

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY APRIL 02, 2018
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Joyce Schmidt

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

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated the City will conduct its Municipal Election tomorrow for the purpose of electing one commissioner.

The Ridge Art Association will be hosting a reception for their exhibit entitled 100 Years of Mackay in the Mackay House on April 11, 2018, Original drawings, photography, mixed media, and sculpture, chosen in this juried competition, and will be on display till February 25, 2019.

The Mackay Gardens and Lakeside Preserve will host a Fire-wise Landscaping Workshop on April 5th at 10 am and a Celebrating Preservation walk on Sunday, April 8th at 2:00 pm.

The Lake Alfred Library will be closed for inventory Monday, April 2nd through Wednesday, April 4th and will re-open Thursday, April 5th at 9 am.

The City will host the Ridge League of Cities dinner on April 12, 2018.

Vice Mayor Daley was recognized as a 2018 honoree by the American Association of University Women as Outstanding Women Who Made History on the Ridge.

Vice Mayor Daley stated she had never heard of the organization when she received the invitation to be an honoree. They had a beautiful banquet and she stated she is deeply honored to be recognized.

CITY ATTORNEY ANNOUNCEMENTS

No Comments.

Vice Mayor Daley asked about the dates and meeting places for the Canvassing Board.

Community Development Director Bailey responded with times, dates and locations.

RECOGNITION OF CITIZENS:

No citizen comments.

PROCLAMATION: WATER CONSERVATION MONTH

Mayor Lake read the proclamation recognizing the month of April as Water Conservation Month. He called upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

EMPLOYEE OF THE QUARTER: MAMIE DRANE

Community Development Director Bailey stated Ms. Drane has worked in for the City for 5 years and that she has been an invaluable resource through the reorganization of Community Development and the City Clerk's Office. As a part of this reorganization Ms. Drane has been promoted to Deputy City Clerk. Ms. Drane has a diverse background that will serve her well as Deputy Clerk for the City. Her vast knowledge of the department needs and how each of the City departments work together will lead to her success as City Clerk. She has helped with reorganizing and recently she has been involved in the training of new personnel. It is a pleasure to nominate and award Mamie with Employee of the Quarter.

CONSENT AGENDA

Commissioner Dearmin moved to approve the entire Consent Agenda; seconded by **Commissioner Maultsby**. 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.) ORDINANCE 1396-18: VERIZON TOWER SITE LEASE RENEWAL

Assistant City Attorney Claytor read the ordinance title.

City Manager Leavengood stated the City currently has a lease agreement with Verizon Wireless regarding cellular service on the cellular tower behind the Fire Department. The original lease was executed in September of 2000 for a period of 25 years and is set to expire in October of 2025. The lease currently generates \$27,375 revenue per year to the City.

The City has been approached by representatives of Verizon Wireless to extend the lease for an additional thirty (30) years. In consideration for the extension the City would receive a lump sum payment of \$35,000 upon execution of the agreement and the lease revenue will increase to \$31,482 beginning in October of 2020 and increase three percent (3%) each year thereafter. The City shall also receive twenty percent (20%) of revenue from new subleases on the tower (i.e. if another company rents space on Verizon's tower).

The agreement was negotiated with the City's cellular consultant from Gray Robinson and reviewed by the City Attorney. The agreement was approved on first reading on February 5th, 2018. The only proposed changes following first reading were the increase of the initial payment by \$5,000 in lieu of removing the concrete foundation upon removal of the tower and clarifying language that the City's use of the lower part of the tower is without charge.

Staff recommended approval of Ordinance 1396-18 on second and final reading.

Commissioner Maultsby asked about a clause in the lease that would allow Verizon to opt out at their leisure.

City Manager Leavengood stated that Verizon can terminate at any time, but the lease renews every five years. Verizon wanted a long term agreement to lock in their use of the space the tower site. They have their own companies to maintain the equipment.

Assistant City Attorney Claytor stated that the agreement contains a termination provision in the event of breach; however, the agreement also provides for a sixty (60) day cure period upon notice.

