

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY, MARCH 16, 2020
CITY HALL**

Call to Order: Mayor Nancy Daley

Invocation and Pledge of Allegiance: Pastor Gomez

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

Staff in attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, Public Works Director John Deaton, Finance Director Amber Deaton, Parks and Recreation Director Richard Weed, Fire Chief Wallace Nix, Police Chief Art Bodenheimer, Deputy City Clerk Mamie Drane, and other staff.

City Manager Announcements:

City Manager Leavengood provided an update on the current Covid-19 situation and City operations. In March and April no disconnections or late fees will be accessed for utility customers. There will be a 30-day cancellation of public meetings and events beginning on Tuesday, March 18 ending Friday, April 17th. The next City Commission meeting will be April 20th where the Commission can reconvene and readjust as necessary going forward. March through May any rentals for Mackay and Highlands will be offered to reschedule or cancel with no loss of deposit. The City parks will remain open. The facilities and equipment will be cleaned as much as possible.

For City Employees, normal operations will continue for all departments. The primary points of contact with the public are the permit desk, utility billing, and the public library. These contact points will self regulate naturally over time. Specific changes to operating procedures within the department will be initiated by the department head. Leave time will be approved by department heads in a normal manner. The above time frames and operations are subject to change.

Commissioner Lake made a motion for all meetings to be canceled for 30 days until April 17th, seconded by **Commissioner Eden**. The motion was approved by a unanimous voice call vote.

Commissioner Eden asked if there will be precautions at the door of City Hall for the voters.

City Manager Leavengood responded stating that the Supervisor of Elections has said there will be hand sanitizer and wipes for the voters and the election workers will be wiping down the equipment throughout the day.

City Attorney Announcements:

No Comment.

Recognition of Citizens

No one came forward.

Mayor Daley read the proclamation for Donate Life Month proclaiming April as Donate Life Month in Lake Alfred. Encouraging all residents to consider giving life through organ donation and to sign up on Florida's organ and tissue donor registry by visiting www.donatelifeflorida.org or when renewing their drivers' license or state identification card.

Consent Agenda:

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

Agenda:

- 1.) PUBLIC HEARING: Ordinance 1429-19: Gum Lake Grove LLC, WGTO Tower Road Future Land Use (FLU)
- 2.) PUBLIC HEARING: Ordinance 1430-19: Gum Lake Grove LLC, WGTO Tower Road Zoning

Assistant City Attorney Claytor read Ordinance 1429-19 into the record.

City Manager Leavengood stated On October 21, 2019, the City Commission approved the annexation of the vacant Gum Lake Grove property on WGTO Tower Road on the 0.13-acre site.

The applicant has requested a Future Land Use (FLU) classification of Very Low-Density Residential (VLDR) and a Zoning designation of Single-Family Residential (R-1AAA) within the Green Swamp Area of Critical State Concern. The primary function of the requested FLU and zoning is to accommodate low-density residential uses. The proposed site does not meet the minimal acreage to develop, however it is part of a larger property owned by Gum Lake Properties. The request is similar in the size and scale of development in the surrounding area.

On Tuesday, November 12, 2019, the Planning Board held a public hearing on the proposed Future Land Use Map Amendment and Zoning designation and unanimously voted (6:0) on both requests to provide a recommendation of approval to the Lake Alfred City Commission.

On December 2, 2019, the Lake Alfred City Commission voted to approve the Future Land Use Ordinances 1429-19 and 1430-19 on first reading. The request was transmitted to the Department of Economic Opportunity (DEO) for a State Coordinated Review and in a letter dated February 14, 2020, DEO responded with no objections or comments to the proposed future land use request.

Staff recommended approval of Ordinance 1429-19 on second and final reading.

Mayor Daley opened the public hearing, seeing no one closed the public hearing.

Commissioner Lake moved to approve Ordinance 1429-19; seconded by **Vice Mayor Dearmin**. The motion was approved by a unanimous voice call vote.

Assistant City Attorney Claytor read Ordinance 1430-19 into the record

Staff recommended a pproval of Ordinance 1430-19 on second and final reading.

Mayor Daley opened the public hearing, seeing no one closed the public hearing.

Commissioner Lake asked about the location of the property and if it is part of the larger parcel that is adjacent.

City Manager Leavengood stated the Gum Lake project wraps around the lake and accepting this small piece of land will unite all of the parcels under one jurisdiction.

