

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY, AUGUST 17, 2015
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, Commissioner Albertus Maultsby, City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, and City Clerk Ameen Bailey.

Staff attendance: Public Works Director John Deaton, Community Development Director Valerie Ferrell, Fire Chief Chris Costine, Police Chief Art Bodenheimer, and Parks and Recreation Superintendent Richard Weed.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated that the Lake Alfred Library is hosting a Back to School Carnival on Thursday, August 20th from 6 pm till 8 pm. The event will be held on the Lake Alfred tennis courts across the street from the library. Please join staff for carnival games, face painting & lots of fun! Students return to public schools on Monday, August 24, 2015.

The Blood mobile will be at your Lake Alfred Library on Tuesday, September 1st from 9 am till 2 pm. and the Mobile Career Source will visit on Tuesday, September 18th from 9 am till 3 pm.

Mackay Gardens and Lakeside Preserve will host a free community gardening workshop on September 3rd at 10 am and a guided nature walk on September 12th at 8 am. Contact the Parks and Recreation Department for more details or to sign-up for one of these events.

City Offices will be closed on Monday, September 7th in observance of Labor Day.

The City Commission dates in September have been changed to the 2nd and 4th Wednesday of the month (September 9th and 23rd) to meet the Florida Statue requirement for the annual budget hearings. The final millage rate and 2015/2016 budget adoption is scheduled for the City Commission Meeting on Wednesday, September 23rd at 7:30 pm.

Police Chief Art Bodenheimer presented portable speed detection sign and portable light tower. The City received 10 speed detection signs from FDOT and they typically cost \$5,000 each. They have solar panels and will display speeds limits, text and the speed the vehicle is traveling. They are a great deterrent. The second item is a portable light tower. The tower was

received through a "Click it or Ticket" campaign at night. Officer Lopez was entered into a statewide drawing and was selected to receive the \$4,000 light tower. The tower could also be used by Public Works in an emergency. The tower will operate on low power for 20 hours, medium power for 8 hours, and high power for 3 hours before needing charging.

Vice Mayor Daley asked if the speed detection sign can be used in a school zone with 15 mph and then changed to the normal speed limit.

Police Chief Art Bodenheimer stated that the signs will be permanently placed around the City and that the school zones were necessities.

CITY ATTORNEY ANNOUNCEMENTS

No announcements.

RECOGNITION OF CITIZENS

There were no citizen statements.

PROCLAMATION: CIVILITY MONTH

Mayor Lake read the proclamation for the August as Civility Month. The proclamation urged all citizens to exercise civility toward each other.

EMPLOYEE SERVICE RECOGNITION: JUAN LOPEZ – 5 YEARS

Mayor Lake asked Officer Lopez to join him at the podium. Mayor Lake stated that Officer Lopez began his career with the Lake Alfred Police Department on August 30, 2010 and worked street patrol. In late 2013, Officer Lopez was picked by members from three (3) other outside agencies and Lake Alfred Police Department staff to take over the canine program. Since taking over the canine program Officer Lopez has been to two state competitions where he and his canine partner have received many awards and represented Region 1 in the National field trials in 2014.

Officer Lopez has a great rapport with staff members and the public he comes into contact with. He has a great working relationship with department members and can be counted on by staff to work whenever needed. Officer Lopez is a great asset to the City of Lake Alfred, the Lake Alfred Police Department and both citizens and visitors of the City of Lake Alfred.

In recognition of his five year anniversary, the City of Lake Alfred provides him with this certificate of appreciation for service and a five year longevity pin. Congratulations and we look forward to celebrating your 10th Anniversary with the City.

CONSENT AGENDA:

Commissioner Dearmin moved to approve the consent agenda; seconded by **Commissioner Duncan** and the motion was approved by unanimous voice call vote.

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

AGENDA

1.) RESOLUTION 06-15: WAYFINDING SIGNAGE EVALUATION AND CRITERIA

Assistant City Attorney Seth Claytor read the resolution title.

