

**City Commission Workshop
Meeting Minutes
March 31, 2021
(Approved)**

3/31/2021 - Minutes

1. CALL TO ORDER & ROLL CALL

Commissioners Present: Terrye Howell, Curtis Gibson, Al Goldstein, Robin Gibson, Mayor Fultz

Staff Present: James Slaton, City Manager; Jennifer Nanek, City Clerk

Mayor Fultz called the meeting to order at 3:00 p.m.

Mayor Fultz read a statement: The Governor's Executive Order 20-246 allowing for meetings of a Municipality's governing boards without having a quorum of its members present physically or at any specific location has expired as of Nov. 1. However due to the ongoing State of Emergency, while a majority of Commission Members must be present in the Chambers, members of the staff and public may still participate in our meetings virtually.

Members of the public are welcome to come into the Commission Chambers to attend our Commission Agenda Work Session Meetings. We ask that everyone be mindful of social distancing and sit in designated seating. Any member of the public may register to attend our meetings virtually at www.lakewalesfl.gov/register Additional Information and Procedures for public participation will be explained by the City Attorney shortly.

Albert Galloway, Jr., City Attorney, read a statement on Procedures for this partial virtual Public Meeting. Mr. Galloway asked the Commissioners, "are you comfortable with all the notice provisions set forth and these uniform rules of procedures we have established for this Virtual meeting? The Commissioners answered affirmatively.

2. City Manager Comments

James Slaton, City Manager, reported that we are working on a street renaming policy for the Commission to review.

Mr. Slaton reported on a funding request from the Boys & Girls Club. He will discuss this with the director and see what their needs are.

Mr. Slaton said that we received a \$1million request from the Housing Authority. This is related to funding that they are looking for to redevelop Grove Manor. He will do follow up on this request and bring it to the next CRA board meeting.

Mr. Slaton reported on possible funds that we are slated to receive from the American Rescue Plan. He reviewed the process to get the funding and we need to decide what to do with it. He reviewed possible options under the listed requirements for how the money can be used. He suggested possibly using it towards our share towards the implementation of the Southwest Wellfield project or to look at other options for water. Water will be a big issue over the next few years. This is his proposal but we don't need to decide now. We will know more over the next few months. Mayor Fultz said we can do this ourselves or go through the Cooperative where they are in charge of the water. Our allotment of water may be reduced by 2025. With the growth coming water will be expensive. There may be a better option for us. We will learn more after a study has been done. Mr. Slaton said we need to do our due diligence before a decision is made about spending this money. Deputy Mayor Robin Gibson said he was contacted by Tom Cloud on this issue. He is concerned about the City paying too large a percentage. We all need to be fully aware of what is going on. Mr. Slaton said we are there. Mayor Fultz said he spoke with Ft. Meade representatives about

their plans. Commissioner Goldstein said its better if the Cities make the decision together. Deputy Mayor Robin Gibson said we need to be fully informed. Mayor Fultz said the County representative will answer our questions. Mr. Slaton said we need to see what the costs are and then possibly opt out. Mayor Fultz said he will look to staff for a recommendation. Deputy Mayor Robin Gibson said we all need to acknowledge that water is a problem. Control has value. We need to have knowledge on cost and control. We need to decide on what control is worth.

Mr. Slaton a discussion on uses of those funds is necessary. He reported on efforts to get federal funding for projects that he is moving forward on. They will submit a few projects to see what is approved. This will include the body cams, the Northwest sidewalk plan, and Crystal Lake Park Trail. He is not sure what will be approved.

Mr. Slaton reported that the Principal of McLaughlin Middle wants to come to the Commission meeting and give a presentation on what they are doing.

3. City Attorney Performance Evaluation

[Begin Agenda Memo]

SYNOPSIS: Commissioners will discuss the performance evaluation of the City Attorney.

Performance evaluation forms were completed by the City Commissioners and returned to staff as requested. Evaluation forms completed by the Commissioners are available for review in the Human Resources Department. This process provides for a yearly review of the City Attorney's performance and summarizes the entire Commission's experience with the Attorney during the past year.

Ratings in the various evaluation categories have been compiled in a chart which is provided with this memorandum.

[End Agenda Memo]

James Slaton, City Manager, reviewed this item.

Deputy Mayor Robin Gibson said he liked this form better as it included everyone's comments. That is helpful.

Mayor Fultz said that Mr. Galloway is doing his job. Some areas commented on do not apply to his job.

Commissioner Curtis Gibson said he was also glad to read everyone's comments. Everyone has their own perspective which is good.

Commissioner Goldstein said he thought Mr. Galloway is doing a good job. He likes putting in the comments as opposed to selecting a choice about meeting expectations. Mr. Galloway is always available to him and the Commission. When needed we bring other attorneys to assist.

Commissioner Howell said she asked last year that he speak up more and be more vocal which he has but would like to see him continue to improve on that. We discuss too many hot topics without his input.

4. Special Event Permit: Northwest Community Market

[Begin Agenda Memo]

SYNOPSIS: A special event permit application to sponsor a Northwest Community Market on May 1, 2021. This event will require the closing of Lincoln Avenue and B Street from 7:30 a.m. to 7:00 p.m.

