

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY MARCH 4, 2019
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Carolyn Underwood

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

Staff in attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, Financial Director Amber Deaton, Public Works Director John Deaton, Parks and Recreation Director Richard Weed, Deputy City Clerk Mamie Drane, and other staff.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated there will be a ribbon cutting ceremony March 6th at 10:00 at Our Career Centered Academy located at the First Presbyterian Church.

March 11th - 15th will be Spring Cleanup Week and he asked Public Works Director Deaton to give more details on the event.

Director Deaton stated during the cleanup week items that the City would routinely charge for will be picked up without additional charge. Hazardous waste such as paint, oils, or aerosol cans will not be picked up at your home but there will be a drop off station at 515 W. Haines. Electronic equipment is considered as hazardous material, that can be dropped off at 515 W. Haines as well.

Commissioner Daley asked if Public Works will be picking up electronic equipment.

City Manager Leavengood continued, Saturday March 16th from 9 am till 12 pm will be Lovin' LA Community Cleanup Day hosted by the Lake Alfred Baptist Church. Participants are asked to meet at City Hall For more information call the Parks and Recreation Department

CITY ATTORNEY ANNOUNCEMENTS

No comment.

RECOGNITION OF CITIZENS

Margret Wheaton 330 Carolina Ave thanked the City for Heritage Day she was able to reconnect with friends she has not seen in many years.

Jane Brumbaugh 655 E Pierce St. stated she too enjoyed Heritage Day for much of the same reasons as Mrs. Wheaton. She also wanted to address the term limits that some residents feel should be imposed on the commissioners. She said the Commissioners already have term limits, the voters decide what they are in their decision to vote for them or to vote against them. We have a system in place, it is an election. Installing term limits would not allow the voters to make that choice. There are many things to learn as a Commissioner, it might take more than one or two terms. In that time they will have accumulated many years of experience. Term limits takes away the residents choices.

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 1411-19: PERSONNEL POLICY HANDBOOK

Assistant City Attorney Claytor read the ordinance title.

City Manager Leavengood stated the employee handbook sets forth in detail the personnel policies, benefit programs, and rules that apply to City employees. The last formal review of the Personnel Manual was conducted in 2017, and adopted on May 1, 2017.

Following the major revisions from previous years, staff has reviewed the policies on a continuing basis and how they have been implemented and applied. The proposed changes are predominantly cleanup in nature and are designed to clarify and to improve the intent of existing policies or to provide guidance on specific issues that have arisen since the previous revision. Notes were provided within the draft text of the document providing brief explanations of the proposed changes. The one change that was made after first reading was the cleanup of the political activities section 3.05.

Staff recommended approval of Ordinance 1411-19 on second and final reading.

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

Vice Mayor Dearmin moved to approve Ordinance; 1411-19 Personal Policy Handbook amendment on second and final reading, 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

2.) PURCHASE: REPLACEMENT LIGHTNING LOADER

City Manager Leavengood stated the City budgeted \$160,000 in next year's budget (FY 19/20) to purchase a replacement lightning loader consistent with our 10 year vehicle replacement schedule. The one scheduled for replacement is a 2009 Lightning Loader (Vehicle #602).

The lightning loader that is slated to be replaced in October is having major mechanical issues and is not currently in operation. The City was billed approximately \$10,000 on repairs to date and the vehicle is still not operable and is anticipating at least an additional \$17,000 in repairs. With replacement less than a year out it is more cost effective to advance the purchase of the new vehicle then to sink additional funding into repairs. City staff was able to reduce the amount owed on repairs to \$3,200 (from \$10k) since they did not result in the vehicle being operable as was originally anticipated.

The City has solicited the following bids for the replacement 2019 Lightning Loader:

- Sun State International: \$134,979 (Includes \$13,500 for trade in)
- Petersen Industries: \$151,205
- Rush Truck Centers: \$159,909

The City restricts seventeen percent (17%) of sanitation revenue for sanitation capital equipment which generates approximately \$100,000 per year in restricted sanitation revenues. \$149,000 is currently available in the restricted sanitation fund to accommodate the purchase with the next scheduled sanitation vehicle replacement not until FY 22/23 (giving ample time for the fund to replenish).

As an additional consideration, Sun State International, has the vehicle in-stock and available for immediate delivery. Petersen Industries and Rush Truck Centers have 60/90 day lead times. With Vehicle #602 being inoperable we are down to one lightning loader in operation with the March cleanup week approaching.

Staff recommended approval of the purchase of the 2019 Lightning Loader from Sun State International in the amount of \$134,979.

