

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY DECEMBER 3, 2018
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Pastor Mike Jones

Those in attendance were Mayor Charles Lake, Vice Mayor Jack Dearmin, Commissioner Nancy Daley, Commissioner John Duncan, and Commissioner Albertus Maultsby.

Staff in attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, Community Development Director Ameer Bailey, Fire Chief Chris Costine, Financial Director Amber Deaton, Parks and Recreation Director Richard Weed, Police Chief Art Bodenheimer, Public Works Director John Deaton, Deputy City Clerk Mamie Drane, and other staff.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood announced the City offices and the Lake Alfred Public Library will be closed in observance of Christmas on Monday and Tuesday December 24th and 25th

The Lake Alfred Christmas Parade will be held on December 8th beginning at 6:30 pm. The Parade route will start at Central Park and it will head west on Cummings to 17/92 and end at Gardner Park. Santa will be at the Gardner House with cookies and hot chocolate.

Mackay Gardens and Lakeside Preserve will present Celebrating Preservation Sunday, December 9th at 2:00 pm. Steve Franklin will guide the tour and the event is free. Contact the Parks Department for reservations and more information.

The Bluegrass and BBQ Bash-will be held on January 12th, at Lions Park, from 11:00 am till 9:00 pm. Please join us for a great day of music, and food from BBQ vendors competing for cash prizes and trophies.

The bid packages are out for the re-surfacing of several roads in the Fruitland area. The bid opening will be held on Thursday, December 27th at 2:00 pm. Bid packages may be picked up Monday thru Friday at Lake Alfred City Hall, or by calling Public Works. The resulting bids will be presented at the January 3, 2019 meeting.

The City Manager shared a letter from ISO (Insurance Services Office Inc.) upgrading the City's classification from a class10 to a class 4. This will result in lower home-owners insurance rates for the residents of the City.

CITY ATTORNEY ANNOUNCEMENTS

No comments.

RECOGNITION OF CITIZENS

Jean Brittain 370 S Echo Drive expressed concern regarding the floodplain on the south side of the lake. The new drainage pipe had been working well until the recent three days of rain. The canal has grass growing in the back part and water is not draining.

Director Deaton stated Lake Echo drains into Lake Rochelle. It flows through the canal when and if the water gets high enough. FDOT designed the drainage system to hold a certain amount of water in Lake Echo before it drains off into the drainage system . It is working per the design from FDOT.

City Manager Leavengood said a City crew can also check the culvert and make sure sedimentation hasn't filled up the pipe.

Beverly Moore 165 E Pierce St. stated the article in the newspaper had the wrong route for the Christmas parade.

City Manager Leavengood stated that staff is aware of the article in question and has asked the newspaper to publish a correction.

EMPLOYEE OF THE QUARTER Linda Snell

Director Weed stated Linda Snell came to work for the library in July of 2015 as a library assistant. He stated that during her interview Librarian Linda Hitchcock and he felt that, while she had no previous library experience, she would make a great addition to the library staff. She quickly impressed staff and customers and they have received many complements on Linda's friendly personality and willingness to go above and beyond to help customers. Linda has taken on several important tasks at the library and she has also taught basic tax classes (her true passion). She is always courteous, helpful, and eager to help and stay busy. He stated he is proud to say Linda works for the library and the Parks and Recreation Department, she has been a great addition to the City. He said that for earning employee of the quarter Linda will receive a day off with pay, a \$50 gift card donated by a Lake Alfred resident and a plaque.

CONSENT AGENDA

Vice Mayor 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 DEARMIN	AYE
COMMISSIONER DALEY	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

AGENDA

1.) PUBLIC HEARING: ORDINANCE 1408-18: BERRY PROPERTY FUTURE LAND USE

Assistant City Attorney Claytor read the ordinance title.

City Manager Leavengood stated the area of land in the northern portion of the City known as the Berry Property consists of 370 acres that is within the municipal boundaries of the City of Lake Alfred. The total property was assigned a Very Low Density Future Land Use (VLD-FLU) and R1-AAA zoning in 2004 and had an approved development agreement on the site set to expire in 2020.

