

City of Lake Alfred  
120 E. Pomelo Street  
Lake Alfred, FL 33850



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[www.mylakealfred.com](http://www.mylakealfred.com)

**AGENDA**  
**CITY COMMISSION MEETING**  
**MONDAY MARCH 6, 2017**  
**7:30 P.M.**  
**CITY HALL**

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**CALL TO ORDER: MAYOR CHARLES LAKE**

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

**ROLLCALL: CITY CLERK AMEÉ BAILEY**

**CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS**

**RECOGNITION OF CITIZENS: ITEMS NOT ON AGENDA**

**EMPLOYEE RECOGNITION – RYAN LEAVENGOOD 5-YEARS  
PRESENTATION: DEPARTMENT UPDATES**

**CONSENT AGENDA**

- 1.) CITY COMMISSION MEETING MINUTES FOR FEBRUARY 20, 2017**
- 2.) CITY COMMISSION ANNOUNCEMENTS**

**AGENDA**

- 1.) RESOLUTION: 08-17 ACCEPTANCE OF STORMWATER PARCEL**

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

**COMMISSIONER QUESTIONS AND COMMENTS:**

**COMMISSIONER MAULTSBY  
MAYOR LAKE  
VICE MAYOR DALEY**

**COMMISSIONER DUNCAN  
COMMISSIONER DEARMIN  
ADJOURN**

*Should any person decide to appeal any decision made at a meeting, or any meeting announced in this agenda, such person will need a record of the proceedings and may need to ensure that a verbatim record of the proceedings is made. In accordance with the American with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact the City Clerk not later than four days prior to the proceeding at 863- 291-5747.*

**LAKE ALFRED CITY COMMISSION MEETING  
MARCH 6, 2017**

**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 20, 2017 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, Ameen Bailey at (863) 291-5747.

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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 9	Ridge League of Cities Dinner	Bartow	6:30 pm
March 15	Planning Board	City Hall	6:00 pm
March 16	Parks and Recreation Board	City Hall	6:00 pm
March 16	Code Enforcement Special Magistrate Hearing	City Hall	3:00 pm
March 13-15	Polk County Day	Tallahassee	varies

**DRAFT MINUTES**  
**CITY OF LAKE ALFRED**  
**CITY COMMISSION MEETING**  
**MONDAY February 20, 2017**  
**7:30 P.M.**  
**CITY HALL**

**Call to Order:** Mayor Charles Lake

**Invocation and Pledge of Allegiance:** Joyce Schmidt

**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 Attorney Seth Claytor, City Clerk Ameen Bailey-Speck, Police Chief Art Bodenheimer, Public Works Director John Deaton, Community Development Director Valerie Vaught, and Lieutenant Dempsey.

**CITY MANAGER ANNOUNCEMENTS**

**City Manager Leavengood** stated the Mackay Gardens and Lakeside Preserve will host a free Master Gardner Workshop on Thursday March 2nd at 10 am and a Nature Walk on Sunday March 5th at 2 pm. Contact the Parks and Recreation Department for more details or to sign-up for one of these events.

The Spring Cleanup will take place March 13-17, ending with the Lovin LA Community Clean-up Day on Saturday March 18th. Residents can dispose of furniture, construction debris, yard trash, and tires at no charge. Hazardous household items such as oil, batteries, or household chemicals must be dropped off at Public Works on Haines Blvd. Contact the Public Works Department for more information.

The qualifying period for the two open City Commission Seats ended Friday, February 17, 2017 with two candidates qualified to run. Therefore, Charles O. Lake and Nancy Z. Daley will be re-elected to serve another term on the City Commission effective May 1, 2017.

The Request of Qualifications (RFQ) for the Citywide Parks and Recreation Master Plan ends this Friday February 24th. Staff will review the submittals and transmit to the City Commission in March. The City Commission will then select a consultant to assist with the Master Plan, then we will establish the timeline for the inventory, operations, staff feedback, and public participation. The plan would then be adopted by the City Commission with projects incorporated into the budget.

**City Manager Leavengood** shared an update regarding the new walkway in the secret garden behind the library with stamped concrete. The concrete is colored and the pavilion will get a different pattern.

**Mayor Lake** stated the contractor will add a sealer and grit to reduce slipping.

### **CITY ATTORNEY ANNOUNCEMENTS**

No announcements.

