

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY JANUARY 7, 2019
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Pastor Blocker

Those in attendance were Mayor Charles Lake, Vice Mayor Jack Dearmin, Commissioner Nancy Daley, Commissioner John Duncan, and Commissioner Albertus Maultsby.

Staff in attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, Community Development Director Ameer Bailey, Financial Director Amber Deaton, Public Works Director John Deaton, Deputy City Clerk Mamie Drane, and other staff.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood announced the Bluegrass and BBQ Bash-will be held on January 12th at Lions Park, from 11:00 am till 9:00 pm. Join us for a great day of music, and food from BBQ vendors competing for cash prizes and trophies.

Lake Alfred's Heritage Festival will be held Saturday February 23 from 10 am till 6pm. The Festival will be located at E Pomelo and N. Seminole Avenues. For more information please contact Judy Schelfo at the Parks and Recreation Department.

The City will be conducting a prescribed burn on the east side of Mackay Gardens & Lakeside Preserve, Wednesday January 9th.

The City offices and the Lake Alfred Public Library will be closed in observance of Martin Luther King Jr. Day on Monday January 21st Due to the Closure the next City Commission Meeting will be held on Tuesday, January 22nd

The plaques presented tonight are part of the Trail Project, they will feature the names of notable citizens that have made a contribution to the history of the Lake Alfred over the past 100 years. This is the first installment of plaques and benches, they will be located along the pedestrian trail.

Mayor Lake asked about the material of the plaques.

City Manager Leavengood stated the plaques are made from aluminum, cost wise, weight wise and weather protected they will hold up much better than other materials long term.

CITY ATTORNEY ANNOUNCEMENTS

No comments.

RECOGNITION OF CITIZENS

Mayor Lake recognized Tracy Mercer from Lake Region and Jennifer Codo-Salisbury from Central Florida Regional Planning Council both in the audience.

Margaret Wheaton 330 Carolina Ave. S. stated that last week the Library posted an announcement that the teen craft program will be held every other week instead every week, in order to meet the budget. She was sorry to see this happen. She asked the librarian for a list of items that would perhaps keep the program going on a weekly basis. She made a public post for the citizens of Lake Alfred to step up and help out and there are already contributions coming in to support the program. She believes the contributions show a love of the library and the librarians.

Commissioner Duncan stated the City increased the line item in the budget for this program.

City Manager Leavengood stated he was not aware of any budget restrictions and he will follow up with Director Weed.

Loretta Vittorio 260 Oak Lane thanked the Commissioners, the City Manager and everyone involved with the Kids Program, they had a very successful year..

EMPLOYEE RECOGNITION – KERI JONES – 5 YEARS

Director Weed stated Keri has worked for the library and Lake Alfred Parks and Recreation for 5 years. Keri is the Children's Librarian and does more than just story time. She helps plan summer entertainment for the library and summer recreation, hosts the Library's annual egg hunt, plans and decorates for the annual back to school bash and Halloween event as well. The teens from the new teen program helped create a Christmas float for the Lake Alfred Christmas Parade. All of her events are very well attended and staffed. The last back to school bash had over 200 people attend! She also creates displays for the library that draw comments from almost all who come into the library. She also creates displays for the Parks and Recreation events as well. She has started several new programs, has created a newsletter specifically for the library, and keeps the library Facebook page updated. Keri is a great asset and he congratulated her on 5 years of service to Lake Alfred and the community!

ALPI PROCLAMATION

Mayor Lake read the proclamation.

Mr. Albert Miller, Deputy Director of ALPI was in attendance to accept the proclamation. Mr. Miller thanked the Commission on behalf of the Board of Directors, the retiring CEO Deloris Johnson and their new CEO Arlene Davison. In Lake Alfred alone, in the 12 month period ending August 2018, ALPI has aided over 75 low income families spending approximately \$27,000

CAFR AWARD

City Manager Leavengood stated every year since 2013 Director Deaton has been awarded a Budget Award along with the Certificate of Achievement and Financial Reporting or the CAFR. **City Manager Leavengood** read the letter of achievement from the Government Finance Officers Association notifying the City that the 2017 fiscal year end comprehensive annual

financial report qualifies for the 2017 award as well. Both awards will be placed in the display case in City Hall.

