

**MINUTES
CITY COMMISSION
MONDAY, FEBRUARY 21, 2022
7:30 PM
CITY HALL**

Call to Order: Mayor Nancy Z. Daley called the City Commission meeting to order at 7:31 p.m. in the City Commission Chambers located at 120 E. Pomelo Street, Lake Alfred, FL. 33850.

Police Chief Art Bodenheimer provided the invocation and **Mayor Daley** led the Pledge of Allegiance.

Roll Call: City Clerk Linda Bourgeois

City Commissioners in attendance: Mayor Nancy Daley, Vice Mayor Jack Dearmin, Commissioner Mac Fuller, Commissioner Albertus Maultsby, and Commissioner Brent Eden.

Staff in attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, City Clerk Linda Bourgeois, Fire Chief Wallace Nix, Police Chief Art Bodenheimer, Public Works Director John Deaton, Parks and Recreation Director Richard Weed, Community Development Director Ameer Bailey, and Finance Director Amber Deaton.

Mayor Daley congratulated Vice Mayor Dearmin on running without opposition.

Vice Mayor Dearmin thanked the Mayor and said he was happy to continue to serve.

City Manager Leavengood announced the following:

1. On February 24, 2022, at 10 a.m. the Polk Transportation Planning Organization will host a virtual community forum to discuss “The Future of Public Transportation” for the mobility needs in Polk County.
2. The 3rd Annual Heritage Day will be held this Saturday, February 26, 2022, near City Hall (tennis courts) from 10:00 a.m. until 5:00 p.m. There will be a marketplace with craft vendors, food trucks, and fun for the whole family.
3. The Ridge League of Cities Dinner will be held by the City of Bartow on Thursday, March 10, 2022, at the Bartow Civic Center. The event begins at 6 PM with dinner at 7:00 PM.
4. On Saturday, March 12, 2022, at 8:00 am, the City of Lake Alfred will host its annual Community Clean-up day. We will meet at City Hall.
5. The 2022 Spring Clean-up Week is from Monday, March 14, 2022 – to Friday, March 18, 2022. Items being picked up are Furniture, Construction Debris, Bagged Yard Trash, and Tires. Household Hazardous Waste (such as used motor oil, antifreeze, batteries, and chemicals) can be dropped off at Public Works – 515 W Haines Blvd.

Assistant City Attorney Claytor said he remained grateful to represent the great City of Lake Alfred.

Recognition of Citizens:

There were no audience members that came forward to speak to the Mayor and City Commission.

Finance Director Deaton said Micki Bond began working with the City of Lake Alfred on February 8, 2017. During her interview, the panel unanimously agreed she would be a great addition to the Lake Alfred family. She received the Employee of the Quarter recognition in 2018 She said she was never ceased to be impressed by her work and her work ethic. The pride she takes in her work inspires us all to work harder and do better. She continued and said she was grateful to know her as a person and was thankful she is part of her team. She concluded by saying that working with Micki is truly a pleasure, and she hoped we have several more years together.

Micki Bond said it was a pleasure to work with the City Commission and City Manager.

Mayor Daley presented the consent agenda for consideration of approval.

Consent Agenda:

- 1.) City Commission Meeting Minutes for February 7, 2022
- 2.) City Commission Announcements

Vice Mayor Dearmin made a motion to approve the consent agenda. The motion was seconded by **Commissioner Fuller**. The motion was unanimously approved.

Mayor Daley introduced the first business item for consideration.

- 1.) Public Hearing: Ordinance 1472-22: Adams Estate PUD Modification

Assistant City Attorney Claytor read the title of the Ordinance into the record.

City Manager Leavengood read the analysis into the record. He said the City Commission approved the Mixed-Use Planned Unit Development (PUD-MU) for the Adams Estate property in January of 2017 (Ordinance 1375-16). The PUD-MU created three (3) phases of development for the property. Phase 1 consisted of the special event facility for weddings, conferences, and similar events including 26 cottages. Phases 2-3 were future phases without a site plan but generally described as residential and commercial.

The PUD-MU was approved based on the standards in the old Unified Land Development Code (ULDC) from 1993. The updated Unified Land Development Code (Ord 1444-20) was adopted in February of 2021. At that time all PUDs were converted to an overlay and base zoning was re-assigned. The Adams Estate Property now has a future land use category of Mixed Use and a zoning district of Mixed-Use Corridor (C-2). The new ULDC provides new development standards to address mixed-use development that was lacking in the old ULDC.

The property owner has requested that the undeveloped portion of the PUD-MU (mostly Phase 2 and 3) be removed from the PUD-MU. Removing the PUD-MU on the remaining phases allows the development to follow the provisions of the underlying mixed-use Corridor (C-2) zoning district.

