

**MINUTES  
CITY OF LAKE ALFRED  
CITY COMMISSION MEETING  
MONDAY, SEPTEMBER 9, 2015  
7:30 P.M.  
CITY HALL**

**Call to Order:** Mayor Charles Lake

**Invocation and Pledge of Allegiance:** Reverend Thacker

**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 Ameer Bailey-Speck.

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

**CITY MANAGER ANNOUNCEMENTS**

**City Manager Leavengood** stated that there will be an eagle training by the Audubon Society at the Mackay Gardens and Lakeside Preserve on October 4<sup>th</sup> at 10 am. The Mackay Gardens and Lakeside Preserve will host a free guided nature walk on September 12<sup>th</sup> at 8 am. Contact the Parks and Recreation Department for more details or to sign-up for one of these events.

The SPCA Wellness Wagon will be at the Lake Alfred Public Library on September 12<sup>th</sup> from 8 till 10:30 am, offering vaccines, heartworm testing & deworming for every pet without the cost of a vet visit.

City residents were recently informed of changes in their sanitation service. Garbage previously picked up on Thursday will now be pick-up on Monday starting September 14<sup>th</sup> to accommodate the in-house recycling. If you have any questions please call Public Works at 863-298-5458.

The Bloodmobile will be at City Hall on Tuesday, September 22<sup>nd</sup> from 9am till 2pm as part of the Employee Health Fair. For more information contact the Winter Haven Hospital - Community Blood Center.

The next City Commission will be held on Wednesday, September 23<sup>rd</sup> to meet the Florida Statue requirement for the annual budget hearings. The final millage rate and 2015/2016 budget adoption is scheduled for this meeting.

Today is the Mae Long's 30<sup>th</sup> Anniversary with the City of Lake Alfred. A retirement party is scheduled for Friday, September 25<sup>th</sup> at noon at City Hall.

The Parks and Recreation Department is now accepting applications for the 2015 Lake Alfred Christmas Parade. Application are due by November 20<sup>th</sup>. The application and more information can be found on the website or by calling the Parks and Recreation Department.

The City received an email invitation from the Florida League of Cities to participate in a Legislative round-table discussion with Representative Ben Albritton on Wednesday, September 23<sup>rd</sup> from 10:30 am till noon at the historic train depot in Wauchula.

**Mayor Lake** stated that he could attend.

**City Manager Leavengood** stated that the City Commission received the Budget Message in their update packet. The final and complete budget will be presented at the next meeting.

Lake Alfred Discovery Academy mock council meeting will be September 24<sup>th</sup> at 9:30 am for the students to present and discuss city-type business.

The Ridge League of Cities dinner will be held on September 10<sup>th</sup> at 6:30 pm at the Winter Haven Chain of Lakes Complex.

The Polk Regional Water Cooperative Formation Team meeting will be held on Friday September 18<sup>th</sup> from 9 am till 1 pm at the Lake Myrtle Sports Complex.

The City Manager then presented several pictures of the demolition of the Buchanan Building and stated that the demolition will take approximately 30 days to complete. The site will be leveled to get the site shovel ready for marketing. He stated that the process is a wet demo to reduce dust to businesses and drivers in the area.

**Mayor Lake** stated he spoke with the OSH contractor and they estimated 2 months for the demolition.

The City Manager then presented several pictures of work completed by Hal and Trudie Kirkland to improve the trail along Lake Buena Vista. The work includes landscaping and tier planters along the trail. Public Works will add some irrigation to help establish the plants.

**Mayor Lake and Commissioner Dearmin** presentation a Certificate of Appreciation, centennial hat, and pin to Hal and Trudie Kirkland and thanked them for their efforts to improve the city.

**Hal Kirkland** thanked the Commission and stated that they enjoyed the work.

### **CITY ATTORNEY ANNOUNCEMENTS**

No announcements.

### **RECOGNITION OF CITIZENS**

There were no citizen statements.

### **PROCLAMATION: CANCER AWARENESS AND PREVENTION MONTH**

**Mayor Lake** read the proclamation for the September 2015 as Cancer Awareness and Prevention Month. The proclamation urged all citizens to rededicate themselves to the urgent work of increasing awareness, prevention and care for those with cancer.