Commissioner Duncan stated there was a state statute that would allow the City to recoup expenses for leasing public property. He asked if the down payment covered that expense. He asked who would cover any other expenses if further action was required. He also asked what the life expectancy of the tower is since it is already twenty years old and if Verizon has services with the City.

City Manager Leavengood replied that staff had discussed the issue with Consultant Resnick, and the expenses had been negotiated, the recommendation was that we not recoup the expenses as the lump sum payment the City would receive would more that encompass the expenses that may be incurred. Any time Verizon contractors come back to work on the tower, they are required to obtain a permit which covers all the associated fees. The lower eighty feet is used by the City for public safety communication and a point to point system with the jail.

Community Development Director Bailey stated when the cell tower owners come in to change out equipment or address any repairs, or additional work, a permit is issued. There are standard permit fees and review fees associated with the permit, also because the City is utilizing a consultant, that fee is included within the permit cost as well.

Commissioner Dearmin pointed out that the lease generates \$27,000 increasing to \$31,000 any revenue that goes to the City is a plus.

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

Commissioner Maultsby moved to approve Ordinance 1396-18 on second and final reading seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
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2.) RESOLUTION 04-18: PARKS & RECREATION MASTER PLAN

Assistant City Attorney Claytor read the ordinance title.

City Manager Leavengood stated The City Commission approved funding in the current FY 17/18 budget for the creation of a Parks and Recreation Master Plan in order to establish funding priorities for future investments in parks and recreation facilities, equipment, and programming.

The City solicited bids for consultants and entered into a continuing professional consulting agreement with GAI Consultants, Inc. in May of 2017 to create the plan. The plan includes an analysis of existing facilities, level of service recommendations, funding opportunities, cost estimates, and implementation plan.

The proposed Parks and Recreation Master Plan was prepared based on staff & Commission input, public focus group meetings, and a public workshop. The proposed plan was presented to the Parks & Recreation Board and received a recommendation of approval as presented.

If approved, the recommendations of the plan will facilitate the need for amendments to the City's Comprehensive Plan, Capital Improvement Program, and recreation impact fees to ensure that future development and investment is aligned with the goals and levels of service established in the plan.

Staff recommended approval of approval of Resolution 04-18.

City Manager Leavengood turned the meeting over to **Kristin Caborn** and **Patrick Panza** GAI Consultants for their presentation on the Parks and Recreation Master Plan.

Kristin Caborn stated the Focus Group Meetings started in December and they worked with staff on the structure of the groups. In January they promoted the web survey while attending the Blue Grass and BBQ Festival. In February there was a Public Workshop, held at the Lions Club, presenting the emerging themes. Last there was a Staff Workshop giving staff an opportunity to weigh in on the process.

Patrick Panza explained the Level of Service, and the Existing Comprehensive Plan Standard which dictates that the City should have 5.5 acres of parkland per one thousand residents. The City's actual level of service is 28.65 acres per one thousand residents; that is an astronomical number. Even by the year 2045, with the City's projected growth, the level of service would still be high at 19.5 acres per one thousand residents. With the analysis of the City and realizing the amount of parkland that's already available, they started looking at the quality of the parks. This was identified by the public as a concern. The Existing Service Area is within the ten to fifteen minute walk radius. However, Mr. Panza stated that some of the existing areas defined as parks are boat launches without any park amenities such as, playgrounds, benches etc. Looking at the ten minute service areas, without the boat launch facilities being considered, there were parks within the fifteen minute walk service area so they settled on a fifteen minute walk, which is industry standard. They would like to replace the acreage requirement with a service requirement. Instead of 5.5 acres per thousand residents; the new standard would require a publicly

accessible neighborhood park within a fifteen minute walk of all new residents within the City limits. The neighborhood park standard would set a minimum level of service. In order to be considered a neighborhood park there would be sidewalk access to the park, the park would meet or exceed ADA requirements; it would also have playgrounds, one half acre of open space, not used for stormwater, shade from existing or planted tree canopies or shade structures, and benches.

