

**MINUTES  
CITY OF LAKE ALFRED  
CITY COMMISSION MEETING  
MONDAY FEBRUARY 15, 2016  
7:30 P.M.  
CITY HALL**

**Call to Order:** Mayor Charles Lake

**Invocation and Pledge of Allegiance:** Pastor Strawn

**Vice Mayor Daley** moved to excuse Commissioner Duncan from the meeting; seconded by **Commissioner Maultsby** and the motion was approved by unanimous voice call vote.

<b>MAYOR LAKE</b>	<b>AYE</b>
<b>VICE MAYOR DALEY</b>	<b>AYE</b>
<b>COMMISSIONER DEARMIN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

**Roll Call:** Those in attendance were Mayor Charles Lake, Vice Mayor Nancy Daley, Commissioner Jack Dearmin, and Commissioner Albertus Maultsby.

Staff attendance: City Manager Ryan Leavengood, City Attorney Seth Claytor, City Clerk Ameen Bailey-Speck, Community Development Director Valerie Ferrell, Parks and Recreation Director Richard Weed, Public Works Director John Deaton, and Sergeant Gillette.

**CITY MANAGER ANNOUNCEMENTS**

**City Manager Leavengood** stated the Spring Clean-up Week is scheduled for February 29<sup>th</sup> through March 4<sup>th</sup>. The City is offering to pick-up the following items at no charge for residential customers: furniture, construction debris, yard trash, and tires. Household hazardous waste can be dropped off at the Public Works facility at 515 W. Haines Blvd. Please contact the Public Works Department for more information.

Mackay Gardens and Lakeside Preserve will host a free gardening workshop on Thursday March 3<sup>rd</sup> at 10 am and a guided nature walk on Sunday February 14<sup>th</sup> at 2 pm. Contact the Parks and Recreation Department for more details.

The Lake Alfred Little League will kick-off the season with its Jamboree on Saturday, March 5<sup>th</sup> beginning at 9 am.

The City of Winter Haven and the Town of Dundee are hosting a free ethics training on Saturday March 5<sup>th</sup> from 9 am to 1 pm. This training would qualify for the mandatory 4-hour training for 2016 for elected officials.

The Lake Alfred Public Library is starting some new adult classes and a Teen Advisory Board. Please contact the Library for more information on these events.

The next community clean-up day is scheduled for Saturday, March 12<sup>th</sup> at 8:30 am. Volunteers are needed and all interested parties should meet at the City Hall. The event will begin assignment meeting and end with lunch at 12:30 at City Hall.

As part of a continuation of the centennial celebrations the City purchased Historical Building plaques for some of the historic sites around the City. City staff would like to host a dedication ceremony each month to recognize these historic sites. The dedication ceremonies will be held on-site, possibly in the morning at 10 am. The program would include light refreshments, dignitary comments, unveiling the plaque and photos. The proposed schedule is:

- March 3 – Citrus Growers Association Building (W.E. Jones), 160 Haines Blvd
- April 7 - Lake Alfred Hotel (Southern Gardens), 255 Main Street
- May 5 - Mackay Estates, 900 Mackay Blvd
- June 2 - First Bank of Lake Alfred (Historical Museum), 210 Seminole Ave
- July 7 - Chamberlain Building (Biggars Antiques), 140 Haines Blvd

The plaques are a close out of the centennial year. They include the history of the buildings and will be displayed on the buildings.

**Vice Mayor Daley** provided a packet on the 17 citrus labels associated with the City of Lake Alfred. The labels can be placed on a sign or bench. The Steering Committee at Mackay has picked a label for use at Mackay. The labels represent a piece of Lake Alfred's History. The cost is reasonable and could be funded out of the repair and maintenance line item.

### **CITY ATTORNEY ANNOUNCEMENTS**

No announcements.

### **RECOGNITION OF CITIZENS**

**Margaret Wheaton**, 340 Carolina Ave South, restated her concerns regarding appearance of the FDOT pedestrian overpass bridge. She stated that the overpass will become a gateway to Lake Alfred due to its size and location. She stated that that it is very industrial. She would like for the bridge to tie into the vision plan. She asked if the design could be improved.

