

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY MARCH 21, 2016
7:30 P.M.
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Pastor Strawn

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 City Attorney Seth Claytor, City Clerk Ameé Bailey-Speck, Parks and Recreation Director Richard Weed, Police Chief Art Bodenheimer, Community Development Director Valerie Ferrell, Finance Director Amber Deaton, and Public Works Director John Deaton.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated the Lake Alfred Public Library will be hosting several events over the next two weeks including the Mobile Career Source, SPCA Wellness Wagon, Teen Advisory Committee, and a second Easter Egg Hunt. The Easter egg hunt will be on Wednesday, March 23rd from 10 till 11 am for kids five and under. Also the Library will be closed for inventory April 4th thru the 9th. They will reopen on Monday, April 11th at 9 am. Contact the Public Library for more information.

Mackay Gardens and Lakeside Preserve will host a free gardening workshop on Thursday April 7th at 10 am and a guided nature walk on Sunday April 10th at 2 pm. Contact the Parks and Recreation Department for additional details.

The next Historical Building plaque dedication is scheduled for April 7th. The dedication ceremony will be held at the Lake Alfred Hotel (Southern Gardens), 255 Main Street, at 9 am. The program would include light refreshments, dignitary comments, unveiling the plaque and photos.

The City is currently accepting applications for summer camp which will run June 20th – August 12th at the Lake Alfred Lions Club. Check out the website to see the list of fieldtrips and for the application.

CITY ATTORNEY ANNOUNCEMENTS

There were no announcements.

RECOGNITION OF CITIZENS

Jean Brittan, 370 South Echo Dr., thanked the Mayor for the Monday Morning speaker. She also thanked the City for the fencing at the playground and progress towards the demolition of

two homes in the neighborhood. She commented on a drainage issue on South Echo Dr. She stated the drains are covered with leaves. She also mentioned the drains near the fishing pier. She stated she is concerned about the 17/92 intersection. They have a difficult time crossing several lanes to access Echo Terrace. She asked if the speed limit could be reduced to 35 mph around the curve. Her last comment addressed potholes that need filling and the sidewalks need to be checked for breaks.

City Manager Leavengood stated the City will check the drains; may be able to use asphalt millings to compact and roll the potholes; and review the sidewalk for repairs. He stated that the speed limit on 17/92 is regulated by FDOT. The City can inquire, but it is under state control.

CONSENT AGENDA:

Commissioner Dearmin moved to approve the consent agenda; seconded by **Commissioner Duncan** and the motion was approved by unanimous voice call vote.

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

AGENDA

1.) ORDINANCE 1364-16: BOARDS AND COMMITTEES

City Manager Leavengood stated following feedback from the City Commission on recent Board appointments, staff has reviewed the city codes and policies regarding Boards and Committees and identified an opportunity for a cleanup of various provisions. These policies have not been updated since 2002.

The proposed amendment requires that an individual be a resident of the city for at least one year to be eligible for various board appointments. This provision is identical to the residency requirement in the City Charter to be a City Commissioner.

The proposed amendment also removes the two alternate positions from the Planning Board and adds flexibility to their meeting schedule consistent with existing practices. The two alternate positions are currently vacant.

Additionally, the number of alternates on the Board of Adjustments has been amended to “up to two” from the current three (3) alternates. One alternate position on the Board of Adjustments is currently filled.

Staff recommended approval of Ordinance 1364-16 on first reading.

Assistant City Attorney Seth Claytor read the Ordinance title. He also suggested a clarification to define “reside” in Section 8.03.01 and 8.03.02 of the Unified Land Development Code and Section 2-112 for the Parks and Recreation Board in the Code of Ordinances. He suggested language that when requiring an “elector” to “reside” within the municipal city limits, it may be advisable to state “for purposes of this section, reside shall mean the elector maintains his or her primary residential home within the municipal city limits.” This would clarify that a business property or vacation rental property would not be sufficient, but that a primary residence is required.