### **RECOGNITION OF CITIZENS**

**Kevin Thomas** 160 W. Swoope St. asked about park improvements at Mackay Gardens and Lakeside Preserve or Lions Park. He suggested the addition of a playground for adults within the City.

**Vice Mayor Daley** asked about advertising for the Master Plan public meetings.

**City Manager Leavengood** stated the City will be conducting a Parks and Recreation Master Plan to determine what improvements or changes need to be made during that study. He invited Mr. Thomas to attend a public workshop once they are scheduled. Staff will advertise through the website, Facebook, bulletin board, digital sign, and mailers.

### **CONSENT AGENDA**

**Commissioner Dearmin** moved to approve the consent agenda, 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>

### **AGENDA**

#### **1.) ORDINANCE 1379-17: DOWNTOWN OVERLAY CODE AMENDMENT**

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

**City Manager Leavengood** stated in 2013 the City adopted land development regulations (LDR) that were applied to the downtown area as an overlay to the existing LDRs. The overlay code was designed to guide development in the downtown area to meet the community's vision that was adopted with the downtown master plan. The code reduced setbacks and parking requirements and also required façade improvements (to prevent blank walls) and cross-connectivity for parking and pedestrian access between developments. The overlay code also encouraged other development standards such as low impact development which would limit runoff through pervious pavement and other methods which would reduce the need for onsite stormwater retention.

Following the adoption of the original overlay code we have had several years to review these standards and to evaluate their effectiveness in helping to implement the downtown vision. The proposed amendment refines and improves upon the existing provisions within the overlay code, including:

- Improved façade treatment coverage to ensure higher levels visual interest on all sides of the building (less blank wall space).
- Restricted landscaping options to encourage continuity as well as water conservation and lower maintenance.
- Maintenance standards to ensure landscaping and grounds are being adequately maintained.
- Requires low impact development standard to reduce the need for onsite retention (previously was only encouraged).

The proposed ordinance improves the overlay code’s ability to implement the goals and vision that were outlined in the downtown master plan. The proposed changes have been reviewed by the Planning Board and received a recommendation of approval. The Mackay Steering Committee has also reviewed the landscaping list which has been changed from the first reading.

**Staff** recommended approval of Ordinance 1379-17 on second and final reading. Staff and **Jeff Smucker**, Central Florida Regional Planning Council (CFRPC) are available to answer questions.

**Vice Mayor Daley** stated she appreciated the City Manager consulting the Mackay Steering Committee regarding the plant lists.

**Commissioner Maultsby** moved to approve Ordinance 1379-17 amending the City’s Downtown Overlay Code on second and final reading, seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote. There were no citizen comments.

<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.) RESOLUTION 07-17: NON-AD VALOREM SPECIAL ASSESSMENT FOR SANITATION SERVICES**

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

**City Manager Leavengood** stated Florida statutes allow for local governments to collect fees for certain services on the property tax bill as a non-ad valorem special assessment. The service providing the assessment must provide a special benefit to the assessed property. Services such as stormwater, fire protection, and sanitation can all be collected by special assessment rather than through utility bills (or regular ad valorem taxes to fund fire protection). The City currently collects code enforcement abatement costs by special assessment.

Last year staff had proposed researching the option to utilize a non-ad valorem assessment for the collection of fees associated with residential sanitation services. One anticipated benefit included separate billing (i.e. the water bill would just be the water bill). Additionally, a special assessment should provide for a more consistent revenue source since utility billing revenue is reduced from turnover of renters and deactivated accounts which would allow us to decrease the rate and still collect the same revenue.

The city currently charges a monthly base rate of \$21.93 per month for residential sanitation and recycling services and receives approximately \$508,653 in sanitation revenue from residential service charges each year. Based on a comparative analysis of existing customer data and parcel/address information from the property appraiser and e911, staff estimates that the special assessment would generate \$535,733 at the current rate; at a rate of \$21 per month \$513,014; at a rate of \$20 per month \$488,585. These numbers include a 4% reduction from the early payment option and 3% in administrative costs from the property appraiser and tax collector for performing the special assessment.

Based upon the administrative fees and the additional staff time required to prepare and update the assessment roll each year staff does not see a benefit in pursuing the non-ad valorem assessment option for sanitation charges at this time. Larger cities use this method, however the Finance and Public Works Department have a good handle on the use and billing.