RECOMMENDATION Staff recommends approval of the Special Event permit for the Northwest Community Market on May 1, 2021 and the closure of Lincoln Avenue and B Street.

BACKGROUND The Lincoln Community Development Corporation has submitted a special event permit application to sponsor a Northwest Community Market on May 1, 2021. Event hours are 11:00 a.m. – 5:00 p.m. Set up will begin at 7:30 a.m. This event will require the closing of Lincoln Avenue from C Street to A Street and a portion of B Street from 7:30 a.m. to 7:00 p.m. The event will include a DJ, live music, vendors, food, and a kids area.

OTHER OPTIONS Do not approve the permit.

FISCAL IMPACT As this is a new unbudgeted event, the Lincoln Community Development Corporation will reimburse the City 100% of Public Services and Police costs.

James Slaton, City Manager, reviewed this item.

Deputy Mayor Robin Gibson said he loves the mural.

Mayor Fultz said this is a good idea. This will build enthusiasm in the community. its good to see movement in this area.

Mr. Slaton said we had representatives from Ft. Pierce came to visit for ideas on revitalizing one of their neighborhoods.

5. Ordinance 2021-06 Annexation – 2nd Reading And Public Hearing 8.06 Acres East Of Tangelo Street

[Begin Agenda Member]

SYNOPSIS: Ordinance 2021-06 proposes the voluntary annexation of approximately 8.06 acres of land located east of Tangelo Street, and contiguous to the incorporated City limits.

RECOMMENDATION Staff recommends approval at first reading, and adoption after second reading of Ordinance 2021-06 following a public hearing. Public Hearing notice requirements have been met. A recommendation from the Planning and Zoning Board is not required for an annexation ordinance.

BACKGROUND James F. Kahler, Trustee on behalf of the Nancy D Trust, owner, petitioned annexation into the corporate city limits of Lake Wales on February 8, 2021. "Attachment A" to the ordinance shows the property's location. It is contiguous to the City Limits on its western 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 \$62,852, which would bring in approximately \$878.30 in additional property taxes.

[End Agenda Memo]

James Slaton, City Manager, reviewed this item.

6. F Street Water Main Extension

[Begin Agenda Memo]

SYNOPSIS: Purchase of parts for the F Street water main extension for \$24,991.92.

RECOMMENDATION It is recommended that Commission take the following action: 1. Approve the

purchase from Ferguson Waterworks in the amount of \$24,991.92 for the water main extension on F Street
2. Authorize the City Manager to execute the appropriate documents, on the City's behalf.

BACKGROUND The City owns and maintains One hundred seventy-six miles of water main, ranging in size from two inches to twenty-four inches. It becomes necessary from time to time to replace water main in areas where the original pipe installations are now too small to service the area with sufficient flows and pressures or have outlived its useful life. The pipe staff is seeking to replace, extend and upsize the water main on F Street between Florida and Harding Avenues. The installation of this water main gives the residents in the area added volume for fire protection and increased pressure. Staff recommends the Commission take the following action, approve the purchase from Ferguson Waterworks for \$24,991.92, and to authorize the City Manager to execute the appropriate documents, on the City's behalf.

OTHER OPTIONS The Commission could chooses not to approve the contract listed above, in turn putting these repairs off to a later time.

FISCAL IMPACT The 2020-2021 M & R Water mains line item has a budgeted amount of \$175,000.00.

[End Agenda Memo]

Sarah Kirkland, Utilities Director, Reviewed this item.

7. Force Main Extension With Septic To Sewer Conversion

[Begin Agenda Memo]

SYNOPSIS: Kimley Horne and Associates Engineering services will design the force main extension with a septic to sewer conversion for a neighborhood that has been annexed into the city limit. The contract has two components, engineering for the design phase and engineering for the construction phase services for a combined amount \$234,148.00.

RECOMMENDATION It is recommended that Commission take the following action: 1. Approve Engineering services with Kimley Horn and Associates Engineering in the amount of \$234,148.00 2. Authorize the City Manager to execute the appropriate documents, on the City's behalf.

BACKGROUND The City of Lake Wales requested Kimley-Horn and Associates, Inc. to prepare construction plans and specifications to extend a force main, design a new pump station and bring sanitary sewer to an unsewered area within the City limits of Lake Wales. The new force main will continue northerly along Buck Moore Road past the Sunset Drive and Buck Moore Road intersection and connect to a new pump station per the attached conceptual site plan. The exact size of the line has not yet been determined, but it is anticipated to extend approximately 5440 LF of 6" force main and approximately 870 LF of new 8" force main with the point of connection being the existing 12" force main at Sunset Point Drive and Buck Moore Road. There are approximately 37 residential homes along Oakland Park Drive and Bel Ombre Circle. It is the intention of the City to extend gravity sewer up these two roads and connect to the new pump station. The gravity system is anticipated to be approximately 2000 LF of new 8" gravity sewer line with manholes as required. The sewer would be extended down the middle of the roadway or to one side of the roadway within the grassed area if right of way exists.

