

**MINUTES
CITY COMMISSION MEETING
MONDAY MARCH 1, 2021
7:30 PM
CITY HALL**

Call to Order: Mayor Nancy Z. Daley called the City Commission meeting to order at 7:30 p.m. in the City Commission Chambers located at 120 E. Pomelo Street, Lake Alfred, FL 33850.

Invocation and Pledge of Allegiance: Finance Director Amber Deaton provided the invocation and Mayor Daley led the Pledge of Allegiance.

Roll Call: City Clerk Linda Bourgeois

City Commissioners in attendance: Mayor Nancy Daley, Vice Mayor Jack Dearmin, Commissioner Brent Eden, Commissioner Charles Lake, and Commissioner Albertus Maulsby.

Staff in attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, City Clerk Linda Bourgeois, Community Development Director Ameé Bailey, Police Chief Art Bodenheimer, Fire Chief Wallace Nix, Parks and Recreation Director Richard Weed, Finance Director Amber Deaton, and Public Works Director John Deaton.

City Manager Leavengood announced the upcoming Spring Clean-up Week and said there would be an election this year with three candidates for two seats: Nancy Z. Daley, Mac Fuller, and Joseph F. Hults, Jr. In addition, there will be four Charter Amendments on the ballot.

A brief discussion ensued about the sample ballot being on the website, the ballot language was set in the adopted ordinance, and sending the sample ballot out to the City Commission.

He continued and spoke about the potential for an upcoming Covid-19 vaccination site at Lions Park. He went on and presented pictures of the controlled burn at the Mackay Gardens and Lakeside Preserve, the football field at Central Park, the paving of the trail at the Mackay Gardens and Lakeside Preserve, and the completion of the sidewalk project at Lake Swoope Park.

Assistant City Attorney Claytor said he remained grateful for representing the City of Lake Alfred.

Recognition of Citizens:

There were none.

Mayor Daley read the Girl Scout Week Proclamation into record.

Mayor Daley presented the consent agenda for approval.

- 1.) City Commission Meeting Minutes for February 15, 2021
- 2.) City Commission Announcements
- 3.) Canvassing Board Appointment

Vice Mayor Dearmin made a motion to approve the consent agenda. The motion was seconded by **Commissioner Lake** and the consent agenda was unanimously approved.

Mayor Daley presented Resolution 08-21 for consideration and **Assistant City Attorney Claytor** read the title into record.

City Manager Leavengood read the analysis into record.

Issue: The City Commission will consider adoption of the Water Facilities Plan.

Analysis: The City is currently in the process of designing and constructing a second water plant for infrastructure redundancy and resiliency as well as to accommodate future growth. On December 2, 2019, the City Commission approved Resolution 22-19 authorizing the application for a State Revolving Fund Loan for Drinking Water Facilities. Through the SRF Water Facilities Program, up to fifty percent (50%) of the costs incurred for this project are eligible for principal forgiveness.

As a part of the program requirements the City is required to submit a Drinking Water Facilities Plan which provides details on the project background, major components, project need, alternatives, etc. The task order to complete the plan was issued to CPH Engineering by the City Commission on December 2, 2019 through Task Order #1. The proposed resolution adopts the Water Facilities Plan.

Staff Recommendation: Approval of Resolution 08-21.

Scott A. Breitenstein, P.E. for CPH, Inc. said tonight was advertised as a community meeting.

Overview

- They reviewed the existing site for potential expansion and an alternative new site for a the water plant.
- The Facilities Plan identifies the purpose and need for a new location to bring the plant up to current code and increase capacity standards.
- CPH, Inc. worked with City, the Department of Environmental Protection, and the State Revolving Fund. The plan was approved without any comments.
- The plan concepts will be evaluated for cost effectiveness.
- The recommendation is for one well to be installed now with a high service pump, treatment facility, and a 750,000-gallon ground storage tank.
- The costs are budgetary and estimated to be 4.7 million dollars.
- At this point and with inclusion in the program, there is up to 50% loan forgiveness.

City Manager Leavengood said even with the loan forgiveness, 2.3 million is still a lot for a City of our size. He said we have debt service maturing over the next few years so we will be in a good position. He continued and provided an overview on the Polk County Water Cooperative and the future debt service tied to that project.

Scott A. Breitenstein continued his presentation.

- The City was placed on the fundable list for the design phase for approximately \$603,000 with a 50% forgiveness.
- The interest rate on the State Revolving Fund will be based on the interest rate at that time and it would be a twenty-year loan.

Mayor Daley asked if any residuals could be paid for with impact fees and City Manager Leavengood said in theory you could but with a project that big it would wipe out the impact fees. He said we would probably want to hang onto the impact fees for smaller eligible projects.