GAI had the opportunity to make sure that the language found in the Master Plan represented the public and staff input. The Guiding Principles form the foundation of everything that is included in the Master Plan. To develop the principles they used their existing knowledge, gathered from the field, and combined information gathered from the focus groups, workshops, and interaction with the public. GAI then came up with The Guiding Principles. The first one is Safety and Security, giving an example of the City performing a lighting assessment, which is basically visiting all the park facilities in the evening to gauge the current lighting. Mr. Panza also mentioned safety surfaces for the playgrounds. The second Guiding Principle is quality over quantity. This was popular from the public, as an example he suggested modernizing the equipment in the parks. The third is Community parks and recreation facilities orientated toward serving and celebrating the Lake Alfred community. Guiding Principle number four is health and wellness, this measure would be to utilize parks and rec facilities with infrastructure that facilitates and encourages health and wellness in both passive and active ways. The fifth Guiding Principle is activities and facilities for everyone. This is to insure that future investments in parks and rec facilities would incorporate activities and programs for all ages and a variety of community interest. The last Principle is to maintain and encourage links to nature, making sure that all parks have well maintained access to nature, educational programs and opportunity for active and passive recreation in the natural settings.

Kristin Caborn addressed the implementation plans that could be achieved over a period of three to five years. She briefly reviewed several of the City parks with suggestions for each park, stating that Lions Park was the best location for a community center and that the park at Mackay Estates would be an idea place for a screen enclosed nature center. The City is excelling in helping residents experience the walkable level of service but as the City continues to develop, residentially, this is will be an important issue. She then touched on grants saying there were lists of grants and their requirements and dates within their submitted Master Park and Recreation Plan.

Mayor Lake stated he appreciated the work that GAI put into their presentation and went on to comment on the history of Lake Alfred after the divided highway. Parks and Recreation has always been on the list of needed improvements for the City. GAI has brought out all the issues that have been discussed over the past five years. The Master Parks and Recreation Plan gives the City a good place to start moving ahead with the needs of the parks throughout the City.

Vice Mayor Daley stated she liked the idea of the City growing to the north and having enough set aside in the Comprehensive Plan to be able to assure the new residents would also have a walkable park to go to and knowing that the development and parks will complement each other is very much appreciated.

Commissioner Duncan asked about the 2019-2020 projections saying it looks like the City would have to have an increase taxes by three quarters of a mil. He asked if staff was requesting to raise the millage rate. He also mentioned that some of the Parks projects would be in the CRA areas and would benefit from CRA funding.

City Manager Leavengood stated he asked GAI to include those costs in the plan to give an idea of what the ramifications would be if there was debt incurred for the projects. The Master Parks and Recreation Plan projects would be eligible for CRA and Grant funding, the City is also looking at the impact fees for parks and rec to help supplement the funding. The City will look at projects that are most easily achieved, getting the most from the budget that's available. We want to allocate the money to where it will best applied, the City does not want to build a basketball court if the residents want a tennis court.

Kristin Caborn reiterated that the totals in the book are worst case scenario. The CRA, grant, general fund or impact fee revenue is not included in any of the balances.

Vice Mayor Daley stated she was impressed at the outpour from the community. The focus groups and the public workshop were both well attended. For the size of Lake Alfred, to have that amount of participation was impressive. The Fact Finding Committee at Mackay has talked about a nature pavilion, this could take the place of the tents that wedding parties rent. It would be a multipurpose structure that could also be used as a community center.

Mayor Lake commented when he first got involved with the City the citizens would say that Lake Alfred needed more parks. This project brings the issue into focus; we have ample parks and now we have plans to improve them.

Commissioner Duncan asked how the City would prioritize the projects and if it would be based on funding.

Commissioner Maultsby thanked the consultants, focus groups and the citizens for the all the work that went into putting the Plan together, he said it will be great for Lake Alfred.

Mayor Lake opened the public hearing.

Cynthia Perriera 180 Hainesport Dr. asked about the repair of the boat ramp on Lake Haines and how could she find out if that's one of the docks that will be approved for reconstruction.

