

City of Lake Alfred  
City Hall  
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**AGENDA  
CITY COMMISSION MEETING  
MONDAY MARCH 5, 2018  
7:30 PM  
CITY HALL**

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**CALL TO ORDER: MAYOR CHARLES LAKE**

**INVOCATION AND PLEDGE OF ALLEGIANCE: PASTOR JONES**

**ROLL CALL: CITY CLERK AMEÉ BAILEY**

**CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS**

**RECOGNITION OF CITIZENS: ITEMS THAT ARE NOT PUBLIC HEARINGS**

**POLICE OFFICER SWEARING IN CEREMONY**

**CONSENT AGENDA**

- 1.) CITY COMMISSION MEETING MINUTES FOR FEBRUARY 19, 2018**
- 2.) CITY COMMISSION ANNOUNCEMENTS**

**AGENDA**

- 1.) CANVASSING BOARD APPOINTMENT**

**RECOGNITION OF CITIZENS: (PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.)**

**COMMISSIONER QUESTIONS AND COMMENTS:**

**VICE MAYOR DALEY  
COMMISSIONER DUNCAN  
COMMISSIONER DEARMIN**

**COMMISSIONER MAULTSBY  
MAYOR LAKE  
ADJOURN**

**LAKE ALFRED CITY COMMISSION MEETING  
MARCH 5, 2018**

**CONSENT AGENDA**

*All matters listed under this item are considered to be routine and action will be taken by one motion without discussion. If discussion is requested by a Commissioner, that item(s) will be removed from the Consent Agenda and considered separately.*

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**1.) FEBRUARY 19, 2018 CITY COMMISSION MEETING MINUTES**

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**ATTACHMENTS:**

- Draft Minutes

**ANALYSIS:** Please review the minutes at your earliest convenience and if there are any questions, comments or concerns please contact the City Clerk, Ameé Bailey at (863) 291-5748.

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**2.) CITY COMMISSION ANNOUNCEMENTS**

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**ANALYSIS:** Each of the meetings/ events scheduled below may constitute a public meeting at which two or more City Commissioners or Planning Board Members may attend and discuss issues that may come before the City Commissioners.

<b>Date</b>	<b>Meeting/ event</b>	<b>Location</b>	<b>Time</b>
MARCH 8	Ridge League of Cities	Bartow	6:00 pm

**DRAFT MINUTES  
CITY OF LAKE ALFRED  
CITY COMMISSION MEETING  
MONDAY FEBRUARY 19, 2018  
CITY HALL**

**Call to Order:** Mayor Charles Lake

**Invocation and Pledge of Allegiance:** Donnie True

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 Ameé Bailey-Speck, Parks and Recreation Director Richard Weed, and Public Works Director John Deaton.

**CITY MANAGER ANNOUNCEMENTS**

**City Manager Ryan Leavengood** stated the Chamber of Commerce will host an 8 am breakfast this Thursday morning, February 22 at the Side Street Café. Tom Philips will present on the current and future plans of Transit in Polk County.

The Lake Alfred Library will be hosting the Historical Society for free beginners Genealogy Class on Saturday, February 24<sup>th</sup> at 11 am. Contact Connie White at the Historical Society to sign-up. Computer classes with Mayor Lake return to the Library on Fridays a 2:00 pm and a Tax Q&A will be held on select Thursdays. Check out the library calendar for more information.

The Parks and Recreation Department will be hosting a fun and interactive workshop to discuss the future of our parks and recreation department. The workshop will be held at Lion's Park on Tuesday February 27 at 6:30 pm. Please join City Staff as we go through the process to prepare a Master Plan that will provide guidance for future development and redevelopment of the City's parks and recreation system. The Master Plan will guide facility improvements and prioritize implementation for years to come. If you have any questions contact the Parks and Recreation Department.