Mayor Daley opened the public hearing. There were no members of the audience that came forward to speak, and Mayor Daley closed the public hearing.

Commissioner Eden said he thought the project, when presented earlier, was closer to 3 million.

Scott A. Breitenstein said this project has been in the City's planning document for a few years. He continued and said this was where we may need to have some value engineering because the site plans submitted to Florida Department of Environmental Protection had depicted two buildings.

City Manager Leavengood said the figures in the plan are like placeholders and the true numbers are what we are seeing now. Utility projects are expensive projects, and you have the rate payers behind them.

Commissioner Eden asked about the likelihood of maintaining the 50% loan forgiveness and Scott A. Breitenstein said it was all based on the median income of the city and was not guaranteed because it was a very competitive environment.

City Manager Leavengood said we would know before getting into it as to what we would be locked into.

Scott A. Breitenstein said the City would need to ask for another request for inclusion to get priority scoring and that would let us know what we are looking at. It is based on a specific formula.

Commissioner Eden asked if the dollar amount of existing debt service that is coming to an end would be similar to what the City would be taking on.

City Manager Leavengood said he would have to crunch the numbers but thought we would have more than enough to cover it.

Commissioner Lake asked when he thought the water plant would be up and running, and Scott Breitenstein explained after the design phase it would take one year for construction. He estimated the completion date to be in about 2 ½ years.

Mayor Daley asked if this project would be cost prohibited to the Water Cooperative situation.

City Manager Leavengood said it was separate and said he would provide an update to the City Commission this month. He explained there had been so much flux with the Water Cooperative due to other cities water usage discrepancies. He provided an explanation, said the water use permit rulemaking was just completed, the lawyers were reviewing the rules, and the City of Lake Alfred did not have much of a discrepancy with their permit. He concluded by saying now that the rulemaking is complete, we would start gaining traction on a solution.

Vice Mayor Dearmin thanked the City staff for being proactive with this project and made a motion to approve Resolution 08-21 adopting the Water Facilities Plan. **Commissioner Eden** seconded the motion, and the motion was unanimously approved.

Mayor Daley presented Resolution 09-21 for consideration and **Assistant City Attorney Claytor** read the title into record.

City Manager Leavengood read the analysis into record.

Issue: The City Commission will consider approval of the Drinking Water and Wastewater Asset Management and Fiscal Sustainability plans.

Analysis: The City is currently in the process of designing and constructing a second water plant for infrastructure redundancy and resiliency as well as to accommodate future growth. The City is pursuing the project through the State Revolving Fund Loan Drinking Water Facilities program. Through the SRF Water Facilities Program, up to fifty percent (50%) of the costs incurred for this project are eligible for principal forgiveness.

As a part of the program requirements the City is required to have a water and wastewater management and fiscal sustainability plan. The purpose of the plan is to assess the condition of the utility's infrastructure and ensure steps are being made to maintain the system.

Conclusions of the plans was that our utility systems were generally in good shape. Items that were identified within the plan will be utilized by city staff to assist in the preparation of future maintenance and repair budgets.

Staff Recommendation: Approval of Resolution 09-21.

Chris P. Bailey Asset Management Program Technician with the Florida Rural Water Association presented to the City Commission.

Overview

He said an Asset Management Plan (AMP) was a tactical plan for managing an organization's infrastructure and other assets to deliver an agreed standard of service.

Basic asset management includes:

- Building an inventory of the utility's assets (status and condition and criticality).
- Developing and implementing a program that schedules and tracks all maintenance tasks, generally through work orders.
- Developing a set of financial controls that will help manage budgeted and actual annual expenses and revenue.

He went on to say the assets we were managing are:

- Valves
- Hydrants
- Pumps/Motors
- Lift stations
- Manholes
- Water/Sewer mains

- Generators
- Electrical control Panels
- Plant equipment
- Anything that requires maintenance that is used in the water/wastewater treatment process.

He explained the reasons why the City of Lake Alfred needed a Management Plan.

- Maximize the life expectancy of costly items related to the treatment of wastewater.
- Ensure the reliability of emergency equipment before it is needed.
- Being able to predict failures of equipment before they happen.
- Make emergency response and normal routine maintenance more efficient.
- Makes financial planning for asset failure and upcoming projects easier.
- Uses a systemized approach.

He continued the presentation by reviewing the manhole, hydrant, and valve conditions.

A discussion ensued regarding 75% of hydrants being in average condition which was consistent with industry standards, the city's utilities system being in reasonable shape, looking at a potential rate increase in the future, the capability to conduct an in-house rate study each year, the City being proactive with having a fire hydrant replacement program.