City Manager Leavengood asked Director Deaton if the City had a need for a third Lightning Loader and if the City should entertain the possibility of repairing the broken one.

Commissioner Duncan asked what model year is the Lightning Loader the City is using now.

Vice Mayor Dearmin asked about the make of the engine in the Lightning Loaders.

Director Deaton replied that the City should wait till the next Lightning Loader is in line for replacement then contemplate having a third Lightning Loader at that time. The City runs one five days a week the second Lightning Loader runs two to three days a week currently. As the

City grows there will be two running five days a week, that is when the City will need the third truck. The truck the City has now is a 2012 or 2013. The engine in all the Lightning Loaders is a Cummings engine.

Assistant City Attorney Claytor stated the solicitation was in accordance with the City's purchasing policy for solicitation in excess of \$20,000.

Commissioner Duncan stated when the hurricane came through the City was in need of ways to clean up. He asked if it would make sense to spend the \$17,000 for repairs to have an additional Lightning Loader. He also asked about the warranty on the new truck and will maintenance be performed in house or is it out sourced.

Director Deaton stated it would not be prudent to invest more money than the City has already in this particular unit. He said when the City has sold Lightning Loaders in the past they averaged in selling for \$10,000 to \$15,000, this unit would not sell for that much. In reply to Commissioner Duncan's question he stated there are two different warranty's that come with the truck. He will be glad to send out the information. He added any work that the maintenance crew can perform in house is done in house.

Commissioner Maultsby gave a brief history of the City's first Lightning Loader.

Mayor Lake opened public hearing, with no public comment, he closed public hearing Commissioner Maultsby

Commissioner Daley moved to approve the purchase of the Lightning Loader from Sun State International in the amount of \$134,979, 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

3.) PURCHASE: UTILITY PARCEL ON LAKE GEORGE ROAD

City Manager Leavengood stated the City owns and operates a lift station on a small parcel that the City has owned since 1983 on Lake George road that supports the west side of town (Lynchburg, Adams Barn Road). In 2012 the City secured an easement from Patrick Groves adjacent to the lift station for the placement of water interconnect with the City of Winter Haven.

The Florida Department of Transportation (FDOT) is currently in the process of clearing their books of surplus land that they no longer need. FDOT owns approximately 9 acres in the immediate vicinity of our lift station that they have had since 1962 and was used as a borrow pit for the construction of 17/92. In their assessment, FDOT discovered the City's interconnect was placed on their property and not on the grove property.

Essentially, Mr. Patrick granted an easement that he could not give as the FDOT property "notches" down directly into the area adjacent to the lift station where the interconnect is located. FDOT approached the City to see if we were interested in purchasing it; they originally

asked for \$24,000, we countered with \$12,000 with our own appraisal and settled at a purchase price of \$16,000.

We are currently in the process of completing a survey on the lift station and surrounding area to ensure there aren't any other conflicts but acquisition of this parcel is a necessity to protect the City's investment in the interconnect. The purchase will be funded through the enterprise fund which has ample unrestricted reserves to accommodate this expense.

Staff recommended approval of the purchase of the parcel on Lake George Road from FDOT in the amount of \$16,000.

Commissioner Maultsby asked if the City can use the land the way it is now.

City Manager Leavengood stated the City was fortunate that the property was owned by FDOT and wanted to rid themselves of the land, it would have been different were it a private entity. It is a wetland area and uses would be minimal.

Vice Mayor Dearmin moved to purchase the parcel on Lake George Road from FDOT in the amount of \$16,000, 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

4.) CANVASSING BOARD APPOINTMENT

City Manager Leavengood stated per Florida Statute and the City of Lake Alfred Charter, Canvassing Board members are required to attend the following meetings: Please note a quorum must be present at each of the meetings (except pre-election Logic and Accuracy testing). Per the City Charter, the Canvassing Board is comprised of the City Commission, except officials running in the current election, the city clerk (or designee), and the city attorney (or designee).