The Mackay Gardens and Lakeside Preserve will host a Forest Magic Walk on Sunday February 25<sup>th</sup> at 2:00 pm, a Master Gardner Workshop on Thursday March 1<sup>st</sup> at 10:00 am, and a nature walk Celebrating Preservation on Sunday March 4<sup>th</sup> at 2:00 pm. Contact the Parks and Recreation Department for more details or to sign-up for one of these events.

The City will conduct its Municipal Election on April 3<sup>rd</sup> for the purpose of electing one commissioner. Two candidates qualified including incumbent Jack C. Dearmin and Brent C. Eden. The City Clerk will provide the City Commission with the Canvassing Board dates and responsibilities at the next City Commission meeting on March 5, 2018.

The City will be conducting its annual Spring Clean-Up Week during the week of March 12th thru March 16th. The City is offering pick-up of furniture, construction debris, yard trash, and tires free of charge to residential customers. In addition, household hazardous waste can be delivered to the Public Works facility on Haines Blvd. The week will conclude with the Lovin LA

Community Clean-up on Saturday March 17<sup>th</sup> coordinated with the First Baptist Church lake Alfred. Please contact Public Works or Parks and Recreation for more details.

**City Manager Ryan Leavengood** provided an update on the storm damage sustained by the Gardner house and Real Estate cottage. There was roof damage on the Real Estate cottage but the house withstood the storm, escaping damage. The Parks and Recreation staff covered the Real Estate cottage roof with a tarp and quotes will be coming-in for a new roof.

The Public Works Department partnered with Polk County with some clean-up along the streets around Fruitland Park. Using the County's machinery made short work out of tasks that would have taken substantial more time without it. Also the City has been working on Landscaping that was destroyed or damaged by the storm. Along with landscaping improvements, they took the opportunity to add pavers for a walk through at the parking lot at Haines St. Public Works Department and the City's mechanic have been working on two homebuilt portable pressure washers that will aid in clean-up of facilities and sidewalks, along with the areas around the City without water access.

### **CITY ATTORNEY ANNOUNCEMENTS**

No Comments.

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

**Mary Neily** 640 East Tangerine Ave in Fruitland Park thanked the City for the work in Fruitland Park and the quick response. She asked about the landscaping to accompany the future community sign and areas within the right-of-way. She said she had met with Chief Bodenheimer to discuss the condition of the roads. Mrs. Neily also mentioned an issue with snakes coming out of and staying around the lake. She also asked about striping the roads.

**City Manager Leavengood** stated that the City is working with the County to clean the lakefront which might address the issue with the snakes. He stated the City will provide some landscaping with the sign and would be happy to try and coordinate with the community on additional plantings, as long as the planting remains in the right-of-way.

**Annie Mae Lewis** 946 Everett St. asked about getting a podium with a sound system and a clock for the Highland Community Center. She also asked about the safety of the road and about installing a guard rail along the road.

**City Manager Leavengood** stated the Highland Center would need a portable sound system. The Parks and Recreation Department will meet with Mrs. Lewis regarding the guard rail and the other items she requested for the Highland Center.

**Brent Eden** 235 S. Seminole Ave. stated he is running for City Commission. He has lived in Lake Alfred for a few years with his wife and children. His wife and her family has been active in the Lake Alfred community. It's his hope and he is looking forward to the opportunity to make a positive impact on the City of Lake Alfred. He's seen changes in the City in the past seven to ten years. If given the opportunity he looks forward to utilizing his expertise and knowledge, especially in accounting and business administration to add value to Lake Alfred. If anyone would like to speak to him he is very accessible and very open and he would look forward to speaking with everybody.

**Keith Jordan** 720 S Glencruiten stated his neighbor's house recently caught fire and the Fire Department had a difficult time accessing the fire hydrant. He was concerned that the Fire trucks did not have the necessary equipment. The fire hydrant had been painted approximately two years ago and he was concerned that the hydrant had not been tested. He also saw the firemen valiantly working to save the house. The hydrant, close to his house, is now leaking.

