

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY MARCH 20, 2017
7:30 P.M.
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Joyce Schmidt

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 Amée Bailey-Speck, Police Chief Art Bodenheimer, Public Works Director John Deaton, Finance Director Amber Deaton, and Parks and Recreation Director Richard Weed.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated the Mackay Gardens and Lakeside Preserve will host a free Master Gardener Workshop on Thursday April 6th at 10 am and a Nature Walk on Sunday April 9th at 2 pm. Contact the Parks and Recreation Department for more details or to sign-up for one of these events.

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 City is currently accepting applications for summer camp which will run June 12 – July 28th. Check the website for the list of fieldtrips, application, and Jr. Counselor Handbook. The City is working to coordinate with Lake Alfred Elementary for use of their facility.

City Manager Leavengood shared an update on the Saturday Community Clean-up. There were 43 volunteers who participated and picked up trash around the City. Commissioner Duncan and the City Manager pressure washed several docks.

CITY ATTORNEY ANNOUNCEMENTS

No announcements.

RECOGNITION OF CITIZENS

No citizen comments.

Department Updates

Police Chief Bodenheimer introduced his staff and how long they have worked for the City. He then reviewed the call history for 2016 which is up 12% from 2015. Over the past five years the Police Department has received multiple grants totaling over \$65,000. The grants have been used on a variety of improvements for the Department including defibrillators for every car, SRO Electric Cart, and a five month class at Southern Institute for Police for Sgt. Gillette. He recognized Sgt. Gillett for the completion of the training and she stated the training was very informative and will assist in her career. Some of the accomplishments for 2016 included implementation of the county wide Report Writing System, the purchase of bullet proof vest for all the officers, new shed and vehicle, and community involvement activities. . Goals for 2017; hire replacement for the vacant positions and begin process of destroying evidence and records on a quarterly basis. He stated that he appreciates the support from the other Directors and the City Commission.

Public Works Director Deaton thanked the Commission and the City Manager for the support they provide the Public Works Department. One of the 2016 accomplishments was the installation of a new welcome sign at the Haines City, Lake Alfred border thanks to the generosity of Leon Juday. He discussed the tasks performed by staff including mowing, landscaping, sidewalk repairs, and sanitation pickup. The Public Works Department was involved in several community improvements around Lake Alfred, including new trees and speed limit signs installed around town. The crews have also been making repairs around the City in response to the 311 City App. Lake Alfred had a DEP (stormwater) audit that was conducted last year. The City received a "clean bill of health". New high service pumps were installed in the water plant and he also reported on the Geo Tech System.

Community Development Director Bailey reviewed the accomplishments of each group within the department and what to expect in 2017. Planning and Zoning completed the addition of the Mixed Use Category, Downtown Overlay, Floodplain Management criteria, and site development reviews. Expected projects are the Water Supply Plan, Medical Marijuana Policies, Annexation Strategy, City Limits Legal Description, Site Development, Adams Estate and The Lakes Track 8. Economic Development includes the annual CRA report, Wayfinding signs, and the processing of real estate transactions. Building and permitting statistics were presented and properties that that are shovel ready include lots in the Lakes Tract 4, Water Ridge, and Cypress Greens. Commercial properties that have development approval include Discovery High School Phase II, the Gapway Business Park, and the Adams Estate Event Facility. She provided Code Enforcement statistics on lien searches, code cases and demolition of unsafe structures. Special Projects included the Gardner house, pedestrian bridge, 17/92 road diet, historical building markers, Mrs. Costello's 100th Birthday, and the Ridge League of Cities Dinner.

CONSENT AGENDA

Commissioner Dearmin moved to approve the Consent Agenda, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

Vice Mayor Daley moved to approve the Commission announcements, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

AGENDA

1.) RESOLUTION: 09-17: FDOT EASEMENT & MAINTENANCE AGREEMENT FOR STORMWATER PARCEL

Assistant City Attorney Seth Claytor read the Resolution title.

City Manager Leavengood stated at our last regular meeting the City Commission formally accepted conveyance of the Goff property. The property was purchased to assist the Florida Department of Transportation (FDOT) with a stormwater project to alleviate flooding at the intersection of Cummings Street and Lake Shore Way.

The proposed resolution grants the necessary easement to FDOT for the placement of the stormwater lines associated with the project. The resolution additionally approves the maintenance agreement for the property. This property will be added to the area the City currently maintains for FDOT and that we receive funding for. Staff provided an updated letter from the FDOT.

Commissioner Dearmin asked when the stormwater project is finished will we have to ask FDOT before we use the area for parking.

City Manager Leavengood replied that the easement language allows for the City to use the property, but any facilities built would be at the risk of removal if the FDOT needed to access the pipes.

Staff recommended approval of Resolution 09-17.

