

**MINUTES  
CITY OF LAKE ALFRED  
CITY COMMISSION MEETING  
MONDAY JULY 10, 2017  
7:30 P.M.  
CITY HALL**

**Call to Order:** Mayor Charles Lake

**Invocation and Pledge of Allegiance:** Pastor Staley

**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 Ameen Bailey-Speck, Public Works Director John Deaton, Finance Director Amber Deaton, Parks and Recreation Director Richard Weed, and Lieutenant Gerald Dempsey.

**CITY MANAGER ANNOUNCEMENTS**

**City Manager Leavengood** stated the Library will be hosting a nautical-themed back to school event on Saturday, August 5th at 6 pm. Join the crew for games, prizes, food, and raffles. Contact the Library or the Parks and Recreation Department for more information.

**CITY ATTORNEY ANNOUNCEMENTS**

**Assistant City Attorney Seth Claytor** congratulated the City Manager on an article in the Ledger that spoke very highly of him. It was a great article.

**Judy Resnick** 395 S. Ramona stated she was proud of the City Manager and that she was proud to live in Lake Alfred.

**Jane Brumbaugh**, 655 East Pierce St. stated is very proud of Lake Alfred and the City Manager is responsible for the City being what it is today.

**City Manager Leavengood** replied that he sincerely enjoys being the City Manager of Lake Alfred. The City has a very bright future ahead, due to a forward thinking Commission, a great group of citizens that are engaged and a staff second to none that's committed to the Mission of the City. He thanked everyone for their support.

**RECOGNITION OF CITIZENS**

**EMPLOYEE RECOGNITION - MAMIE DRANE: 5 YEARS**

**Community Development Director Bailey** stated Mamie Drane has been a wonderful asset to the City of Lake Alfred for 5 years. She began working as a part-time Children's Librarian when the Lake Alfred Public Library opened arranging children's programs, summer reading activities,

and much more. She was also a volunteer at the Polk City Library. Mamie was welcomed into the Community Development Department in October 2013 as the Administrative Assistant. Her previous work experience was in a variety of professions such as accounting. She has an outstanding attitude and works well with both customers and co-workers. Today she is the backbone of Community Development with extensive knowledge of the department workings and document archives. Mamie takes on additional duties with ease and is advancing her educational through Polk State. Recently Mamie has taken on additional responsibilities with the City Clerk's Office, assisting with records management and Commission minutes. She is a great asset to the City. Thank you for you dedication and we look forward to reaching the 10-year milestone.

### **PROCLAMATION –PARKS AND RECREATION MONTH**

**Mayor Lake** read the proclamation recognizing July as Parks and Recreation month in the City of Lake Alfred. He urged all citizens to experience the benefits by visiting our community parks and recreation resources.

**Richard Weed** the Parks and Recreation Director accepted the Proclamation and stated Lake Alfred has great parks and City sponsors events.

### **DISTINGUISHED BUDGET AWARD PRESENTATION – AMBER DEATON, FINANCE**

**Mayor Lake** stated that the City of Lake Alfred has received the Distinguished Budget Presentation Award for the current budget from the Government Finance Officers Association. This award is the highest form of recognition in government budgeting and represents a significant achievement by the City. It reflects the commitment of the City and staff to meeting the highest principles of government budgeting. In order to receive the award, the City had to satisfy nationally recognized guidelines for effective budget presentation including a policy document, financial plan, operations guide, and a communications device. This is the tenth consecutive year of achievement for the City. Congratulations.

In addition, when the Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also awarded to the individual or department designated as being primarily responsible for its having achieved the award. He presented the Certificate to Amber Deaton and the Finance Department.

**Finance Director Deaton** stated she is very proud to work for the City and she thanked the City Commission and City Manager for their support of her and the Finance Department.

### **BUDGET HEARING SCHEDULE DISCUSSION**

**City Manager Leavengood** stated that the City sets dates for the budget hearing every year in July. Recognizing the meeting dates set by the School Board and the County for September and keeping the holidays in mind, he proposed the 7<sup>th</sup> and 21<sup>st</sup>of September for the budget meetings.

The Commissioners agreed on the tentative dates.

## CONSENT AGENDA

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

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

## AGENDA

### **1.) PUBLIC HEARING: ORDINANCE 1382-17: WATER SUPPLY PLAN**

**Assistant City Attorney Seth Claytor** read the ordinance title.

**City Manager Leavengood** stated in 2005, the Florida Legislature made significant changes to Chapters 163 and 373, F.S., to strengthen the link between land use and water supply planning. The requirements adopted affect local comprehensive planning programs:

- Ensuring intergovernmental coordination with regional water supply authorities;
- Ensuring that the local government's future land use plan and development approvals are based upon the availability of adequate water supplies;
- Identifying and including selected "alternative" water supply projects in the comprehensive plan, consistent with Southwest Florida Water Management District's Regional Water Supply Plan adopted December 2006 and updated in November 2015.

