

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
THURSDAY SEPTEMBER 21, 2017
7:30 P.M.
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Police Chief Art Bodenheimer

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

Mayor Lake thanked all the City staff, citizens, volunteers and TECO for all of their assistance before, during, and after Hurricane Irma.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood reiterated the Mayors sentiment and provided an update on City's storm related activities. The utilities crews maintained over 20 lift stations during the power outage by rotating generators around the City to power the lift stations and move sewage to the plant. The City learned some lessons and will be better prepared for the next emergency.

He thanked the First Baptist Church Lake Alfred and Pastor Mike Jones for allowing the City to stage debris on the church property. The County contractor will eventually pick-up the debris, however during the interim the City crews are picking up the debris and moving to the church site. The County crews will pick-up items the City cannot and remove larger trees that will need to be cut in order to move.

September is Library Card sign up month. Library cards are free and offer a world of adventure, entertainment and education. A library card gives you access to all 15 libraries in Polk County as well as the opportunity to have items mailed to you free. A Polk County library card gives you access to the Polk County Library Cooperative website where you can do research, download movies, and many other things.

National Medication Take Back Day will be Saturday October 28th from 10:00 AM till 2:00 PM. All medications including pet medications can be dropped off at the Police Department.

The Mackay Gardens and Lakeside Preserve will host a free astronomy workshop Saturday October 14th from 7 to 10 pm; a Master Gardner Workshop on Thursday October 5th at 10 am, and a Nature Walk on Sunday October 27th at 2 pm. Contact the Parks and Recreation Department for more details.

Good ol' Days will be held on E. Pomelo Street on October 14th from 2 pm – 7 pm. The event will include 1950,s priced food, model train exhibits, train rides, games, a marketplace, street dance and more. The City also has a very active fall schedule including Veterans Day- November 11th at 2 pm, Mackay Gardens & Lakeside Preserve 100 year celebration- November 17th, Thanksgiving Employee lunch November 21st- 11:30 at Highlands Center, Christmas Parade on December 9th, Employee Christmas Party on December 15th hopefully at IFAS, and the Bluegrass and BBQ Bash on January 13th. An Employee appreciation lunch will be held next Friday at the Highland Center to thank all the employees for their work during the hurricane.

CITY ATTORNEY ANNOUNCEMENTS

No announcements.

RECOGNITION OF CITIZENS

Margaret Wheaton 330 Carolina Ave. stated September is National Ovarian Cancer month and she thanked the City for the efforts in spreading the word. The library is decorated in TEAL which means take early action and live. The support group is sponsoring an event at Munn Park in Lakeland on Saturday from 3-7. She requested some Lake Alfred men volunteer for the teal panty race.

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

AGENDA

1.) PUBLIC HEARING: RESOLUTION 12-17 FINAL MILLAGE RATE

Assistant City Attorney Claytor read the tentative millage rate disclosure statement. The City of Lake Alfred, Florida statutory roll-back millage rate for the ad valorem taxation of real property for fiscal year 2017/18 is calculated at 7.2633 mill. The millage rate under consideration is 7.2390 mils, which is a 0.34% decrease below the roll-back rate. He then read the Resolution in its entirety.

City Manager Leavengood stated the City is required to advise the Property Appraiser's Office of its final millage rate and roll-back rate. The final millage rate is proposed to be set at 7.2390 per \$1,000 of taxable value and the proposed FY 2017-2018 budget is balanced utilizing this rate.

Staff recommended approval of Resolution 12-17.

Mayor Lake opened the public hearing. There were no citizen comments.

Mayor Lake closed the public hearing.

Commissioner Dearmin moved to approve Resolution 12-17 for the millage rate of 7.2390, 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

2.) PUBLIC HEARING: ORDINANCE 1391-17: FY 2017/2018 ANNUAL BUDGET

Assistant City Attorney Claytor read the entire Ordinance.

City Manager Leavengood stated over the past several months the City Commission has been presented with and has given approval to the different draft sections of the FY 2017/2018 annual operating budget including: Capital, Expenditures, Revenue, and Payroll. The proposed FY 2017/2018 budget assembles the previously approved sections into the final budget with updates from July's experience and obtaining final revenue and expenditure information. The proposed budgets are balanced with the adopted millage rate of 7.2390 which is equal to the current year millage rate.

Staff recommended approval of Ordinance 1391-17 on second and final reading. The budget document presented has additional supplemental information.

Mayor Lake opened the public hearing.

Margaret Wheaton 330 Carolina Ave. S stated she would like to see a line item for the Library expansion.