Commissioner Dearmin moved to approve Resolution 09-17, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

2.) BOARD APPOINTMENT

City Manager Leavengood stated the City maintains various boards that are both essential to and benefit of the City including the Planning Board. The members are appointed by the City

Commission. All Board members serve for three (3) year terms. The Board oversees development compliance with the City's Comprehensive Plan and the Unified Land Development Code. The Board consists of seven (7) regular board members and up to two (2) alternate board members. There were seven members with no alternates. Ireneo Ferrer has submitted his resignation effective immediately. His term would have ended on October 31, 2017. Loretta Vittorio, new appointment as regular member with a term to expire October 2017.

Staff recommended approval of Loretta Vittorio as a Planning Board member.

Commissioner Dearmin moved to approve Loretta Vittorio as a Planning Board member, seconded by **Vice Mayor Daley**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

3.) PARKS AND RECREATION MASTER PLAN CONSULTANT SELECTION

City Manager Leavengood stated the City solicited bids in accordance with the Consultants Competitive Negotiations Act (CCNA) for qualified Florida licensed professional planning firms to present their qualifications for preparing a Citywide Parks and Recreation Master Plan. CCNA contracts are limited to projects which construction costs that do not exceed \$2 million and when the fee for professional services does not exceed \$200,000, per Florida Statue 287.055 (2) (g). Any resulting contract(s) will be for three years with renewal for an additional two years upon mutual consent of the parties.

The City advertised the bid and received 5 requests for bid documents. A voluntary pre-bid meeting was held on February 24th at City Hall and was attended by two firms (GAI Consultants and Tindale-Oliver). The City then received one submittal of qualifications by GAI Consultants. The City also reviewed the submittals provided to the City of Haines City during their 2015 Master Planning Process, which was awarded to Tindale-Oliver.

In review of the proposal submitted and subsequent review of the Haines City proposals, GAI is able to provide the requested services and has significant experience with smaller Cities.

Staff recommended to pursue a Master Consulting Agreement with GAI Consultants.

Kristen Caborn, GAI Consultants, stated GAI has experience working for small cities and has a diverse group which includes landscape architects, economic development professionals and urban planners. They will work with the City to determine the needs and how the City can move forward and the associated costs. They will work with all interested parties to get consensus on a plan that can be adopted and used to leverage grant funding. The presentation included examples of other projects state wide. She introduced Patrick Anson, Planner who discussed how to improve access for all aspects of City parks and buildings.

Commissioner Daley asked about their experience with environmental elements, water issues and low impact design.

Mayor Lake asked if the Master Plan would include cost estimates and if the process would include public input.

Jane Brumbaugh, 655 East Pierce St., expressed a concern that the Library is not a park but they would like a focus group to include the library in their plans.

Kristen Caborn stated that the Master Plan will not include design specifics, but they are very experienced with low impact design which would be included in the implementation phase of any project. The plan will include capital improvements with cost estimates for short and long term projects with inflation factors. They would establish a public input strategy and meet with different interest groups that are relevant to Lake Alfred.

City Manager Leavengood stated the contract would be setup similar to CPH. We would establish a master consulting agreement with task orders such as the Master plan and then any subsequent task orders for implementation. Then we would have a better timeline for focus group meetings. The City has great groups including the Mackay steering committee, library, and parks groups. The Master Plan will be in place to assist with establishing CIP projects next year.

Commissioner Duncan moved to pursue a Master Consulting Agreement with GAI Consultants, seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

RECOGNITION OF CITIZENS

Ron Schelfo, 640 East Lakeview Rd., stated he appreciated the Department Directors especially Chief Bodenheimer.

Judy Schelfo 640 East Lake View Rd., thanked the Parks staff for replacing the lights that shine on the clock outside the Biggars building with LED lights. She also thanked the Police Department for helping with a customer in the store.

COMMISSIONER QUESTIONS AND COMMENTS

Mayor Lake stated the updates were great, and he was glad to see all the departments are on the ball. Friday March 27th, there will be a ribbon cutting at the new pet salon. The trip to Tallahassee was productive he attended meetings and met Legislators. He thanked everyone that helped with Loving LA.

Vice Mayor Daley stated she had received an email from the FL League of Cities urging residents to contact their Legislators and voice their concerns about a bill going through to disallow CRA's that could happen as soon as July 1st. She urged everyone to send emails opposing the bill. She is very proud of the Department heads.

City Manager Leavengood stated that there has been a lot of bills that have been proposed by one bad example. The City will assist in disseminating any letters.

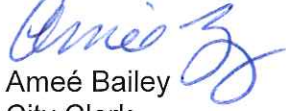
Commissioner Duncan reminded everyone that the kids are on spring break and he thanked the people that participated in the clean-up of the City.

Commissioner Dearmin stated he also wanted to thank the Department heads and the citizens of the city.

Commissioner Maulsby stated he also thanked the people that participated in the clean-up of the City especially the congregation of First Baptist. He also thanked Commissioner Duncan for pressure washing the docks around the City.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 9:21 pm.

Respectfully Submitted,



Ameé Bailey
City Clerk