

LAKELAND CITY COMMISSION

**Regular Session
July 3, 2023**

The Lakeland City Commission met in Regular Session in Lakeland Electric conference rooms 1A and 1B. Mayor Bill Mutz and Commissioners Chad McLeod, Bill Read, Stephanie Madden, Sara McCarley, and Samuel Simmons were present. Commissioner Mike Musick was absent. City Manager Shawn Sherrouse, City Attorney Palmer Davis, Assistant Finance Director Deidra Joseph, and City Clerk Kelly Koos were present.

CALL TO ORDER - 9:00 A.M.

PRESENTATIONS

Workforce Transformation, Leveraging the Pivot (Mark Farrington, Human Resources & Civil Service Director)

Beautification Awards (Bill Koen)

- Residential: 840 Success Ave. Charles and Jamie Lee
- Commercial: 1702 E. Edgewood Dr. The Doggy Bag - A Pet Boutique

PROCLAMATIONS - None

COMMITTEE REPORTS AND RELATED ITEMS – None

APPROVAL OF CONSENT AGENDA

All items listed with an asterisk (*) were considered routine by the City Commission and were enacted by one motion following an opportunity for public comment. There was no separate discussion of these items unless a City Commissioner or Citizen so requested, in which event the item was removed from the consent agenda and considered in its normal sequence.

Motion: Commissioner Sara McCarley moved to approve the Consent Agenda. Commissioner Chad McLeod seconded.

Mayor Bill Mutz asked for comments from the Commission and the audience. There were no comments.

Action: Mayor Bill Mutz called for the vote and the motion carried unanimously.

APPROVAL OF MINUTES (with any amendments)

- * City Commission Minutes – June 16-19, 2023

Action: The Commission approved these minutes as part of the Consent Agenda

REQUESTS TO APPEAR FROM THE GENERAL PUBLIC - None

EQUALIZATION HEARINGS

Recess/Convene: The City Commission recessed the Regular Session and convened as the Equalization Board.

Palmer Davis explained the City Charter requires that prior to recording a lien against private property, the City Commission convene as the Equalization Board and grant those property owners the opportunity to object to the recording of the lien or ask any questions they might have. If someone present received a notice to appear before the City Commission re a lot cleaning/clearing or demolition assessment, this is the time to address the Commission.

Lots Cleaning and Clearing

Motion: Commissioner Bill Read moved to approve the assessments. Commissioner Sara McCarley seconded.

Mayor Bill Mutz asked for comments from the Commission and the audience. There were no comments.

Action: Mayor Bill Mutz called for the vote and the motion carried unanimously.

Adjourn/Reconvene: The Equalization Board adjourned, and the City Commission reconvened the Regular Session.

PUBLIC HEARINGS

Ordinances (Second Reading) - None

Resolutions

Resolution 5829; Proposed 23-034; Lots Cleaning and Clearing

A RESOLUTION RELATING TO ASSESSMENTS; DETERMINING THE NECESSITY FOR HAVING CLEANED AND CLEARED CERTAIN PROPERTIES WITHIN THE CITY OF LAKELAND; PROVIDING FOR THE ASSESSMENT OF LIENS AGAINST SUCH PROPERTY FOR EXPENSES INCURRED IN THE CLEANING AND CLEARING THEREOF; PROVIDING AN EFFECTIVE DATE.

Palmer Davis read the short title.

Motion: Commissioner Chad McLeod moved to approve the resolution. Commissioner Sara McCarley seconded.

Mayor Bill Mutz asked for comments from the Commission and the audience. There were no comments.

Action: Upon roll call vote Commissioners Samuel Simmons, Sara McCarley, Stephanie Madden, Bill Read, Chad McLeod, Mayor Bill Mutz voted aye. Ayes-six. Nays-zero. The motion carried unanimously.

Resolution 5830; Proposed 23-035; Creating the Lakeland Youth Council

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKELAND, FLORIDA CREATING THE LAKELAND YOUTH COUNCIL; MAKING FINDINGS; PROVIDING AN EFFECTIVE DATE.

Palmer Davis read the short title.

Motion: Commissioner Chad McLeod moved to approve the resolution. Commissioner Stephanie Madden seconded.

Mayor Bill Mutz asked for comments from the Commission and the audience. There were no comments from the audience.

Commissioner Stephanie Madden gave an update on the process to seat the first Youth Council. Kelly Koos will send out applications to the local high schools. Commissioners are encouraged to provide names early if their applicant would like to attend the Youth Council Day at the Florida League of Cities Conference.

Action: Upon roll call vote Commissioners Chad McLeod, Bill Read, Stephanie Madden, Sara McCarley, Samuel Simmons, and Mayor Bill Mutz voted aye. Ayes – six. Nays – zero. The motion carried unanimously.

COMMUNITY REDEVELOPMENT AGENCY – None

Mayor Bill Mutz left the meeting for the day at approximately 10:16 a.m.