## **GIRL SCOUTS OF WEST CENTRAL FLORIDA PRESENTATION**

**Aubrie Lake** from the Girl Scouts of West Central Florida presented Mayor Lake with a Certificate of Appreciation. She thanked the City for their support and stated that the Girl Scouts look forward to working with the City on community projects.

## **WATER COOPERATIVE FORMATION COMMITTEE - APPOINTEE**

**City Manager Leavengood** stated the process for establishing the Water Cooperative is moving forward and has time frames and thresholds set by the Water Management District. They have requested that each City select a staff member and elected member for the Formation Committee to establish the guidelines and governance for the Cooperative. The group will not be discussing project at this time, rather they will be establishing the governance structure of the body. The Formation Committee will draft the Interlocal Agreement for consideration by all the cities to form the cooperative, similar to the TPO Board. Later an elected official will also be needed to serve on the Cooperative representing the City. The same person does not need to fill both positions, but it may be provide some consistence to have the same person.

**Mayor Lake** stated he would be interested, but that this is such a long term project that he would like to nominate Vice Mayor Nancy Daley if she agreed.

**Vice Mayor Daley** stated she would be very passionate about the project and water conservation.

**Mayor Lake** nominated Vice Mayor Daley; seconded by **Commissioner Dearmin** and 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>

**City Manager Leavengood** stated that he would coordinate with Vice Mayor Daley and report to the Commission regarding the progress.

### **CONSENT AGENDA:**

**Commissioner Dearmin** moved to approve the City Commission meeting minutes and announcements from August 17, 2015; seconded by **Commissioner Maultsby** and 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>

**Mayor Lake** requested a motion to recess the City Commission in order to convene the Community Redevelopment Agency Board.

**Commissioner Dearmin** moved to approve the recess the City Commission Meeting; seconded by **Commissioner Duncan** and 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>

The City Commission Meeting was recessed at 7:51 p.m. for the Community Redevelopment Agency Board Meeting and then reconvened at 7:57 p.m.

### **AGENDA**

#### **1.) PUBLIC HEARING: ORDINANCE 1355-15: ANNUAL BUDGET ADOPTION**

**Assistant City Attorney Seth Claytor** read the ordinance in its entirety.

**City Manager Leavengood** stated over the past several months the City Commission has been presented with and has given conceptual approval to the different sections of the FY 15/16 & FY 16/17 annual operating budgets including: Capital, Expenditures, Revenue, and Payroll.

The proposed FY 15/16 & FY 16/17 budget assembles the previously approved sections into the final budget with updates from July's experience and obtaining final revenue and expenditure information. The proposed budgets are consistent with the previous presentations, established goals, and are currently balanced with the proposed millage rate of 7.489 which is a reduction of one-tenth of a mil from our current rate of 7.589. Staff recommended approval of Ordinance No. 1355-15 on first reading.

**Commissioner Dearmin** stated it was an honor that the City Manager and staff has presented a balanced budget with a lower millage rate. The millage has not been lowered in quite a few years.

**Commissioner Dearmin** moved to recommended approval of Ordinance No. 1355-15 on first reading; seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote. There were no citizen statements.

<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.) **ORDINANCE 1356-15: CHAPTER 42 - RECYCLE COLLECTION SERVICES**

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

**City Manager Leavengood** stated the City Commission was presented with bids for recycling services at the August to commence on October 1st, 2015 following the expiration of our current 3-year agreement with Republic at the end of the fiscal year. Following this presentation at the August 17, 2015 Commission meeting, the City Commission instructed staff to proceed with establishing in-house recycling services.

The City has received a draft agreement with Republic for drop off of recyclable materials. It is currently being reviewed by the City Attorney and staff and will presented at the September 23, 2015 meeting for formal consideration. The draft agreement contains a provision for purchase of Republic's existing receptacles for a total of approximately \$30,000; a reduction of \$15,000 from the initial proposed purchase of price of \$45,000. However there is an additional \$12,000 in expense for applying city decals to the containers. This option is less than half of the estimated cost of \$90,000 for the purchase new containers.