**Staff** recommended to table or make no motion regarding Resolution 07-17. The item was brought forward because the advertising started a month ago due to the state advertising requirements. It also provides a summary of the research. The goal was to reduce the rate, however the research resulted in a break-even scenario.

**Vice Mayor Daley** stated she would rather the billing remain on the monthly bills rather than the property tax.

The item failed for lack of action. No motion was made.

### **3.) BIDS: CITY HALL SIGN REPLACEMENT**

**City Manager Leavengood** stated the proposed purchase is for a block wall and digital sign to replace the marquee sign in front of City Hall which is used to advertise current events in the City. The new digital sign will have the ability to have graphics and to cycle through several messages. The digital screen will be as large as the entire current sign is now (5' x 8') and will be attached to a block wall with a similar aesthetic to our entryway signs.

The City has included \$20,000 in the current FY 16/17 budget for the replacement of the marquee sign at City Hall. City staff has received the following bids for the project:

- Cypress Signs: \$30,714.94
- Sign Corp: \$36,859.00
- Dixie Signs: \$49,380.00

The original budgeted figure did not include the cost of the block wall. Additional funding is available in contingency line items and reserves to fund the additional expense. The location near the existing sign was discussed.

**Staff** recommended awarding the bid to Cypress Signs in the amount of \$30,714.94.

**Vice Mayor Daley** asked if it was LED and could have graphics.

**Commissioner Dearmin** asked if the sign would have one or two sides.

**Mayor Lake** asked about another sign at the other end of town since many people do not go to the north side of town.

**Margaret Wheaton** mentioned about moving the existing sign to the south side of town until a new digital sign could be added.

**Commissioner Duncan** asked why businesses cannot install a flashing digital sign and if the sign code would be evaluated now that the City is installing a digital sign. He also asked if churches were exempt from the sign code.

**City Manager Leavengood** stated the sign will be connected by a fiber line to City Hall to program the sign. The sign will be one-sided and allow for graphics. A second side is not needed due to the split pairs. Another sign is a possibility in the future, but the existing sign is in need of replacement. The City is exempt from the sign code.

**Assistant City Attorney Claytor** stated that although the City may be exempt from the City's sign code, the City would still have to follow state regulations regarding sizes and refresh rate. He also stated he would research the exemptions.

**Commissioner Dearmin** moved to award the bid to Cypress Signs in the amount of \$30,714.94, 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>

#### **4.) CPH TASK ORDER #11: RAMONA STREET PROJECT**

**City Manager Leavengood** stated the City currently performs a resurfacing project every two years utilizing gas tax revenues that are restricted for public works. The city receives approximately \$85,000 per year allowing for a \$170,000 resurfacing project during the project year. During the off-year city staff updates the street priority list for consideration and approval by the City Commission to determine which streets are resurfaced.

In April of 2016 the City Commission approved the updated street resurfacing priority list to name the widening and resurfacing of Ramona Avenue as the priority project. In anticipation of the additional costs associated with the widening an additional \$70,000 from general fund reserves was included to bring the total FY 16/17 project budget to \$270,000.

Due to the additional complexity of the widening project staff is proposing to execute a task order with CPH Engineering for design, bidding, and project oversight in the amount of \$38,083.

**Staff** recommended approval of Task Order #11 for Ramona Avenue Project in the amount of \$38,083. Ramona Avenue has been on the priority list for many years. The resurfacing budget item was increased to accommodate the larger project, but not the engineering. However there are funds for engineering in other line items in the budget.

**Mayor Lake** asked if the widening will allow for two cars will be able to pass each other.

**Commissioner Duncan** asked about using stormwater funds for the stormwater related items in the project. He asked about the direction the stormwater moves in the area. He also asked about sidewalks and street lighting since people walk along and in the street. He stated a speed bump would be needed.

**Commissioner Dearmin** asked about pedestrian safety and speed.

**Vice Mayor Daley** asked about where the storm water will go. She stated she was concerned about speeding cars and effectiveness of speed bumps or other speed controlling devices.