CITY MANAGER

Recommendation re: Award of RFP No. 2023-RFP-056 to Christmas Designers Florida for the Lease/Installation of Holiday Decorations for the exterior of Lakeland Electric Building and Lake Mirror Park

On May 24, 2023, the City's Purchasing Division issued a Request for Proposals for the Lease/Installation of Holiday Decorations for the exterior of the Lakeland Electric Building and Lake Mirror Park.

On June 14, 2023, Purchasing received one proposal: Rileighs Outdoor Décor LLC dba Clarks Outdoor Décor dba Christmas Designers Florida (Christmas Designers Florida).

City staff reviewed the submittal in detail and determined Christmas Designers Florida was a responsive proposal. Purchasing issued a Letter of Intent to the firm on June 22, 2023. A contract price of \$56,000 per year for four years with an option to renew for two additional years is the established contract term.

Funding is budgeted in Lakeland Electric's operating budget. It is recommended that the City Commission authorize the award of RFP 2023-RFP-056 to Christmas Designers Florida for the lease/installation of Holiday Decorations and authorize the appropriate City officials to execute the contract on behalf of the City of Lakeland in the amount of \$56,000 per year.

Shawn Sherrouse presented this item to the Commission.

Motion: Commissioner Samuel Simmons moved to approve the recommendation. Commissioner Stephanie Madden seconded.

Mayor Pro Tem Sara McCarley asked for comments from the Commission and the audience. There were no comments.

Action: Mayor Pro Tem Sara McCarley called for the vote and the motion carried unanimously, 5-0

Recommendation re: Task Authorization with WSP Environment & Infrastructure, Inc. for East Bay Street Drainage Improvement Design and Permitting

The need for stormwater drainage improvements has been identified along East Bay Street and the surrounding neighborhood due to periodic flooding of the roadway resulting from increased development in the area. WSP Environment & Infrastructure, Inc. completed a feasibility study in 2022 which identified solutions including the retrofit of existing City of Lakeland (City) and Florida Department of Transportation (FDOT) owned stormwater ponds on East Bay Street that serve the in-town bypass, East Bay Street neighborhood and Mirrorton Apartment Complex. The project will include the installation of storm sewer inlets along East Bay Street, expansion and consolidation of existing stormwater treatment ponds, and redirection of a "bubbler" discharge to East Bay Street from the Mirrorton Apartments property into the existing stormwater ponds. Additionally, the proposed project will include roadway improvement design for the intersection of East Bay Street and Lake Avenue to facilitate regrading for improved drainage and flood hazard reduction, as well as to provide for pedestrian access.

This Task Authorization request is to develop specific design plans and calculations, permit the proposed improvements, and oversee project construction. The major

elements of this East Bay Street Drainage Improvement Design and Permitting Project include:

- Review records and databases including the City's GIS for stormwater infrastructure, topographic, and hydrologic data;
- Complete topographic survey, geotechnical field assessment of project area, and underground utility coordination;
- Complete drainage and roadway design;
- Complete hydraulic and hydrologic modeling and analysis;
- Prepare construction design and technical bid specification plans (60%, 90%, 100% and final) and cost of construction estimate;
- Project permitting; and,
- Bid and construction support as engineer of record.

Funding for this project in the not-to-exceed amount of \$126,735 is provided in the FY23 Stormwater CIP budget.

Staff recommended that the City Commission authorize the appropriate City officials to execute the Task Authorization with WSP Environment & Infrastructure, Inc. for the East Bay Street Drainage Improvement Design and Permitting Project in the not-to-exceed amount of \$126,735.

Shawn Sherrouse presented this item.

Motion: Commissioner Chad McLeod moved to approve the recommendation. Commissioner Stephanie Madden seconded.

Mayor Pro Tem Sara McCarley asked for comments from the Commission and the audience. There were no comments.

Action: Mayor Pro Tem Sara McCarley called for the vote and the motion carried unanimously.

Recommendation re: Award of Bid No. 2023-ITB-016 to R.F. Lusa & Sons Roofing & Sheet Metal Inc. for Roof Replacement Project at the City of Lakeland City Hall

On March 27, 2023, the City of Lakeland issued a request for bids for a roof replacement project at the City of Lakeland - City Hall located at 228 S Massachusetts Ave. Lakeland, FL. This request was originated due to the constant leaks experienced in the building, considering the roof age of being over 30 years old and its multiple roof components, both low sloped modified bitumen roofing and steep-sloped tile roofing.

The project includes the provision of all labor, material, equipment, supervision, and administration to integrate the work outlined in the project construction documents and specifications. The general scope of work for this project includes to remove the existing gravel surfaced bur membrane and clay tile roofing system down to the existing

structural deck where indicated and install new multi-ply modified bituminous membrane and new "Spanish S" style clay roof tiles.

On April 26, 2023, Purchasing received the following (1) bid:

- R.F. Lusa & Sons Roofing & Sheet Metal Inc., Lakeland, FL \$ 1,116,425.00

Together with the City's engineering consultant Gale Associates Inc., City staff contacted their references, reviewed the bid and schedule of values, and confirmed the scope of work complies with project requirements. A Notice of Intent to Award was issued by City Purchasing on June 27, 2023. Funding is provided in the Public Improvement Fund Capital Improvement Program FY 23 City Building Roof Replacement Fund. No appropriation is required.

