

City Commission Meeting Minutes
April 16, 2019
(DRAFT)

4/16/2019 - Minutes

1. INVOCATION

Terrye Howell gave the invocation.

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

Deputy Mayor Robin Gibson called the meeting to order at approximately 6:00 p.m. after the invocation and the pledge of allegiance.

4. ROLL CALL

Commission Members Present: Curtis Gibson, Robin Gibson -Deputy Mayor, Flora "Tonya" Stewart, Terrye Howell

Commission Members Absent: Mayor Eugene Fultz

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

5. PRESENTATION/REPORT

Wilbur Mathurin, Hoyle Tanner and Associates, gave a presentation on completed and ongoing projects at the Lake Wales Municipal Airport. This included the recently completed extended runway project and current taxiway projects. Mr. Mathurin explained that the economic impact of the Airport to Lake Wales and Central Florida is over \$7 million and this will grow as the Airport grows. He reported that Runway 6 was extended 1401 feet with help of grant funding from FDOT and FAA. He showed pictures of the completed runway. All the pavement is brand new and includes PAPI lights. The pavement should last over 20 years. Mr. Mathurin then showed pictures of the current taxiway construction projects. These projects are for safety reasons so that pilots can access the main runway 06-24 without getting on the other runway which is 17-35. There is interest in building other hangars and these taxiways allow for this.

5.I. Presentation - Hoyle Tanner And Associates

Wilbur Mathurin, Hoyle Tanner and Associates, gave a presentation on completed and ongoing projects at the Lake Wales Municipal Airport. This included the recently completed extended runway project and current taxiway projects. Mr. Mathurin explained that the economic impact of the Airport to Lake Wales and Central Florida is over \$7 million and this will grow as the Airport grows. He reported that Runway 6 was extended 1401 feet with help of grant funding from FDOT and FAA. He showed pictures of the completed runway. All the pavement is brand new and includes PAPI lights. The pavement should last over 20 years.

Mr. Mathurin then showed pictures of the current taxiway construction projects. These projects are for safety reasons so that pilots can access the main runway 06-24 without getting on the other runway which is 17-35. There is interest in building other hangars and these taxiways allow for this. Taxiway Alpha East has severely deteriorated. This will be upgraded and reconstructed. Taxiway Bravo North is complete as of today. It now also has lights. Taxiway Bravo South will be complete in May.

Upcoming projects include an update to the Airport Master Plan. Everyone will have input into this plan. A wildlife assessment will need to be done. He commended the City for investing in their Airport.

Deputy Mayor Robin Gibson asked what planes can now come to the Airport. Mr. Mathurin said jets can now land there and one person has moved their jet to the Lake Wales Airport.

Mr. Fields said that FAA has said that the campground is not acceptable to be there at the Airport. So tenants' leases will not be renewed and they will be notified that they must leave by February.

6. COMMUNICATIONS AND PETITIONS

Virgil Ullom, non- resident, read a statement opposing events with alcohol in the City.

7. CONSENT AGENDA

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

By Voice Vote:

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Deputy Mayor Robin Gibson "YES"

Motion passed 4-0.

7.I. Minutes - April 3, 2019

7.II. Canvassing Board Minutes

The Canvassing Board minutes of April 2, 2019, April 4, 2019 and April 9, 2019.

7.III. Grant Application - Polk County Tourism And Development Council Grant

[Begin Agenda Memo]

SYNOPSIS:

A grant application to the Polk County Tourism and Development Council Grant for \$74,995. The grant would require a 1:1 matching city contribution of \$74,995 in fiscal year 2019-2020.

STAFF RECOMMENDATION:

Staff recommends that the City Commission approve a grant application to the Polk County Tourism and Development Council for money that will be allocated to the new 2019 -2020 Exhibit Presentation Series. The series will feature national traveling and new in-house exhibits that display national and local historical themed topics. The grant will provide funds for a major marketing campaign throughout the year.

BACKGROUND:

The Arts and Cultural Committee (ACC) of the Tourist Development Council, is designated by the Polk County Board of County Commissioners as the official committee that oversees Arts and Cultural

related marketing initiatives and makes recommendations to the TDC regarding funding for arts and culture special events and marketing initiatives.

If our application is approved, the grant money will be used to develop a changing exhibit presentation series of six exhibits from October 1, 2019 – September 30, 2020 to be held at the Lake Wales Museum. The grant will provide funding for a major print, radio, TV and digital marketing campaign in the Central Florida region from Tampa to Orlando. These funds will promote visitation to the Lake Wales area from out-of-county and local residents.