Commissioner Duncan asked about providing the advanced holiday pay in addition to the normally scheduled holiday pay and if a motion was needed to make the change.

City Manager Leavengood stated the holiday pay is \$24,804. Since the budget includes the holiday pay already he administratively advanced the payment to the first pay in October to assist staff due to the storm impacts. An additional payment would need to be approved by the City Commission since it would exceed the \$20,000 threshold for the City Manager to approve and it would be outside of the budget. An additional payment would be funded from the fund balance, but he would not recommend amending the budget tonight. If the City Commission wants to make an additional appropriation in November as a budget amendment, staff can prepare for the City Commission.

Assistant City Attorney Claytor stated that the City Commission can instruct the City Manager to research a budget amendment in November by consensus.

The City Commission was in consensus with the recommended course of action provided by the Assistant City Attorney.

Mayor Lake closed the public hearing.

**FY 2017/2018 BUDGET
SUMMARY**

	2017/2018	2018/2019		2017/2018	2018/2019
General Fund			Community Redevelopment Agency		
Revenues	4,996,695	5,192,546	Revenues	89,780	234,780
Expenditures	4,996,695	5,192,546	Expenditures	89,780	234,780
Contingency	6,190	3,413	Contingency	1,180	1,180
Enterprise Fund			Stormwater		
Revenues	2,561,000	2,561,000	Revenues	60,000	60,000
Expenditures	2,561,000	2,561,000	Expenditures	60,000	60,000
Contingency	2,730	13,641	Contingency	1,640	1,640

	<u>FY 2017/2018</u>	<u>FY 2018/2019</u>
TOTAL BUDGET:	\$7,557,695	\$7,753,546

Commissioner Dearmin moved to approve Ordinance 1391-17 the FY 2017/2018 Annual Budget on second and final reading, 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

3.) RESOLUTION 13-17: BAD DEBT WRITE OFF

Assistant City Attorney Claytor read the Resolution title.

City Manager Leavengood stated as part of the closeout process for the end of the current fiscal year city staff is requesting authorization to expense any outstanding utility billing accounts as bad debt. Overall the percentage of the accounts to be expensed as bad debt is less than 1% of budgeted utility billing revenue. The total amount for the current fiscal year is \$10,680.43 from 102 accounts. While the debt is written off for accounting purposes collection efforts will still continue after the debt is written off the ledger.

Historical Trend	
2012	\$ 14,434
2013	\$ 15,134
2014	\$ 15,079
2015	\$ 10,877
2016	\$ 12,627

Staff recommended approval of Resolution 13-17.

Mayor Lake opened the public hearing. There were no citizen comments.

Mayor Lake closed the public hearing.

Commissioner Dearmin moved to approve Resolution 13-17 to write off the bad debt in the amount of \$10,680.43, 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

4.) RESOLUTION 14-17: FDOT MAINTENANCE AGREEMENT

Assistant City Attorney Claytor read the Resolution title.

City Manager Leavengood stated Follow the FDOT Highway 17-92 improvements in 2008 the City entered into a three year agreement to maintain the landscaping in FDOT’s right of way. The agreement was renewed in 2014 and is being presented back to the City for an additional three year renewal with updated amounts. Under the terms of the agreement the City is responsible for basic landscaping services including mowing, litter removal, edging, and street sweeping.

Historical Trend		
Year	Amount	Difference
2008	\$20,110.34	
2011	\$30,315.37	\$10,205.03
2014	\$24,211.23	(\$6,104.14)
2017	\$29,220.07	\$5,008.84

Staff recommended approval of Resolution 14-17.

Mayor Lake opened the public hearing. There were no citizen comments.

Mayor Lake closed the public hearing.

Vice Mayor Daley moved to approve Resolution 14-17 FDOT Maintenance Agreement in the amount of \$29,220.07, 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

5.) AGREEMENT: THE LAKES II DEVELOPMENT TRACT 4 AND 4A

City Manager Leavengood stated under Florida Statute, Sections 163.3220 through 163.3243 the City has the authority to enter into development agreements with developers. The

development agreement is regarded as supplemental and additional to the powers conferred upon the City by other laws (i.e. zoning, concurrency, development approvals, etc.). The Lakes of Lake Alfred was first approved in concept in 2004. Tract 4A was platted and infrastructure was partially complete in January 2007 and a development agreement was approved in 2010. The Planning Board and City Commission acknowledged that a new owner wished to proceed with the future Tracts 4, 5, 6 and 7 as a separate development project. Therefore, the City Commission approved an amended Development Agreement for this half of The Lakes, now referred to as The Lakes II in 2015. The current amendment acknowledges the current rezonings within Tracts 4/4A and confirm and establish the respective rights and obligations of the Owner and the City concerning the Development of the Property. This tract is currently under construction. The Tract 8 Development agree will be presented at a future meeting.

