

**MINUTES  
CITY OF LAKE ALFRED  
CITY COMMISSION MEETING  
MONDAY MARCH 6, 2017  
7:30 P.M.  
CITY HALL**

**Call to Order:** Mayor Charles Lake

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

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

Staff attendance: City Manager Ryan Leavengood, Assistant Attorney Seth Claytor, City Clerk Ameen Bailey-Speck, Police Chief Art Bodenheimer, Fire Chief Chris Costine, Public Works Director John Deaton, Finance Director Amber Deaton, and Parks and Recreation Director Richard Weed.

**CITY MANAGER ANNOUNCEMENTS**

**City Manager Leavengood** stated the upcoming Lake Alfred Public Library events include story time, Lego Mania, adult coloring, story time, and computer classes. The Library will also be hosting the Friends of the Library Book Sale and Mobil Career Source. Contact the Library for more information. The Library will be CLOSED for inventory & building maintenance during the week of April 3rd through the 8th. It will reopen on Monday, April 10th at 9 am.

The Spring Cleanup will take place March 13-17, ending with the Lovin LA Community Clean-up Day on Saturday March 18th. Residents can dispose of furniture, construction debris, yard trash, and tires at no charge. Hazardous household items such as oil, batteries, or household chemicals must be dropped off at Public Works on Haines Blvd. Contact the Public Works Department for more information.

**City Manager Leavengood** shared an update regarding on the Polk Regional Water Coop. He stated that most of the cities and the County approved the agreement. The only cities that did not approve the agreement were Frostproof (no expected growth) and Mulberry (tabled for new commission). They represent 1% of the County population, which should not create a financial impact for the remaining cities.

He also provided an update on the revised Raftelis Water Rate Study for a possible vacation policy. They provided three options. The first was to leave the rates as they are now. The second option was to charge 50% of the base rate. The third option was to charge 66% of the base rate. The petition from the Community was similar to the cost within the second and third options. Both options are similar to other cities that allow for a vacation rate. He also mentioned that other cities within the County will be conducting a rate study and reducing or eliminating vacation rates in order to help address the need for alternate water supply. Raftelis

does not expect any of the options to have a financial impact on the budget due to the limited number and the methodology used to create the original rates. An ordinance will be required to make any changes and staff will include any changes during the budgeting process. In addition, if approved the customers would pay their rate and upon returning the customer would contact Utility Billing to receive a credit for the month(s) there was zero water usage.

### **CITY ATTORNEY ANNOUNCEMENTS**

No announcements.

### **RECOGNITION OF CITIZENS**

**Connie Oliver** on Mary Way in Mariana Acres asked about intermittent leave if a customer comes down for a brief visit during the summer.

**City Manager Leavengood** stated that the City could credit for the months where there was zero usage. The City will not be actively monitor rather it would be a onetime review when the customer returns. He also addressed the desire of resident to shut off the water to prevent any accidental leaks. Residents have a shut off valve at the house which can be shut off. Public Works will assist in locating the valve to shut off the valve in lieu of customers paying \$45 to have Utilities shut off the valve at the meter.

**Wes Warren** 2137 Lois Blvd in Lake Marianna Acres and the President of Lake Marianna Acres HOA stated there is the possibility of a leak between the meter and the house. He also thanked staff and the Commission for their consideration on this matter.

**City Manager Leavengood** stated that the City has a repair policy and if the customer provides the City with the repair information, the City will reduce the bill to the average monthly usage. An ordinance will be required to make any changes and staff will include any changes during the budgeting process. In addition, if approved the customers would pay their rate and upon returning the customer would contact Utility billing to receive a credit for the month there was zero usage. Notices will be provided in the bill regarding the changes if adopted.

**Employee Recognition** – Mayor Lake and the City Commission recognized Ryan Leavengood for five years of service with the City. Several residents (Ron Schelfo, Connie Oliver, Wes Warren, and Margaret Wheaton) also stated their appreciation for his service and professionalism. Mr. Leavengood has been the City Manager since 2012. He was formally the Assistant City Manager in Auburndale. He has a Master's degree in Public Administration and a Bachelor's Degree in Environmental Science and Policy. He is a member of the ICCMA and the FCCMA. He is currently a Board Member for the FCCMA and Chair of the Polk County Managers Group.

**City Manager Leavengood** stated he feels like he has put down roots in the community and appreciates the City Commission and their support. He recognized staff and the community for working together.