City Manager Leavengood stated the proposed Downtown Wayfinding Signage Program is the cumulative effort of city staff, the business community, City Commission, and city consultants working together to address the challenges and opportunities in the City's downtown district. The plan was presented and approved by the City Commission on October 20, 2014 in an attempt to improve signage within downtown and assist businesses while aiding in the City's branding effort consistent with the Downtown Master Plan.

The primary components of the plan include gateway signage, directional signage on 17/92 for public assets, and side street signage to assist the downtown businesses. City staff is proposing to administer and maintain the program. The Wayfinding Sign Evaluation and Criteria establishes the process for permitting, qualifying, and funding sign changes.

A draft of the side street signs prepared by Gulf State Signs was displayed to show the colors and fonts. The locations were previously approved. The order has been submitted and is awaiting the arrival of materials. The signs should be installed beginning in the fall and completed by the end of the year. The gateway signs may be later due to new permitting procedures.

Mayor Lake asked about the different sides of the sign, size of the sign, number of signs, and timing for installation.

Vice Mayor Daley asked how high the signs will be from the ground to the bottom of the sign.

Community Development Director Valerie Ferrell presented the side street signs showing the colors, fonts and text size. She stated that the signs will be approximately 8 feet above the ground and made of the same material a regular street signs. Each sign will be mounted on a single pole. The signs will be very durable. The final lettering will have white reflective lettering.

City Manager Leavengood stated the signs may be extended 2-3 inches at the bottom to allow for additional listing. For busier intersections there may be two signs side by side for up to 12 listings.

Commissioner Dearmin moved to approve of Resolution 06-15; seconded by **Commissioner Maulsby**. The motion was approved by unanimous voice call vote.

Judy Schelfo 640 East Lake View Rd, asked how a business will request to be listed and the cost to the business.

City Manager Leavengood stated the City will propose and circulate the proposed signs to the Commission and businesses. The signs are an asset to the City and the City will own and maintain the signs. Therefore the cost will be paid by the City. The resolution establishes the priority for listing on the signs and the City will try to accommodate as many businesses as possible. The City will periodically update the signs as business come in or change. The lettering is adhesive and can be removed and new businesses added.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
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COMMISSIONER MAULTSBY	AYE

2.) **EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT 2015/2016**

City Manager Leavengood stated Florida Administrative Code requires that the units of government in each county reach consensus concerning the expenditure of these funds, including the projects to be implemented. To verify this consensus, the Florida Department of Law Enforcement requires each applicant to obtain a letter of support from at least 51% of the local units of government, representing at least 51% of the county population. The following amount have been allocated to fund projects in Lake Alfred.

- 2013/2014 Allocation \$ 8,407
- 2014/2015 Allocation \$10,193
- 2015/2016 Allocation \$ 9,152

Staff recommendation is to approve the fund distribution for Polk County and send a letter of acceptance to the Florida Department of Law Enforcement.

Police Chief Art Bodenheimer stated the City's allotment was cut 10% from last year. The funds will be used for a three wheel stand up cart (Segway) with safety lights for use with Student Resource Officer, parades, etc. Some other items have annual cost, this item will not have a reoccurring cost.

Vice Mayor Daley moved to approve the fund distribution for Polk County Edward Byrne Memorial Justice Assistance Grant 2015/2016 and send a letter of acceptance to the Florida Department of Law Enforcement; seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. There were no public comments.

MAYOR LAKE	AYE
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COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

3.) BID PROPOSAL: RESIDENTIAL RECYCLING COLLECTION SERVICES

City Manager Leavengood stated the City is currently provided curbside residential recycling by Republic Services in a 3-year contract set to expire at the end of September 2015. Following the receipt of the proposed monthly renewal rate of \$5.00 per residence (over double the current rate of \$2.38) the City began exploring alternative options including providing the service in-house and going out to bid for alternative providers.

