

City Commission Minutes
November 19, 2019
(Approved)

11/19/2019 - Minutes

1. INVOCATION

Dr. Moyer gave the invocation.

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

Mayor Fultz 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: Eugene Fultz - Mayor, Curtis Gibson, Robin Gibson -Deputy Mayor, Terrye Howell, Al Goldstein

Curtis Gibson participated by phone.

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

5. PROCLAMATIONS AND AWARDS

5.I. PROCLAMATION - National American Indian Heritage Month

Mayor Fultz read a proclamation establishing November as American Indian Heritage Month.

6. PRESENTATION/REPORT

6.I. Presentation - Scott Blackburn, Chair - Recreation Commission

Scott Blackburn, Chair, Recreation Commission said he wanted to give the commission an update on what his board has been working on. They have had good attendance lately and quorum issues have been resolved. They are working on an inventory of recreation facilities and how many we should have and how many are lacking. This is to see where we are insufficient. Communication among groups is important so they figure out the best use of available space. They spent 14 months on the Crystal Lake Park plan and they look forward to seeing that implemented. They are also looking forward to a Recreation Master Plan that is in the budget that will cover the whole city. They look forward to providing input on this plan. Hopefully the completed Crystal Lake Park plan will be a part of this larger master plan. They would like to see our recreation facilities improved and expanded. Mr. Blackburn said that we need user fees as other Cities have. They are looking at this to develop a plan for fees to present to the Commission to adopt for next fiscal year.

Deputy Mayor Robin Gibson said that our facilities is an opportunity for our citizens and for outside groups. Fees will allow us to do some things that we want to do and will draw others here. User fees are the right way to go. Commissioner Howell said she is glad the Recreation Commission is looking at fees so we can fix up our areas so tournaments will come here. She would like another gym. These fees can help with our facilities. Commissioner Curtis Gibson expressed support for recreation. He is glad for the recreation master plan that will be done. This will be great for our future. He would like to wait on fees until the master plan is complete. Commissioner Goldstein said he wasn't aware of how many facilities we have. He is more interested in youth sports than adults. Our teams need to pay fees or get sponsors. He is in favor of charging for groups to use the fees. Mayor Fultz said that fees are a

long time coming. The burden of these facilities should not be entirely on the shoulders of City taxpayers. He said he would like to get another multi-purpose facilities.

7. COMMUNICATIONS AND PETITIONS

Jermisha McRae said that she has Ona Mission basketball program free for athletes to participate. She shared about her program and expressed support for a new recreation center

8. CONSENT AGENDA

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

By Voice Vote:

Commissioner Howell "YES"

Commissioner Goldstein "YES"

Commissioner Curtis Gibson "YES"

Deputy Mayor Robin Gibson "YES"

Mayor Fultz "YES"

Motion passed 5-0.

8.I. Minutes - November 5, 2019

8.II. Special Event Application - Dr. M. L. King Jr. Day Celebration And Parade

[Begin Agenda Memo]

SYNOPSIS:

Approval of the special event permit application will allow the Annual Dr. Martin Luther King Jr. Celebration to take place between Thursday, January 16, 2020 and Monday, January 20, 2020 and allow the temporary street closings for the parade on January 20, 2020.

RECOMMENDATION:

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

- Approve the special event permit application for the Dr. Martin Luther King Jr. Celebration to be held between Thursday January 16, 2020 and Monday, January 20, 2020.
- Approve the temporary street closings for the Dr. Martin Luther King Jr. Celebration and Parade to be held Monday, January 20, 2020. The parade will begin at 3:30 p.m. The time frame requested for the street closings for the parade is from 2:30 p.m. to 5:00 p.m. and for after parade activities on Lincoln Avenue from approximately 4:30 p.m. to 8:00 p.m. The streets involved will be Dr. Martin Luther King Jr. Boulevard, Dr. J.A. Wiltshire Avenue, E Street, Lincoln Avenue, A Street, First Street and Park Avenue.