He concluded by saying the staff was recommending approval of Ordinance 1472-22 on the second and final reading.

Mayor Daley asked what was the process by which the Planning Board and the City Commission had in the current land use and zoning of the property.

City Manager Leavengood explained it was changed during the Unified Land Development Code re-write. He said they were selected based upon which category made the most sense and was approved in aggregate. He spoke about the old code, the placement was a judgment call since it was a mixed-use PUD, and the PUDs were converted to an overlay with the base zonings reassigned.

Community Development Director Bailey spoke about the PUD and said everything that was a PUD in the past was converted to an overlay. She mentioned Cypress Greens, Adams Estate, Green Swamp, the Community Redevelopment Area, and the downtown as overlays. She said the C-2 zoning district encapsulated the criteria and the PUD has not gone away.

Mayor Daley asked about the differences designed for a PUD versus a Mixed-Use.

Community Development Director Bailey said the PUD gave up to nine residential and the mixed-use has a maximum of twelve. She said there were other requirements such as open space and roads also in the criteria.

Mayor Daley wanted to know if a hotel came in what would be the approval process.

Community Development Director Bailey said it would be dependent upon the specific development request. She said there were different levels of approval and it could be administrative, Planning and Zoning Board, or City Commission.

A brief discussion ensued regarding other areas that were assigned the Mixed-Use, that there was already commercial development across the street from the Adams Estate, and the existing pockets of commercial planned in the City. Further discussion surrounded the potential to realign Adams Barn Road, commercial development being on the main corridor with the residential units behind, and the City of Auburndale is a component to that development.

Mayor Daley asked if they had to have a percentage of mixed-use or can they do just residential or commercial.

Community Development Director Bailey said there was a residential component of the mixed-use with a minimum of six per acre. There is not a provision the developer has to meet both.

City Manager Leavengood said staff would conduct a review of the category to see if there are any opportunities or liabilities in the future.

A discussion ensued about the public hearing of when the City Commission heard the new Unified Land Development Code, the detail list that was provided with the code re-write, and that the PUDs were one of the few areas that were reassigned.

Assistant City Attorney Claytor said the Planning and Zoning Board did find this zoning request was consistent with the comprehensive plan, was compliant with our Unified Land Development Code, and was consistent with the development trend of that area. He said if there was a public purpose for not approving this we would need to articulate that on the record.

Mayor Daley opened the public hearing.

Sal Mercy a representative of the Water Ridge community for Lake Alfred and Auburndale said he was the Vice President of the Home Owners Association. He shared they were concerned about the use of what is going to happen. He said they love what they are doing now but if you open the door for commercial use that can be quite devastating sometimes. He said they see a lot of traffic there and he understands trying to pave the road but also when you go that direction you are taking away from the public voice. He was concerned and did not know the rules and regulations yet. He shared it is our community and we want to have a high standard and it's good at Adams Estate but if you open the door to commercial it could change rather quickly. He concluded by saying that is our concern, thank you.

Assistant City Attorney Claytor said when you are considering this application thinking about the specific uses of the property would not be proper in the quasi-judicial context.

Community Development Director Bailey read excerpts from the staff report.

Mayor Daley closed the public hearing.

Commissioner Fuller and **Mayor Daley** thanked Community Development Director for her explanations and presentation.

Commissioner Maultsby made a motion to approve Ordinance 1472-22 for the Adams Estate PUD Modification on the second and final reading. The motion was seconded by **Commissioner Fuller**. The motion was unanimously approved.

Overview of the Department Director's Presentations

City Clerk

- E-recording was implemented where documents are electronically submitted to the Polk County Clerk of Courts for recording.
- The Limited English Proficiency Policy was updated and expanded citywide.
- Notary Training in notary law and procedure was conducted for all of the City notaries.
- Organization of the ~31,000 electronic documents stored in the Lake Alfred Laserfiche repository. The files are being reviewed, templates added, renamed for consistency, scanned for text recognition, and deleted if they have met the retention requirements of the State.
- Conducted public records training to the city employees in 2021.
- Civic Engagement with display tables in the library for the Florida City Government Week and Constitution Week.
- New Website coming in May.

Community Development Department

- A history of the annexation, Future Land Use, and Zoning was presented.
- Unified Land Development Code (ULDC) was adopted and effective in April of 2021
- Technical Standards are being developed.
- The ULDC was amended with the updated Florida Statutes.
- The Comprehensive Plan is being updated to include the Property Rights Element, the Capital Improvement Plan, and the Water Supply Plan.
- The permit fees are being evaluated.
- The Development Committee Reviews were presented relative to the pre-applications, site plans, construction plans, plats, and special events.