Director Deaton stated the awards are for the City, it is not something she does on her own they reflect the work and effort of her team. She thanked the Commissioners, the City Manager and her staff.

CONSENT AGENDA

Commissioner Maultsby moved to approve the Consent Agenda; seconded by **Vice Mayor Dearmin**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DEARMIN	AYE
COMMISSIONER DALEY	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

AGENDA

1.) ORDINANCE 1409-19: GENERAL EMPLOYEES RETIREMENT SYSTEM UPDATE

Assistant City Attorney Claytor read the ordinance title.

City Manager Leavengood stated the City maintains two retirement systems for its employees separated into the General Retirement and Police & Fire Retirement systems. Each system has its own pension board that acts as a Board of Trustees that retains its own attorneys and financial advisors to ensure the health of the systems and to ensure that it is compliant with IRS standards and other applicable law.

The proposed ordinances are cleanup in nature to be in compliance with IRS guidelines related to disability, reemployment after retirement, and other miscellaneous provisions. Both ordinances were prepared by the boards' pension attorney and reviewed by the City Attorney and received a recommendation of approval from their respective boards. There is no financial impact to the plans (or the City) based upon the actuary's determination.

Staff recommended approval of Ordinance 1409-19 on first reading.

Mayor Lake opened public hearing, with no public comment, he closed public hearing.

Vice Mayor Dearman moved to approve the Ordinance 1409-19: General Employees Retirement System Update; seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DEARMIN	AYE
COMMISSIONER DALEY	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

2.) ORDINANCE 1410-19: POLICE OFFICERS & FIREFIGHTERS RETIREMENT SYSTEM UPDATE

Assistant City Attorney Claytor read the ordinance title for **1410-19**.

Staff recommended approval of Ordinance 1410-19 on first reading.

Mayor Lake opened public hearing, with no public comment, he closed public hearing.

Vice Mayor Dearman moved to approve the Ordinance 1410-19: Police Officers & Firefighters Retirement System Update; seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DEARMIN	AYE
COMMISSIONER DALEY	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

3.) RESOLUTION 01-19: ACCEPTANCE OF PLAT DEDICATIONS FOR WATER'S EDGE AT THE LAKES

Assistant City Attorney Claytor read the Resolution title for 01-19.

City Manager Leavengood In August of 2018, the City Commission approved the preliminary and final plat for The Water's Edge at the Lakes with conditions. This was a replat of the subdivision previously approved as Tract 8 of The Lakes in 2006.

In August the majority of the infrastructure was complete with a few remaining items. The internal rights-of-ways were constructed according to City standards, inspected by City staff and consulting engineers. There was adequate water and sewer capacity to serve the subdivision, and the majority of infrastructure was complete. The owner provided a performance estimate and funds to address the remaining items. The City's engineer CPH, Inc. reviewed the performance estimate provided by the owner.

The owner has now completed the remaining items that were identified on the performance estimate (water and wastewater service connections, median opening, fencing, and as-builts). The City staff and consulting engineers have inspected and recommend acceptance of the remaining items. The City has also received the maintenance funds as required by the ULDC. The City Manager addressed concerns regarding the easement along the canal, property lines and maintenance by the Canal Commission. Homeowner property lines stop before the canal easements, prohibiting them from fencing up to the canal as the easement is a common area for the storm water.

Staff recommended approval of Resolution 01-19, Acceptance of Plat Dedications for The Water's Edge at the Lakes.

Commissioner Daley asked if the Canal Commission will continue to cut the grass on both sides of the canal. She stated that there is a very steep hill bordering the canal and she is not sure homeowners will have the ability to mow that portion.