**City Manager Leavengood** stated the City responded followed by the County. No one was home and it is unclear how long the house had been under fire. Every engine in the City has a pipe wrench on it, there is one on the brush truck, tanker truck and both engines. The City responded first then the County responded: we had the ability to have water on the fire with the tanker. Hydrants are flow tested, periodically but even when they flow test the hydrant the five inch cap may not be used, the flow test can be done from one of the side valves. However, all of the Hydrants are being opened and hydrant grease is being applied to the threads. The hydrant is leaking due to the force it took to open it.

### **EMPLOYEE RECOGNITION: DONNIE TRUE – 10 YEARS**

**Community Development Director Bailey** stated Donnie True has served as the part-time Building Official for the City of Lake Alfred for 10 years after a stint as a full-time Official. Now that does not mean he works part-time. He is also the Building Official for the Cities of Eagle Lake, Mulberry, and Bartow. Donnie has been in the construction industry for over 40 years. Previously working full time for the cities Fort Meade (6 years) and Bartow (17 years). Donnie currently holds licenses as a Standard Inspector, Standard Plans Examination, Building Code Administrator, Certified Residential Contractor, and a Certified General Contractor. Donnie is a member of the Florida Building Officials Association and has served on the Municipal Board of Examiners. Donnie also served on the committee that combined the three model codes used across the nation to create the current International Code Council. This is the Code recognized by the State of Florida and other states. Donnie is very well liked by those in the industry unless they are cutting corners. Contractors often tell me they enjoy working in the City Lake Alfred due to our friendly and speedy service.

More importantly Donnie loves his wife Teresa, granddaughter Lilly, the rest of his family along with participating in his church. He is currently overseeing the Building Committee regarding the church remodel.

Donnie is truly an asset to the City. Although he only works Monday, Wednesday, and Friday, he is always available to staff whenever we have questions. We congratulate him on his tenure and look forward to the future.

**Donny** stated that he appreciates the City's recognition. He enjoys working with all his other cities, but he likes Lake Alfred best. It's a pleasure to work with staff and Ryan is one of the best City Managers he has ever worked for. It's a pleasure to work for the Commission, he enjoys it and is not planning on going anywhere and he thanked the Commission.

### **CONSENT AGENDA**

**Commissioner Maultsby** moved to approve the Consent Agenda; 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>

1.) BIDS: POLICE DEPARTMENT RENOVATION

**City Manager Leavengood** stated the current FY 2017/2018 budget includes \$60,000 in Public Safety Impact Fees for the renovation of the Police Department. The existing space is in need of a revamp to optimize the space and provide scalability for future growth. The project includes seven rooms within the Police Department similar to the type of work recently completed in the City Hall offices. In addition the project includes cabinets, LED lights, tile flooring, and a wall to create a separate break area.

City staff advertised the project and sealed bids were opened at 2 pm on February 8th, 2018. Staff received the following bids:

- Springer Construction (Lakeland) \$52,920.00
- Grove Construction Corporation (Orlando) \$74,213.00
- Strickland Construction (Lakeland) \$75,313.00
- Esterline Construction (Plant City) \$78,305.00
- Mid-South Contractors (Orlando) \$91,785.00

A bid was also received from BL Smith Contractors (Winter Haven) in the amount of \$54,840 however it was received after the deadline and was removed from consideration.

**City Manager Leavengood** reviewed pictures of the current facility.

Staff recommended awarding the bid to Springer Construction in the amount of \$52,920 as the low bid.

**Public Works Director Deaton** provided a summary of several evaluation their past work has included the clientele of Mid Florida Credit Union and Lakeland Surgical and Diagnostic Center both gave very good reviews. The work will be done in phases to avoid disrupting the officers that are working. Upon approval, the contractors should begin within the next few weeks.