- An overview of the Lake Alfred residential developments their current status was presented.
- A summary of the building activity was provided. In FY 2021 there were 598 permits issued, 141 new homes, 1,659 building inspections conducted, 313 lien searches, 229 code enforcement calls, with 60 hearings.
- The 2022 goals were presented with software upgrades, improvements to the lien process, 2 possible demolitions, and providing online access for customer service.

Fire Department

- Retirement of Brian Beasley.
- 3 Promotions and 2 new Employees.
- There are 8 part-time firefighters.
- The shift personnel was presented.
- Training Officer Jim Davis teaching F01 Classes to the Fire Department employees
- Annual Testing for State and ISO was reviewed.
- A new Gear Guardian Washer was purchased with grant funding
- There were 1,129 medical calls, 3 house fires, 22 outside fires, 2 fire alarms, and 37 vehicle accidents.

Parks and Recreation Department

- Central Park Football Field is completed and the fencing on top of the wall is being installed
- The field rental applications and agreements have been updated.
- Best practices are implemented to ensure the integrity of the fields by proper watering, fertilizing, and mowing schedules.
- New Head Librarian Kimberly Walker was hired.
- Mackay events included guided nature and home tours, facility rentals, yoga classes, and master gardening meetings.
- There was a controlled burn, new benches, an art show, and a paved trail added at the Mackay Estate.
- City Events: Christmas Parade, Fall Cruise-in, 70th Anniversary of the Battle of Kapyong, Veterans Day with Auburndale, Thanksgiving luncheon, and the Christmas luncheon for the employees.
- The city purchased a stage, a fertilizer wagon, and a new mower for the Central Park football field.

A brief discussion ensued regarding gateway improvements at the Mackay and the upcoming Heritage Days.

At 9:37 p.m., **Mayor Daley** recessed the City Commission meeting and called to order the Community Redevelopment Agency Meeting.

Roll Call: City Clerk Linda Bourgeois

Board Members in attendance: Chairman Nancy Daley, Vice-Chair Jack Dearmin, Board Member Brent Eden, Board Member Mac Fuller, and Board Member Albertus Maultsby.

Chair Daley introduced the consent agenda for consideration of approval.

Consent Agenda:

- 1.) Community Redevelopment Meeting Minutes for October 18, 2021

Vice-Chair Dearmin made a motion to approve the minutes from the October 18, 2021, CRA Meeting. **Board Member Fuller** seconded the motion. The motion was unanimously approved.

Chair Daley introduced the CRA Applications for consideration.

City Manager Leavengood read the analysis into the record. He said the Lake Alfred Community Redevelopment Agency maintains a Downtown Commercial Facade Improvement Grant Program. The program incentivizes commercial businesses to renovate and update exterior facades of downtown commercial properties.

The program provides a matching reimbursement grant of up to \$50,000 to make these exterior and façade improvements. By offsetting the cost of these projects, the CRA hoped to incentivize visible improvements that will improve building and site aesthetics thereby improving the marketability and value of existing businesses while also attracting new businesses, residents, and visitors to the area.

The application process formally opens on October 1st of each year and closes on December 31st. Applications received after the formal application period closes may be considered subject to available funding. Application approval and the amount awarded are determined by the Board.

The commercial grant application cycle ended on December 31, 2021. The CRA received three applications.

Address	Improvements	Matching Request	Eligible
296 Alfred Street E.	Exterior improvements and ADA restroom, access, and parking	\$24,066	\$16,878
670 Lakeshore Way S.	Exterior improvements and paint	\$1,075	\$1,075
685 Lakeshore Way S.	Signs, ADA restroom	\$11,175	\$9,925
		Total:	27,878

The eligibility requirements for the applicant have been met, and it was determined the applications are sufficient to be transmitted to the Board for consideration. \$50,000 has been allocated and is available in the current fiscal year CRA Budget. The amounts listed above are reflective of a fifty percent match for eligible improvements consistent with the provisions of the façade grant program.

He said the staff was recommending approval of the matching grant applications for eligible improvements for the total amount of \$27,878.

Board Member Maultsby asked if this was a reimbursement program and was told yes by the City Manager. He continued and asked if the reimbursements were paid promptly and was told yes. He then asked what timeframe the applicants would be eligible again for the grant program and was told five years.

Board Member Eden asked if these were the only three applications received and was told there was one other applicant that was a tenant and unable to get the owner to sign.

A brief discussion ensued regarding the application period for the commercial applicants, the residential applicants, and then the open period to fund applications based on available funding.

Chair Daley opened the floor to public comments.

There were no members of the audience that came forward to speak to the Community Redevelopment Agency Board.

Chair Daley closed the floor to public comments.

Board Member Maultsby made a motion to approve the three matching grant applications CRA Residential Façade Grant Improvement Program for \$27,878. The motion was seconded by **Vice-Chair Dearmin**. The motion was unanimously approved.