City Manager Leavengood stated most people mow their own right of way and it will be the responsibly of the HOA to maintain the common ground in the development.

Commissioner Duncan asked if the storm water from the development will be draining into the canal. He also asked if the City paid for the diversion of the storm water. He then asked about restrictions on swimming pools.

Director Bailey stated the storm water system does not drain directly into the canal. It first drains onto the City property and it will make its way to the lake, but not by a direct connection. The Developer has the authority to maintain the easement as part of their storm water system. She said there are no restrictions on home owners having pools in their back yard. They would need to consider the pool size and leave enough room on their lot when designing their house. When you buy a property, you are generally provided a survey that will show the easements on your property as well as easements on adjacent property. In addition the easement is property of the HOA's. Just because it's listed as an easement, it's still private property.

Commissioner Daley voiced a concern that the new home buyers are not receiving full disclosure from the builder. She said she was afraid the buyers are not being told their property does not go to the canal. Replying to **Commissioner Duncan** she stated the lots are not big enough for a swimming pool. Another concern she had was that if the buyers understand that common areas border the canal, will they be told there could be people fishing from their backyard since it is a common area as well.

Commissioner Duncan stated that the City has the opportunity now to post a sign stating the property is Private Property. The City owns the bridge, a Private Property sign could be posted there.

City Manager Leavengood stated he will contact the contractor so they are aware of the situation, he believes the contractor would be supportive of posting the property.

Assistant Attorney Claytor stated that would be the common property of the developer or HOA, he does not recommend City involvement.

Discussion continued on the benefits of posting the property and the egress and ingress of the canal.

Commissioner Duncan stated there have been electrical issues concerning the current contractor. There had been a plan discussed to alleviate the cords running across the streets. Can the City meet with the Contractors and discuss the use of power cords across the roads.

City Manager Leavengood stated the City's dealt with this before during the construction of tract 4. The contractors will have temp pole installed on various lots then run extension cords from those poles.

Director Bailey stated there is no action for the City for take on this direction. This method is standard construction practice, but some type of protection for the cord is also a requirement in the building code. They have been noticed, and the City has not been getting as many complaints as in previous developments.

Mayor Lake opened public hearing, with no public comment, he closed public hearing.

Commissioner Duncan moved to approve Resolution 01-19 Acceptance Of Plat Dedications For Water's Edge At The Lakes, seconded by **Commissioner Daley**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DEARMIN	AYE
COMMISSIONER DALEY	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

4.) AGREEMENT: DEO GRANT

City Manager Leavengood stated in May of 2018 the City applied for several grants with the State of Florida to assist us with code updates and rewrites. The City has received notification that we have been awarded \$20,000 to assist with the update of the City's Comprehensive Plan and Unified Land Development Code (ULDC) specific to the Green Swamp Area of Critical State Concern.

Staff is proposing that the grant be utilized to allow the Central Florida Regional Planning Council (CFRPC) to fulfill the provisions of the grant. This includes conducting an inventory and analysis of potentially developable land, identifying development trends, and identifying opportunities for incorporating low-impact design standards. The final product of this process will be draft comprehensive plan amendments and development code amendments for the Planning Board and City Commission to consider as well as a Green Swamp Development Instructional Guide which can present a streamlined process and checklists but also preplanned development concepts that would be in-line with the code amendments.

The proposed grant and accompanying tasks performed by the CFRPC will work in tandem with the work that is being done by GAI under the task order awarded by the City Commission in December for the rewrite and update to the non-Green Swamp portion of the ULDC.

A workshop will be held with the City Commission and Planning Board for city staff, the CFRPC, and GAI to present information and receive feedback and direction from the City Commission and Board on the work related to this grant and the GAI task order (looking to schedule in late February).

Staff recommended approval the Grant Agreement with the Florida Department of Economic Opportunity.

Vice Mayor Dearmin commented that it is great that the City has the opportunity to obtain this grant. It's not as easy task to get a grant.