The 2019 Canvassing Board includes the following members:

Mayor Charles Lake
Vice Mayor Jack Dearmin
Commissioner Nancy Daley
Commissioner John Duncan
City Clerk Améé Bailey
City Attorney John Murphy

- 1) **Pre-election Logic and Accuracy testing - March 26, 2019 at 2:30 pm**
Location: Supervisor of Elections Headquarters, 70 Florida Citrus Blvd. Winter Haven
- 2) **Election night canvassing of ballots - April 2, 2019 at 6:00 pm**
Location: Supervisor of Elections Headquarters, 70 Florida Citrus Blvd. Winter Haven
- 3) **Certification of election results - April 4, 2019 at 5:00 pm**
Location: City Hall, 120 E Pomelo Street, Lake Alfred
- 4) **Post-election manual audit - April 8, 2019 at 11: am**
Location: Supervisor of Elections Headquarters, 70 Florida Citrus Blvd. Winter Haven

The Pre-election Logic and Accuracy (L&A) test is open for the qualifying candidates to view. The purpose of the test is to run sample ballots through the voting machine that will be located on our polling site during the election and test it for accuracy. After the test is performed the machine is sealed by the Supervisor or Elections staff and delivered to the City election site with the seal intact. The appointed representative conducts the procedure, confirms the results, and then signs the verification forms for the accuracy of the machine tested. In previous elections, the canvassing board has appointed the City Clerk to attend the testing on their behalf.

Staff recommended the appointment of Mamie Drane, Deputy City Clerk to attend the 2019 City Election Logic and Accuracy Equipment Test on Tuesday, March 26, 2019 at 2:30 pm.

Commissioner Duncan asked if it would be a breach of ethics or a violation of the Canvassing Board for Commissioners to campaign publicly for candidates.

The Commissioners gave consensus for Assistant City Attorney Claytor to research and address the question from Commissioner Duncan.

Assistant City Attorney Claytor stated that he would circulate the question and have an answer by weeks end.

City Manager Leavengood stated this question came up in Haines City and they were looking for clarification on this question as well. The action item tonight is to appoint a designee for the Logic and Accuracy Equipment Test.

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

Vice Mayor Dearmin moved to approve the appointment of Mamie Drane to attend the 2019 Logic and Accuracy Equipment Test on Tuesday, March 26, 2019, 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

RECOGNITION OF CITIZENS:

Rocco Pilieri 535 N Rochelle stated there had been a water main break on his street. Public Works came out and marked the site and said they would be back, but no one has been out since. He then asked about the repair of Twin Lakes dock and the road leading to the boat ramp.

Director Deaton stated he was not aware of a water main break but he would check in to it and get back with him.

City Manager Leavengood stated he will see if the dock and road is in the budget and the City will try to improve the entryway to the dock as well as the dock itself.

COMMISSIONER QUESTIONS AND COMMENTS:

Commissioner Daley stated she would like to thank the City Manager and staff for keeping the City out of debt while still accomplishing the recent agenda items.. She also wanted to appreciate the staff and City Manager for the planning workshop last week, it was a good productive meeting. Everyone learned from the presentations there and it was a great opportunity to learn what we can do to keep the small town charm.

Commissioner Duncan stated the Ridge Art accepted 50 pieces for the Mackay art show. Ridge Art has not set a reception date yet.

Commissioner Maulsby asked about the sidewalk schedule. He has seen sidewalks around the Ramona area that should be fixed.

Commissioner Dearmin asked if the sidewalks on CR 557 are maintained by the City.

Director Deaton stated the City has been working on the sidewalks on the west side of the City. There is more on the schedule and he asked Commissioner Maulsby if there is an area that needs repairing. At this time, the City is repairing sidewalks for safety reasons. If there is a sidewalk that should be reported, please notify Public Works and they will take care of it. In answer to **Commissioner Dearmin** he said that Public Works has repaired the sidewalks on CR 557 but it is actually a County sidewalks. The sidewalk in question was in a dangerous area and Public Works also removed a tree in the same spot.

Mayor Lake stated Heritage Day was good there was a good turnout. The Commissioners will be going to Tallahassee next week and visit with the Representatives. He attended a Polk Regional Water Cooperative meeting last week and the City was praised by a Commissioner from another City. He said he posted on Facebook about the testing that the Department of Transportation (DOT) was conducting on Cummings Street. They are performing a study on the traffic going through Lake Alfred.

City Manager Leavengood stated the City is continuing to meet with the FDOT staff on the Downtown operational study. There is an opportunity for the City to, possibly, take advantage of lane repurposing or lane reduction.

Vice Mayor Dearmin stated in closing he would like to echo Commissioners Daley's comments. It is an honor and privilege to work together with the citizens of Lake Alfred.. He said he

attended the Institute for Elected Municipal Officials 3 (IMEO 3) meetings this past weekend. It was a unique meeting with small group from the cities around the state.

With no further business the meeting was adjourned at 8:29 pm.

Respectfully submitted,



Mamie Drane
Deputy City Clerk

Reviewed by,



Ameé Bailey
City Clerk