Commissioner Dearmin moved to amend Ordinance 1364-16 to add a definition of reside in Section 8.03.01 and 8.03.02 of the Unified Land Development Code (UDLC) and Section 2.112 for the Parks and Recreation Board in the Code of Ordinances, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

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COMMISSIONER MAULTSBY	AYE

Leon Juday, 535 North Todhunter Way, stated that the Planning Board alternates were amended by Ordinance 1099-05 in February 2005. The alternates were added to provide more opportunity to have a quorum. There was a time that the developer had to wait on a quorum at the Planning Commission for their case to be heard which caused a delay of weeks to months. He stated that the changes need to be re-considered. In the past the City experienced significant development. He asked the City to consider an alternate way to make the reduction without sacrificing the ability to have a quorum. Possibilities include dropping from seven members with two alternates to five members with two alternates. He also stated that ULDC 9.03.05 C states that four members constitutes a quorum. He asked if this could be reduced to three.

The **City Commission** asked about how many meetings a member could miss before being replaced. They stated that nine people is a lot for a discussion and that the alternates should attend the meetings to have knowledge of the actions and to vote if a member is absent. They also stated that the alternates should sit in the audience rather than at the dais. They stated the Planning Board should have alternates and the alternative that the Planning Board “may” have up to two alternates may work best.

Staff responded that a quorum is greater than 50% of the members, if reduced from seven members then a quorum could be less than four. The changes were requested based on feedback from staff and the Planning Board. There has been confusion over alternate roles and voting status. This has led to additional discussions about the vote and if the alternate’s votes were included. Staff has not had difficulty with a quorum and takes extra precautions when a developer is ready to proceed. The Planning Board does not have the same scheduling issues as in the past. The meeting schedule has been changed to every other month due to lack of cases. Due to FI. Statutes, if a person serves on the Planning Board, they cannot serve on another advisory board for the City. At times, the City has difficulty in filling all the slots on all the boards. Language could also be added to say the Planning Board “may” have up to two alternates, but that does not eliminate the confusion. Planning Board members need to have

some institutional knowledge. After three consecutive absences, a member could be replaced. Staff suggested tabling the item in order to make the suggested revisions.

Commissioner Duncan moved to table Ordinance 1364-16, seconded by **Commission Dearmin**. The motion was approved by unanimous voice call vote. There was no additional citizen comments.

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2.) **POLK REGIONAL WATER COOPERATIVE BOARD APPOINTMENT**

City Manager Leavengood stated that at our last regular meeting the City Commission approved the interlocal agreement establishing the formation of the Polk Regional Water Cooperative. The Water Cooperative is to be governed by a Board of Directors consisting of eighteen (18) voting members; one city commissioner from each of Polk's seventeen cities & one county commissioner from the BoCC.

The appointed commissioner will represent the City's interests in regional water issues as well as report back to the City Commission on information of regional importance. Alternative water supply projects that ultimately result from the cooperative will have to be approved by interlocal agreement with full consideration by the City Commission.

Polk County has agreed to provide staffing for the cooperative (i.e. executive director). The various city managers and utility directors will serve on the technical advisory committee to aid the Cooperative's Board.

The initial appointee to the Board will be responsible for crafting the Board's bylaws, rules and procedures, and will help determine the initial project list and priorities for the Regional Cooperative.

The **City Commission** asked if the appointment should be position based, limits of the appointment, when to renew, and if there were any volunteers. Mayor Lake and Vice Mayor Daley have attended the formation Committee meetings. **Mayor Lake** stated he would like to continue and that the Vice Mayor should serve as the alternate. Each year the appointment could be reviewed.

Staff responded that they would not recommend basing the appointment on a Commission position, but rather with the Commissioners that have an interest in the project. The appointment and renew is at the pleasure of the Commission.

Commissioner Maultsby moved to appoint Mayor Lake as the member and Vice Mayor Daley as the alternate to the Polk Regional Water Cooperative Board, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. No citizen comments.

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

3.) PRESENTATION: CITY DEPARTMENT UPDATES

City Manager Leavengood stated that staff covered half of the departments at the last meeting and will finish up tonight.

Finance Director Amber Deaton stated the Finance Department has had changes in staff. Stephanie Ludden has been promoted to Finance Clerk. Rachel Puentes was hired as a Utility billing clerk and is able to assist with the City's growing Hispanic population. The department continues to receive the budget awards and appreciates the support of the City Management and Commission.

The City changed the investment and purchasing policy. The City simplified the investment policy following the state. The purchasing policy was changed to increase the bid threshold which makes purchasing easier on staff. The City Manager previously had to review over 4,000 invoices which is now reduced to approximately 1,700. American Data Group (ADG) is the main software used by the department. The City upgraded from the dos version to the windows version. The upgrade also provided the benefit of receiving assistance with the Health Care reporting requirements.