Vice Mayor Dearmin moved to approve Ordinance 1430-19; seconded by **Commissioner Lake**. The motion was approved by a unanimous voice call vote.

3.) Ordinance 1433-20: Drinking Water State Revolving Fund Planning Loan Agreement

Assistant City Attorney Claytor read Ordinance 1433-20 into the record

City Manager Leavengood stated for the past several years the City has presented in the Capital Improvement Program the opportunity to construct an additional water plant. The current plant was originally constructed in the 1940s and is the City's only water plant. The ground storage tank adjacent to the plant was built in the 1970s. The new plant and ground storage tank would provide needed resilience and redundancy in the water system which is a common practice in utility's our size (or even smaller).

The Drinking Water Facilities Program through the State Revolving Fund (SRF) allows for principal forgiveness associated with the debt obligation on the plant. The engineering consultant believes that we would be eligible for up to 50% forgiveness on the loan. The amount of principal forgiveness would be known before committing to design or construction.

The project and associated process with SRF is divided into three steps:

- 1.) Facility Plan
- 2.) Design
- 3.) Construction

On December 2, 2019, the City Commission approved a resolution authorizing the loan application for a Drinking Water State Revolving Fund Loan for the Facility Plan. The proposed ordinance enters into the SRF Loan Agreement for the Facility Plan for \$27,500 with a ten-year term, 1.33% annual interest and principal forgiveness of \$13,750.

Once the facility plan is completed action items will follow for design, land acquisition, and eventual construction of the new water plant.

Design and property acquisition can run between \$750,000 and \$800,000 that will be a second action item. The construction of the plant will be an additional \$4,000,000. That would all be through the SRF program. The City is trying to get the 50% principle forgiveness each step of the way. The smaller loan would roll into the larger loan. The new plant is proposed for the Gapway property. The area is planned to be a larger industrial sector.

Staff recommended approval of Ordinance 1433-20.

Director John Deaton stated the City is planning on buying about two (2) acres for the plant to be built at the industrial site. The new plant will be designed with a larger ground storage tank

and larger high service pumps. The existing plant has a 500,000-gallon storage tank and the water is turned twice a day. The elevated tank is 65,000 gallons the new plant has been purposed with a minimum of 750,000 ground storage and a 1,000,000 gallon tank. The existing plant, running at full speed can process 2,000,000 gallons per day. The new plant at full capacity can process 3,000,000 gallons. If there is an issue at either plant the second plant will be sufficient to maintain the City.

Commissioner Lake asked if two acres would be enough for the water plant and has testing been done for the new location to make sure there is water available.

Director Deaton stated two acres would be big enough for the new plant but there would be no room for expansion. The two acres will be fitted to the plant size the city is building. No testing has been done but there is water available.

City Manager Leavengood stated the limiting factor is more the permit for more water more than an issue with the pumps.

Commissioner Maultsby asked if the City has an agreement with the property owned for the designated land.

Director Deaton stated the owner has agreed with the City on the purchase of the property.

Mayor Daley asked if the money to build this will come from the utility impact fees. She also asked how will this affect the Water Cooperative that the City will also be paying.

Director Deaton stated the City can make loan payments from the impact fees. This is for future growth.

City Manager Leavengood stated this is a part of the Water Cooperative and to acquire the 50% loan forgiveness is a great benefit for the City. The utility is profitable and the debt service the City has will mature in 2023. When the City the rate consultants will look at the debt and there may some offset within the rates to recover the loan. The City is in a good enough position that we may be able to absorb the payments when the other debt service falls off. the Water Cooperative project going

Commissioner Lake asked if the City had a schedule for this project.

Director Deaton stated the City has the option to pay off the loan or over time. He also pointed out the City is not asking for more water from the aquifer. The schedule to date is; the application presented tonight, the project goes to design and buying the land this will take approximately a year. The City will then begin accepting bids for construction, which has been projected to take 1 ½ year.

Commissioner Eden asked if the City has to enter into a loan to receive loan forgiveness.

Director Deaton stated the initial loan will roll into the future loans, the principal forgiveness will be at the end of the project. The City will have the option to pay off the loan as a lump sum payment or in monthly payments over 20 years.

Mayor Daley opened the public hearing seeing no one closed the public hearing

Vice Mayor Dearmin moved to approve Ordinance 1433-20 and the exhibit; seconded by **Commissioner Maulsby**. The motion was approved by a unanimous voice call vote.