**Discovery Academy Update – Mike Jones** 155 South Glenn Ave. provided an update on Discovery Academy. He has served on the Governing Board since 2005. The High School started this past year with 285 students in 9<sup>th</sup> and 10<sup>th</sup> grade. There are two buildings which house offices, classrooms, and science labs. There are already 275 students who have applied

for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade next year. They expect to increase the 10<sup>th</sup> grade from 75 to 125 students. The target enrollment for next year is between 550-560 students. Construction of phase 2; the administrative offices, dining hall, student center, and gymnasium has been delayed by USDA grant processing issues. They would like to have the construction completed by August. If not, it does not affect the student enrollment or classrooms.

**Mayor Lake** asked if an elementary school was planned on the site.

**Mike Jones** stated that there were no plans for an elementary school at this time. The property is cleared and there are wetlands for a future nature boardwalk and science experiments.

### **Department Updates**

**Finance Director Deaton** gave an update listing the accomplishments as implementing the rate study, auto call for late accounts, Amazon Business Account for the City, and reducing the use of financial consultants. The Finance Department strives every year to receive the Distinguished Budget Award and Certificate of Achievement in Financial Reporting. One goal is to update the time clock module to automate the process and reduce errors. Another automation process would be for the fuel master upload rather than entering data into a spreadsheet. They are also working to upgrade the accounts payable process, reduce the number of checks issued, and start a purchasing card system with rebates. She would like to address the fixed asset policy and increase the minimum amount for capital purchases from \$1,000 to \$5,000 to reduce tracking from capitalization of assets and depreciating assets. Future goals are the upgrade of the Utility Billing area, converting the PTR position to full time, receiving her CPA license, and using an online system for payments such as e-check. She thanked the Commission for their support.

**City Clerk Bailey** stated that the position has many facets. Clerk responsibilities include meeting minutes for several boards and records request. The City received approximately 50 public records request in 2016. Human Resource activities have increased in 2016 with 31 new hires in comparison to 10 in 2015. Workers comp claims decreased from 10 to 5 in the same time period. Additional policy reviews included the insurance changes and EEO Plan. A monthly newsletter was generated and quarterly employee trainings were held. The Health Fair was well received. She researched non-ad valorem, payroll and benefits, employee recognition program, and oversaw the Parks and Recreation Master Plan RFQ process. The municipal elections process was cut short with no opposition, but the process was very educational. She provides cemetery oversight with 10 spaces sold in 2016 with 14 burials. She serves as the Polk County GIS Users Group Chair to coordinate trainings. Some of the research projects included a GIS component such as reviewing the utility billing data, market analysis, grant maps, and updating the City and CRA maps. She also assist the City of Auburndale with GIS services in trade for Auburndale's assistance with IT services. She serves as webmaster and posts city related items to Facebook. The Facebook audience has significantly increased over the past two years. Some popular post included the new signs, sandbags, awards, and the bridge announcements.

**Fire Chief Costine** reviewed the calls for service. 74% of the calls are for medical services (16% at Southern Gardens or Lake Alfred Assisted Living) and the volume of calls dropped 40% since the beginning of the Mutual Aide agreement with Polk County. Lake Alfred Elementary students in first grade toured the Fire Station. The Fire Department staff visited the 2-3<sup>rd</sup> graders at the school to review fire safety. After the recent plane crash in Lake Alfred the Fire Department realized they did not have enough medical supplies in case of a mass casualty.

Therefore they created a medical supply kit for each of the schools and they are stored in the school clinic. The Fire Department closed in one of the bays to create a bunker gear locker room. This enabled them to move the employee equipment away from engine exhaust, the sun, and the view of the public. The gear is safer from theft and will last longer. In September, Firefighter Emro and Chief Costine became certified CPR and Automatic External Defibrillator (AED) Instructors. They will provide training to fire, police, other staff, and the public. The department staff will be demoing and then purchasing extrication tools budgeted at \$45,000. The back-up equipment is from the 1970's and have been requested to be placed in a historic museum. He was able to get junk cars from Bolton's the practice using the equipment prior to purchasing.