The grant requires a minimum 1:1 match of funds. The Museum will cover the cost of the match from monies allocated towards museum staffing, facilities and programming in its 2019-2020 budget.

OTHER OPTIONS:

Do not apply for this grant. No appropriations needed.

FISCAL IMPACT:

Staff is requesting to host an Exhibition Series at the Lake Wales Museum in 2019-2020. One half of the funds to carry out the Exhibition Series would come from the Polk County Tourism Development Council's Arts & Cultural grant program. \$39,990 of the funds allocated to this project will be spend on out-of-county marketing

[End Agenda Memo]

7.IV. Lease Agreement With Mears Motor Leasing/The Bancorp

SYNOPSIS:

Staff is requesting Commission approval to lease one (1) 2019 Versalift SST-40-EIH boom/bucket truck under the existing master lease agreement with Mears Motor Leasing/The Bancorp.

RECOMMENDATION

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

1. Approve the award of ITB #19-460 "Boom/Bucket Truck" to Stamm Manufacturing/World Industrial Equipment Inc.
2. Approve the sixty (60) month lease of the vehicle on the attached Schedule A from Mears Motor Leasing/The Bancorp.
3. Authorize the City Manager to execute the necessary documents on behalf of the City.

BACKGROUND

Staff recommends the lease of this vehicle for the following reasons:

- The FY19 budget includes funding for a boom/bucket truck in the amount of \$137,000.
- Staff solicited ITB #19-460 "Boom/Bucket Truck" and received the following bids:
 - o Stamm Manufacturing/World Industrial Equipment Inc. \$116,956.14
 - o Altec Industries, Inc. \$125,340
 - o Technology international, Inc. \$136,600
 - o Federal Contract Corp. \$205,056
 - o Nesco, LLC \$121,910/\$124,410*
- *Bid two different models
- Staff reviewed the bid packages and found Stamm Manufacturing/World Industrial Equipment, Inc. to be the lowest responsive and responsible bidder meeting the City's minimum specifications.
- If this new vehicle were purchased outright, the total purchase price would be \$116,956.14. Under the Mears Motor Leasing/Bancorp agreement, this vehicle can be financed at an annual cost of \$26,067. An outright purchase would result in a current-year decrease in cash flow of \$116,956.14, compared to

\$26,067.

- As with all purchases, if the City were able to purchase items without the use of financing this would result in the lowest overall cost, but the greatest single annual cash flow decrease.

OTHER OPTIONS

An outright purchase would result in a current-year decrease of cash flow of \$116,956.14.

FISCAL IMPACT

If the City Commission approves the vehicle lease agreement, the City is committed to yearly lease payments totaling \$26,067. If revenues are insufficient in future years, an option would be to return the vehicle under the non-appropriation of funds clause. If it becomes necessary to exercise this option, however, the City would suffer the loss of the vehicle.

[End Agenda Memo]

Commissioner Curtis Gibson asked why we need this vehicle.

James Slaton, Assistant City Manager, reviewed this item. He explained that the current vehicle has continual maintenance issues. The bucket truck is used daily for tree trimming, hanging banners, changing street lights, maintenance, and various repairs.

Commissioner Curtis Gibson asked if the current one will be sold. Mr. Slaton said it will be auctioned off and the funds will go into the general fund.

7.V. Purchase Authorization – Wastewater Treatment Plant Exterior Door Replacement

[End Agenda Memo]

SYNOPSIS:

Staff is seeking Commission approval to expend funds in the amount of \$22,210.00 for the replacement of all of the exterior doors and frames at the Sam P. Robinson Waste Water Treatment Plant.

RECOMMENDATION

It is recommended that the City Commission approve the expenditure funds in the amount of \$22,210.00 to SEMCO Construction for the replacement of both the exterior doors and door frames.

BACKGROUND

The City of Lake Wales relocated and re-built the City's one wastewater treatment plant in 1986. The doors that are in need of replacing are the original doors as was first installed when the waste water treatment plant was rebuilt. The exterior doors and door frames are metal. Over a period of time metal has the tendency to corrode. These doors have been in use for 30 plus years and are now in need of replacement.

Staff recommends the Commission take the following action; approve the expenditure of funds in the amount of \$22,210.00 to SEMCO Construction for the replacement of the metal exterior doors and door frames at the Sam P. Robinson Waste Water Treatment Plant.

OTHER OPTIONS

The commission could choose not to approve the expenditure for the replacement of the waste water

plant exterior doors. Choosing this option would only allow for the further deterioration of the exterior metal doors and frames.