The proposed ordinance amends the sanitation section of the code to allow for in-house sanitation services. The proposed ordinance also updates and rebalances the fee schedule (cost neutral); converts the restricted portion of the bill into a percentage; provides a budget formula to calculate the fuel service charge to equitably pass on increased or reduced fuel costs to the customer base; and provides an escalator provision to help account for inflation and increased operational costs.

The fees have been rebalanced although the total cost is the same. The fuel cost is more reflective of todays cost. The base fee of \$17.00 was set in 2002, which was increased to \$18.91. The fuel adjustment / inflation clause was added 2006 when the price of gas was very high. It also included subsidies for other services, such as the lightning loader.

The City Manager presented pictures of the can with the new city decals. The sanitation crews will add the stickers as the cans are out for pick-up. Staff recommended approval of Ordinance 1356-15 on first reading.

**Commissioner Dearmin** asked for confirmation of the schedule change.

**Commissioner Duncan** asked about service on holidays.

**Commissioner Maultsby** asked about cans and dumpsters.

**Vice Mayor Daley** asked about the sticker and thanked Republic for the price on the cans and their comradery.

**Mayor Lake** asked about replacement cans.

**Public Works Director John Deaton** sent out notices for changes to the sanitation services. Garbage will be picked up Monday September 14<sup>th</sup> rather than Thursday. Next week a portion

of the City will receive a second flyer notifying them that their recycling will be picked-up on Friday. Therefore half of the recycling will be picked-up on Thursday and the other half on Friday. The sanitation run is generally from 7:30 am to 1:30 pm (going to the dump). He stated that staff may work some holidays or use two trucks to pick-up the following day.

Deaton stated that the City has extra dumpsters and cans, although the City uses very few dumpsters. Additional sanitation cans were ordered and arrive tomorrow. A new order for recycling cans will be made shortly with the new seal. Plus the City currently has cans from Republic in stock.

**City Manager Leavengood** stated there is still capacity in the schedule for additional homes. When additional homes go online the pick-up times may be extended, but it will be some time before additional people or equipment is needed. The trucks will be used more. The service life of a truck is currently 10 years, which may be reduced. However the restricted revenue source can only be used for new trucks. The city places \$50,000 in the account each year and a new truck cost approximately \$250,000 allowing for the replace a truck every 5 years if needed. The budget also includes funding for additional staff overtime for holidays.

Leavengood stated that recycling will use the currently Republic can and the City staff will add logos to these cans. As the cans need replacing or as new homes come on-line new cans with the City logo will be distributed. The equipment restricted funding is limited to cans and lightning loader.

**Commissioner Dearmin** moved approval of Ordinance 1356-15 on first reading; seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. There were no public comments. There were no citizen statements.

<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>

### 3.) **RESOLUTION 07-15: PROPERTY EXCHANGE**

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

**City Manager Leavengood** stated the proposed resolution formally accepts and completes the property exchange with Eagle-Ridge for the Buchanan & Hughes Building that the City Commission has previously approved. Staff recommended approve Resolution 07-15.

**Commissioner Maultsby** moved approve Resolution 07-15; seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote. There were no citizen statements.

<b>MAYOR LAKE</b>	<b>AYE</b>
<b>VICE MAYOR DALEY</b>	<b>AYE</b>
<b>COMMISSIONER DEARMIN</b>	<b>AYE</b>

**COMMISSIONER DUNCAN**  
**COMMISSIONER MAULTSBY**

**AYE**  
**AYE**

#### **4) RESOLUTION 08-15: UPDATED CITY MANAGER EMPLOYMENT AGREEMENT**

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

**City Manager Leavengood** stated the City Manager is one of three contracted employees that reports directly to the City Commission and whose services are provided for through an agreement (Auditor, City Attorney). The City Manager's employment agreement allows for changes to the agreement. The changes must to be presented to the City Commission following a performance evaluation and in advance of the adoption of the annual operating budget. The most recent evaluation was completed in March of 2015 with an overall ranking of 4.79 out of 5 with the final budget for FY 15/16 set to be approved on September 23, 2015.