The majority of the Berry Property (+/-336 acres) is located in the Green Swamp Area of Critical State Concern (ACSC). The southern portion of the property, approximately 34 acres, is located outside of the Green Swamp area but was lumped into the larger property when land use and zoning were first assigned. The Very Low Density FLU essentially functions as the City's "Green Swamp" FLU for residential uses as all other residential FLUs outside of the Green Swamp are Low Density (or mixed use).

PFW, LLC on behalf of the owner is requesting a Future Land Use map amendment on the southern portion of the Berry Property that is approximately 34 acres of land. The applicant has requested a Future Land Use Map Amendment change to Low Density Residential from Very Low Density Residential. The Low Density Residential FLU classification allows up to six (6) units per acre and the applicant has provided a nonbinding draft site plan showing 4.2 units per acre.

If approved, the applicant must still apply for a zoning classification change into a category or Planned Unit Development (PUD) designation that is consistent with the Low Density Future Land Use which will require Planning Board review and City Commission approval. He and the Community Development Director Bailey have been talking with different developers interested in going through the Planning Board zoning process. The way the code is written now most developers go through the PUD process, because the baseline zoning categories are not what they are looking for. All of the upcoming projects are going to be worked through in phases, this would be considered a phase one. There is a development agreement on the entire site with talk of alternative CDD. There will be future zoning actions and development agreements that are tied to this over-all project.

The City's Planning Board gave a unanimous recommendation of approval on the proposed amendment.

Staff recommended approval of the Ordinance 1408-18 on first reading and to transmit to the Florida Department of Economic Opportunity for review.

Director Bailey stated the project was advertised for both the Planning Board and the City Commission along with mailers going to everyone within 300 feet. There was one resident from Cass Rd. that called stating his concern about traffic.

Vice Mayor Dearmin stated he was pleased to find the developer had provided a non-binding draft showing 4.2 units per acre even though the applied for zoning allowed up to 6 units per acre.

Commissioner Daley stated her concern is if they approve what is presented tonight, they are approving 6 units per acre. If the developer changes, and the City has seen changes in developers in the past, the Future Land Use will be in place for 6 units per acre. She is also concerned about Cass Rd. Many of the houses from this development will filter onto Cass Rd. and then onto CR 557. Traffic on CR 557 is already a nightmare and this development will double the density in that area. She also voiced concerns about the decrease in the conservation acreage.

Director Bailey stated that conservation is being added based on the wetland delineations. The conservation area, the wetland delineation line and the FEMA flood line has been reduced on the lower part of the property. The conservation area in the middle is an addition. In addition, the land use does provide for a maximum density of 6 units per acre, however, the developers will have to come back for a zoning designation to determine the units per acre. The allotment of units per acre occurs during the zoning process and the City will have the opportunity to approve or deny , the request at any time during the process. The City does not have to agree to the 6 units per acre.

Commissioner Daley affirmed that the developers could go up to 6 units per acre. She was concerned that the City would not be able to tell the developers that they cannot build 6 units per acre once the agreement has been formed.

City Manager Leavengood stated the developers are allowed the menu of options in the future land use, but due to the proximity to the Green Swamp the City requires a lower density. He asked Director Bailey about the level of service for the road if the developers go to the larger scale of growth, along with the impact of implementing a CDD. (Community Development District).

Director Bailey stated when a report is prepared for a land use designation the evaluation is for the maximum allowed density. With the maximum provided there is capacity on Cass Rd., the traffic has been addressed at this level. As the developer moves forward with the other tracts of land, they will be required to have a traffic study. The Polk County Transportation Planning Organization has the current level of service as a D for Cass Rd., however, based on their trip counts, the road is operating at a B level of service.

Rennie Heath, Cassidy Group, 346 E Central Ave, Winter Haven stated the developers have decided to go through the PUD process and they will not exceed 4.2 units per acre. They will be submitting a development agreement, that the Commissioners will have plenty of time to review prior to having to vote on it at the City Commission meeting. The agreement will spell out their intentions including the number of units per acre. Anytime his company starts a development of a traffic study will be done. Anything the traffic study finds will be addressed once construction has started.