Mayor Lake opened public hearing, with no public comment, he closed public hearing.

Commissioner Daley moved to approve the Grant Agreement with DEO, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DEARMIN	AYE
COMMISSIONER DALEY	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

5.)BIDS: STREET RESURFACING

City Manager Leavengood stated the City receives approximately \$98,000 (up from \$87k in FY 15/16) each year in 5th Cent Gas Tax revenues that the City Commission elects to invest in street resurfacing projects. By saving funds in one year and completing a project in the next we are able to resurface more streets by saving on mobilization costs and realizing better economies of scale by completing a \$196,000 project instead of a two \$98,000 projects. During the off-year the City Commission approves the updated priority list which determines which streets are resurfaced in the project year.

Based upon the approved prioritization list the proposed project scope included resurfacing of the following streets: E. Midway St., E. Lemon St., E. Grapefruit St., E. Orange Ave., N. Lake Swoope St., and E. Hainesport Dr. North Ridge Avenue was on the approved list but was reevaluated by Public Works staff and is recommending it be completed in a future project cycle.

The City advertised a request for sealed bids for the project and received the following at the official bid opening on December 27th, 2018 at 2:00pm at City Hall:

- Odom Contracting (Lakeland): \$152,806.45
- Preferred Materials (Orlando): \$195,000
- Tucker Paving (Winter Haven): \$229,413
- Hubbard Construction (Winter Park): \$247,995

The low bidder, Odom Contracting, has done work with the City of Lake Alfred in the past, including street resurfacing projects. Public Works staff was satisfied with the quality of their past work. Due to the bid being approximately \$46,000 under budget city staff has requested pricing on additional high priority roads that could potentially fit within the remaining budget based on their size and relative location to the other roads being repaved (N. Glencruiten, E. Sanford 300 Block, Glenn Ave.).

Staff recommended : Award the bid to Odom Contracting for \$152,806.45.

Mayor Lake asked if staff knows what the cost will be for the additional streets.

Director Deaton stated he contacted the contractor this evening they were still putting the bid together. The contractor will be keeping the unit price the same they will not be charging an up-charge. He stated the bulk of the remaining streets should be possible with the extra funds. Glencruiten will be resurfaced first, then the crews will work their way out on the remaining streets. There will be no curbing done. The force main project will be off to the side of the road it will not affect the paving.

Commissioner Duncan asked if the road will be curbed. He also asked about Evenhouse Road and when the force main project will start.

City Manager Leavengood stated when the City bid the project out, it was unknown how far the budget would go. This is a good problem to have, we can do more roads and stay in budget.

Mayor Lake opened public hearing, with no public comment, he closed public hearing.

Vice Mayor Dearmin moved to approve awarding the bid to Odom, as well as authorizing staff to spend the entire budget amount, motion was seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DEARMIN	AYE
COMMISSIONER DALEY	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

6.) UPDATE: POTENTIAL PROPERTY PURCHASE (485 W. HAINES)

City Manager Leavengood stated a the November 19th, 2018 regular City Commission meeting a discussion item was presented to the City Commission regarding the potential property acquisition of 485 West Haines Blvd. for future Public Works facility expansion.

Following the meeting City staff was able to obtain a key for access and able to perform a more thorough inspection of the facilities with a representative from the City's engineering firm, CPH. Based on this more thorough inspection staff is now proposing that if we were to purchase the property that the gymnasium facility be repurposed into vehicle bays (remove the front face of the building; the space between the structural beams will divide the building naturally into entrance bays).

The connecting road between the existing Public Works facility and the proposed expansion facility can also be done in such a way that the existing oak tree at the rear of the property can be preserved.

As a recap, the initial asking price for the property was \$400,000. City staff had an appraisal performed on the property that determined the value to be \$370,000. City staff tentatively reached a purchase price amount of \$360,000. There was some talk about further negotiation if the City was going to "tear down" the gymnasium as it represented \$170,000 of the appraised value. With the change in direction to repurpose the existing gymnasium for storage bays (at likely a significant cost savings over new construction) staff is comfortable with the current agreed upon price of \$360,000. Staff and Commissioners completed tours to evaluate the property. Public Works will be all be able to utilize all of the much needed space.