Following feedback received from the City Commission at the June 15th meeting a request for proposal (RFP) was prepared to solicit bids from qualified companies to provide once a week residential curbside recycling service with a 65 gallon container. Based upon existing service, curbside recycling would service approximately 1,750 residential units and generate 250 tons of recyclable tonnage per year. The advertised contract period was set as a three year fixed rate with the option of three, one-year renewals. The RFP was advertised July 8th through July 14th and a mandatory pre-proposal meeting was held on July 23, 2015 at City Hall and attended by five companies. Sealed proposals were received and opened on August 10, 2015. The City received the following bids (pricing is per month per unit):

- | | |
|--------------------------------------------------------|--------|
| • Advanced Disposal Services (Ponte Verde, FL): | No Bid |
| • Progressive Waste Solutions (Altamonte Springs, FL): | \$3.16 |
| • Republic Services: | \$5.48 |
| • Trash Taxi (Auburndale, FL): | |
| ○ With rewards program: | \$2.93 |
| ○ Without rewards program: | \$2.53 |
| • Waste Not: | \$6.50 |

After reviewing the bids the most viable options would be either Trash Taxi at the \$2.53 or the previously presented in-house option. At the current rate of \$2.38 city staff estimates the in-house option would cost \$40,000 annually and generate a net \$10,000 annual surplus which is consistent with our commercial sanitation surcharge (~20%); each additional 0.05 cents in rate generates an additional \$1,000 in revenue. The in-house option would cut into our remaining route capacity before requiring another sanitation truck being added to the fleet and an initial investment of \$90,000 to purchase the 65-gallon containers. These concerns are particularly offset by:

- Following the route audit we have found additional efficiencies and capacity in our current routes that would allow for recycling within our current operations. This cut back the route time by approximately an hour each day.
- The Republic Bid contained a provision to utilize their MURF single stream recycling facility for drop off that would provide us with a dividend based upon the value of our recyclable materials; or alternatively the City could propose transfer of ownership of the current containers to the City (could be relabeled with City decal). They are estimated to be depreciated by approximately 50%.
- If the City did have to make purchase of the containers; the majority of the funding is available in restricted revenue for the purchase of the containers. Reserve funds could be used for this purchase since they are designated for cans or a lighting loader, which was recently purchased. The account has \$66,000 today. Therefor the purchase would not impact the General Fund.

- Due to the tighter margins with the lower rate staff would propose an inflation adjustment to be included with the in-house option (either tied to CPI or a flat amount every year or every other year) that would apply to the sanitation services.
- The restricted revenue source for sanitation vehicle replacement will have enough to purchase a vehicle in 2-3 years without any impact to the general fund or other sanitation operations. Additionally, staff is pursuing opportunities with other larger municipalities in the region for the purchase of a high quality used vehicle.

Staff recommendation on this item is the pleasure of the Commission. It seems that the best two options are Trash Taxi at \$2.53 or the in-house option. The in-house option may be lower but will also have additional management requirements to consider.

Commissioner Maultsby asked if the City would own the Trash Taxi containers after three years. He also asked if the company had newer equipment and could meet the City's needs. He stated that if the City went with the low bid it would cost each household an additional 21 cents a month. He stated this is not a significant increase and would be less than the start-up cost for the City. He also commented on the additional wear and tear on a City trucks if using the in-house option. It could lead to the need to purchase a truck sooner than scheduled.

Curtis Agius from Trash Taxi stated that the RFP was not set-up for the purchase of the containers, but it could be negotiated. Generally they depreciate the containers over 5 years and if the contract was awarded to Trash Taxi for years 4 and 5 the City could own the containers after 5 years. This is how the Dundee contract is set-up. He also stated the company had two 2014 automatic side loaders that are used in Dundee two days a week. These trucks could be used in Lake Alfred.

City Manager Leavengood reviewed the cost for the City to provide the recycle service at the current rate. The estimate included additional cost of \$20,000 for diesel, \$10,000 for repair and maintenance of vehicles, \$5,000 for additional staff time, and \$5,000 for a tipping fee for a total of \$40,000. If the City continued to collect the \$2.38 fee currently charged to the residents, would generate approximately \$50,000 in revenue. There could be a \$10,000 surplus at the current rate. For each additional 5 cents an additional \$1,000 would be generated. The start-up cost is minimal since the City does not need to purchase an additional tuck or hire any additional staff. The City needs to be concerned with increase in operations over time. The City is already set-up with restricted revenue sources to take on the additional responsibility of the Commission so desires. The Trash Taxi bid also has advantages since it tis turn-key and includes no additional work for the City.