**Commissioner Maultsby** asked about the school sidewalk program

**Public Work Director Deaton** stated that the road will be wide enough for two cars to pass each other once the widening is complete. Some portion of the construction cost may be suitable for stormwater funding, but will need to be verified. There are no stormwater pipes proposed, however the crowning of the road and curbing should assist the movement of water to the existing pipes. The stormwater will continue to go to the same location into the wetland and then the lake. The widening will impact a portion of the wetland which needs to be studied to make sure that are can support the road. There is no lighting or sidewalk components in the project. The right-of-way would need to be evaluated for the possibility of adding a sidewalk. The City has utilized the school sidewalk program to install sidewalks around the City including on Cummings, Orange, Evenhouse, and near the elementary and the middle school. Some speed bumps have been installed in the Echo Terrence which have been effective.

**City Manager Leavengood** stated there are \$140 in stormwater reserves and may be used to balance the cost due to the project cost for engineering. The engineered plans will identify the right-of-way and if there is room for a sidewalk. A sidewalk could be added later with current funding. The plans will also identify any needs for signs and project costs. Staff can evaluate speed controlling devices.

**Commissioner Maultsby** moved to approve Task Order #11 for Ramona Avenue Project in the amount of \$38,083, 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>
<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**

**Kevin Thomas** 160 W. Swoope St. asked about sidewalks on 557 and the signage for the trail near the pedestrian bridge.

**City Manager Leavengood** stated that sidewalks are expensive which is why the City looks for grant funding to assist with the installation of sidewalks. Hwy 557 is a County Road and there is not much population north of the school. It may be more feasible if the Housing project near Cass road developed.



**Public Work Director Deaton** stated the ramp will have stop signs for the pedestrians rather than the road traffic.

**Vice Mayor Daley** stated that Polk County recently listed Hwy 557 as one of their wish list projects.

### **COMMISSIONER QUESTIONS AND COMMENTS**

**Commissioner Dearmin** congratulated the Mayor and Vice Mayor on their re-election. He also thanked the residents for attending and asked about the boat races in April.

**City Manager Leavengood** stated he would have an update on the boat races at the next meeting.

**Commissioner Maultsby** asked about a gentlemen picking up litter in a wheel chair and asked about recognizing him at a City Commission meeting. He also asked about enclaves being brought into the City such as the old Circle K in order to clean-up the area. He thought the City could have an interlocal with the County to bring in property and brought up an example in Auburndale.

**Assistant City Attorney Claytor** stated he would research the process and any changes to Florida Statutes.

**City Manager Leavengood** explain how an enclave is property surrounded by the City but is in the County for services. He County has asked the City about how we are addressing the enclaves.

**Mayor Lake** thanked everyone for their support. He also attended the ethics training last Saturday.

**Vice Mayor Daley** also thanked everyone for their support. She enjoyed the Chamber annual meeting and food.

**Commissioner Duncan** thanked the Mayor and Vice Mayor for running for another term. He stated the baseball jamboree will be held on March 11<sup>th</sup>.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:33 pm.

Respectfully Submitted,

Ameé Bailey  
City Clerk

**LAKE ALFRED CITY COMMISSION MEETING  
MARCH 6, 2017**

**AGENDA**

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**1.) RESOLUTION 08-17: ACCEPTANCE OF GOFF PROPERTY**

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**ISSUE:** The City of Lake Alfred will consider a resolution formally accepting conveyance of the property purchased for the FDOT stormwater project.

**ATTACHMENTS:**

- Resolution 08-17

**ANALYSIS:** In November of 2016 the City made purchase of a vacant parcel of property on Lake Buena Vista Drive. The property was acquired to accommodate a drainage pipe as a part of the FDOT stormwater project to alleviate drainage issues at Cummings St. & Lake Shore Way. The proposed resolution formally accepts the conveyance of the property to the City.

**STAFF RECOMMENDATION:** Approval of Resolution 08-17.

**RESOLUTION NO. 08-17**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE ALFRED, FLORIDA; AFFIRMATIVELY ACCEPTING THE CONVEYANCE OF THAT CERTAIN REAL PROPERTY FROM ALAN T. GOFF and APRIL M. GOFF TO THE CITY OF LAKE ALFRED, FLORIDA, AS MORE PARTICULARLY DESCRIBED IN THE WARRANTY DEED EXECUTED BY ALAN T. GOFF and APRIL M. GOFF AND DELIVERED TO THE CITY OF LAKE ALFRED ON DECEMBER 12, 2016, AND RECORDED ON DECEMBER 14, 2016, IN OFFICIAL RECORDS BOOK 10011, PAGE 1293, PUBLIC RECORDS OF POLK COUNTY, FLORIDA; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake Alfred and Alan T. Goff and April M. Goff entered into a Vacant Land Contract (hereinafter "Contract") approved by the City of Lake Alfred City Commission which provided for the purchase and sale of certain real property; and