**Commissioner Duncan** asked if the work will be staged, and about the air conditioning, ceiling and lighting.

**Commissioner Dearmin** asked about the timeframe.

**City Manager Leavengood** stated they will be adding a drop down ceiling, the lighting will be re-done. The contractors know that it's a 24 hour facility so the remodeling will

**Mayor Lake** stated if the lobby is remodeled it will be a nice welcoming area and people should go to the police department and say nice things.

**Commissioner Maultsby** asked how the male and female prisoners are separated since there is only one cell also, how long does it take to get them both to Bartow

**Lieutenant Dempsey** stated when the Police Department has a male and female prisoners one will go into the cell, the other will remain at the desk. They cannot ride in the same vehicle, so the officer has to make two trips to Bartow. He also said the project looks like it will be impressive.

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

**Mayor Lake** closed the public hearing.

**Vice Mayor Daley** moved to award the bid to Springer Construction in the amount of \$52,920; seconded by **Commissioner Duncan**. 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>

### **RECOGNITION OF CITIZENS**

**M Annie Mae Lewis** 946 Everett St. asked if the shoreline of Lake Swoop could be cleaned, it is a tangle of growth and she like to fish there.

**City Manager Leavengood** stated the City is limited, but will look at permits for the aquatic vegetation. The equipment from the county will be back to clear some of the shoreline so that may help with some of the overgrowth.

**Kenneth Drayton** 690 E Lemon Ave. asked about a shed or a pavilion for Lake Swoop

Mayor Lake stated that the Park and Recreation Master Plan is addressing all the parks and that was one of the things that came up.

**Brenda Arnold** 435 W Pierce St. asked about the stormwater issue and thanked the Commission for supporting the Police Department with the remodel.

**Public Works Director Deaton** stated that the homes in that area were built below the surface of the road and when it rains there is runoff. The City can build catches or try to direct the runoff between the houses, but if we get heavy rain it will run across the yards.

**City Manager Leavengood** stated capital projects take longer to plan and execute than helping supply the Highland Center.

### **COMMISSIONER QUESTIONS AND COMMENTS**

**Mayor Lake** stated there was an article in Haven Magazine about Adams Estate and gave an update of how the project is moving along. Polk County Historical Society sponsored a

presentation on Rosenwald schools, and as a member of the Lake Alfred Historical Society he is handing out the magazine from the Polk County Historical Society that carried the article and the recognition of Rosenwald schools. The cover of the magazine was the Rosenwald school found in Lake Alfred.

**Commissioner Maultsby** stated within the next three months there will be a plaque for the Lake Alfred Rosenwald School.

**Mayor Lake** stated the Historical Society is working on a list of houses to recognize the older houses of the City. You can check with Connie at the Historical Society for more information.

**Vice Mayor Daley** stated on March 23<sup>rd</sup> Mackay Preserve will host about ninety 1st graders, from Lake Alfred Elementary, on a field trip at the Mackay Preserve. This is the third year to host this program. They learn about gopher tortoises and nature along the trail. They are also working on a fifth grade field trip at Mackay that will have a different learning program in place for them. Mackay has a good report with the local elementary school and the fact that the kids can walk to Mackay makes it helpful.

**Commissioner Duncan** asked if the March 17<sup>th</sup> Community Clean-up would have green shirts since it is Saint Patrick's Day. Ridge Art Mackay centennial art show the art show drop off is this weekend and will be judged at Ridge Art then moved to Mackay to hang. Information will be published as soon as he has the dates for the reception. He also asked about the portable pressure wash system. There are a lot of places in the City that does not have water available, like the docks.

**Public Works Director Deaton** provided information on the pressure washer made by the City. The large one has a 300 gallon tank with a twenty four horse power motor and the smaller one has a sixty gallon tank with a fourteen horsepower motor. The small one was built for the tighter spaces around the City. There are no chemicals used in the pressure washers.

**Commissioner Maultsby** asked if staff used any chemicals in the pressure washer.

**Margaret Wheaton**, 340 Carolina Ave S. stated the art receiving date was published as March 6<sup>th</sup> and 7<sup>th</sup>.

