

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY, APRIL 20, 2015
7:30 P.M.
CITY HALL**

Call to Order: Mayor Nancy Z. Daley

Invocation and Pledge of Allegiance: Pastor Michael Zarle

Roll Call: Those in attendance were Mayor Nancy Daley, Vice Mayor Charles Lake, Commissioner Jack Dearmin, Commissioner John Duncan, Commissioner Albertus Maultsby, City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, and Deputy City Clerk Ameé Bailey.

Staff attendance: Police Chief Art Bodenheimer, Public Works Director John Deaton, Finance Director Amber Deaton, and Parks and Recreation Superintendent Richard Weed.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated that the US Title Series professional hydroplane racing by teams from all over the USA will ascend on Lake Alfred on April 24th thru 26th from 10 am to 5 pm. The event will raise money to support the local Lions Club Eye Bank and their other community projects. The event will cost \$5 and kids 10 and under are free. Food and beverage vendors will also be on-site. For more information contact Steve at 863-557-6986.

Registration for Summer Camp is open for kids ages 5-12. Summer camp is eight weeks starting on June 8th. This year includes new field trips and activities. Interested parties can visit the website or contact Parks and Recreation for more information on the camp or temporary summer positions.

To celebrate the 100th Centennial of the City of Lake Alfred, a new commemorative centennial badge has been designed and will be issued to all current Police Officers and Firefighters. In the month of May, the City will be present and pin the new badges. The ceremony for the Police Officers will take place on May 4th followed by the ceremony for the Firefighters on May 18th as part of the regularly schedule City Commission meetings.

The Bloodmobile will be visiting Lake Alfred on a regular basis starting May 4th at the Lake Alfred Library. More information will be posted on the website.

City Manager Leavengood also gave an update on the service for Mr. Dame will be held at St. Paul's Episcopal Church in Winter Haven on Thursday at 2pm.

CITY ATTORNEY ANNOUNCEMENTS

There were no legal announcements.

RECOGNITION OF CITIZENS

There were no citizen statements.

PROCLAMATION: NATIONAL CHILD ABUSE AND NEGLECT PREVENTION MONTH

Mayor Daley read the proclamation for National Child Abuse and Neglect Prevention Month and called upon each citizen to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

EMPLOYEE SERVICE RECOGNITION: MICHAEL SIMS – 10 YEARS

Mayor Daley stated that Mike Sims became an employee at the City of Lake Alfred Public Works Department on April 26, 2005. Mike began his career with the City on the Sanitation crew. In 2011 Mike transferred to the Streets Department and was responsible for the right-of-way maintenance. Mike then transferred to the Wastewater Department In 2013 and is currently taking classes to become a licensed operator.

The City of Lake Alfred would like to recognize him for his ten year tenure. Congratulations from the City Commission.

INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS III: COMMISSIONER LAKE

Mayor Daley read the letter from the Florida League of Cities recognizing Vice Mayor Lake on his completion of the Institute for Elected Municipal Officials III.

PRELIMINARY FLOOD INSURANCE STUDY, FLOOD INSURANCE RATE MAP UPDATES, AND PUBLIC MEETINGS: DEPUTY CITY CLERK AMEÉ BAILEY

Deputy City Clerk Ameé Bailey stated that Federal Emergency Management Agency (FEMA) has mandated that the Flood Insurance Rate Maps (FIRM) be updated across the country. The maps for Lake Alfred were last updated in 2000. Since then significant changes have occurs including development, drainage patterns, and policies. The goal is to move towards digital maps which are more accurate and accessible. The maps will also include new flood data, models, and technology for determining flood zones. For Polk County, the process is being coordinated by the Southwest Florida Water Management District (SWFWMD). The city has received the preliminary maps and the comment periods have begun. After gathering comments the SWFWMD will have 90 day for processing and the new maps would be effective in mid to late 2016.

The Polk County map improvements are based on improved data and inclusion of studies since the last map update. More current data includes the topographic data, aerials, and detailed hydrologic models. Letters of map changes are also included, however some are not included if the area is small or if the area is no longer in a high risk flood zone.