Vice Mayor Daley asked how long it would take to recoup the cost of buying the cans and how long the City could use them.

Mayor Lake asked about replacement cans and the color. He also asked Trash Taxi about the rewards program including the process and cost.

City Manager Leavengood stated that the cans can be used past their depreciation. As with the City cans, they are replaced as needed. The restricted moneys can only be used for containers and lighting loaders so the funds are available. The restricted funds will also recoup over time and as new customers are added. If comparing to the profits it would take 4-5 years. Public Works stores containers on-site and orders 100 containers in bulk as needed. If the City bought Republics cans then the City would by decals for the existing cans and new blue cans would be purchased as replacements when needed.

Curtis Agius from Trash Taxi stated that their rewards program has been successful. In Dundee and some residents have saved \$300-400. It is not a point system. Residents log into the website and to receive membership benefits such as discounts. The discount program is an annual subscription and could be cancelled after the first year. Trash Taxi provides Dundee with reports on consumer usage.

City Manager Leavengood stated that it is similar to the coupon system. The cost for the coupon is already built into the price of the product and the ones who do not use the coupons subsidize the people who do use the coupons.

Vice Mayor Daley stated that most residents have expressed an interest in the City providing service. This also leads to additional control and the in-house option might be the most efficient.

Mayor Lake stated the City did provide the service previously with the yellow containers.

City Manager Leavengood stated the City also has the Sanitation reserve that is allocated for the purchase of trucks. The fund currently has \$152,000. In two years the fund will have enough to purchase an additional truck. The in-house option allows the citizens to benefit from the cost saving built into the current program that they have already funded. Another option is to purchase a used truck from a larger municipality if another truck was needed sooner than planned.

Vice Mayor Daley asked if the service could be re-bid if the in-house option did not work down the road.

City Manager Leavengood stated that was an option or building a contract with a vendor that had an exit clause. Although he would like to provide as much consistency as possible rather than constantly changing vendors.

Commissioner Dearmin stated he agreed that the citizens prefer the City provide services.

Larry Parsons 335 Interlachen St, asked about the rewards program and the expected life capacity of the containers.

Curtis Agius from Trash Taxi stated the rewards program is a membership program and members get discounts from local business and large chain businesses. In Dundee they provide discounts for the restaurants in town including the local diners. He also stated the life expectance and warranty for the containers is generally 10 years. It also depends on the use and handling. Some last as long as 20 years. If a container is stolen the resident will receive a new container.

Lowell Schmidt 365 East Sanford St., asked how many days a week the truck runs to pick up sanitation. He asked if the same amount of time would be needed to pick up recycling and if additional drivers would be needed. He asked about Lake Alfred Estates and if the city could accommodate additional growth and add the recycle service. He stated that the public did not want to outsource the sanitation. He compared this to Fire Service.

Public Works Director John Deaton stated it takes three days to pick up residential sanitation with one driver (Tuesday, Wednesday, and Thursday). They pick-up dumpsters half a day on Monday. The City has three back-up driver who can drive the trucks. The rear loading tipper

sits four days a week because it is only used on Monday for the dumpsters. This truck could be used another day during the week.

City Manager Leavengood stated there is capacity left in each day although they are picking-up three days a week. The schedule might have to be modified or the reserve truck may be used. Republic runs two trucks all day for recycling. The City will use one truck over two days and we currently have the staff to drive those trucks. If the City experiences additional growth equipment will be needed at that time, but the system would be ready for the growth since there would be additional income from those new customers. He stated that this is just one option, and the City is capable of providing the service. He stated that the County was making changes to the fire protection service and agreements regardless of what Lake Alfred wanted. The City still has the option of expanding and providing additional fire services if the current agreement does not work out.