Finance Director Amber Deaton stated she is also responsible for IT services. The City is moving from Windows XP to Windows 7. Staff is not planning to upgrade to Windows 10 until it has been tested. The hand held for utility reading will also be upgraded this year after the XP machines are replaced. Staff is looking at a permanent solution for the on-hold message and developing a phone tree for Utility customers. The time clocks around the City need to be updated and tie into ADG to streamline the process and cut down on errors. Staff is also working on the Utility Study, which will be presented during the budget process.

Finance Director Amber Deaton is working on her CPA designation. She has completed her educational requirements and will begin testing in July. She also celebrated 10 years with the City. She appreciates the opportunity to serve this community and work with the City Commission.

Community Development Valerie Ferrell discussed the department and the categories of Building and Permitting, Land Use and Zoning, Code Enforcement, and Economic Development. The Community Development Department was established in 2011 to focus on land, property ownership, infrastructure, demographics and population growth. Customer service is central to the department. She reviewed the level of permitting which has increased in 2015, however the growth is in-filling. There were 94 new residential homes in 2015, with over 2,000 inspections. New projects occurring this year include Lake Cummings Estates and several shovel ready projects in The Lakes, Water Ridge and Cypress Greens. Another major project is the Discovery High School, which is a six million dollar investment with multi-agency coordination.

Community Development Valerie Ferrell discussed the goal of Code Enforcement which is to encourage responsible property ownership and maintenance; fight neighborhood decline and

restore distressed areas. Code enforcement has had more success in resolving cases due to property abatement and fines. The City can also collect money spent on a private property through the special assessment which can be resolved each year. The City has a program in place to demolish unsafe structures. The County also notified the City of \$20,000 available for demolition projects. The city has identified three priorities structures and there are three others on the list. Community Development is also working with the Finance Department to implement an ADG case management system to increase efficiency in case tracking and reporting to Finance on special assessments.

Community Development Valerie Ferrell discussed economic development such as the Community Redevelopment Area, Downtown Overlay and other items in the toolkit. Although the County has implemented impact fees, properties within the core development do not have to pay them. She also highlighted the wayfinding signs around the City. The City is marketing the Buchanan building property and has received inquiries.

Other projects spearheaded by the development include the pedestrian bridge, Gapway Business Park, and the historic building markers dedications. Construction of the pedestrian bridge will begin in September. The Gapway business park is an industrial area on 17/92 which as stated they are ready to permit the project infrastructure. The property is also located within the CRA, which will significantly impact the CRA budget. There are six buildings that will receive historic building markers this year.

The **City Commission** asked about what happens to a property after a demolition.

Staff responded that the property owner maintains ownership, however a lien or special assessment is placed on the property to recuperate any money spent on the property. The lien or assessment stays with the property. There is a process with the City Attorney if the City Commission is interested in acquiring an abated property.

Police Chief Art Bodenheimer stated that the Police Department responded to over 4,000 calls last year. Traffic citations are down in Lake Alfred and around the state due to many reasons including staffing and citation costs. Officer Lopez and K-9 Will had continued success in competitions around the country. The police dispatch center has implemented two 911 dispatch stations with new computers and radio system. Dispatch is answering over 220 911 calls a month with over 80% being false dials. Many of these calls originate at the local middle school. The Police Department is required to respond to all 911 calls which is time consuming. The enhanced 911 system takes calls from cell phones which may be picked up by the local cell towers even if a driver has moved on to another area. The call goes through the Sheriff's Office to the right place. If the issue is in Lake Alfred, let 911 know.

Police Chief Art Bodenheimer stated the department is working to implement a crash report program. The program is installed on the laptop and printers are installed in the patrol cars. This allows the officers to present a more professional looking finished product. It also reduces duplication of information and gets the officers off the side of the road in less time. The new process improves the reporting period to the state. The department has now purchased enough vehicles to implement the take-home policy. The last vehicle should arrive in a couple of weeks.

The department has implemented several grant projects. One was used to meet the federal requirements for facility access. New signs and badge keys have been assigned. The system logs the use and keys can easily be added or disabled. A grant was also used for electronic speeding signs which have been installed around town. Two remain as back-up. Signs were

installed on Lake Swoope Drive due to the cross traffic from Hwy 557 to 17/92. Staff will start issuing citations in these areas in a few months. Currently people slow down when they see the sign, but speed up prior to leaving town.