FISCAL IMPACT

\$70,000.00 was placed in the Waste Water Treatment Plant Maintenance and Repair budget for the Fiscal Year 2018-2019 to cover any necessary repairs required at the waste water plant.

[End Agenda Memo]

7.VI. Lease Agreement - SCADA Equipment Lease

[Begin Agenda Memo]

SYNOPSIS:

Staff is seeking commission approval to enter into an equipment lease agreement in the amount of \$3,236.00 a month for 24 months for the Supervisory Control and Data equipment with Data Flow Systems.

RECOMMENDATION

It is recommended that the City Commission take the following action, approve the lease of equipment for the purpose of interconnecting all the City's water plants, enabling off site monitoring.

BACKGROUND

Water demand and energy costs are rising on a global level and resources are shrinking-all while aging water infrastructures are rapidly deteriorating. These are a few reason calling for smarter technology solutions when it comes to operating and monitoring the city's various water treatment plants. Having control over our water plants allows staff to avoid excessive waste.

Recent advances in technology have positioned water plant operators as a major force for system improvement, regulatory compliance, and financial planning. Supervisory Control and Data (SCADA) also makes it possible to review historical data for the sake of comparison and troubleshooting. Alarms provide another layer of security. These alarms might be triggered by high level or low pressure switches, pump failure, or valves not closing. The Programmable Logic Controller (PLCs) serve as an early warning system so that issues can be resolved before they become disasters.

The installation of the Supervisory Control and Data (SCADA) system allows the operators to be able to focus more on what they do best and less on tasks that can take them away from more important work. When implementing Supervisory Control and Data (SCADA), the Programmable Logic Controller (PLC's) take care of most of the important hourly tasks which previously dominated the operator's daily schedule. Supervisory Control and Data (SCADA) is one way water utility operators can effectively monitor network efficiency and performance.

When issues are detected, operators can quickly take action to prevent adverse public health and economic issues.

Staff currently uses the Supervisory Control and Data (SCADA) system through Data Flow for the monitoring of the waste water plant, lift stations, and reuse system. The City does save on some of the cost of installation due to already having base of the system established.

Staff recommends the Commission take the following action, approve the lease of equipment for the purpose of interconnecting all the City's water plants, enabling off site monitoring utilizing the Supervisory Control and Data (SCADA) network system.

OTHER OPTIONS

The commission could chose not to approve the lease agreement and staff would continue to monitor the water treatment plants manually.

FISCAL IMPACT

\$275,000.00 was placed in the 2018-2019 Capital Improvements budget with the intent to purchase the equipment out right. The upfront purchase would be \$213,185.00. Upon further review, it would be of greater benefit to city staff to leases the equipment. At the end of the lease period, the City would then have the option to purchase. All the equipment would be upgraded prior to being turned over to the city.

[End Agenda Memo]

8. OLD BUSINESS

9. NEW BUSINESS

10. CITY ATTORNEY

Albert Galloway, Jr, City Attorney, reported that he will be preparing notices to tenants at the Airport on when to vacate the campground.

11. CITY MANAGER

Jennifer Nanek, City Clerk, reported that Spook Hill has now been approved to be listed on the National Register of Historic Places.

11.I. Tracking Report

11.II. Social Media Tracking Report

11.III. Commission Meeting Schedule

Jennifer Nanek, City Clerk, reminded the Commission that May 7th is the swearing in ceremony and there with be picture taking so sharp dress is encouraged.

11.IV. Other Meetings And Events

12. CITY COMMISSION COMMENTS

Commissioner Howell asked about clearing weeds out of the lakes. Kenneth Fields, City Manager, said he signed the purchase order two weeks ago. Teresa Allen, Public Services Director, said the company is in the process of getting permits and will start work soon.

Commissioner Curtis Gibson commended Jennifer D'hollander on the grant application. That was well done. He is also glad for all the work done on the streets with repaving. He is glad for the program now in place. Commissioner Stewart agreed.

Commissioner Curtis Gibson asked about the status of the 1919 School building. Mr. Fields said they will need to put out an RFP and see what interest we get. It is sealed, structurally safe, and is sprayed for pests.

Deputy Mayor Robin Gibson reported that the Dover Kohl week went well. He is looking forward to the draft report. He is glad to see some of the ideas they have come up with. The budget session will be critical to see what portions of the plan can be implemented. We should be thinking 4-5 years ahead and be careful. We have an opportunity to set ourselves apart. Mr. Fields announced the first budget workshop is May 14th.

13. MAYOR COMMENTS

14. ADJOURNMENT

The Meeting was adjourned at 6:46 p.m.

Mayor/Vice-Mayor

ATTEST:

City Clerk/Deputy City Clerk