Mayor Lake stated the City is aware there is a problem with CR 557 today and, he asked, who will perform the traffic studies for the developer.

Mr. Heath explained his company has a traffic engineer that will complete the study and it will be submitted to the City and County since there are County roads involved.

Commissioner Daley asked if the Commission would have a voice in a decision if a developer wanted to implement a CDD. Her concern is that a CDD would be double taxation.

Director Bailey explained the City has received an application for a CDD, staff provided numerous comments concerning sufficiency. The Florida statute defines what should be evaluated. As to date the developers have not provided an application that is sufficient. One of the comments from staff required the developers to specify the level of service they will provide to their residents that will be above the City level of service.

City Manager Leavengood stated this is a process that has been laid out in the Florida statutes. He said he has been speaking with the City Attorney, John Murphy about the CDD. He will ask the attorney to provide an update as the development progresses. Then he will pass the information along to the Commissioners in a staff analysis.

Mayor Lake opened public hearing.

Commissioner Daley asked if the PUD would still have the possibility of 6 units per acre, if the land use is approved tonight.

City Manager Leavengood, stated, in theory, the PUD would retain the possibility of 6 units per acre.

Mayor Lake closed public hearing.

Commissioner Duncan moved to approve the Ordinance 1408-18 on first reading; and transmit the approved Ordinance to the Florida Department of Economic Opportunity for review, seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote.

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

2.) ECHO TERRACE PLAYGROUND PROJECT

City Manager Leavengood stated the City Commission adopted the Parks and Recreation Master Plan in March of 2018 which identified \$1.9 million in recreation projects to be completed within the next five years (\$6.8 million over the next 20). The funding strategy for these projects includes capital allocations from the general fund, impact fees, grants, and the City's Community Redevelopment Agency.

Included in the current FY 18/19 Budget is \$100,000 for the Echo Terrace Playground project. This will include a total replacement of the existing playground with new equipment and fencing. The Community Development Block Grant is funding a portion of this project (\$30k). The City has also applied for a matching grant with the Florida Recreation Development Assistance Program (FRDAP) that we should receive word on in late December.

The City has received a proposal from Rep Services, Inc. for the playground equipment. Rep Services, Inc. is the sole vendor for Landscape Structures equipment in the state. This is the same high quality equipment used by the City of Lakeland in many of their playgrounds (e.g. Common Ground).

City staff is proposing to “piggy back” off the Clay County Contract for Parks and Playground Equipment. The Clay County contract is commonly used by cities and counties around the state for playground equipment (i.e. Lakeland, Plant City, Lake Wales, Jacksonville) since it is difficult to get apples to apples through a bid process as each piece of playground equipment between vendors has different sizes, dimensions, materials, and build quality.

The project proposal and concept for the Echo Terrace Playground Project was submitted to the Parks and Recreation Board and received a unanimous recommendation of approval.

Staff recommended approval of the Echo Terrace Playground Project and award the equipment bid to Rep Services in the amount of \$75,327.25.

Director Weed clarified that the FRDAP grant is only for the Highland project. He has researched the equipment as well as going to playgrounds that have this brand of playground equipment. This company can make any type of recreation equipment the City wants and in any color. The recommendation from GAI was to replace the playground equipment, they did not offer specific units.

Mayor Lake asked if this is based on the GAI recommendation.

Commissioner Duncan asked if there would be signage for the parks since the handout showed two different age groups of equipment. He also asked what surface material would be used around the play area.

Director Weed stated signage is part of the overall project. The ground cover is engineered wood fiber and it is ADA complaint. The ground covers are diverse, they all have good and bad qualities.

Commissioner Daley asked what the difference would be in the wood fiber and some type of turf.

Mayor Lake asked if this is playground friendly surface mulch, and if any other surface material had been considered. He also wanted to know if the price included the installation of the equipment.

City Manager Leavengood stated the City knew there would be maintenance cost involved with the mulch. Using turf for projects like playgrounds would double the cost of the projects. As the City starts refurbishing the keystone park the decision may be to use the artificial turf.