**Parks and Recreation Director Weed** stated the department completed several projects last year. The Mackay House grant phase II upstairs renovation was completed included the porch, walls and ceiling repairs from water damage. They Mackay Bridge was also restored. Events at Mackay included astronomy night, master gardener workshops, guided nature tours, Ridge Ranger volunteer days, Earth day field trip for Lake Alfred Elementary, and approximately 50 weddings. They are booking weddings into the fall of 2018 and revenue is used for the maintenance and upgrades at the facility. During the work days they cut down approximately 100 trees to prepare for burning and habitat restoration. He is working towards getting a Prescribed Burn license and the burn at Mackay can serve as part of the licensing requirements.

There were upgrades at the Library in conjunction with funding from the Friends of the Library including new shelving, equipment, wireless printing, and sidewalks. The library had its best year for circulation and attendance. The roof was replaced and vents were added on the Highlands Community Center. The Center was painted and received some minor interior repairs. The dock was replaced at Lions Park with an aluminum dock with composite decking. It should last longer than a wood dock. This will be the standard as the docks are replaced around the City. The next dock to be replaced will be at Lake Echo. They are working to clean out the lake front to remove exotics. The tennis courts were resurfaced and repainted and they will be adding new benches. New landscaping and irrigation was installed around the Chamber building. Events around the City included the Community Cleanup, July 4<sup>th</sup>, the Good Ole Days, Memorial Day, Mackay plaque dedication, Christmas Parade, and the Bluegrass and BBQ Bash. The bash was well attended using parking at the park and local churches. A multi-passenger golf cart was purchased to move crowds next year. The department also purchased a new F-150 and wedding chairs for Mackay. The chairs have already paid for themselves through rentals. The recently purchased Hughs Building is in the process of being remodeled to accommodate an employee break room, office, Friends of the Library storage, and storage for equipment and decorations. He thanked the Commission for their support and looks forward the Parks Master Plan process.

### **CONSENT AGENDA**

**Commissioner Dearmin** moved to approve the consent agenda, seconded by **Commissioner Maultsby**. 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 DUNCAN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

## AGENDA

### 1.) RESOLUTION: 08-17 ACCEPTANCE OF STORMWATER PARCEL

**Assistant City Attorney Seth Claytor** read the Resolution title.

**City Manager Leavengood** stated in November of 2016 the City made purchase of a vacant parcel of property on Lake Buena Vista Drive. The property was acquired to accommodate a drainage pipe as a part of the FDOT stormwater project to alleviate drainage issues at Cummings St. & Lake Shore Way. The proposed resolution formally accepts the conveyance of the property to the City. A separate action will be brought to the Commission for the FDOT easement.

**Staff** recommended approval of Resolution 08-17.

**Commissioner Dearmin** moved to approve Resolution 08-17, seconded by **Commissioner Duncan**. 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 DUNCAN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

## RECOGNITION OF CITIZENS

**Margaret Wheaton**, 340 Carolina Ave South, stated she enjoyed hearing about all the department accomplishments. She hopes to see a line item in the budget for the improvement and expansion of the library.

**City Manager Leavengood** stated that the budget includes \$50,000 for the capital priorities identified in the Parks and Recreation Master Plan, which would include the library.

**Jane Brumbaugh**, 655 East Pierce St. reiterated the comments regarding the library and the staff presentations. She enjoyed the spirit on the night's meeting.

## COMMISSIONER QUESTIONS AND COMMENTS

**Commissioner Maultsby** stated job well done and he looks forward to continuing the work. He also thanked the citizens.

**Mayor Lake** stated that he enjoyed the going away party for Valerie and the Star Wars theme. He will be in Tallahassee next week for Polk County Days. He stated that staff did a spectacular job on the Department updates. He congratulated City Manager Leavengood on his recognition. Last week he attended the Sergeant pinning ceremony for Alvin Maultsby. He mentioned that Herb Nigg was in the Haven Magazine.

**Vice Mayor Daley** also stated her appreciation for staff and the City Manager. She also thanked the citizens for their attendance, participation, and support.

**Commissioner Duncan** thanked the City Manager for his service.

**Commissioner Dearmin** stated the City has great a staff and City Manager. He stated that his Manager at LEGOLAND commented on the City signage and improvements including the bridge.

**City Manager Leavengood** stated the contractor should be finished with the bridge in the next couple of weeks. The City may hold a dedication at the end of March or the beginning of April depending on schedules. They will include staff from Winter Haven.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 9:33 pm.

Respectfully Submitted,

  
Ameé Bailey  
City Clerk