Further discussion surrounded the failed fire hydrants, the terminology of failed not meaning they were broken but only that Mr. Bailey could not get them open, the protocol for when encountering a failed hydrant, and 261 hydrants were tested.

Utilities Director Deaton approached the podium and said the City has actively been replacing the older hydrants in the city and will continue to budget for replacements. He shared a story about one hydrant stamped 1929 and that replacement cost approximately \$19,000.

Commissioner Lake said the Utilities Department would prepare the old hydrant for display at the Lake Alfred Historical Society.

Mr. Bailey concluded his presentation with explaining the plan implementation steps of using a computerized maintenance system, tracking work orders, following the Capital Improvement Plan, logging in new data, conducting an in-house rate study annually, and inspecting the current assets in the field to keep the database current.

Mayor Daley opened the floor to public comments.

Brian Lowe said he lived off Highway 557. He shared homeowners would not be happy to see their house burning only to watch the firefighters go to the next hydrant in line to get water.

Mayor Daley said the water truck would be the first to respond.

Commissioner Lake made a motion to approve Resolution 09-21 adopting the Drinking Water and Wastewater Asset Management and Fiscal Sustainability plans. **Commissioner Maultsby** seconded the motion, and the motion was unanimously approved.

City Manager Leavengood said this was the remainder of the department presentations and the opportunity for the public and City Commission to hear the directly from the departments.

Department Updates

The Police Department was presented by Police Chief Art Bodenheimer.

Overview

He spoke about the calls for service statistics and showed the comparison from the previous two years.

2020 Statistics

- Annual Calls 8,586
- Daily Average 23.52
- Crashes 177
- Alarms 250
- 911 Calls 1,962
- Monthly Average 163

He continued and reviewed the leading statistics.

- Traffic Stops 1999
- Information Calls 1334
- Suspicious Per/Vehicle/Inc 1102
- Emergency Calls 567
- Assist other agencies 353
- Disturbances 441
- Alarms 250
- Open doors / Windows 114* Less than ½ from 2019
- Disabled vehicles 198

He reviewed the grant funding obtained over the past five years stating it was \$79,413.

The 2020 Highlights were:

- Purchased rifles/optics/lights
- Purchase new "Hybrid" SUV's K-9 and Patrol Fuel K-9 Unit:
2020 "217"gal vs. 2021 "130"gal
- Sold 2007 SUV for almost 3 times the amount of a car
- Hired 2 personnel in communications and 2 Law Enforcement Officers (LEO)

He shared the goals for 2021:

- Complete training on patrol rifles
- Purchase another Green friendly SUV
- Fill vacant Law Enforcement Officer position
- Implement NEW computer programming for Reports/Records/Communications
- Complete training for the new K-9 "LEO"

A brief discussion ensued regarding the police department vests. Topics of discussion were: Covid-19 slowing the process in obtaining the vests, the police department looking at other vendors for the vests, and the vests in Lake Alfred not expiring for another one and a half years.

He concluded his presentation by saying the members of the Lake Alfred Police Department would like to thank the Commission and Citizens for their support.

Mayor Daley said she has always been proud of the Lake Alfred Police Chief and Police Department.

The City Commission thanked the Police Chief for his service to the City of Lake Alfred.

The Community Development Department was presented by Community Development Director Ameer Bailey.

Overview

- Provided an overview of the properties in 2020 and 2021 for annexations, future land use, and zoning.
- In 2020 the Comprehensive Plan, the Capital Improvement Program and the Companion ULDC were amended.
- The Unified Land Development Code was adopted with an effective date in April.
- There will be new flyers, forms, applications, and an updated fee schedule.
- Article 6 – Signs and Article 8 – Public Facility Monitoring, will be modified.
- There are some amendments needed to Article 3 – Use Provisions and Article 9 – Administration and Procedures.
- The technical standards will be defined.

Panning for 2020-2021.

- The downtown parcel remediation was completed.
- A marketing strategy has been started.
- Completed “The Lakes” land donations.
- An application has been submitted to the Transportation Planning Organization and Florida Department of Transportation for a grant to modify the traffic flow through the downtown corridor.
- Site plans and construction projects were reviewed for the past two years.

A discussion ensued regarding the development map, the buildable lots within the city being 3,596, the expired approvals of two developments, and the potential to have 4,717 new units.

She went on to review the building activity as said in fiscal year 2020 there were 407 permits issued, 30 new homes built, 1,004 building inspections, 198 lien searches, 165 code enforcement calls, and 32 case hearings.

She provided an overview of how the department responded to the challenges of Covid-19.