Mayor Lake asked if staff was comfortable with the negotiated price.

City Manager Leavengood stated if someone else purchases the property the City would miss the opportunity, and it is a good purchase for the City.

Vice Mayor Dearmin stated looking toward the future prices increase, if the City takes advantage of the opportunity now, it's a win-win. If the City had to purchase property and build new, it would be exceptionally more than what the property owners are asking.

Commissioner Maultsby stated the City shouldn't miss the opportunity, the gym is structurally sound and the City should move forward. He believes the price is good.

Commissioner Daley said she agreed with everyone, this is an opportunity and the City should jump on the purchase.

Staff recommended to draft a formal purchase agreement to be presented to the City Commission.

Commissioner Duncan asked how much is estimated to get the building in working shape and can future funds be used to pay for any of the project. He said when he walked through the building there the roof was leaking, has anyone looked at the roof. He also asked that a clause be used that the seller's will have to clean out the entire building.

Director Deaton stated to take the unwanted building out or demo some of the buildings will be between \$20,000 to \$30,000 in total. A contractor will be needed when the wall comes down at the gym to cap off the building. This will be around \$20,000, just as an estimate. In response to Commissioner Duncan's question he stated the man that released the key to him assured him that there will be nothing in the building when ownership changes hands.

Mayor Lake stated we will need engineering to take the wall down.

City Manager Leavengood stated this is a project that will clean up the façade of Public Works the City hasn't had the space. Like the City has done with Admin and City Hall, every year it can be chipped away at to improve the area.

Mayor Lake opened public hearing, with no public comment, he closed public hearing.

Vice Mayor Dearmin moved to draft a formal purchase agreement in the amount of \$360,000; seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DEARMIN	AYE
COMMISSIONER DALEY	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

RECOGNITION OF CITIZENS:

There were no comments.

COMMISSION COMMENTS:

Commissioner Duncan stated several people have complained to him about the parking on Main St saying it makes a left turn impossible to make. He asked if the City could make that area a No Parking area. He also said that in the same area, the storm drain needs to be cleaned out, as it seems to be clogged. He also stated that he has had complaints regarding the City's web site, it doesn't always work the way it should, he will send the notes he's gathered to the City Manager.

City Manager Leavengood Stated he and Director Deaton will ride out Main St. and assess what can be done. In response to Commissioner Duncan he stated the drain is a French drain and it may need to be cleaned out. He also said the web site will be cleaned up and that anytime there's something wrong with the web site to send a note and he will see that it is corrected. Dunkin will be opening soon.

Director Bailey stated Dunkin will be opened Saturday, January 19th.

Commissioner Maultsby stated he is grateful for the support from the residents of Lake Alfred.

Mayor Lake stated Friday January 11th the Lions Club is having a spaghetti dinner at 8:00 PM. The Family Dollar store would like to have a grand opening ceremony, that's being worked on. He also said DOT is working on the design portion of CR557.

Vice Mayor Dearmin thanked the City staff and the forethought of the City Manager for making Lake Alfred what it is. He stated he was looking forward to the Bluegrass held at Lions Park.

Commissioner Daley thanked the Historical Society for the plaques they were instrumental in having made. She also congratulated Director Amber Deaton on the CAFR Award. If you try and make a left turn onto SR92 it is a danger. Thelma street has a dumpster on the corner that makes visibility almost impossible. She wanted to congratulate City staff on the Holiday seasons.

City Manager Leavengood stated the City has contacted the owners of the dumpster several times and they will contact the owners again.

With no further business the meeting was adjourned at 9:02 pm.

Respectfully submitted,



Mamie Drane
Deputy City Clerk

Reviewed by.



Ameer Bailey
City Clerk