Deputy City Clerk Ameé Bailey reviewed data specific to Lake Alfred and explained the different flood zones. When comparing the 2000 and 2015 maps, the major change seen is the additional areas in the AE flood zone. Previously many of these areas were marked as an A zone with an undetermined base flood elevation (BFE). The AE zone has a known BFE. In addition many areas have slight changes due to the flood zones being moved to the new contour lines. There are approximately 287 new acres within the city limits that will be mapped

within a high-risk flood zone. If a structure is located within this zone flood insurance will be required. This is the reason the SWFWMD is coordinating public meetings. Property owners can attend these meeting to find out the status of their individual property and determine the best way to save on insurance rates. FEMA offers different savings at the time of map changes. These areas are often seen around a water body or wetland. Of the 287 acres moving into the high risk, there are approximately 143 property owners with a structure. In the past the SWFWMD notified impacted property owners, but they are not as part of this update. Therefore the city needs to make an effort to help notify residents. Homeowners may be contacted by their insurance company if they have a mortgage. However, if the property owner does not have a mortgage they may not be aware of the changes.

Another approximately 235 acres will be moved to the low risk zone X. Some structures may have an increased BFE and their structure may no longer meet the new requirement. This is not easily determined on the FIRM. Property owners may need to review their elevation certificates for their structure. Approximately 3,962 acres will remain the high risk. The city contains approximately 8,304 acres, which means approximately half of the city is within a high risk flood zone.

Three public meetings are scheduled the week of May 12, 2015. The workshops are scheduled from 4-7 pm. Representatives from FEMA, the SWFWMD, Polk County, and insurance experts will be available at the meeting. Polk County has been a primary reviewer of the maps and they can help citizens with processing and letters of map amendment, if necessary. In addition, there are several websites that citizens can access such as Polk Count, floodsmart.gov, and FEMA.

- May 12 - City of Bartow, Polk Street Community Center
 - 1255 Polk Street, Bartow, FL 33830
- May 13 - City of Lakeland, Magnolia Building
 - 698 E. Orange Street, Lakeland, FL 33801
- May 14 - Winter Haven, Chain O' Lakes Complex, Pool Room, South Entrance
 - 210 Cypress Gardens Blvd, Winter Haven, FL 33880

Vice Mayor Lake asked about publications.

Deputy City Clerk Ameen Bailey responded that the city will post information to the website, Facebook, and paper copies will be available at the administration building. In addition, if citizens attend the public workshop they will be able to look at a computer to identify their individual property.

City Manager Leavengood stated that the goal is to hook-up citizens with the appropriate representative. He also recommended that the city send a postcard to the effected property owners as an additional service.

Mayor Daley also recommended posting a notice on the water bills.

CONSENT AGENDA: APPROVE CITY COMMISSION MEETING MINUTES 4/6/15.

Commissioner Dearmin moved to approve the City Commission Meeting minutes from April 6, 2015; seconded by **Vice Mayor Lake** and the motion was approved by unanimous voice call vote. There were no public comments.

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

Recess 7:55

CALL TO ORDER the Canvassing Board

ROLL CALL: Those in attendance were Mayor Nancy Daley, Vice Mayor Charles Lake, Commissioner Jack Dearmin, Assistant City Attorney Seth Claytor, and Deputy City Clerk Ameer Bailey.

Canvassing Member Lake made a motion to approve the Canvassing Board Meeting minutes from April 7 and 9 2015; seconded by **Canvassing Member Dearmin** and approved by unanimous voice call vote.

CANVASSING MEMBER DALEY	AYE
CANVASSING MEMBER DEARMIN	AYE
CANVASSING MEMBER LAKE	AYE

Adjourn the Canvassing Board 7:56

Reconvene as City Commission.

Roll Call: Those in attendance were Mayor Nancy Daley, Vice Mayor Charles Lake, Commissioner Jack Dearmin, Commissioner John Duncan, and Commissioner Albertus Maulsby.