4.) Capital Budget Presentation

City Manager Leavengood stated The City's annual budget process includes the preparation and adoption of a five-year Capital Improvements Program (CIP). The CIP allows us to prepare for long-term and high expenditure projects and purchases. The inclusion of the CIP in the budget process allows for a better planning and forecasting tool. These are the projects that ultimately make their way into the balanced second-year budget, and then into the operating current year budget where the project is funded and completed.

Proposed additions to the currently adopted CIP are highlighted in yellow and projects that did not have a dedicated funding source or are proposed to be grant-funded were pushed back but remain in the CIP (and can effectively be advanced at any time once funding is available).

City Manager Leavengood stated in each division the highlighted items have been changed or added.

General Government / Finance / Community Development, The replacement vehicles for administration will be in 2020, 2021 and 2022, there are four vehicles. These vehicles are replaced at either 10 years old or over 100,000 miles. Each year \$30,000 is set aside for future vehicle replacement and the replacement of the City website. Added items include technical standards, which would encompass the code rewrite and new accounting and permit software.

Police Department, vehicle replacement is highlighted due to an increase in price going to a hybrid engine, the City is anticipating a higher resale value and fuel savings from the update. The evidence building has been added this year. The City's current evidence building is a shed and at some point, there will be additional demands. As activity increases for the Police Department so will the need for a larger evidence building.

Commissioner Lake asked how long is the Police Department required to hold evidence, and what happens when the evidence collected is too big for the building.

Chief Bodenheimer stated some evidence must be kept indefinitely. The Police Department is working on cleaning out and disposing of as many items from the evidence building as possible. Even found property is evidence, some of the items the department will have to keep longer than others. He explained that when something large like a car is evidence the Sheriff's office would be asked for assistance.

City Manager Leavengood stated there were no changes to the *Fire Department*. He explained the allocation process that the City has to purchase new engines and trucks for the department.

Commissioner Lake asked what improvements are on the new truck.

Chief Nix stated engine one pump has been rebuilt twice and can carry only 500 gallons of water, that is not enough to work a structural fire. Engine two has 1,000-gallon capacity. The new engine will have a 1,000-gallon capacity as well. As the engines get older it cost more to repair them. The new engine will be a "clean cab" the firefighters must change after each fire. The contaminated gear will be placed in a bag and placed into storage in the back of the unit, away from the firefighters. Gear will be duplicated. Trucks are divided by calls.

Commissioner Maultsby asked if something happens to the engine and the City needs to replace the engine before the designated time, how will the City respond

City Manager Leavengood stated if one of the trucks required a major repair and it is decided the cost of the repair is not in the interest of the City, we may just advance the purchase.

City Manager Leavengood moved on to the *Community Redevelopment Agency* stating the only change was to push Streetscaping to 2024/2025. The façade grant will continue at \$50,000 per year, the City has yet to receive an application. If the City does not receive a façade application in any given year the funds will be rolled into the project.

Mayor Daley asked can a new developer use the façade grant.

City Manager Leavengood stated the façade program was created more for the existing businesses for renovations.

City Manager Leavengood stated the Master Park Plan is like a subset of the CIP. The City is saving \$50,000 per year in the General Fund to the Parks and Recreation Master Plan. With all the General Fund demands it is unlikely that there will be an increase to the savings. The CRA will be the catalyst for Lions and Central Park. We may be able to continue this for a few years because of the new developers contributing to the CRA.

Commissioner Maultsby stated he liked the idea of chipping away at the projects he does not think the City needs to carry debt. He asked if the City could partner with the Discovery High School for a combined football field.

Director Weed, there was a preliminary discussion with Discovery High School regarding a football field. The discussion has not been re-visited.

Public Works Director Deaton stated the City hired a local surveyor to get an estimate of the grading work that was required at Central Park. He and Director Weed measured the property out and laid out the proposed plan with added parking. They met with a contractor to price out the grading work.

Mayor Daley stated several years ago she attended a school board planning meeting and the subject came up regarding partnership with the cities for sharing the sports fields. She remembers the school board was troubled by the insurance and maintenance requirements. Since Discovery is a charter school there may be more leeway. The five year CIP is a beneficial grant enhancement tool.

City Manager Leavengood continued moving on to *Park's and Recreation* he stated under the Gardner House restoration there is \$25,000. The City will need to ramp up for a matching contribution. For this item, the City remains dependant on a Historic Preservation Grant there is a plan in the CIP to complete the house. Vehicle replacement for Parks and Recreation is planned for the future.