- Approve the temporary closing of the city parking lots on Lincoln Avenue for vendors and/or parking.
- Approve the request for the use of the James P. Austin Community Center at no cost on the following dates:

Thursday, January 16, 2020 for the International Pot Luck Dinner,

Friday, January 17, 2020 for the Oratorical Contest and Talent Show,

Monday, January 20, 2020 for the Legacy Breakfast and MLK Program prior to the parade.

BACKGROUND:

Mr. Narvell Peterson, President of the Dr. Martin Luther King Jr. Scholarship Fund of Lake Wales Inc. submitted a Special Event Permit application for the Annual Dr. Martin Luther King Jr. Celebration and Parade to take place beginning on Thursday January 16, 2020 and ending on January 20, 2020.

The celebration will include the following activities:

Thursday, January 16, 2020 6pm – International Pot Luck Dinner at the Austin Center

Friday, January 17, 2020 6:30pm – Oratorical Contest at the Austin Center

Saturday, January 18, 2020 9am – Unity Walk from Kiwanis Park to Stuart Park

Monday, January 20, 2020 - Legacy Breakfast, MLK Program – Austin Center

Monday, January 20, 2020 – MLK Parade, Pre-parade & after parade activities on Lincoln Avenue

The special event permit application includes a request for the temporary closing of the following streets on Monday, January 20, 2020 for the Parade:

Parade will line up at the Austin Center by 2:30 p.m. and will begin at 3:30 p.m. on Dr. Martin Luther King Jr. Boulevard, travel north to Dr. J.A. Wiltshire Avenue, turning left and continuing to E Street, turning right on E Street and continuing to Lincoln Avenue, traveling on Lincoln Avenue to A Street, turning right on A Street and continuing to Dr. J.A. Wiltshire Avenue. The parade will then turn left and continue to First Street and continuing on First Street until Park Avenue, turning west on Park Avenue continuing until Dr. Martin Luther King Jr. Boulevard. At this point the parade will turn right on Dr. Martin Luther King Jr. Boulevard and continue to the Austin Center where the parade ends.

After the parade the celebration will continue with food and craft vendors, music and entertainment along Lincoln Avenue and in the city parking lots along Lincoln Avenue. The activities are to conclude at approximately 8:00 p.m. The Dr. Martin Luther King Jr. Committee will be responsible for requiring the vendors to close promptly at 8:00 p.m. The committee will also be responsible for site set up, sanitary facilities and assisting with clean up after the event concludes.

The Lake Wales Police Department and VOICE will be assisting with pedestrian traffic and vehicular traffic control for the parade, prior to the parade and for after parade activities. New this year is a request to help prohibit pets from entering the festival area. The Police Department has agreed to assist with this request.

The Streets Division will be assisting with the street closings, setting out trash containers, trash clean up during the parade and the normal trash clean up on Tuesday.

OTHER OPTIONS:

Do not approve this event and road closings.

FISCAL IMPACT:

In-kind services for the City were budgeted for FY19/20 in the amount of \$7,848. The MLK Scholarship

Fund of Lake Wales Inc. is responsible for 25% or \$1,962. The fees for the James P. Austin Community Center would be waived providing that the City Commission approves this request.

[End Agenda Memo]

8.III. Special Event Application - Mardi Gras

[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 21-22, 2020.