AGENDA

1.) CAPITAL BUDGET PRESENTATION

City Manager Leavengood stated that the presentation and adoption of the FY 14/15 Budget included the second year, FY 15/16 Budget. Consideration and inclusion of a balanced second year budget provides staff and the Commission with better insight into the budgetary process, allows the City to more effectively pursue projects, and to meet the service and organizational needs of the City.

Consistent with the purpose of the second year budget, the Capital Improvements Program (CIP) allows the City to chart out and to prepare for its long-term and larger expenses. Inclusion of the CIP in the budget process allows for a better planning and forecasting tool. These are the projects that ultimately make their way into the balanced second year budget, and then into the operating current year budget where the project is funded and completed.

The proposed CIP is consistent with the adopted FY 14/15 & second year FY 15/16 Budgets, and the prior CIP document. The only changes to the CIP for FY 15/16 (current second year budget) following adoption is the addition of \$30,000 from enterprise reserves for a utility rate study. Other proposed additions are highlighted in yellow and projects that did not have a

dedicated funding source or are proposed to be grant funded were pushed back a year but remain in the CIP (and can effectively be advanced at any time once funding is available). The Civic Center and Multisport Complex were removed from the proposed CIP due to the lack of funding, land, and staffing.

The proposed CIP is being presented to the City Commission for consideration and approval as submitted or with any amendments that the Commission may desire. The proposed CIP is conceptual in nature and will be included in the final budget for consideration with any changes that the Commission may determine or that may be necessary due to revenue and expenditure considerations.

City Manager Leavengood stated the budget is a planning document and the CIP is a guiding document for future expenses. He reviewed the spreadsheets explaining the color coding; yellow is new item to the CIP, blue is money being set aside for a large purchase, white is a previously approved item, orange is for grant funding, green is for money coming from restricted funding source, and the arrow means the item has been moved. The new 5th year (2019/20) was added and the new first year is 2015/16.

General Government – \$20,000 was added to the new second year budget for an electronic messaging board. The cost is based on estimates from other jurisdictions and includes the screen and mounting.

Commissioner Duncan asked about the zoning requirements/restrictions for a digital sign and the proposed location.

City Manager Leavengood stated he would meet with Community Development Director regarding the zoning and bring back concepts and locations prior to installation.

Police Department – \$30,000 is budgeted each year for a replacement vehicle and \$10,000 for a K-9 officer. The current K-9 Officer Will will reach retirement age. A chart was shown comparing the vehicle, model, year, and mileage. The goal is to replace a vehicle each year so a vehicle is service for only 10 years. Newer vehicles also monitor idle hours (1 hour = approx. 33 miles). The City is getting caught up on fleet maintenance by replacing a vehicle each year. This also reduces repair and maintenance cost.

Fire Department – \$50,000 is set aside each year for future engine purchases which are very expensive. The city has two engines (1996 and 2001) which are used approximately 20 years. The purchase was also moved back a year and may be affected by County Fire Assessment and Automatic Aide agreement. Although the city is saving \$50,000 each year the engine cost will also increase significantly due to inflation.

Vice Mayor Lake asked if the 1996 engine could be used for the parade once retire.

City Manager Leavengood stated it was a possibility, but there is no space to house an additional vehicle at this time.

Community Development – \$15,000 was added for a city limit legal description to assist with grants, taxes, etc.

Parks and Recreation – The CIP contains existing expenses for Lions Park deck and mowers. The Lions Park deck was repaired to postpone replacement until the budget process. One goal

is to remove some equipment such as the mower from the CIP since it is under (\$10,000). This may become art of equipment replacement line item in a future budget.

The Parks Master Plan (\$30,000) was added to provide a guiding document for consistent direction and capital or operation expenses. It would include items such as community center, tennis court relocation, multi-purpose fields, etc. The plan could also identify and aide in receiving grant funding. Several items were pushed back since they are based on grant funding.

Vice Mayor Lake mentioned the 10 acres owned by a local church for a multi-purpose recreation project

City Manager Leavengood stated fencing for Mackay Gardens and Lakeside Preserve was added in the third year at \$20,000 to protect form adjacent properties.