Staff recommended that the City Commission authorize the award of Bid No. 2023-ITB-016 to R.F. Lusa & Sons Roofing & Sheet Metal Inc. for the roof replacement project at the City of Lakeland – City Hall and authorize the appropriate City officials to execute the contract, on behalf of the City of Lakeland, in the amount of \$ 1,116,425.00.

Shawn Sherrouse presented this item to the Commission.

Motion: Commissioner Samuel Simmons moved to approve the recommendation. Commissioner Stephanie Madden seconded.

Mayor Pro Tem Sara McCarley asked for comments from the Commission and the audience. There were no comments.

Action: Mayor Pro Tem Sara McCarley called for the vote and the motion carried unanimously, 5-0.

CITY ATTORNEY

Ordinances (First Reading) – None

Miscellaneous Reports

- * **Task Authorization with General Control Systems, Inc. for Clarifier Control System Upgrades at Glendale Wastewater Reclamation Facility**

This proposed Task Authorization with General Control Systems, Inc. (GCS) was to perform professional services associated with upgrades to the control system on clarifiers at the Glendale WWRF.

The control system(s) for the sludge pump panels for all three (3) primary clarifiers needs to be updated due to aging infrastructure, parts availability and be integrated into the plant SCADA system for better operation. Clarifiers #1 and #2 currently operate on a 1987 control system and Clarifier #3 was added in 1996. The existing system of field-

located timers and pin systems will be replaced with HMI Panels (Human Machine Interface) and M340 PLC's (Programmable Logic Controller) and be able to be operated from the main control room.

All services pursuant to this Task Authorization will be performed in accordance with the terms/conditions set forth in the Continuing Agreement for Software Engineering Services between the City and GCS previously approved by the City Commission on April 17, 2023. The total not-to-exceed cost associated with this Task Authorization is \$59,494.00. This project has been budgeted in Water Utilities' FY 2023 budget.

Staff recommended that the City Commission approve the Task Authorization with General Control Systems, Inc. to upgrade sludge pump panels for all three (3) clarifiers and that appropriate City officials be authorized to execute the task authorization.

Action: The Commission approved this item as part of the Consent Agenda.

FINANCE DIRECTOR

Appropriation and Increase in Estimated Revenues - Parks and Recreation District 1 Impact Fee Fund and Public Improvement Fund

During the May 15, 2023 City Commission meeting, the City Commission approved the selection of Rodda Construction for the completion of Phase III of Lake Crago Park. Lake Crago Park is a 119-acre park located at 525 Lake Crago Drive in northeast Lakeland. The park currently has a dog park, restroom, boat ramp, recreation center, boathouse, and fishing dock. Phase III of Lake Crago Park will construct 3 competitive multi-purpose sports fields with sports field lighting, restroom, parking, landscaping and irrigation.

The total project budget is \$2,987,828, with funding provided by Parks and Recreation District 1 Impact Fees, Florida Recreation Development Assistance Program grant funds and the Public Improvement Fund. There is currently \$1,990,143 appropriated from Parks and Recreation District 1 Impact Fees. This request is for the final appropriation of \$249,378 from Parks and Recreation District 1 Impact Fees to the project so the total appropriation matches the contract of \$2,987,828.

Staff recommended that the City Commission authorize staff to appropriate and increase the estimated revenue in the Public Improvement Fund from the District 1 Parks & Recreation Impact Fee Fund in the amount of \$249,378 for the completion of Phase III of the Lake Crago Park project.

Planning and Transportation Manager Chuck Barmby gave an overview of impact fees.

Assistant Finance Director Deidra Joseph presented the item to the Commission.

Motion: Commissioner Chad McLeod moved to approve the recommendation. Commissioner Stephanie Madden seconded.

Mayor Pro Tem Sara McCarley asked for comments from the Commission and the audience. There were no comments.

Action: Mayor Pro Tem Sara McCarley called for the vote and the motion carried unanimously, 5-0.

UTILITY – None

AUDIENCE – None

MAYOR AND MEMBERS OF THE CITY COMMISSION

Voting Delegate for 2023 Florida League of Cities Conference

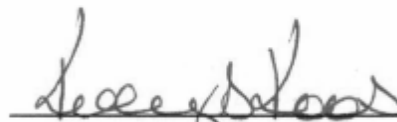
Motion: Commissioner Bill Read nominated Commissioner Stephanie Madden as the voting delegate. Commissioner Samuel Simmons seconded. The motion carried unanimously.

Happy July 4th! Do not forget Red White and Kaboom!

Commissioner Sara McCarley announced LRH had their white coat ceremony for their residency program.

CALL FOR ADJOURNMENT - 10:32 a.m.


H. William Mutz, Mayor


Kelly Koos, City Clerk