Staff recommended approval of the second amendment to The Lakes II Development Agreement with Land Partners II, LLC.

Assistant City Attorney Claytor stated on Monday October 2, 2017 at 7:30 pm at City Hall, 120 E. Pomelo St., the second public meeting on this matter will be held.

Vice Mayor Daley asked if the amendment only affected Tracts 4 and 4A.

Community Development Director Bailey stated that the agreement covers all of Tract 4 and 4A, even though the subdivision had different zoning categories assigned. This agreement does not include Tracts 5, 6, or 7.

Mayor Lake opened the public hearing. There were no citizen comments.

Mayor Lake closed the public hearing.

Vice Mayor Daley moved to approve the second amendment to The Lakes II Development Agreement for Tracts 4 and 4A on first reading, 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

6.) RESOLUTION 15-17: WAIVER OF PERMIT FEES FOR REPAIR OF STRUCTURES DAMAGED BY HURRICANE IRMA

Assistant City Attorney Claytor read the Resolution title.

City Manager Leavengood stated a damage assessment was performed by city staff following Hurricane Irma that showed hundreds of residential and commercial structures with varying degrees of damage. Depending upon the amount of damage a building permit may be required in order to ensure that the work is done in accordance with proper building codes and is being performed by a licensed professional with proper insurance. Since the permits are needed as a direct result of a natural disaster, staff is recommending that the City Commission consider

waiving permit fees associated with these repairs for a period of 90 days with authorization to the City Manager to extend the duration another 30 days if necessary.

The utility late fees have also been waived through the administrative process for this month and no cut-off will be enforced this month.

Staff recommended approval of Resolution 15-17.

Commissioner Maultsby asked if the repairs would still need to be performed by a licensed contractor.

City Manager Leavengood stated the work will still need to be permitted, documentation on the contractor provided, and inspections will be required however there will be no permit fees.

Mayor Lake reminded everyone to work with licensed contractors, then he opened the public hearing.

Mayor Lake closed the public hearing.

Mayor Lake moved to approve Resolution 15-17, 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

RECOGNITION OF CITIZENS:

Police Chief Bodenheimer stated that the citizen support during the storm was awesome. While Chief Costine, Public Works Director Deaton, and himself cleared the main streets, citizens were working to clear side street. They had the majority of the streets cleared in four hours, but that could not have been accomplished without citizen help. He also stated that the crew leader Ralph, from TECO, provided cooperation and assisted in getting the power on sooner.

COMMISSIONER QUESTIONS AND COMMENTS

Vice Mayor Daley thanked staff for preparing before the storm and all the coordination. She asked if the County had issued a Burn Ban and if not should the City consider one due to all the debris around the City. She also asked if the City will be applying for FEMA assistance for labor or damages. Lastly she mentioned a new nature program once a month by Steve Franklin at Mackay.

City Manager Leavengood stated there was a rumor regarding a burn ban. Most residents are placing the debris curbside rather than moving to their yard to burn. The City is working to pick up the debris as soon as possible. Staff is tracking expenses for the purpose of FEMA reimbursement.

Fire Chief Costine stated the County is continuing to issue burn permits.

Commissioner Duncan stated everyone did a great job. He stated citizens have asked him about tree removal and if there was any information available.

Community Development Director Bailey stated there are some organizations that have volunteered to help elderly citizens with tree removal. Information can be disseminated.

Commissioner Dearmin he thanked staff and the citizens.

Commissioner Maultsby stated the city did a great job and he asked about the line item for the library.

City Manager Leavengood stated that there is money that is being put aside each year for the Parks and Recreation projects that will be identified in the Master Plan. GAI will be in the City starting in October and then the focus group and public meeting will be announced. The process will generate a priority list for each facility. Then the City Commission will need to select the items and timeframe for when items occur. The engineering for the library expansion may be the first item for the library to be funded. Then when the funding is available the site is shovel ready. Capital discussions will begin in March.

Mayor Lake stated he missed the opportunity to meet with the legislators due to Hurricane Irma. He liked the idea of a newsletter in the utility bill and asked about including it on electronic invoices using social media.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:28 pm.

Respectfully Submitted,



Ameé Bailey-Speck
City Clerk