Mayor Daley suggested that the fencing for Mackay needs to be moved sooner.

City Manager Leavengood stated that it was placed in the current location due to the balanced budget process. If moved earlier something else may need to be moved back, may use developer funding, or reserves move to earlier. He stated that this is a preliminary CIP discussion and the final CIP will be approved during the budget process.

Commissioner Duncan asked about the type of fencing.

Mayor Daley stated that the concept fencing and landscape would match the existing and bricks that match the house.

City Manager Leavengood stated the scoreboards and dock replacements were previously approved. The current scoreboards are for baseball since the football scoreboards were recently replaced.

Commissioner Duncan asked about the number of scoreboards.

City Manager Leavengood stated that the city could purchase two in one year or one each year.

Parks and Recreation Superintendent Richard Weed stated the most recent quote was \$4500 for one; therefore the \$15,000 should replace both scoreboards.

Commissioner Dearmin asked about the scoreboard location.

Parks and Recreation Superintendent Richard Weed stated the most recent quote was for scoreboards only.

City Manager Leavengood stated the site repairs could be included or maintenance funds could be used.

The dock repairs are based on preliminary estimates for each dock. Together they are a significant cost to warrant inclusion in the CIP. The decks material may need to be replaced with new composite materials that cost more but last longer. The docks need to be scheduled and may take several years to complete all the replacements.

Vice Mayor Lake asked about the lack of funding for the Library such as repairs and computer expenses.

City Manager Leavengood stated the library is a new building and all other purchases do not amount to a CIP purchase.

Public Works - The CIP contains existing expenses for a vehicle replacement in the third year. The street resurfacing program is green because it uses restricted funds and continues. The money is saved over two years to reduce mobilization fees and maximize the amount of paving. Staff will present the priority list in the off year for Commission review and approval.

Commissioner Dearmin commented on the success of the recent resurfacing project.

City Manager Leavengood stated the four prioritized roads were resurfaced along with the three parking lots. He went on to discuss the 2002 backhoe which is listed at \$90,000 however \$45,000 has already been set aside for this purchase.

Vice Mayor Lake asked if this was a recent purchase.

Commissioner Duncan asked about local auctions for the equipment purchase.

City Manager Leavengood stated that an excavator had recently been purchased, which is smaller.

Public Works Director John Deaton stated that there is a small excavator for small projects, this is a medium sized machine for larger repairs and then there is a loader. The backhoe and loader are also used after a storm. He also stated that auction items are often heavily used and not generally a good purchase for the need use.

Commissioner Maultsby asked if the back hoe could assist with the extension of water or sewer lines.

Public Works Director John Deaton stated that the city does not have the staff to lay utility lines. A four man crew is need and that would take the entire utility staff. The backhoe is also used by the Street Division and in the cemeteries.

City Manager Leavengood stated that holiday decorations and electricity was added across three years for main road. The quote from Montoya Electric was priced at \$250 per pole. They can use the power at the pole, but also need to install a transformer and plug for the lights. The cost for the lights is approximately \$2,000 per decoration. He also stated we have the new storage facility, which will help to preserve the lights for a maximum time usage. The CIP could be changed based on the new estimate and then adding the lights in a second year.

Mayor Daley stated she would like to see holiday decorations to occur sooner. She stated that they should have a plan and discuss the size, type, location, etc. now in order to have lighting for this year.

Vice Mayor Lake stated that the decorations should brand the city and that there should be a workshop. He also asked about placing them in both directions along the road.

Commissioner Duncan asked about using the Enterprise funds for the purchase.

Commissioner Dearmin asked about the amount of money to spend on the decorations.

City Manager Leavengood stated this could be funded earlier or use reserves. The item could be advanced in the budget and the funds could be replaced in subsequent years. The inter-fund transfer would make up for any overage of general funds spent. Equipment purchased from one fund can be sued by the city and is not limited. The current amount in the CIP is just a placeholder to start the conversation and may change now that the estimate for the electricity was received. He will prioritize based on the Commission comments and provide additional information. The entire project may be funded in the current year. A pole count is needed to establish if the project should be accomplished in one or two years. This could also be impacted by quantity pricing.