**Public Works Director Deaton** replied that the Director of the art show gave him his information.

**Commissioner Duncan** asked about a speed bump on Ramona, traffic has been going at a fast pace.

**Mayor Lake** stated people are also questioning him about speed bumps as well.

**City Manager Leavengood** stated if we start exercising speed mitigation there will be a lot of places and people that will request speed bumps. The City is also investing in the speed trailer; the trailer would log data to assess the need for speed bumps.

**Public Works Director Deaton** stated the plastic strip speed bumps will damage the road wherever it's placed. It has to attach to the road, even the temporary plastic ones. He affirmed the solar powered light would work in the area suggested.

**Commissioner Dearmin** asked about speed signage.

**Manager Leavengood** stated he wanted to go the signage route, with the flashing, solar powered, speed limit sign, also use the speed trailer to gather data and maybe write a few tickets if we have to, then we can look into a speed bump if necessary.

**Vice Mayor Daley** commented about rain gardens

**Commissioner Dearmin** thanked the citizens of Lake Alfred for coming forward with ideas to improve the City.

**Commissioner Maulsby** thanked the citizens for letting him represent them. He discussed the budget process for small cities, stating it may take a little longer for us to accomplish some things but we do get the job done.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:37 pm.

Respectfully Submitted,

Ameé Bailey  
City Clerk

**LAKE ALFRED CITY COMMISSION MEETING  
MARCH 5, 2018**

**AGENDA**

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**1.) CANVASSING BOARD APPOINTMENT**

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**ISSUE:** The City Commission will make an appointment from the Canvassing Board members to represent the City of Lake Alfred at the Logic and Accuracy test for the voting equipment.

**ATTACHMENTS:** None

**ANALYSIS:** Per the City Charter, the Canvassing Board is comprised of the City Commission, except officials running in the current election, the city clerk (or designee), and the city attorney (or designee).

The 2018 Canvassing Board includes the following members:

Mayor Charles Lake

Vice Mayor Nancy Daley

Commissioner John Duncan

Commissioner Albertus Maultsby

City Clerk Ameé Bailey

City Attorney John Murphy

Per Florida Statute, canvass board members are required to attend the following meetings: Please note a quorum must be present at each of the meetings (except pre-election logic and accuracy testing).

**1) Pre-election logic and accuracy testing of tabulating equipment**

**March 27, 2018 at 2:30 pm**

Location: Supervisor of Elections Headquarters, 70 Florida Citrus Blvd. Winter Haven

*(The Board may designate one member to represent them at this meeting)*

**2) Election night canvassing of ballots**

**April 3, 2018 at 6:00 pm**

Location: Supervisor of Elections Headquarters, 70 Florida Citrus Blvd. Winter Haven

**3) Certification of election results**

**April 5, 2018 at 5:00 pm**

Location: City Hall, 120 E Pomelo Street, Lake Alfred

**4) Post-election manual audit**

**April 10, 2018 at 4:30 pm**

Location: Supervisor of Elections Headquarters, 70 Florida Citrus Blvd. Winter Haven

The Logic and Accuracy (L&A) test is open for the qualifying candidates to view. The purpose of the test is to run sample ballots through the voting machine that will be located on our polling site during the election and test it for accuracy. After the test is performed the machine is sealed by the Supervisor or Elections staff and delivered to the City election site with the seal intact. The appointed representative conducts the procedure, confirms the results, and then signs the verification forms for the accuracy of the machine tested. In previous elections, the canvassing board has appointed the City Clerk to attend the testing on their behalf.

**LAKE ALFRED CITY COMMISSION MEETING  
MARCH 5, 2018**

**STAFF RECOMMENDATION:** Appoint Mamie Drane, Deputy City Clerk to attend the 2018 City Election Logic and Accuracy Equipment Test on Tuesday, March 27, 2018 at 2:30 pm.