Community Development Director Bailey introduced the applicants in attendance.

Jorge Moreira and Catherine Gonzales of 296 Alfred Street thanked the CRA Board and shared their appreciation for the assistance.

The applicant for 670 Lakeshore Way was out of town but said they were excited to have the help and shared their appreciation to the CRA Board.

Jose and Morena Mazorra shared their story of success by starting as a home-based business that grew into a storefront. They thanked the CRA Board for the love and support from Lake Alfred. They said they were grateful for the assistance.

City Manager Leavengood extended his appreciation to the board for the implementation of the CRA façade improvement grant programs.

At 9:55 p.m. Chair Daley adjourned the CRA Meeting.

At 9:55 p.m., the City Commission meeting was reconvened.

Mayor Daley opened the floor to recognize citizens.

Brenda Arnold of 435 Pierce Street asked about when the improvements would be made to Lions Park.

A summary was presented by the City Manager regarding the Parks and Recreation Master Plan saying the park was at the end of the program because it is the largest project and had the most expenditures attached to it. He spoke about the potential to obtain the Growers Fertilizer property and make a grand entrance to the park with the potential to have the Sunrail stop in that area. The anticipated price will be well over 5M.

Brenda Arnold continued and asked about having a traffic light installed where the students cross the road on Shinn Blvd and Lakeshore Way at the intersection of Cummings Street.

City Manager Leavengood said the Technical Advisory Committee ranked it high on the priority list and now we just need funding. He said this was a state road with over 90% of the traffic not being Lake Alfred traffic.

Brenda Arnold said she had some suggestions for the Christmas Party and was asked to speak to the Parks and Recreation Director. She concluded by congratulating Vice Mayor Dearmin.

Mayor Daley closed the floor to public comments.

Mayor Daley said she was happy to see the pizza place open. She shared an excerpt from the Southwest Florida Water Management District commending the City of Lake Alfred for its foresight in leadership and adopting the Water Star standards by ordinance. She continued and asked about the progress on the recycling of the plants on 557 and City Manager Leavengood said the city had reached out and had a meeting scheduled so he should have an answer this week. She asked for an update on the Zip Code Boundary Review and City Clerk Bourgeois said the city was still waiting to hear back from Operations Manager Brian Couch.

Commissioner Fuller thanked everyone for their attendance this evening. He congratulated the CRA grant recipients and he congratulated Vice Mayor Dearmin. He thanked the department heads for their presentations and said they were entertaining and educational. He spoke about the Ridge League Dinner and said Bobby Green was the speaker. He concluded by requesting for the City Manager to let Mr. Green know he appreciated him.

Commissioner Eden said overall he was excited and thanked the department heads for their presentations. He thanked the first responders and the Police and Fire Chief. He mentioned a crack in the basketball court and requested a repair. He concluded by congratulating Vice Mayor Dearmin on being declared elected without opposition.

Commissioner Maultsby asked about a subdivision in the Haines City area and wanted to know if we were furnishing the water and sewer to them.

City Manager Leavengood said it was a development on the eastern edge of the city just outside of our service area. He said he was working with the Haines City Utility Director on an Interlocal Agreement to where the cities would agree to draw the boundary line in the sand. He said we would provide services to the development in the short term so in the future when Haines City gets to that area for annexation they will then have to decide if they want to take over the utility service. They would have to buy us out and it will all be spelled out in the agreement.

Commissioner Maultsby clarified the location of the development as being on Old Haines City / Lake Alfred Road and Lake Lowery Road. He continued and asked if the city had received a phone call regarding affordable housing and said \$200,000 - 250,000 homes are not affordable. City Manager Leavengood said he did not think we had recently received a call but that we may have in the past. Commissioner Maultsby asked about the city and regulating rent control.

Assistant City Attorney Claytor encouraged the City not to engage in any discussion in regards to impairing entities or individuals' ability to contract privately. He would say no.

Vice Mayor Dearmin thanked everyone tonight and said it was a wonderful meeting. Second to none and to everyone who works here, it is an honor to be a part of it. He said the city manager, the department heads, and the commission, all love Lake Alfred and that is our goal to help the citizens. He mentioned that the Lake Alfred had two articles in the Quality Cities Magazine this quarter, one for the Florida City Government Week and an obituary for former City Commissioner Lowell Schmidt. He concluded by saying he was looking forward to the upcoming Heritage Days.

Mayor Daley thanked the City Manager for the detailed update this week.

At 10:17 p.m., the City Commission Meeting was adjourned.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Linda Bourgeois". The signature is written in a cursive style with a blue dot above the letter 'i' in "Bourgeois".

Linda Bourgeois, BAS, MMC,
City Clerk