Public Works Director John Deaton commented on the placement of the decorations historically, which was on every other pole on one outside. He also commented that there are poles the length of downtown on the outside but on the inside.

City Manager Leavengood stated the equipment such as the mower and air compressor may also be removed from the CIP since it is under (\$10,000). This may become art of equipment replacement line item in a future budget.

Public Works Director John Deaton stated that the air compressor is used for maintenance on all the mowers, equipment, machines, and is used daily.

Public Utilities – City Manager Leavengood stated the replacement of the vehicles was currently approved. These funds will replace a 1998 vehicle with 150,000 miles and a 2002 vehicle with 130,000 miles and a bad engine. A new vehicle was added in the 5th year.

Painting of the water tower was added in the second year for \$60,000. The tank was recently evaluated and has mild corrosion.

Mayor Daley commented on the expense of removing the tower if it is not maintained and the aesthetic value for the city. She also asked when the tower was built.

City Manager Leavengood stated that based on current equipment the city does not actually need the tower. It is used as a back-up.

Public Works Director John Deaton stated that the tower technology is outdated and the system can run exclusively on the variable speed drive pumps. The Tower was built prior to the 1940's

Commissioner Maultsby commented that the tower needs to be maintained due to the lease fee of \$100,000 for use as a cell tower.

Vice Mayor Lake asked about a recent cell tower inquiry.

City Manager Leavengood stated that the lease fee has decreased. Several leases are up for renewal. In addition if the water tower were removed a cell tower could be erected for less. The tower was built very well and should last quite a while. The most recent request was declined and went away. According to some research a tower can generate \$500,000 in revenue for the cell providers.

The pumps are shown as previously approved but could be doubled up to reduce cost. The budget may be increase for the first year but then the third year item would be removed.

Public Works Director John Deaton stated the pumps and motors are located inside the water plant and were installed in the 1950s. The pumps are no longer efficient and are costly to repair. All three pumps and motors can be purchased for \$30,000 plus installation.

City Manager Leavengood stated that the retrofit may pay for itself in the reduction of cost for electricity.

A Utility Rate Study was added at \$30,000. There is a need to evaluate the rates and how they are charged. It may be more beneficial to create tiered rates or conservation rate. This encourages conservation of water and charges more for heavy usage. This may lead to lower base rates and higher cost for usage or commercial users. Inflation may also need to be addressed.

The Tri-City well was pushed back another year. There is now discussion to first create a cooperative which includes Winter Haven and Auburndale. The goal was to develop an alternate water supply and then the cooperative could negotiate with WMD. Then the cooperative could develop the well if needed. Initially the well would be developed as a testing well and then switched to a supply well. The well was estimated at 2 million. The WMD would pay for half and then the remainder was split three ways.

Mayor Daley asked about the southeast well field.

City Manager Leavengood stated the total was estimated at \$320 million with \$160 million from the WMD. The remainder would be cost allocated based on use. Over the next two years the cooperative will be established and deal with the permitting. Each city would be represented. The Lake Alfred contribution is low due to the proposed minimal usage. However there is the treatment cost in addition to the capital cost. The treatment is expected to be costly due to the quality of the water. The project is planned to be phased over a long period of time.

The cost for a drying bed was added in the third year for \$50,000, which is used in the wastewater process.

Vice Mayor Lake asked if the sludge could be used as fertilizer and how thick the sledge gets. He also asked if it was hazardous waste.

Commissioner Dearmin asked how often a drying bed built.

Public Works Director John Deaton commented on the drying beds stating they are used to dry the sledge. This significantly reduces the cost of hauling the byproduct. He also stated that although the byproduct is not a hazardous waste it would have to be treated in order to use as fertilizer. It is currently taken to the landfill per the requirements. He also stated that the city currently has two drying beds and one was recently converted to concrete. The two existing bed were built in the 1960's. The size of the plant has been increased twice while the drying beds have not been expanded.

City Manager Leavengood stated the water goes to the spray field and the remaining particulate matter goes to the drying beds.