RECOMMENDATION

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

- Approve the Special Event Permit application for the 2020 Lake Wales Mardi Gras Celebration to take place on Friday evening, February 21, 2020 from 6:00 p.m. until 11:00 p.m. and on Saturday, February 22, 2020 from 11:30 a.m. until 11:00 p.m. in Lake Wailes Park with set-up beginning 7:00 a.m. on Friday February 21, 2020.
- Approve the serving of alcohol in Lake Wailes Park during the Mardi Gras Event.
- Approve the request for the temporary closing of Central Avenue from First Street to Second Street beginning at 10:00 a.m. until the parade on Saturday February 22, 2020 for a performance at Polk State College JD Alexander Center.
- Approve the Mardi Gras 5K Run to be held on Saturday morning, February 21, 2020 from 10:00 a.m. to 11:00 a.m. which will include use of Sunset Drive and Lake Shore Blvd.
- Approve the temporary street closings on Saturday, February 22, 2020 between the hours of 2:00 p.m. and 5:00 p.m. for the Mardi Gras parade. West Park Avenue at Sharp Street to Scenic HWY, 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.
- Approve the temporary closing of Sharp Street at West Park Avenue at 11:30 a.m. on Saturday February 22nd for parade line-up.

BACKGROUND

Mr. Joshua Curchy, President and Katie Kinloch, Treasurer of the Lake Wales Mardi Gras has submitted a Special Event Permit Application for the 2020 Lake Wales Mardi Gras Celebration, Parade and 5K Run to be held Friday, February 21, 2020 and Saturday, February 22, 2020 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 2020 Lake Wales Mardi Gras are proposed as follows:

1. Friday evening, February 21, 2020, 6:00 p.m. to 11:00 p.m. - food and craft vendors, alcohol and musical entertainment will be in Lake Wailes Park. Set up of the dumpster and sanitary facilities would begin on Thursday, February 20, 2020 and set up of the tents and vendors will begin on Friday February 21, 2020 at 7:00 a.m.
2. Friday evening, February 21, 2020, 6:00 p.m. to 8:00 p.m. - 5K Run beginning at the Basketball Court in Lake Wailes Park. The route goes around Lake Wailes including Lake Shore Blvd..
3. Saturday, February 22, 2020 - the activities will continue in Lake Wailes Park beginning at 11:30 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 11:00p.m.

4. Saturday, February 22, 2020 - the Mardi Gras Parade will begin at 3:00 p.m. which will line up and start on West Park Avenue, from M. L. King Jr. Blvd to Wetmore Street 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:

West Park Avenue at Wetmore Street to Scenic HWY, 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 2020 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 FY2019/2020 budget in the amount of \$9,205. The Lake Wales Mardi Gras Committee is responsible for 25% or \$2301. Any off duty officers requested will be paid at 100% by the sponsor.

[End Agenda Memo]

8.IV. Lease Agreement - Pitney Bowes SendPro C Series Postage Machine

[Begin Agenda Memo]

SYNOPSIS:

Staff is seeking commission approval to enter into an equipment lease agreement in the amount of \$476.82 a quarter for 15 quarters.

RECOMMENDATION

It is recommended that the City Commission take the following action, approve the lease of equipment for the purpose of replacing a Pitney Bowes postage machine currently used by the Polk County Library Cooperative's Books by Mail service.

BACKGROUND

The City of Lake Wales Public Library operates and manages the Polk County Library Cooperative's Books by Mail service under an Interlocal Agreement with the Polk County Board of County Commissioners. Over 25,000 library items are mailed from the Lake Wales Public Library each month to Polk County residents via PCLC's Books by Mail service. The equipment we seek to replace is over 10 years old.

Funds for this lease are provided to the City of Lake Wales through the revenues the Lake Wales Public

Library receives from the Polk County Library Cooperative. The FY'19'20 revenues for the Books by Mail service have been approved at \$275,000.

Other Options: None

Fiscal Impact: \$476.82/quarterly for 15 quarters. Total lease cost is \$7,152.30. All funding for the Books by Mail service revenues received from the Polk County Library Cooperative. Fiscal impact on the City of Lake Wales is none.

[End Agenda Memo]

9. OLD BUSINESS

9.I. Ordinance 2019-16, FY18'19 Budget Amendment #1, 2nd Reading & Public Hearing

[Begin Agenda Memo]

SYNOPSIS:

The City Commission will consider approval of the first amendment of FY 18'19 Budget that was adopted on September 19, 2018.

RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2019-16 after second reading and public hearing. The City Commission approved first reading of the ordinance on November 5, 2019. The advertisement requirement for second reading and public reading has been met.

BACKGROUND

Ordinance 2018-19 estimating revenues and appropriating funds for Fiscal Year 2018'19 was adopted by the City Commission September 19, 2018. We are presenting Ordinance 2019-16 to modify the estimates of revenues and appropriations budgeted in various funds. This is primarily a housekeeping ordinance to conform the adopted budget to realized or expected changes within the current fiscal year. Explanation of change, for significant items has been provided on both Exhibit A and B.

OTHER OPTIONS

This is a required budgetary amendment for compliance purposes relating to the City's Charter and Florida State Statute.

Per the Lake Wales City Charter, Section 6.07, upon written request by the City Manager, the City Commission may by ordinance transfer part or all of any unencumber appropriation balance from one department, office or agency to another. Per Florida State Statute, Section 166.241, the budget must regulate expenditures of the municipality. If a budget amendment is required, the amendment must be adopted in the same manner as the original budget.

FISCAL IMPACT

See Exhibit A and Exhibit B attached to Ordinance 2019-16

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **ORDINANCE 2019-16** by title only.

ORDINANCE 2019-16

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2018-19 TO MODIFY THE ESTIMATES OF EXPENDITURES FOR THE OPERATION OF THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE 2018-2019 FISCAL YEAR AND TO MODIFY THE APPROPRIATION OF FUNDS RAISED AND COLLECTED FROM ALL SOURCES SET FORTH IN THE ESTIMATE OF REVENUES FOR SAID FISCAL YEAR; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE.

Dorothy Abbott, Finance Director, reviewed this item.

OPENED PUBLIC HEARING

CLOSED PUBLIC HEARING

Commissioner Howell made a motion to adopt ORDINANCE 2019-16 after second reading and public hearing. Commissioner Goldstein seconded the motion.

By Roll Call Vote:

Commissioner Howell "YES"

Commissioner Goldstein "YES"

Commissioner Curtis Gibson "YES"

Deputy Mayor Robin Gibson "YES"

Mayor Fultz "YES"

Motion passed 5-0.

10. NEW BUSINESS

11. CITY ATTORNEY

Albert Galloway, Jr., City Attorney, reported that there is no pending or threatened litigation at this time.

12. CITY MANAGER

12.I. Tracking Report

12.II. Social Media Tracking Report

12.III. Commission Meeting Calendar

Kenneth Fields, City Manager, reported that there will be a CRA meeting on December 11 at 6pm.

12.IV. Other Meetings And Events

Jennifer Nanek, City Clerk, reported that the tree lighting ceremony is December 3 at 5pm.

13. CITY COMMISSION COMMENTS

Commissioner Curtis Gibson reported on the Florida League of Cities Conference in Orlando recently. He learned about the importance of the 2020 Census and he is glad we have a committee underway. He said that he is at a National League of Cities event in San Antonio Texas. He said that it is good to make connections and bring back information to our City. Commissioner Curtis Gibson said he was glad to see

the C Street Sewer Project is completed.

Commissioner Howell said that she is glad that the Recreation Commission is on board with doing the Recreation Master Plan.

Deputy Mayor Robin Gibson asked about the status of the issue related to continuing contracts and where we stand on that issue. Mr. Fields said we haven't had many projects lately but they will get back to the Commission on this issue. Deputy Mayor Robin Gibson said he has no problem with collective bids so long as they are bid out.

14. MAYOR COMMENTS

Mayor Fultz reported about the recent League of Cities Legislative Conference. He is on the advocacy committee and encouraged the public to be active in encouraging state legislators to respect home rule. He will try and keep the public informed on these related issues.

15. ADJOURNMENT

The meeting was adjourned at 6:45 p.m.

Mayor/Deputy Mayor

ATTEST:

City Clerk