**WHEREAS**, on December 12, 2016, a closing of the transaction contemplated in the Contract took place and on December 12, 2016, Alan T. Goff and April M. Goff delivered that Warranty Deed for the real property more particularly described therein and attached hereto as Exhibit "A" and incorporated herein by reference to the City of Lake Alfred, Florida; and

**WHEREAS**, said Warranty Deed was recorded on December 14, 2016, in Official Records Book 10011, Page 1293, public records of Polk County, Florida.

**NOW THEREFORE, BE IT RESOLVED BY** the City Commission of the City of Lake Alfred, Florida:

1. The City Commission of the City of Lake Alfred, Florida hereby affirmatively accepts from Alan T. Goff and April M. Goff the conveyance of said real property described in that Warranty Deed delivered December 12, 2016, and recorded on December 14, 2016, in Official Records Book 10011, Page 1293, public records of Polk County, Florida, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference.
2. This Resolution shall take effect immediately upon passage.

**INTRODUCED AND PASSED** by the City Commission of the City of Lake Alfred, Florida, in a regular session, this 6<sup>th</sup> day of March, 2017.

CITY OF LAKE ALFRED, FLORIDA  
CITY COMMISSION

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Charles O. Lake, Mayor

ATTEST:

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Ameé Bailey Speck, City Clerk

Approved as to form:

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Frederick J. Murphy, Jr., City Attorney

EXHIBIT "A"

INSTR # 2016225666  
BK 10011 Pg 1293 PG(s)1  
12/14/2016 02:47:09 PM  
STACY M. BUTTERFIELD,  
CLERK OF COURT POLK COUNTY  
RECORDING FEES 10.00  
DEED DOC 385.00

This Document Prepared By and Return to:  
Linda Holewinski  
Real Estate Title Services, Inc.  
32 3rd St., SW  
Winter Haven, FL 33880  
16-0776

Parcel ID Number: 26-28-05-524500-000060

Warranty Deed

This Indenture, Made this 12th day of December, 2016 A.D., Between ALAN T. GOFF and APRIL M. GOFF, husband and wife

of the County of POLK, State of FLORIDA, grantors, and CITY OF LAKE ALFRED

whose address is: 155 E. POMELO STREET, LAKE ALFRED, FL 33850

of the County of POLK, State of FLORIDA, grantee.

Witnesseth that the GRANTORS, for and in consideration of the sum of

TEN DOLLARS (\$10) DOLLARS, and other good and valuable consideration to GRANTORS in hand paid by GRANTEE, the receipt whereof is hereby acknowledged, have granted, bargained and sold to the said GRANTEE and GRANTEE'S heirs, successors and assigns forever, the following described land, situate, lying and being in the County of POLK, State of FLORIDA to wit:

Lot 6 and Lot 7, less the South 10 feet, ECHO LAKE PARK NICHOL'S SUBDIVISION, a subdivision according to the plat thereof recorded at Plat Book 7, Page 43, in the Public Records of Polk County, Florida.

Subject to restrictions, reservations and easements of record, if any, which are not reimposed hereby, and taxes subsequent to December 31st, 2015.

and the grantors do hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

In Witness Whereof, the grantors have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered in our presence:

CAROL A. BROWN  
Witness

ALAN T. GOFF (Seal)  
P.O. Address: 835 S. BUENA VISTA DRIVE, LAKE ALFRED, FL 33850

Printed Name: DENALA L. CHEEK  
Witness

APRIL M. GOFF (Seal)  
P.O. Address: 835 S. BUENA VISTA DRIVE, LAKE ALFRED, FL 33850

STATE OF FLORIDA  
COUNTY OF POLK

The foregoing instrument was acknowledged before me this 12th day of December, 2016 by ALAN T. GOFF and APRIL M. GOFF, husband and wife

who are personally known to me, and who have produced to me their license as Notary Public as Certification.



CAROL ANNE YOUNG BROWN  
Notary Public  
My Commission Expires: 09/19/19