The Romona lift station improvements were previously approved for \$30,000 and the Echo Terrace lift station was added for \$80,000. An additional \$70,000 is budgeted in repair and maintenance for the pump at Bona Vista lift station.

Vice Mayor Lake asked about the location of the Echo Terrace lift station.

Public Works Director John Deaton stated that the \$80,000 is for a complete rebuild, including the panels, wet well, rails, and pumps. Originally it was created as a manhole that being used as a lift station. It is very difficult to repair. It is located by the park in Echo Terrace area. The station gets eastside and Marianna Acres. As that area grows the station needs to increase size. He also stated that the high

Commissioner Duncan asked about items removed, including the storm water sampler and water mixer.

Public Works Director John Deaton stated the two current samplers are sufficient for the NPDES permit for several years. The water mixer was going to help keep water fresh, however the testing determined this is not an issue at this time.

City Manager Leavengood stated the costs were moved out to see if it becomes an issue.

Totals expenses for the first year are \$307,000 (\$214,000 from general fund and \$93,000 from the enterprise fund). However the amount from the operating revenues is \$224,000 (\$169,000 from general fund and \$55,000 from the enterprise fund). This is a reduction from last year's budget. Staff recommends approval conceptual of the proposed Capital Improvement Program with the changes requested. The final budget document will be presented in September as a public hearing.

Vice Mayor Lake moved to approve conceptual Capital Improvement Program with the changes requested; seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote. There were no public comments.

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

2.) CENTENNIAL PRESENTATION

Myrtice Young the Historic Preservation Manager for the Polk County Board of County Commissioners has been working on the Heritage Trail Program for several years. The Heritage Trail Program is part of the County's Historical Tourism marketing strategy. The program includes a brochure, marketing, and video segments. Myrtice works with PGTV to produce the video segments which include interviews with Mayor Nancy Daley and Betty Shinn. Three segments were produced covering the history and historic places in Lake Alfred including:

- Mackay Gardens and Lakeside Preserve
- Veterans Memorial
- Citrus Research and Education Center
- Downtown Lake Alfred

RECOGNITION OF CITIZENS

There were no citizen statements.

COMMISSIONER QUESTIONS AND COMMENTS

Mayor Daley shared a thank you letter from Fran Beach who retired recently. She also commented on Heritage Day. She stated that the Volunteer Recognition dinner will be held at Mackay Gardens and Lakeside Preserve on April 23rd at 6pm. . Congratulate Margret Wheaton on a poem she developed to be presented as a Centennial Presentation.

Commissioner Dearmin asked about the bridge and congratulated Vice Mayor Lake.

City Manager Leavengood commented that the bridge is technically is not on City property. The ownership may be addressed during development of the adjacent property. The owner has no economic incentive to keep the bridge. It may actually be more of a liability for them. Although there was some discussion about the bridge transferring to the City in the past, the transfer never occurred. Staff has reviewed the bridge as a potential project and received a bid for railing improvements at \$6,500. The plat is going to the Planning Board in the next couple of months and then will come to the Commission.

Mayor Daley stated that there is a conservation easement on the property as part of a transfer of development rights. She stated that the bridge should be part of the preserve and that the city has access via an easement.

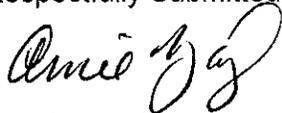
Vice Mayor Lake congratulated newly elected Commissioners and stated the only complaint he received on Heritage Day was a lack of advertising. He also stated the Canvassing Board experience was interesting. He commented on a TPO campaign regarding texting and driving – just don't do it.

Commissioner Duncan thanked everyone for their efforts on Heritage Day and how well the event went.

Commissioner Maultsby thanked Public Works for their work in the cemetery. Staff is doing a great job.

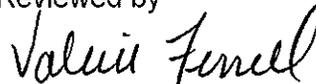
With there being no further business to discuss, Mayor Daley adjourned the meeting at 9:57 p.m.

Respectfully Submitted,



Ameé N. Bailey
Deputy City Clerk

Reviewed by



Valerie Ferrell
Interim City Clerk