Commissioner Maultsby asked what the residential rate would be for the in-house option.

Vice Mayor Daley asked about the setting the cost for the in-house option and timing.

City Manager Leavengood stated that the city could maintain the existing rate of \$2.38 for some time, however the City should consider removing the five cent subsidy and an inflator clause. He stated that the rate is set by ordinance and an agreement would be needed with Republic for them to accept the recycling materials, establish a rebate and tipping fees, and to purchase the containers. Educating the public about a day change would take the most amount of time. The ordinance changes can be read at the first and second meetings in September.

Public Works Director John Deaton stated that Public Works would be able to make a seamless transition to collect the recycling as long as the City Manager is able to complete the negotiations with Republic. He also stated that the City did not previously pick up recycling. It was Republic that used the yellow can and then they switched to the 65 gallon cans.

Vice Mayor Daley moved to initiate an in-house recycle program and instruct the City Manager to prepare the ordinance and documents necessary; seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote.

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

4) BID PROPOSAL: BUCHANAN BUILDING DEMOLITION

City Manager Leavengood stated that following the property swap with the University of Florida and the acquisition of the Buchanan Building staff proceeded with obtaining bids for demolition in order to prepare of the site for marketing and eventual redevelopment consistent with the Downtown Master Plan and the City's recently created Community Redevelopment Agency. The City received the following bids for the demolition of the building and the clearing of the property:

- ASAP Solutions Inc \$ 60,530.00

- OSH Environmental \$ 58,500.00
- Tucker Paving Inc. \$283,528.59

City staff has reached out to the Central Florida Development Council (CFDC) staff for assistance and feedback in generating a marketing package for the property. Depending upon the desired redevelopment outcome, brokers or other representatives recommended by the CFDC may have the opportunity to present these packets at commercial retailer conferences to assist in the marketing and eventual redevelopment of the property. He stated that Jim DeGenario from the Central Florida Development Council was here to answer any questions although he only has 9 days left at the County.

Staff recommendation is to award the bid to OSH Environmental for the demolition of the Buchanan Building in the amount of \$58,500.

Commissioner Dearmin asked the size of the property

Vice Mayor Daley asked in the property is more valuable with a building or vacant. She also asked about asbestos and if the property was in the brownfield area. Will the site benefit from the drainage program

City Manager Leavengood stated the property approximately 1.5 acres. The asbestos survey was completed and clear as part of the Phase II Environmental Survey. He stated that the building has been on the market for a while and not sold and often existing buildings can be a barrier to entry. He also stated that the downtown master plan and visions does not envision the property operating in the same fashion as in the past. He confirmed that the site is within the brownfield area.

Community Development Director Valerie Ferrell stated that she agreed with the City Manager that a shovel ready site is more valuable to the end user. The end user can design the site to meet their needs without having to remodel, retrofit, or demo the existing building. City has taken several steps to better appeal to an end user by completing the analysis and clearing the site. She introduced Jim DeGenario from the Central Florida Development Council.

Jim DeGenario Central Florida Development Council (CFDC) stated that the City has prepared a great retail information packet and acknowledged that vendors like the package. Retail is a tax generator, job creator, and a foundation for community growth. The property, like the Family Dollar, provides a good opportunity for public/private partnerships. Development of the site can aid in reducing blight and bring new investment to the community. He recommended to move slowly and to not settle for any deal. There are approximately 5,000 residents, but within a 5-mile radius there are 59,000 people. The central location is a business attractor. The CFDC will assist with development, but the City can also use a broker.

Vice Mayor Daley asked about if the FDOT drainage project would help this site.

Mayor Lake asked about the timing on the drainage project and location.

City Manager Leavengood stated the property would benefit and that he is currently working on the letter of commitment from the Southwest Florida Water Management District (Swift Mud) and the FDOT to ensure that the property owners will not be required to address the existing drainage problem. The City paid for the engineering and FDOT will pay for construction. The project should begin July 2017.