City Manager Leavengood stated the Haines dock was bid out and it should be done within the next few months.

Brent Eden 235 Seminole Ave. thanked the consultants for the presentation. He then asked about youth sports and if the commissioners knew the specifics on which sports would be facilitated through the Parks and Recreation Master Plan.

City Manager Leavengood stated we have the fields and we will go through the site specific plans and determine what needs to be done for each park.

Brenda Arnold 435 W. Pierce St. asked about ADA and amenities for children with disability throughout the parks plan. She also stated she would like to have a gym in the community center, she believes this will help keep the kids off the streets.

Kristin Caborn stated the ADA does prescribe how to make parks accessible, and the playground equipment requires an accessible route and platforms. ADA does not limit the need to just wheelchairs it covers all disabilities. Most equipment sold in today's market will meet or exceed ADA requirements.

Rodney Thompson 640 N Pennsylvania Ave. asked about the cost of the engineering, he also asked for the bathrooms to be kept in the parks and he asked why the public couldn't swim at Lions Park. He asked if the problem could be revisited and if the fish taken from the lake were consumable. He is in favor of taking care of what we have and not raising taxes

Public Works Deaton stated the Polk County Health Department will not allow swimming in the lake currently due to the turbidity. They require the water to have a level of clarity that the lake at Lions Park does not have. The concern comes from not being able to see alligators or snakes knee deep water.

City Manager Leavengood stated the restrooms will stay at Lions Park; they will be removed from the smaller parks due to safety and maintenance concerns. The dollars being spent will be for restoring and taking care of what we have. The City has the land for what we want to do, we need to optimize it.

Vice Mayor Daley moved to approve Resolution 04-18 for the Parks and Recreation Master Plan as stated; seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

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3.) CAPITAL BUDGET PRESENTATION

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. 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.

The proposed CIP is consistent with the current funding levels and the adopted CIP. The current FY 17/18 budget utilizes \$355,000 in operating revenue in the general fund and \$130,000 in enterprise funds. The proposed CIP is consistent with these funding levels; utilizing \$360,000 general fund and \$110,000 enterprise funds in the proposed FY 18/19. 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).

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 in nature 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.

City Manager Leavengood reviewed the CIP. 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 replacement. For the Police Department the primary capital expense is the vehicle replacement, there was \$70,000 allocated in the second year but there was room to advance that cost in the operating budget, and this will replace two vehicles. Then each year after \$35,000, will be set aside for future vehicles, this increased from \$30,000 due to the expense of outfitting the cars. Each year \$50,000 is set aside for the future replacement of a fire engine. There is currently \$300,000 towards the cost of \$450,000 fire engine. We have two engines with a 25 year replacement life. The other replacement is for the rescue truck; it's a 2008 and the budget is listed in the years 2021, 2022. The CRA budget started two years ago and we are building up to \$80,000 plus. This will go toward the Parks and Recreation Plan, part will be for the trail project and the art projects and the smaller park improvements. The pavilion will be staying and the City may be adding more to other parks. He then went over the highlights and budget for each of the parks throughout the City. The Gardner House funding will be similar to Mackay, if the City repeats the process used on Mackay, it will not be as much as the engineer has listed. The recommendation is for the house to remain in the third and fourth year of the CIP until the City receives the grant for the renovations. The Public Works will have vehicle replacements that will include the service vehicle, the lightning loader and the garbage truck; there is also street resurfacing in the budget. Public Utilities will have vehicle replacement of the service vehicles, the CR 557 sewer extension, utilizing restricted funding, storage building, and line replacement.

Mayor Lake asked about the Police Renovation

Vice Mayor Daley asked how old is the City's canine officer (Wil) is and will he be retiring anytime soon.

Police Chief Bodenheimer stated after research on Fords there is a pursuit rated truck that will be out this year. The truck can be fitted with a cage which will be beneficial for transportation. The plan going forward is to replace the cars with SUVs. He is also looking at other projects that will come from grants. The renovation is about half way complete and will be finished in another month. He stated that Wil is five and a half. Canine replacement is in the budget already, but he is in good shape.