Commissioner Duncan asked if there were anything at the parks for adults and if there was a warranty for the equipment.

Director Weed stated there will be basketball courts, picnic tables and benches for the adults to use. The price includes the equipment, delivery, and installation.

Discussion followed regarding proponents of the warranty for the playground equipment.

Mayor Lake opened public hearing.

Brenda Arnold 435 W Pierce St. asked what is there for ADA.

Director Weed stated there are certain pieces of equipment with ADA accessibility.

City Manager Leavengood stated the City will look at ADA accessibility more within the bigger parks, this is a local neighborhood park and may not have all the amenities as the larger parks.

Jean Brittain, 370 S Echo Dr. commented on the mulch being a fire hazard. She also wanted to know what would become of the old playground equipment.

Director Weed stated the old equipment was over 10 years old, and the recommendation from GAI was total replacement. It has been a well-loved park and time for replacement. The City is looking at security cameras to prevent vandalism in the future.

Commissioner Daley stated the age of the equipment may keep it from meeting the requirements for safety.

Commissioner Duncan asked if there was something more to go into the Echo Terrace playground.

Vice Mayor Dearmin asked about designation parking for the park.

Director Weed stated picnic pavilion and tables will be added to the park, but no dedicated parking will be added since it is a local, neighborhood park.

Mayor Lake stated the City can also use this as a learning curve, since this is the first playground replacement.

Vice Mayor Dearmin moved to approve the Echo Terrace Playground Project awarded to REP Services, Inc. Subject to the Public Records language of Florida Statutes section 119.07.01; seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DEARMIN	AYE
COMMISSIONER DALEY	AYE

COMMISSIONER DUNCAN
COMMISSIONER MAULTSBY

AYE
AYE

3.) GAI CONSULTANTS: TASK ORDER #2: UNIFIED LAND DEVELOPMENT CODE UPDATE

City Manager Leavengood stated in March of 2017, the City entered into a Master Consulting Agreement with GAI Consultants. The agreement established a general basis between the firm and the City for performing services (umbrella agreement). Specific projects or services will be carried out under separate agreements or “task orders” that will specify the scope, timeline, cost, and other provisions specific to each project. This setup is identical to the engineering services provided to the City through CPH through a master agreement.

The current FY 18/19 budget includes \$50,000 set aside for a “rewrite” of the City’s land development code. The City’s land development code, in many areas is antiquated, and is in need of an overhaul to better align itself with development trends and the goals of the City Commission (e.g. conservation standards, clustering). Currently, many developments are going through “custom zoning” as Planned Unit Developments (PUD) for what would otherwise be standard residential construction because the baseline zoning districts do not have the standards or flexibility to accommodate their proposals. Likewise, conservation standards and other design features that the City may desire are not included in these baseline districts. This presents the opportunity to combine incentives and requirements, cohesively within the different zoning classifications.

The proposed task order is for planning services related to the rewrite. The Task Order provides for an evaluation and analysis of the existing ULDC provisions, and other city plans and documents related to land development. The process will also include a review of current planning trends and include feedback from developers, Planning Board, and the City Commission. Deliverables will include ULDC policies, information fact sheets/guides, development application checklists, and revised development applications to facilitate ease of use and understanding of the development review processes addressed in the Unified Land Development Code. The City is faced with a potentially 100 percent increase in population, in a 10 – 20 year period. It is not prudent to wait till the houses and development are in place and then realize the code should have been changed 10 years prior to address water scarcity among the other issues.

Staff recommended approval of Task Order #2 with GAI Consultants in the amount of \$55,000.

Vice Mayor Dearmin asked how long before the City will have to go through another re-write.

City Manager Leavengood stated the City would go through another re-write in about 10 years. There will be things that the City will fine tune, it will be no different than what the City did with the Downtown Overlay. This will be a great way to build in all the requirements that the City wants to see in future buildings. The City want to implement codes today that will still be relevant 5 to 10 years from now. Now is the time, as we progress with new developments coming in to Lake Alfred, to fine tune the City codes in place now and add new ones where they are needed.