Police Chief Art Bodenheimer reviewed the department goals for 2016. The department is working to fill all remaining vacant positions. The department has applied for a grant to supply shotguns to the new vehicles. A grant was received to purchase a three wheeled cart. The department is currently receiving bids. The cart will be housed out at the middle and new high school. The department is working with the Polk County Sheriff's Office to implement a report system for all agencies. This will allow sharing of information between agencies.

Police Chief Art Bodenheimer discussed the speed limit of 17/92 at the south end of town. When the lanes were separated, FDOT wanted to make the speed limit 50 mph. Staff worked with FDOT to get the speed limit reduced to 35 mph.

Public Works Director John Deaton stated that Public Works works with all the other City departments. The utility lines were run to the Outpost and they are inquiring about connecting. The department purchased a new sanitation truck which is used to pick-up the new recycling service. The transition went smoothly and most cans have the new stickers. The Republic agreement is being used as a model around the County.

The waste water upgrades in the past did not address sludge. The City worked to create a solution. The new process has been approved by FDEP and is saving the City time and money. The sludge is no longer pumped into the drying beds. Instead it is pumped into a bag in the dumpster. A primer is added and the water then drains out and the sludge remains. The dumpster can then be dumped at the landfill. The waste runs through the treatment plant and then goes to the sprayfield. Staff is looking into purchasing permanent dumpsters.

Public Works Director John Deaton stated that many improvements were made around the City last year. Sidewalks were installed or replaced at several parks and other locations. The department cleans and improves drains and drainage. The department is working with FDOT on a drainage project. It will take place this year and will reduce water on 17/92 in front of the Buchanan property. The paving projects included three parking lots and several streets. The staff works hard to keep the City looking good. He thanked the Commission for their support, resources, and equipment.

The **City Commission** asked about the stormwater retentions along Cummings and drainage along Haines.

Staff responded that storm boxes go to Lake Haines. Water comes out of the drain on west Cummings when there is two feet of water in front of Ron's Tackle Box. The FDOT drainage project will help relieve this area and on the east side because the water will be diverted. The City has a sampler in that area also.

City Manager Leavengood thanked staff for their updates prior to the budget process which will start the second meeting in April.

RECOGNITION OF CITIZENS

There were no citizen comments.

COMMISSIONER QUESTIONS AND COMMENTS

Vice Mayor Daley showed a video about the Mackay Gardens prepared by the volunteers. The video can be used for the website and to promote the venue. The 1914 upright piano was donated and received. The group is also working on the Citrus Tour label dedication.

Commissioner Duncan thanked staff for the reports and volunteers at the City clean-up. Items reported in app were cleaned up quickly. He wished everyone a Happy Spring Break.

Commissioner Dearmin glad for staff that makes Lake Alfred great.

Commissioner Maulsby also thanked Pastor Jones and the crew that helped during the clean-up. He helped to deliver water to volunteers. He asked about matching the Polk County grant to demolish all the structures. He also asked about widening Ramona for school buses and adding it to the resurfacing project list.

City Manager Leavengood stated that it is a good time to discuss the additional demolition projects during the budget process. The City Commission may want to add a line item and dedicate funds for abatement. The funds could address demolition, high weeds or other improvements. The funds could also be recouped using the special assessment process. The project can be considered when the City commission sets the resurfacing priority list.

Mayor Lake commented on Chunky Sunday event at Central Park.

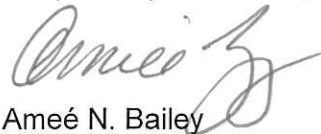
Police Chief Art Bodenheimer stated that the law enforcement agencies in Polk County share information. The Chunky Sunday events tend to be loud, vulgar, and involve alcohol. They leave parks a mess and have led to shots fired in the past. The event was initiated in one city then potentially moved to Lake Alfred and ended up in Bartow.

Mayor Lake thanked all the Department Heads for their presentations and wished everyone a Happy Easter. He asked about the Gardner House.

City Manager Leavengood stated he left a message with the owner.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 9:23 pm.

Respectfully Submitted,



Ameé N. Bailey
City Clerk