Deputy Mayor Gibson said we are doing a great job attracting people to serve on the board.

19. CITY COMMISSION AND MAYOR COMMENTS

Commissioner Krueger shared about an article he read about Community Gardens and said that might be a good idea for Lake Wales.

Commissioner Howell asked about a parade or event to celebrate our Football team who has done well. Jennifer Nanek, City Clerk, said that would have to go through the permit process.

Mayor Hilligoss recommended changes to public comments during Commission meetings. He distributed copies of Resolution 2020-35 for review. He suggesting clarifying that there are 2 opportunities for public comment, Communications and Petitions and Public Hearings and the rules for both. He would like to reduce the time limit from 5 minutes to 3 minutes with an overall limit of 30 minutes. The language on who can speak could be cleared up. The word taxpayer is confusing. He suggested that those who wish to speak during public hearing sign up in advance. He said when there are multiple public hearings for a topic a person should only speak once. He recommended that this topic be on a future work session agenda.

Deputy Mayor Gibson agreed with sharpening this. He said three minutes is sufficient. Commissioner Howell said for some topics three minutes is fine. Others its not enough. She will review the Resolution about who can speak. Business owners and those who pay utilities should be able to talk.

Commissioner Krueger said our citizens need to focus their talk. Commissioner Howell said some people can't stop.

Mayor Hilligoss said this is a commission decision but meetings should be kept on task.


Commissioner Howell said some people don't know who to take a problem to so they come to the Commission. Mayor Hilligoss said we can only direct them to the City Manager. We need to discuss how to deal with these issues. This was discussed further.

Mayor Hilligoss expressed concern about the Main Street contract. its coming up for renewal in January. He asked that it be renewed for a year so that it can be reviewed for changes before a three year renewal. He would like a clearer line of accountability and some measurables. Deputy Mayor Gibson reviewed how

the contract was drawn up. Now after three years of experience it can be made sharper to reflect how things work.

20. ADJOURN

The meeting was adjourned at 3:37 p.m.



Mayor

ATTEST:

City Clerk