Public Works Director John Deaton stated the pipe for the project will go under the new trail and FDOT was surveying last week. The pipe will go to the pond behind Freedom Insurance and then to the lake. FDOT will remove the trail, install the pipe, and then reconstruct the trail.

City Manager Leavengood stated the property is also adjacent to right-of-way, which could be developed. Since the site is owned by the City, there are less issues with selling the property as with a private property that has multiple owners. Then the money raised can be used to fund additional redevelopment opportunities.

Larry Parsons 335 Interlachen St, asked if the City's intent was to sell or lease the property and what kind of potential development the City wanted and the time table for development. He also asked about the County's role in the process.

City Manager Leavengood stated the final decision is up to the Commission, but staff has been following the master plan guidelines. It will also depend on the options presented such as a sale and redevelopment. The business would need to begin and operate within a certain time frame since the City does not want the property to remain vacant. The property did not have to be purchased by the City, so there is very little cost that the City needs to recoup. The market has improved and is getting better, so the market price should be good. He clarified the County's role in assisting with marketing and providing information at conferences. The site could also be split for two businesses that need a smaller footprint. The Code is already in place to aid in development. He stated that McDonalds has looked at the Lake Alfred and many options are viable. The City needs to focus on promoting Lake Alfred and one good opportunity could spur additional growth. The time frame for the CRA is 30 years, but the goal is to have the site developed within 5 years. The removal of the building will reduce blight in the City and even if vacant will increase the value of the property and area. The appraisal is underway. The Family Dollar store on one vacant acre sold for \$500,000. The property sold two years ago, but would be a comparable type of property and value. The money can then be reinvested by purchasing additional property, street scraping, etc. The City may also need to reevaluate the Code to aid in negotiations with developer to ensure the City gets the best development possible.

Vice Mayor Daley stated that the City has the option to approve whatever a buyer might want to build. The goal would be to approve a business that would draw in more new business. She stated that as US Highway 27 gets more congested, people are driving through Lake Alfred as an alternative.

Mayor Lake stated that by demolishing the building it gives developers an opportunity to envision their own development.

Commissioner Dearmin moved to award the bid to OSH Environmental for the demolition of the Buchanan Building in the amount of \$58,500; seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
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COMMISSIONER MAULTSBY	AYE

City Manager Leavengood presented Jim DeGenario with a Lake Alfred Centennial cap and coin to recognize his 35 years with the County and congratulate him on his pending retirement.

Jim DeGenario Central Florida Development Council (CFDC) thanked the City and Commission.

Assistant City Attorney Seth Claytor also thanked Jim DeGenario for taking the time to talk with him when he was a new attorney in Polk County.

RECOGNITION OF CITIZENS

Judy Schelfo 640 East Lake View Rd, stated that Lake Alfred is a prime central Florida location, with great access and is still quaint.

COMMISSIONER QUESTIONS AND COMMENTS

Commissioner Dearmin gave his condolences to the Yelvington Family and stated that he enjoyed FLC Conference and comradery.

Commissioner Maultsby commented that he liked working with people who get the job done.

Mayor Lake stated that he also enjoyed the FLC conference and the opportunities to learn, network, the exchange of information, and sessions. He held his first Monday Morning with the Mayor earlier today and had seven people attend. There was a good exchange of information.

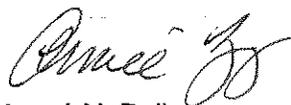
He reminded everyone of the Chamber Lunch on Wednesday.

Vice Mayor Daley thanked Republic Services for their relationship and comradery. She reminded everyone of the Ridge League Dinner will be held on September 10th and will include the installation of new Board members. She also asked about remaining on the RLC Board. She stated that Neil Combee is hosting a Legislative Round table on Thursday the 27th at 10:30 in Polk City and he had requested the City Manager and a Commission member attend.

Commissioner Duncan stated that school states next Monday and thanked Republic for a great job.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 9:20 pm.

Respectfully Submitted,



Ameé N. Bailey
City Clerk