Commissioner Daley stated the City is running out of time for making changes to the code, there are developers ready to come into the City now. The City needs to decide on what is best for the City and have the requirements in place.

Commissioner Duncan asked how will the changes be incorporated into the ULDC, will it be a workshop, who will attend and how long will it take to complete the update. He then asked when will the changes be in effect.

City Manager Leavengood stated there will be workshops to address the needed changes that will benefit the City and the Contractors. Staff will work with the consultant then the workshops will be set for the Commission and Planning Board to give feedback. The Developers will be invited to attend and give feedback as well. In answer to Commissioner Duncan's question he stated the timing will depend on the feedback and how many workshops are required. He said it should be completed around April 2019.

Assistant City Attorney Claytor stated he will check on the effective date and get back to the City Manager.

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

Commissioner Daley moved to approve GAI Consultants: Task Order #2 for the amount of \$55,000; seconded by **Vice Mayor Dearmin**. The motion was approved by unanimous voice call vote.

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

The City Commission Meeting was recessed at 8:25 p.m.

The City Commission Meeting was reconvened at 9:27 p.m.

RECOGNITION OF CITIZENS:

There were no comments.

COMMISSION COMMENTS:

Commissioner Daley commended Director Weed for writing 2 FRDAP grants, as they are not easy grants to write. She encouraged everyone to find out about Community Development Districts (CDD), there is a lot to them. She wished everyone a Happy Holiday.

Commissioner Duncan asked about the 2019 meeting schedule that he did not receive. He also asked about the Auburndale parade and the Christmas party. He wished everyone a Happy Holiday.

Director Weed gave the time and place for the Commissioners to meet to be in the Auburndale / Winter Haven parade on Friday, the Lake Alfred parade on Saturday and the Christmas party on Friday December 14th.

Commissioner Maulsby stated the City has had a great 2018 because of the Commission, City Manager and staff. We all worked together and accomplished a lot. He wished everyone a Happy Holiday.

Mayor Lake stated this is the last meeting of the year, he thanked the staff for their hard work, the citizens that come to the City Commission meetings, and the Commissioners for a great job, working together and for all that has been achieved. He thanked the City Manager for having a vision and doing so much for the City. He also thanked everyone for allowing him to be Mayor and he thanked the Attorney for always being there.

Vice Mayor Dearmin stated he wants to thank the City's staff, the first responders, all the departments, the City Manager, the Attorney and everyone involved with the City. He is looking forward to the new year. He wished everyone a Happy Holiday.

City Manager Leavengood stated the 2019 meeting schedule will be included in the first meeting in January. He thanked the City Commission for their leadership and read his narrative from the last agenda:

Mayor & Commission,

I am pleased to present the agenda packet for the upcoming December 3rd regular meeting and our last meeting of 2018. The action items in this agenda represent over a \$300,000 investment in parks and recreation projects and planning efforts identified in the Parks and Recreation Master Plan that the Commission only just recently adopted in March of this year. This is a milestone level of investment that we could have scarcely conceived of five years ago and we have much more to come. The site specific plans for Central, Lions, and Mackay will conservatively detail over \$4 million in future projects and establish the new face of recreation amenities in the City for decades. The Commission's establishment of the Community Redevelopment Agency combined with the discipline that has been exercised by staff and the Commission in the budget process as well as the Commission's recent action on updating impact fees will provide the engine and continued momentum to aggressively pursue the projects identified in the Park Master Plan.

With new development on the horizon, we see opportunities but also challenges in expanding utilities, water scarcity, maintaining the level of service in sanitation and public safety, and updating development standards to achieve smart and quality growth. The current budget, CIP, and even the action items on this agenda are preparing for both the opportunities and the challenges that we will face.

Congratulations to the City Commission and my staff for a successful 2018; I am looking forward to what we can achieve in 2019!

With no further business the meeting was adjourned at 9:40 pm.

Respectfully submitted,



Mamie Drane
Deputy City Clerk

Reviewed by.



Ameé Bailey
City Clerk