Staff recommends the Commission take the following action, approve entering into a contract with Kimley Horn and Associates for a combined total of \$234,148.00, for the designing, bidding and construction phases of the project, and to authorize the City Manager to execute the appropriate documents, on the City's behalf.

OTHER OPTIONS The Commission could chooses not to approve the contract listed above, in turn putting the septic to sewer conversion off to a later time and delay further expansion of the City's sewer system.

FISCAL IMPACT The 2020-2021 Capital Improvements Plan has budgeted \$1,400,000 for engineering and

construction costs.

[End Agenda Memo]

Sarah Kirkland, Utilities Director, Reviewed this item.

8. PWC Water Plant Chlorination Conversion

[Begin Agenda Memo]

SYNOPSIS: The current chlorination system at the PWC treatment plant is currently gas. The conversion will change it to a much safer application.

RECOMMENDATION

It is recommended that Commission take the following action:

1. Authorize entering into a piggyback agreement with Odyssey Manufacturing.
2. Authorize the chlorination conversion with Odyssey Manufacturing with PWC in the amount of \$48,525.00
3. Authorize the City Manager to execute the appropriate documents, on the City's behalf.

BACKGROUND The City has recently completed the purchase of Park Water Company located in South Lake Wales. A due diligence report was performed to determine what, if any repairs would be needed upon purchase. These repairs were taken into consideration and the offer to purchase was adjusted accordingly. One of the repairs is to convert the plant from a gas chlorination treatment system to liquid sodium hypochlorite. This will make the City's newest water treatment plant process consistent with the entire City's other treatment plants. One additional thing to take into consideration is the safety factor associated with chlorine gas treatment. None of that safety equipment currently exists at the plant. This conversion is necessary due to it is the safest application of chlorination treatment in the industry. The treatment application currently used requires numerous safety precautions, which do not currently exist at the water plant. To stock the plant up properly with all the required equipment would be in excess of \$100,000.00. The conversion is the safest and most cost effective way to accomplish this.

Staff recommends the Commission take the following action, approve entering into a piggyback agreement with and approve expenditures of \$48,525.00 with Odyssey Manufacturing and to authorize the City Manager to execute the appropriate documents, on the City's behalf.

OTHER OPTIONS The Commission could chooses not to approve the contract listed above, in turn putting these repairs off to a later time.

FISCAL IMPACT The 2020-2021 Treatment plants M & R has appropriated \$90,000.00 for any required repairs.

[End Agenda Memo]

Sarah Kirkland, Utilities Director, reviewed this item.

Deputy Mayor Robin Gibson asked how this transition is going. Ms. Kirkland said that letters have gone out informing the residents of the change and the first bills have gone out. Many residents like having to call City Hall and get an answer. Mayor Fultz said some residents were surprised. They did not know this was happening.

Commissioner Goldstein asked if this is in the budget. Ms. Kirkland said we have a line item for these expenses.

9. Resolution 2021-07 State Of Emergency Declaration

[Begin Agenda Memo]

SYNOPSIS: Resolution 2021-07 declares a State of Emergency for Lake Wales in response to concerns related to COVID-19. This will be in effect from April 7, 2021 until May 7, 2021.

RECOMMENDATION

Staff recommends adoption of Resolution 2021-07 State of Emergency Declaration from April 7th 2021 until May 7th 2021.

BACKGROUND

In response to the threat of COVID-19 Mayor Fultz issued a State of Emergency on March 13th for seven days and issued three more 7 day States of Emergency after that. The current state of emergency was extended throughout 2020. The current State of Emergency, which was approved by the Commission on March 2, 2021 expired April 2nd.

According to Chapter 9 in our Code of Ordinances, the City Commission must approve a State of Emergency to last 30 days.

OTHER OPTIONS

Do not approve Resolution 2021-07.

FISCAL IMPACT

There is no fiscal impact from the resolution itself. There will be some costs to the City as we respond to this threat. These costs are being tracked. A declared State of Emergency will allow the City to seek possible reimbursement for those costs.

[End Agenda Memo]

James Slaton, City Manager, reviewed this item.

10. CITY COMMISSION AND MAYOR COMMENTS

Commissioner Howell asked about the Census results and redistricting. Jennifer Nanek, City Clerk, said we will get results at the end of August or September.

Commissioner Goldstein expressed concern about Leoma's Landing development. It should have a second entrance and we should look into it. He said there have been three accidents on that road in the past few weeks.

Commissioner Curtis Gibson commended James Slaton on doing this study and trying to save tax dollars.

Commissioner Curtis Gibson said we need more lighting on Burns Avenue.

Commissioner Curtis Gibson recommended a Resolution to recognize the end of slavery on May 20, 1865 that other Cities also recognize. Mr. Slaton recommended a proclamation for that.

Deputy Mayor Robin Gibson appreciated the way the administration for facing issues head on and not shying away.

Mayor Fultz thanked the Sheriff's office for its investigation of a recent incident with the Police Department accused of inappropriate better. Mayor Fultz said there was more to the story than the video showed. He said he hopes the truth will dispel and negative opinions about the City of Lake Wales.

11. ADJOURN

The meeting was adjourned at 4:00 p.m.

Mayor

ATTEST:

City Clerk