Mayor Lake asked if all the police cars will be replaced with SUV's going forward.

Vice Mayor Daley commented on how good the trucks always look. She asked if we had the capability of pumping from the lake.

Commissioner Dearmin asked about the timeframe when ordering a truck.

Fire Chief Costine stated the tankers main use is to haul water to places without hydrants. The tanker is a 1987 model. It doesn't have an hour meter, the odometer is broken, and it's showing age. The body is in good shape and would be a good candidate for refurbishing. It's not used all that much but it is still needed. The timeframe for replacement would be several months.

Each truck is specially made per specifications from the City. In answer to Vice Mayor Daley's question, we can draft water from the lake.

Commissioner Maultsby asked about the pavilion at the parks, stating he would like to see them remain. He has lived on Lake Swoope for a long time and he has seen the growth around the lake change. Is there a possibility that it could be cleaned out.

Director Weed replied that Parks and Rec can clean out the lakes, with approval the FWC. They have already been cleaning out some of the invasive plants.

Commissioner Dearmin stated he is glad that we are using the CRA budget since the state is trying to do away with the CRA budgets.

Mayor Lake stated he hoped when work commenced on Central Park that the City would be able to complete the entire project as an overall plan. Too much of the work on the parks have been done in a piece-meal fashion without the use of a plan.

Commissioner Duncan asked about the \$600,000 for the Gardner House Restoration, noting that the City has already spent \$225,000 and the grants will only match the \$225,000. He reviewed the plans and the house needs new electrical, what are the City's plan with the house to recoup the expenditure and upgrades.

Community Development Director Bailey stated as the City upgrades the Gardner house those funds will also be used for matching contributions for future grants.

Mayor Lake stated there are volunteers willing to work at the Gardner House.

Vice Mayor Daley stated the group of volunteers from Mackay would like the Nature Center to be large and they have some conceptual drawing showing what could be designed for Mackay. The new boat docks and improvements to the parks are exciting because it's a visible project.

Public Works Director Deaton stated part of the funding for the 557 sewer extension will come from developers as they will also need to run lines. The idea time is when the developer is in the site developing phase.

Vice Mayor Daley asked if the City starts this project now, can the City be paid back from future development. She also asked if all the pre-paid impact fees have been paid back from the Berry Grove project. Also she asked where on the CIP, is the money we have to spend for the alternative water program.

City Manager Leavengood stated it's not on the CIP yet because that program is still four to five years out. The goal is to push conservation; we want to push this out as long as we can.

Commissioner Duncan asked if it's prudent to build another water plant with the possibility of not having our water permit renewed.

Director Deaton stated they have to renew the permit, we are not asking for more water.

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

Commissioner Dearmin moved to approve the proposed Capital Improvement Program as stated; seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
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COMMISSIONER MAULTSBY	AYE

RECOGNITION OF CITIZENS

There were no citizen comments.

COMMISSIONER QUESTIONS AND COMMENTS

Commissioner Dearmin thanked everyone for support during the election; the commission has done a lot of good thing in his time on the commission and the group of people that has supported Lake Alfred, the City Manager, Commission, and the staff. It's been an honor to be a part of the commission and he wants, very much, to continue to be a part of it.

Commissioner Maultsby thanked the consultants, focus groups and the commission for all the work that's gone into the Parks and Recreation Master Plan. It's a great group of people and he's enjoyed working with all.

Mayor Lake stated he was at the egg hunts and has lots of pictures. The election is tomorrow please get out and vote.

Vice Mayor Daley thanked the audience for staying for the entire meeting. There was a fieldtrip at Mackay Preserve, ninety first graders walked over from the elementary school to learn about gopher tortoises and everyone had a great time.

Commissioner Duncan suggested the City approach the Florida League of Cities to help with the City's water initiative

City Manager will make some calls to the county and find the best way to go about engaging the Florida League of Cities.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 10:59 pm.

Respectfully Submitted,



Mamie Drane
Deputy City Clerk

Reviewed by,



Ameé Bailey
City Clerk