- More email interactions
- Accepting more digital plans
- More credit card payments
- Lobby improvements
- City Hall Digital Capability Increased
- Increased cleanliness

She introduced the members of her team and shared their hire dates. She said she became the director in 2017 and praised the staff with how far they have come. She concluded her presentation by sharing the goals for 2021.

- Software Upgrades – all digital plan review
- Code Enforcement
 - Finish up back-log
 - Create Standard Operating Procedures
 - Possible Demolitions
 - Improve Lien processes
 - Improve customer experience with online access, applications, and brochure type instructions.

Commissioner Lake asked about the Polk Training Center's annexation application.

Community Development Director Bailey said they still had the application and tried to process them by areas versus an individual property. She continued and said they were working with property owners along highway 557 and they just were not quite ready. She spoke about the Clark and Cass Road annexations and the new Trio Groves annexation which will take in the whole enclave.

She continued and shared there were quite a few applications for annexations and mentioned Mariana Acres. If we receive enough applications, we could take in the whole development. She said we were working with the county on a Joint Planning Area and by working with the county we can take in larger enclaves since they raised the acreage we could take in from 10 acres to 115 acres.

The Public Works / Utilities Department was presented by Public and Utilities Works Director John Deaton.

Overview

- There were two new Superintendents and a new Administrative Assistant hired in 2020.
- The city is moving forward in planning for a new Lake Alfred Drinking Water Plant.
- Currently, the city is undergoing a fire hydrant replacement program.
- The city applied for and received a generator grant to add eight (8) new generators for lift stations.
- The department has been working on water line repairs throughout the city.
- The water and sewer line extension project heading north on highway 557.
- The city purchased a new Vac / Jetter truck for Utilities. This purchase has been a great asset to the city.

City Manager Leavengood thanked the department directors and their respective teams. He said it was the City Commission's leadership that allowed them to do as much as they can for Lake Alfred. You cannot really look to the horizon in the middle of a storm. With calm seas we can really look ahead and prepare for the future. He concluded by saying were preparing for the future by mitigating the negative and maximizing the positive.

Recognition of Citizens:

Beverly Moore of 165 East Pierce Street said thank you. She shared she was at the last meeting regarding the stickers on her windows and said now everything was taken care of. She said they

inspected the windows by Zoom and got the permit by taking pictures. She continued and said you guys are awesome and compared the government of Lake Alfred to the government in Illinois. She concluded by saying they do not even come close to you guys, you are wonderful.

Brian Lowe off 1557 by Lake Gum spoke to the City Commission regarding not having any cable or internet company servicing his area. He said they were the last home on the sewer line. He asked what Commissioners were responsible for authorizing the cable, and then said he had drainage issues and the area was flooding. He continued and said they had been flooded for the last nine to ten months. We are in swampland right now. He continued and showed the area on the map of where they lived to determine if they lived in the city.

A brief discussion ensued as to whether he was in the city or county, drainage issues from the roadway would be a county issue, and the City of Lake Alfred would get his contact information to see how we could help.

Mr. Lowe continued and spoke about the Lake Alfred exit being the next major snarl on I-4 because traffic was already backing up halfway between the Highway 27 exit and the Lake Alfred exit. He continued and said because of the traffic on Highway 27, they experience all kinds of truck traffic day and night. He said the trucks do not even use Highway 27 anymore they just use Highway 557.

Mayor Daley said the internet company may be interested in expansion into the area because there will be a need with the growth.

Mr. Lowe said the issue is they live exactly 1.10 miles from the last hot leg, and it is swampland.

City Manager Leavengood said we would take his contact information to do whatever we could to help.

Commissioner Questions and Comments:

Vice Mayor Dearmin said he was glad there were citizens that could come to us and we could help them out. He was honored to complete his Ethics training this week and thanked the City Clerk for helping him out. Thank you.

Commissioner Lake said he learned to have patience when he scheduled a service call and was given the appointment date of February 23, 1921. He asked about the Charter amendments and wanted to see if they could be placed on the website.

City Manager Leavengood stated they were already on the website and said he would send the sample ballot out to the City Commission.

Commissioner Eden thanked the department heads for their updates and said he was looking forward to 2021 as well.

Commissioner Maultsby thanked the citizens for electing him to serve Lake Alfred. Thank you.

Mayor Daley said she appreciated the Chamber of Commerce for hosting the "Meet the Candidates" event and said there was not a big turnout but it was great practice for us all to get

to meet each other and know each other. She concluded by saying she appreciated the City repaving the trail along Mackay Blvd because it is well used and was in rough shape.

Without any further comments, at 10:10 p.m. the meeting was adjourned.

Respectfully submitted,



Linda Bourgeois, BAS, MMC,
City Clerk