

**MINUTES  
CITY OF LAKE ALFRED  
CITY COMMISSION MEETING  
MONDAY JUNE 3, 2019  
CITY HALL**

**Call to Order:** Mayor Nancy Daley

**Invocation and Pledge of Allegiance:** Connie Benton

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, Police Chief Art Bodenheimer, Fire Chief Chris Costine, Public Works Director John Deaton, Finance Director Amber Deaton, Community Development Director Ameer Bailey, Parks and Recreation Director Richard Weed, Deputy City Clerk Mamie Drane, and other staff.

**Mayor Daley** acknowledged a card received from Mrs. Mallie Free, thanking the City for the support that was offered.

**Shawn Sherrouse** Deputy City Manager of Lakeland Florida, attending in the capacity as the District 8 Director for the Florida City and County Management Association (FCCMA) stated he was at the meeting to present an award to City Manager Leavengood. The award, received at the annual conference, was the Who's Who Under 40 Award for FCCMA. The award recognizes local Government leaders in Florida under the age of 40 for their personal and professional excellence. The recipients selected are considered to be among the top emerging talent and an integral part of local government. City Manager Leavengood possesses a great aptitude for local government work and upholds the ethical principle of his profession. He listed some of Ryan's many accomplishments stating he is an exceedingly qualified recipient. He congratulated his friend and colleague.

**CITY MANAGER ANNOUNCEMENTS**

**City Manager Leavengood** gave an update on the equipment installation in the Echo Terrance Park. He also gave an update on the road repair on Columbia St. and the clean-up effort, on Ramona. Using pictures he gave a highlight and outlined the different road designs and inserts that could be implemented to slow traffic down in the City.

He announced the Lake Alfred Summer Recreation program starts on June 10<sup>th</sup> at Lake Alfred Elementary. The Library will be providing special events open to everyone. Space is limited. Contact the Parks and Recreation Department for dates and times.

Donuts with DAD will be on Saturday, June 15<sup>th</sup> starting at 10 am in the Library Conference room. RSVP by Thursday June 13<sup>th</sup> by calling the Library.

The City received notice from the applicant of Ordinance 1415-19, Zoning for Tract 5 The Lakes, requesting to withdraw the application. That item has been stuck through on the agenda and staff is requesting action from the Commission to remove the item from the agenda. The Item was presented to the Planning Board on May 28. The Board considered the Zoning,

Development Agreement and the Preliminary Plat, at the same time. The applicant will not proceed with the proposed change in zoning or the Development Agreement. The property will be developed under the existing agreement.

**Mayor Daley** asked for a motion to remove Item one; Ordinance 1514-19 Zoning for Tract 5 The Lakes, from the agenda.

**Commissioner Lake** made a motion to remove Ordinance 1415-19 from the agenda; motion was seconded by **Vice Mayor Dearmin**. The motion was approved by unanimous voice call vote.

<b>MAYOR DALEY</b>	<b>AYE</b>
<b>VICE MAYOR DEARMIN</b>	<b>AYE</b>
<b>COMMISSIONER LAKE</b>	<b>AYE</b>
<b>COMMISSIONER EDEN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

### **CITY ATTORNEY ANNOUNCEMENTS**

No comments.

### **RECOGNITION OF CITIZENS**

**George Lindsey** with Highland Homes stated even though the Ordinance has been withdrawn, Highland Homes will repave the trail and work with the City staff and the school board on the school bus stop. He said he will work with the construction crews to assign a designated construction traffic pattern in an effort to keep construction traffic out of the populated subdivision. He also corrected the electrical concern voiced at the Planning Board Meeting. He thanked the staff for their work on this matter.

**Diane Zimmerman** 1122 Alexander Way, stated she attended the Planning Board Meeting on May 28<sup>th</sup>. She spoke at that meeting about the traffic concerns on Hwy 17/92. With more growth coming into The Lakes, she asked if the City could move the 35 mph speed limit to encompass the intersection at Hwy 17/92 and Mackay Blvd. She asked if it would be possible to place barricade at the end of Galloway and Interlock St. to prevent construction vehicles from travelling through Tract 4.