A Ten-Year Water Supply Facilities Work Plan has been prepared. It identifies existing water service providers and water supply facilities within the Lake Alfred Public Water Service Area, conservation practices and future water needs based on projected population estimates. Based on the Ten-Year Water Supply Facilities Work Plan, amendments to various elements of the City's Comprehensive Plan have been drafted. Also included is the City's 5-Year Capital Improvements Plan which outlines the City's identified Capital Improvement projects for the five-year period covering FY 2016/2017 thru FY 2020/2021.

On Tuesday, April 11, 2017, the Planning Board held a public hearing on the proposed Amendments and unanimously voted to provide a recommendation of approval to the City Commission.

**Staff** recommended approval of Ordinance 1382-17 on second and final reading.

**Vice Mayor Daley** asked about the functional population and water loss.

**Commissioner Duncan** asked if the park irrigation was metered.

**City Manager Leavengood** stated that the functional population includes the entire service area. He also discussed the ways the City loses water, which is water that was pumped from the plant but not recorded by meters. Water loss is not uncommon and the City is within the normal threshold.

**Community Development Director Bailey** stated that the functional population also included transitional people who may only reside in the City part of the year or commute in for work.

**Public Works Director Deaton** stated water loss could be from flushing stale lines, broken pipes, or flush the hydrants. The department continues to evaluate way to reduce water loss. Some of the irrigation for the parks remains un-metered, but the City is working toward having all of them metered.

**Mayor Lake** asked if the issue of metering the parks would be addressed as part of the Parks Mater Plan Process.

**City Manager Leavengood** stated the plan will address the upkeep of the existing facilities.

**Mayor Lake** opened the public meeting. There were no citizen comments.

**Commissioner Duncan** moved to approve Ordinance 1382-17 on second and final reading, seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote.

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

## **2.) PURCHASE: GARDNER HOUSE**

**City Manager Leavengood** stated in July of 2016 the City Commission approved a contract for the purchase of the Gardner House in the amount of \$225,000 contingent upon receiving grant funding from the State. As a part of the agreement the City made a \$15,000 nonrefundable deposit to hold the property for a year to await the outcome of the grant application.

The City's grant application ranked 28th statewide which was a very competitive ranking and would have been funded when compared to previous years' funding levels. Unfortunately, due to the contentious budget process this year the historic preservation grant was only funded to the 15th ranked application.

Since we did not receive the grant funding the City has the option to terminate the contract and forfeit the \$15,000 deposit or notify the owner by July 15, 2017 to proceed with the closing process and pay the remaining \$210,000 for the purchase of the property.

Other considerations:

- If we do not proceed with the purchase the most likely outcome will be for the property to be purchased and absorbed into the adjacent commercial property. With the land value exceeding that of the structure and the structure requiring significant renovations a private individual purchasing and residing in or restoring the house is unlikely.
- Since we did not receive the initial grant for the purchase; the purchase price can be used as our match for future renovation grants.

- We have approximately \$1.2 million in unrestricted general fund reserves which is more than enough to safely accommodate the purchase.
- With all the other planned capital we have, combined with the opportunity to use the purchase price of the home as a match, we shouldn't pursue any major renovation of the Gardner House until we secure grant funding which could take many years to secure.
- The primary purpose of this purchase would be for historic preservation. There is no operational need for the structure or the property. After the home is restored there may be an opportunity to use the house, especially The Fruitland real-estate office, which could be used as a meeting place.
- Estimated general operating expenses for the property would be approximately \$15,000 per year (Baynard House in Auburndale is \$17,000 per year).

**City Manager Leavengood** participated in a walk-through of the house earlier in the day with Don Zabel, the owner; Fire Chief Costine; Building Official True; and Community Development Director Bailey.

**Commissioner Dearmin** asked if purchased, would the staff be able to reapply for the same grant every year. He also asked if the City purchased the property, would our ranking move up next year as far as grant status goes.

**City Manager Leavengood** stated staff would get a complete evaluation of the facility needs by bringing experts to assess the scope of work while working with the Historical Society to import the historic significance of the home. The City would apply for the same grant that we applied for this year, and the following years as well. It may take a few years to be awarded the funding, but in the meantime the City will keep trying. If the City purchased the property there would no longer be a threat to the house, and as a renovation the house may not rank as high as it did for the purchase. It may take up to ten years to achieve the look we want for the house.

**Vice Mayor Daley** stated there would be a much higher ranking on a property that has a matching grant. That will give a City more points towards the grant versus City's that do not have matching funds. She then asked, what impact will there be on the commercial property surrounding the house when the City buys the Gardner property. How do we protect the house and property from someone buying and developing the surrounding land with uses that might not be compatible to the Gardner house?

**Commissioner Duncan** asked if the property would be open to the public. If we are purchasing a property that the public can't enter for five to ten years that's \$150,000 in maintenance cost alone. He also wanted to know if the Gardner House was listed in the Historical Registry. He stated the City is buying this home to restore to its original condition, why wouldn't the City want to have it listed on the Historical Registry.