City Manager Leavengood stated the *Public Works* vehicle replacements have all been planned. There is one addition in the Public Works CIP, which is the \$150,000 to replace the rear-load garbage truck.

Public Works Director Deaton stated the City has 2000 a rear-loader truck used for the dumpster route. It can be used to pick-up residential trash as a back-up. The \$150,000 will buy the City a used truck that will be used for another 10 years. This truck runs one day a week unless there is an issue with another truck and this one is used for a backup.

City Manager Leavengood stated the sidewalk projects are related to the Parks and Recreation Master Plan. They have been earmarked to the connectivity projects and it is already in the current budget. Street Resurfacing has been reduced by \$50,000 going into next year, due to the Rail Road track ramps that were completed this year. For \$50,000 per year, the City can complete approximately ½ mile of sidewalk done. The Park Master Plan has identified 3.2 miles of linear feet of sidewalk needing replacement.

Moving on to *Public Utilities* he stated the CR 557 sewer extension to include the subdivisions going in off of CR 557 to run to the wastewater plant. The system in place now was not designed to accommodate all the new development.

Mayor Daley asked about the addition to the CIP regarding moving the utility lines when the road widening gets underway.

Public Works Director Deaton stated the lines belong to the City it is in the right-of-way which is a shared right-of-way. When the County widens the road the City has to move the pipes. When the road widens some portions are in the wet-lands and the area will have to be built up. It could become costly. The Buena Vista lift station project is next to the fountain near the middle of town. There have been repairs, the pumps are old and outdated. The station will not be sufficient to maintain future use. The new lift station will be a triplex, the existing one is a duplex. This will be a wet-well system the pumps can be pulled out for maintenance as opposed to someone going into the well for servicing.

The Stormwater Master Plan fund is to update the current stormwater plan for permitting and the vac trailer will be used for cleaning out the lift stations, storm drains, and broken lines.

City Manager Leavengood stated some of the expense will be off-set with impact fees.

The proposed CIP is being presented to the City Commission for consideration and approval as submitted or with any amendments that the Commission may desire. The proposed CIP is conceptual and speculative and will be included in the final budget for consideration with any changes that the Commission may determine or that may be necessary due to changes in budgeted revenues or expenditures.

Staff recommended approval of the purposed Capital Improvement Program.

Mayor Daley opened the public hearing seeing no one closed the public hearing.

Vice Mayor Dearmin moved to approve the Capital Improvement Program; seconded by **Commissioner Lake**. The motion was approved by a unanimous voice call vote.

Recognition of Citizens:

Gwen Lively 825 Adamson Court asked about Experiment Station Road being turned over to Lake Alfred. She also asked if the City could put something on the utility bill.

Commissioner Lake stated he had heard that Experiment Station Road was going to be annexed into the City.

City Manager Leavengood stated that was not true. The City will have to get enough people to sign to join the City.

Annie Neely Lewis 946 Everett St. stated a year ago she went door to door trying to get her neighbors interested in annexation, she would like to see the area improve. She said there are about 75 homes in the area.

Mayor Daley asked how many homes are in your area. She stated all of the residents do not have to sign a petition before the annexation can start.

Commissioner Questions and Comments:

Commissioner Maultsby stated he enjoyed the weekend clean-up day was fun

Commissioner Lake reminded everyone of the census and mentioned that tomorrow is the primary. He said he saw a work crew taking boring samples next to the Dollar General. He asked who they were and what were they working on.

Director Deaton stated the work crews are checking the soil as part of the monitor/testing for the stated.

Vice Mayor Dearmin he attended the cleanup day some dedicated people came together to clean up the City.

Mayor Daley stated there was a volunteer luncheon for the workers at Mackay. They are keeping Mackay look good. Wish good health take it seriously and be careful.

Commissioner Maultsby asked if there was an update on the City-owned property.

City Manager Leavengood stated the City is waiting on the completion of the environmental tests. He has a meeting with a contact from the retail conference. His goal is to present brokerage in late Summer or early Fall. There are several groups.

Mayor Daley asked if it was the same group they all met at the convention and will the plans to change the City roadway help or hurt a positional developer.

Commissioner Eden thanked City staff for putting the CIP together and he is excited about the direction the city is moving.

With no other business, the meeting was adjourned at 9:29 pm.

Respectfully Submitted,

Mamie Drane
Deputy City Clerk

Reviewed by,



Ameé Bailey
City Clerk