**Sherri Laduc** 509 Interlock St., thanked Mr. Lindsey for hearing their concerns. She stated she was still concerned regarding a third and separate entrance at Tract 5. She asked if the acceptance of the roads in Tract 4 and 4A could be expedited so the speed limit and stop signs could be better enforced. Another concern was the maintenance responsibility of the school bus stop after construction has been completed.

**John Duncan** 200 N Ramona stated the seat assignment for two of the Commissioners is incorrect on the Website and he asked about the penalty for political signage left after the election. He also had a concern about the withdrawn agenda item and the posting of the agenda to the public. He asked about the manhole covers on Sanford St. stating they are not lined up.

**Mayor Daley** stated an applicant driven agenda item can be withdrawn up to the time of the meeting, that is beyond the Commissions control.

**City Manager Leavengood** stated the City has met the timeline since the resolution has been passed. There is an email time stamp that marks when the agenda is sent out. Once the agenda with the draft staff analysis goes out on Wednesday the agenda is finalized in terms of the maximum number of items that can be added. This agenda showed the struck through item because it was going to the Commission tonight when the applicant decided to pull the item from the consideration of the Commission. There was no packet information because there was nothing to be deliberated. This item is an applicant driven, not a staff initiated process. It was left on as a formality.

**Brenda Arnold** 435 W. Pierce St., thanked Chief Bodenheimer for patrolling Pierce St. She stated she liked the idea of changing the traffic patterns to slow traffic through the City.

**Rodney Thompson** 640 Pennsylvania St. stated he had concerns about the procedures of the Planning Board meeting. He asked what is the time limit given to individuals that would like to speak at Board meetings. He questioned the swearing in of residents that wanted to speak at the meeting.

**Mayor Daley** stated the Commissioners are sworn in at the beginning of their term. When a quasi-judicial board meets, such as the Planning Board, anyone that speaks is sworn in.

**Assistant City Attorney Claytor** stated when a board sets in a quasi-judicial capacity and the purpose is to collect or to review evidence, the persons giving testimony need to be sworn in.

**City Manager Leavengood** clarified that citizens have five minutes to speak at the City meetings. Staff is discussing a Citizens Academy / Board Training to provide additional incite for both Board Members and Residents.

**Keith Klingensmith** 485 N Buena Vista Ave., asked about the Commissioners being sworn in.

**Mayor Daley** stated the Commissioners are sworn in after the election, at the beginning of their term.

### **EMPLOYEE OF THE FIRST QUARTER**

**Director Amber Deaton** stated that she is proud to recognize Rachel Puentes as Employee of the First Quarter because she has made a great impact on the Finance Department. Her employment started with the City on January 6, 2016. She improved the service to our customers because she is bilingual. The past three years of employment she has demonstrated a desire to do things correctly, and timely. She has an eye for detail and questions when something does not seem right. This attribute is why she is being recognized this evening.

In March of this year, a customer tried to pay up their account with two hundred dollar bills. Rachel suspected they were counterfeit. After confirmation from the bank, the police were notified. Not only was the \$200 confiscated but an additional \$300 was taken off the streets.

Rachel is a direct individual which serves her well. She is very open and honest. Director Deaton stated she is grateful that Rachel is part of her staff and she is very deserving of this

recognition. She will receive a day off with pay, a \$50 gift card donated by a citizen, a certificate and a coin.

### **EMPLOYEE RECOGNITION**

**Chief Costine** stated that Deputy Chief Nix started his career with the Lake Alfred Fire Department in 1993 as a volunteer firefighter under Chief Larry Cloud, giving him 26 years of service to the City of Lake Alfred. He attained his EMT Certification in 1994 and his Fire Standard Certification in 1995. He was hired as a part time firefighter in 1996, hired as a full time Captain in 2004 and promoted to Deputy Chief in 2018. He has his Fire Officer 1, Fire Inspector and Fire Investigator Certifications as well as numerous other classes. His wife and one of his daughters were at the recognition.