**Mayor Lake** stated a goal is to house a museum and eventually have the property open to the public. Volunteers may be able to complete some of the renovations. Responding to Commissioner Duncan, Mayor Lake stated if we place the house on the Historical Registry now, the City wouldn't be able to make much needed repairs and updates, for example, ADA compliancy.

**City Manager Leavengood** stated he doesn't believe that purchasing the Gardner property would impact the selling of the surrounding acres because there is so much land available in

that area. He also said that it would be up to the City Commission whether or not the Gardner property would be opened to the public. Staffing would be a concern, and it depends on the Commission, access would probably not be available for the first year, the City would need to secure the property. The Building Official brought up the ADA accessibility, the city will have to spend a percentage of the renovation funds just on accessibility for the first floor.

**Connie White, 315 E Thelma St.**, President of the Lake Alfred Historical Society, stated that they are behind the purchase and are willing to assist in any way possible. The Historical Society has formed a committee to help with the Gardner House project. There are members that are willing to take on manual labor or whatever needs to be done.

**Margaret Wheaton** 330 Carolina Ave S stated she believes the house should be preserved it also adds to the City's downtown core value and aesthetic.

**Judy Resman** 395 S Ramona stated she would rather error on the side of the purchase rather than regretting not purchasing the property now. The property can always be sold later.

Mayor Lake asked if there were any more public comments, there were none. He closed the public hearing.

**Commissioner Maultsby** asked what the purchase price will be.

**City Manager Leavengood** stated the total, after the \$15,000 deposit, will be \$210,000. The City has already approved the contract, and at this point he would just need instruction for staff to proceed with the purchase.

**Commissioner Maultsby** moved to instruct staff to move forward with the purchase of the Gardner House in the amount of \$210,000, seconded by **Vice Mayor Daley**. The motion was approved by unanimous voice call vote.

<b>MAYOR LAKE</b>	<b>AYE</b>
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<b>COMMISSIONER DEARMIN</b>	<b>AYE</b>
<b>COMMISSIONER DUNCAN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

Don Zabel owner of the Gardner house stated he is also ready to proceed with the sale of the house.

### **3.) AGREEMENT: POLK COUNTY URBAN COUNTY CDBG PROGRAM**

**City Manager Leavengood** stated the City of Lake Alfred previously received Community Development Block Grant (CDBG) funding as a sub-recipient to Polk County. The CDGB funding allowed the city to accomplish several improvements including ADA-accessibility upgrades, stormwater drainage, and other park improvements. The City chose to drop out of the county program when there were no more identified projects in the eligible areas and in order for the City to participate in the small cities CDBG program to pursue funding for a sewer infill project.

The City has been in contact with Polk County Housing and Neighborhood Development staff in order to gauge the benefit of rejoining the county's program. While there is not a guaranteed or

set amount early estimates of our allocation would be approximately \$20,000 per year. This would represent an opportunity for an additional funding source for projects in eligible areas that are expected to come out of the upcoming Parks and Recreation Master Plan (e.g. Fruitland Park, Highlands Center). The participation would include the Federal Fiscal Years 2018, 2019 and 2020. The agreement can automatically renew for an additional three-year cycle.

**Staff** recommended approval of the CDBG Cooperation Agreement with Polk County.

**Commissioner Dearmin** asked what year the City drop out of the County Program.

**City Manager Leavengood** stated the City opted out of the Program in 2013 due to property having to be part of the incorporated city not just adjacent to the City. The City didn't have eligible properties.

**Mayor Lake** asked if there were any comments from the public. There were none.

**Commissioner Dearmin** moved to approve the CDBG Cooperation Agreement with Polk County, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. There were no citizen comments

<b>MAYOR LAKE</b>	<b>AYE</b>
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<b>COMMISSIONER DUNCAN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

#### **RECOGNITION OF CITIZENS:**

No citizen comments

#### **COMMISSIONER QUESTIONS AND COMMENTS**

**Commissioner Duncan** stated construction began on Ramona Ave and is looking forward to the completion.

**Commissioner Dearmin** congratulated the City Manager on the recent article and Amber Deaton on the budget award.

**Commissioner Maultsby** thanked the citizens for allowing him to represent them. His grandson has been move to AA baseball.

**Mayor Lake** stated the City has made the paper several times with the Slow Down sign and campaign, and the article highlighting the City Manager. The Historical Society's Rosenwald presentation and sign were well received. The Ridge League of Cities has a Nettie Draughon award that is presented to an elected or appointed official who has made an outstanding contribution to a Ridge League City; he would like to nominate City Manager Leavengood for the award.

There was consensus from the Commission to submit the nomination.

**Vice Mayor Daley** congratulated Amber Deaton and the Finance Department. She reminded everyone of the upcoming centennial at Mackay. She also stated she thought the sign on the bridge is too small and might be better served at the road level. She would like the bridge to remain clean and free of signs.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:31 pm.

Respectfully Submitted,



Ameé Bailey  
City Clerk