**Mayor Lake** stated that it is a FDOT project and that the City will have input only.

**City Manager Leavengood** stated that the purpose of the public meeting was for FDOT to get feedback. According to FDOT, most of the comments and suggestions were not mission critical to the design. They were mostly aesthetic rather than technical and similar to staff comments. FDOT stated that the bridge will have some design improvements such as texturing and painted similar to the Winter Haven Bridge. FDOT stated that the beam is narrower which takes away the opportunity to have lettering across the bridge. The City is also interested in landscaping, power for lighting, and additional signage. The City may be able to add a sign affixed to the bridge after the project is complete. The City also needs to be aware of the existing signs.

**PROCLAMATION: AFRICAN AMERICAN HISTORY MONTH**

Mayor Lake read the proclamation in its entirety to recognize and celebrate February 2016 as African American History Month. He urged all citizens to recognize the impact of African Americans and extend best wishes to all observing February 2016 as Black History Month or African American History Month.

**CONSENT AGENDA:**

**Commissioner Dearmin** moved to approve the City Commission meeting minutes from February 1, 2016; seconded by **Commissioner Maultsby** and the motion was approved by unanimous voice call vote.

<b>MAYOR LAKE</b>	<b>AYE</b>
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<b>COMMISSIONER DEARMIN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

**Commissioner Dearmin** moved to approve the City Commission Announcements; seconded by **Commissioner Maultsby** and the motion was approved by unanimous voice call vote.

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**AGENDA**

**1.) ORDINANCE 1363-16: PERMITTING SERVICE FEES**

**City Manager Leavengood** stated as a part of a comprehensive review of city codes and policies, city staff has identified an opportunity to clean up and improve the code related to the schedule of permitting fees for construction within the City.

The permitting fees for the City were established in 1997 and subsequently amended in 2010. They currently reference a "Legacy Building Valuation Data" chart from the Southern Building Code which is outdated and no longer updated or maintained. Additionally, the valuation chart and Section 14-71 of the code also requires the Building Official to assign "Good" or "Average" valuations to the construction for permitting fee purposes. This creates a subjective element in determining the fees and also is dependent on the construction values that are submitted by the builder in their permit application (which creates an incentive for the contractor to undervalue their construction as it has no bearing on the purchase price of the property).

The proposed ordinance creates a baseline valuation rate of \$75 per square foot which is consistent with the value of construction in the Polk County region. This provides the auditor with some consistency and is in line with other cities. This amount is significantly lower than the current International Code Council (ICC) valuations are for per square foot construction. Based

upon current ICC standards, a typical newly constructed single family home would have a valuation of \$130.57 per square foot. The proposed ordinance does not increase permit fees.

The provisions within this ordinance were prepared by city staff and based upon feedback from several local Building Officials (our own, Winter Haven, and Auburndale) as well as the City Auditor and City Attorney.

Staff recommended approval of Ordinance 1363-16 on second and final reading.

**City Attorney Seth Claytor** read the ordinance title.

**Commissioner Dearmin** moved to approve Ordinance 1363-16 for Permitting Service Fees on second and final reading, seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote. There were no citizen comments.

<b>MAYOR LAKE</b>	<b>AYE</b>
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## 2.) RETIREMENT BOARD APPOINTMENTS

**City Manager Leavengood** stated that the City maintains two separate pension boards that serve as the board of trustees for the public safety and general employee pension funds. All Board members serve for three (3) year terms and the retirement boards have the following terms up for appointment:

### General Employee's Retirement Board Members:

The Lake Alfred General Employee's Retirement Board is a 7-member group, with three employee-elected positions, three City Commission-appointed residents, and one at-large member that could be either resident or employee appointed by the Board.

There are two open positions this year: the employee elected position for which Jessica Nevins was elected to fill; and a resident position for which Valerie Ferrell has submitted a letter requesting appointment to this position.

### Police/Fire Retirement Board

The Police/Fire Retirement Board is made up of five board members. Two of the board members must be legal residents of the City and are appointed by the City Commission; a police officer and a firefighter that are participating in the retirement plan are required to sit on the board; the fifth member is chosen by the a majority of the previous four members.

There are three open positions this year: the police officer position which is currently held by Chief Art Bodenheimer; the firefighter position is currently held by Chief Chris Costine, and the commission appointed position which is currently being held by Miguel Lopez. All three have agreed to continue on the Board.