### **CONSENT AGENDA**

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

<b>MAYOR DALEY</b>	<b>AYE</b>
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<b>COMMISSIONER LAKE</b>	<b>AYE</b>
<b>COMMISSIONER EDEN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

### **AGENDA**

- 1.) ~~ORDINANCE 1415-19: ZONING: THE LAKES TRACT 5~~
- 2.) **AGREEMENT: CITY AUDITOR**

**City Manager Leavengood** stated Brynjulfson, CPA has performed auditing services for the City of Lake Alfred since 2008. The term of the proposed renewal is for five years ending at the completion of the fiscal year on September 30, 2023. Auditing services provide for the testing and analyzing of the municipality's internal controls and financial statements including: accounting functions, payroll processes, agreements, banking and investment practices, inventory controls, risk management, and general fiscal operations.

The proposed fee for auditing the basic financial statements for each fiscal year is not to exceed \$33,600 with annual adjustments for inflation and an additional \$2,700 for CAFR procedures and compliance examination required by the Auditor General. The portion of the fee for the audit of the financial statements has been rolled back to the 2016 rate due to increased efficiencies the Auditor has experienced with the finance department in the closeout process (a cost savings of approximately \$1,300). The 2014 agreement's fee amount was \$32,300 at the time of approval so there have been no substantive changes to fee amount for the audit of the basic financial statements except for inflationary adjustments.

The proposed agreement has no budget impact. The current budget contains \$45,000 for auditing services which covers the expense of this agreement and additional amounts for the preparation of the financial statements.

**Staff** recommended approval the agreement with Brynjulfson, CPA for auditing services.

**Commissioner Eden** asked why does the City budget for \$45,000 if the cost is \$33,600. He asked if the City has quoted any other auditing firm. He stated that \$10,000 seemed high for the preparation of the audit.

**City Manager Leavengood** stated the additional cost is for the actual preparation. In the past there was a separate financial fee for the preparation of the CAFR. This agreement has been in place since 2008 and to date there has only been inflationary adjustments. If we had experienced an increase that may have provided cause for soliciting bids.

**Mayor Daley** stated there was a time that the City did not have the audit presented until the end of the fiscal year. Brynjulfson has been presenting the audit consistently, accurately and before the deadline.

**Director Deaton** stated that she can reach Brynjulfson at any time to review policies the City is changing and there has never been a charge for that service. The firm goes above and beyond for the City and provides excellent service.

**John Duncan** stated there is usually a resolution involved when the City is going into a five year agreement. He asked why was there no resolution for this agreement.

**Assistant City Attorney Claytor** stated he is not familiar with a resolution being required for each contract. The City has a procurement policy which does have provisions for sole source and continuing contracts. There is not a requirement for a resolution affirming any contractual arrangement between the City and a vendor.

**Vice Mayor Dearmin** moved to approve the agreement with Brynjulfson for CPA auditing services for the City of Lake Alfred; seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote.

<b>MAYOR DALEY</b>	<b>AYE</b>
<b>VICE MAYOR DEARMIN</b>	<b>AYE</b>
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<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

**Assistant City Attorney Claytor** stated from the procurement policy, the City Manager and/or Commission can exempt a purchase from formal bid requirements or procedures if it is determined not to be practical based on the nature of the purchase, if it is time sensitive or a highly specialized nature of the items or services being purchased. Given the relationship and highly specialized nature of the Auditors reports that might be a consideration taken by City staff.

### 3.) PURCHASE: POLICE VEHICLE

**City Manager Leavengood** stated the City's capital improvement program includes funding for the replacement of a single police vehicle each year. This schedule allows for replacement of each of the police department's twelve vehicles (ten patrol) at the end of their expected 100,000+ mile service life (approximately ten years).

The current fiscal year 2019/2020 budget includes \$70,000 for the purchase of one additional patrol vehicle and one replacement vehicle. The proposed purchase is for the additional vehicle to help accommodate the two School Resource Officers that were hired in the current fiscal year. The second purchase for a replacement vehicle will be presented at a future meeting and will be replacing a 1995 F-250 truck.

City staff has received bids for the purchase of a new Ford Explorer with the associated emergency equipment from the following companies:

- Bartow Ford (2018 Ford Interceptor SUV): \$38,338
- Bartow Ford (2020 Ford Interceptor SUV): \$41,916
- Duval Ford (2019 Ford Interceptor SUV): \$42,558
- Coggin Ford (2020 Ford Interceptor SUV): \$44,979
- Bozard Ford (2020 Ford Interceptor Police Utility): \$50,139

Bozard & Duval Ford utilized pricing off of state contract with the Florida Sheriff's Association and Florida Association of Counties Automotive Contract. The only vehicle currently in stock is the 2018 Interceptor from Bartow Ford which is a new vehicle. The 2019s are out of stock and the 2020s would not arrive until September and are at a higher price point due to changes in the model (i.e. hybrid engine).

**Staff** recommended the purchase police Ford explorer from Bartow Ford in the amount of \$38,338.

**Chief Bodenheimer** stated there are a few things that the bid process does not show. Bartow Ford has their own shop and all of the emergency equipment is installed there. Bartow Ford stood behind their products. The City also benefits from the local customer service. Chief Bodenheimer said he attended a drive demo last weekend that. He found that Ford may not always be the cheapest vehicle but the cost of the emergency equipment makes up the difference in price.

**Vice Mayor Dearmin** stated the proximity of how close the dealership is located is a benefit as well.

**Commissioner Lake** stated Bartow Ford has given the City the best deal and they follow through with their offers.

**Commissioner Lake** moved to approve the purchase from Bartow Ford in the amount of \$38,338; seconded by **Vice Mayor Dearmin**. The motion was approved by unanimous voice call vote.

**MAYOR DALEY**  
**VICE MAYOR DEARMIN**  
**COMMISSIONER LAKE**

**AYE**  
**AYE**  
**AYE**

**COMMISSIONER EDEN**  
**COMMISSIONER MAULTSBY**

**AYE**  
**AYE**

**Chief Bodenheimer** thanked the Commission.

#### **4.) DISCUSSION: PUBLIC ART**

**City Manager Leavengood** presented the Commission pictures of the finished public art bass sculpture mold for consideration. The Commissioners have approved the production of six bass, with one being pre-painted in natural colors.

**Commissioner Lake** asked how tall the sculptures would be in total. He stated once it is painted it will look good.

**Director Weed** stated the statues will be six feet tall.

Discussion continued on the placement and colors of the sculptures.

Consensus was made, by the Commissioners, to move forward with the production of the bass sculptures.

#### **RECOGNITION OF CITIZENS**

There were no comments.

#### **COMMISSION COMMENTS**

**Commissioner Eden** stated he had the opportunity to go to the Ethics Training in Winter Haven this past weekend. One of the items that the presenter stressed was if a personal device is used for City business it is open to public record requests. He asked if the other Commissioners had concerns and would it be possible to have a separate phone.

**Mayor Daley** stated this would be something to talk about during budget hearing.

**Commissioner Maultsby** stated the City is hiring the Lieutenant one day a week for code enforcement. Since the City is behind with code enforcement violations, would it be possible for him to work two days a week till the City is caught up. He is hearing complaints from citizens about violations. He also thanked the City Manager and staff.

**City Manager Leavengood** stated the City has been without consistent Code Enforcement for some time. He was ecstatic when the Police Chief offered the Lieutenant for one day a week. Staff will continue to monitor the case load and if additional resources is needed it will be addressed.

**Commissioner Lake** stated he received copy of a letter sent to the Governor from Polk Regional Water Cooperative expressing strong support for alternate water supply projects.

**Vice Mayor Dearmin** thanked everyone for coming out tonight, and Mr. Lindsey for being here tonight. He is glad they can all work to together.

**Mayor Daley** thanked everyone for coming out as well. It is good for the citizens to have insight about what is going on in the City. She appreciates their input.

With no further business the meeting was adjourned at 8:51 pm.

Respectfully submitted,



Mamie Drane  
Deputy City Clerk

Reviewed by.



Ameé Bailey  
City Clerk