Staff recommended approval to appoint Valerie Ferrell as a resident member of the General Employee's Retirement Board and to approve the reappointments for the Police/Fire Retirement Board.

The **City Commission** asked if staff had verified that an employee could also serve as a citizen position.

**Staff** responded that it is at the discretion of the City Commission since there is no language against the appointment. The Retirement Board is a board of trustees and any decisions are finalized by the City Commission.

**Vice Mayor Daley** moved to appoint Valerie Ferrell as a resident member of the General Employee's Retirement Board, seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote. The motion was approved by unanimous voice call vote.

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<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

**Mayor Lake** moved to approve the reappointments for the Police/Fire Retirement Board, seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote. The motion was approved by unanimous voice call vote.

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### 3.) **PURCHASE: HIGH SERVICE WATER PUMPS**

**City Manager Leavengood** stated that the City's main water plant utilizes three high service pumps in its operation to pump groundwater into the treatment plant for distribution through the utility system. The three pumps are 30+ years old and have been identified in the approved capital budget for refurbishment. Funding in the amount of \$30,000 has been set aside in the current fiscal year and in FY 17/18 for the refurbishment of two of the pumps with an anticipated additional \$30,000 to be included in a future capital year for the third pump. Price estimates for budgeting purposes were based upon contact with Water Resources Technology, a company that had previously done work on the pumps for the City.

In soliciting bids for the project, city staff determined that significant cost savings could be achieved by purchasing new pumps directly from the manufacturer and performing the installation in house instead of hiring a company to refurbish the existing pumps. The City can buy three new pumps directly from the manufacturer for a total cost of approximately \$25,000 and estimates the in house installation cost at approximately \$5,000 per pump for a total installation cost of \$15,000 (includes electrician connecting the pumps). The total project cost of

approximately \$40,000 represents a \$50,000 cost savings from the original estimate of \$90,000 for the three pumps.

Staff recommended the purchase three high service pumps from American Marsh Pumps for \$24,938.40.

The **City Commission** asked if there was a bid and about the life expectancy of the pumps.

**Staff** responded American Marsh Pumps is one pump manufacturer. Other manufacturers could provide suitable pumps, but not many will allow the City to buy direct. Purchasing directly from the manufacture provides a great deal of savings for the City. Staff was in the process of acquiring bids for improvements and to re-furbish the pumps. However the contact from Water Resource Technology informed the City that they could buy directly from the manufacturer. Purchasing from the manufacturer as a sole source eliminates the mark-up from the retail vendors. There is no warranty since pumps are a “wear” item.

**Commissioner Dearmin** moved to approve the purchase of three high service pumps from American Marsh Pumps for \$24,938.40, seconded by **Vice Mayor Daley**. The motion was approved by unanimous voice call vote. There were no citizen comments.

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<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

### **RECOGNITION OF CITIZENS**

There were no citizen comments.

### **COMMISSIONER QUESTIONS AND COMMENTS**

**Commissioner Dearmin** stated he was honored that citizens are attending the meeting and that the City has staff who take care of the City.

**Commissioner Maultsby** asked about Lake Alfred Memorial Trail citizen recognitions, City Commission meeting start times, and Gardner House.

**City Manager Leavengood** stated it may be good timing to line up with the construction of the bridge and trail dedications. The City Commission meeting times are a Commission policy item, staff serves at the pleasure of the Commission. The owners of the Gardner House are cleaning–up the house and will set a date in March for a walk-thru.

**Mayor Lake** attended the RLD at the Streamsong Resort. He asked if anyone planned to attend the Ag Deputy Lunch. He plans to attend. He stated that he was pleased with the plaque dedication, clean-up, landscaping...it shows that the City is on the move. He asked to add the plaque dedication dates to the website.

**Vice Mayor Daley** provided additional information about the Citrus Label Tour and the History Center’s goal to produce a brochure to promote the citrus industry and locations around the

County. It ties into the Mackay goals. She attended The Taste of Lake Alfred and enjoyed the event.

She received a letter from Juliet Reiner regarding a Florida Native Plant Society grant application. She read the letter about the discovery of a rare blue flowered lupine at the Mackay Gardens. She requested a letter of support for the grant to support the rare habitat conservation.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:15 pm.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Ameé N. Bailey".

Ameé N. Bailey  
City Clerk