The proposed updated employment agreement includes a cleanup of the language, updated procedural elements, and several requested benefit provisions including:

- Increase in annual leave accrual
- Supplemental insurance benefits
- Buy in option for the general employee retirement system

The requested benefit provisions are consistent with the ICMA Model Employment Agreement and have been included in the preparation of the budget with a FY 15/16 cost of approximately \$14,000. The proposed amendment does not include any changes to the annual salary. The City Manager position's starting salary is equal to 81% of the market average based upon the salary survey and consistent with the established goal of at least an 80% starting salary for all positions within the City.

Staff recommended the pleasure of the City Commission although the City Manager is requesting approval of the agreement with the requested options.

**Mayor Lake** stated that he was happy was the agreement and stated that Leavengood did not ask for a raise just for additional benefits worth much less than he has saved the City. He asked if the contract would be applicable to a different City Manager in the future.

**Commissioner Dearmin** stated he was honored to work with the City Manager and the savings he has made for the City.

**Commissioner Dearmin** made a motion to approval of the City Manager Employment Agreement. However there was no second.

**Vice Mayor Daley** stated would rather pay Leavengood to stay rather than to leave (severance pay). Currently the City has a good staff and good leader. She would also like to see an annual goal setting.

**Commissioner Duncan** stated that he also enjoyed working with Leavengood and the only question he raised a question about the biannual evaluation.

**City Manager Leavengood** stated that if a new City Manager was hired a complete new agreement would need to be approved by the City Commission. He also stated that the contract requires, at a minimum, an evaluation every two years. However the Commission can request an evaluation at any time and he feels that he is evaluated at every meeting along with individual discussions with Commissioners and staff. In addition it may not be the best timing to have a newly seated Commissioner evaluate the City Manager after an election. Updates prior to Capital discussions in March.

**Mayor Lake** stated that Leavengood is constantly evaluated the evaluation is the formal process and the Commission would not have to wait on a review if some action was needed.

**Vice Mayor Daley** stated she would like to see an annual goal setting discussion. She likes the update and list of accomplishments presented prior to the evaluation.

**City Manager Leavengood** stated that the goal setting does not need to be a formal document. He stated he has modified the budget process to allow for time and discussion for discussing projects such as capitol. The process could start sooner with the development of a list of items the Commission wishes to achieve including events, activities, and projects. He stated that February might be a good time prior to the capital discussion.

**Commissioner Maultsby** approval of Resolution 08-15 for the updated City Manager Employment Agreement with the requested and supplemental changes; seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote. There were no citizen statements.

<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**

**Joyce Schmidt** 365 East Sanford Street, asked about a private property near the First Baptist Church on the corner of Pierce and Rochelle. The property is currently not maintained and asked what the City's plans were regarding the property.

**City Manager Leavengood** stated he was sure Code Enforcement was aware of the property, however the code enforcement process is slow in order to protect property rights. The City will contact the property owners.

### **COMMISSIONER QUESTIONS AND COMMENTS**

**Commissioner Duncan** stated that the artwork in City Hall will be removed in two weeks. The drop off for the next show "Small Town Charm" is October 16-17. The reception is scheduled for Thursday October 29<sup>th</sup> from 6 till 8:30 pm. He is also looking forward to the Discovery field trip.

**Commissioner Dearmin** thanked the Citizens of Lake Alfred such as Trudie and Hal for their involvement in the community to improve the way the City looks. He also thanked the City Manager, City Attorney, and staff for their work.

**Commissioner Maultsby** asked about placing the Kirklands on one of the plaques near the trail. Thanked the Citizens and staff. He is pleased with the operation of the City.

**City Manager Leavengood** stated the plaques are starting with the historic buildings then the pedestrian bridge by FDOT, which might be a good opportunity to include the Kirklands on a plaque.

**Mayor Lake** stated back to school carnival was moved inside to the library and was well attended. He attended a round-table discussion with City Manager Leavengood to meet with Mr. Combee. Congressman Webster stopped by and presented the City with a Congressional record where he recognized the City's centennial.

He stated that he has conducted several Monday Morning with the Mayor. They have gone well and mostly provide compliments with few complaints. The next meeting will be in the evening.

He reminded everyone to wear red, white, and blue for the Ridge League Dinner and blue on Friday to show support to police and first responders.

He asked about the status on the Gardner House. He stated that it is a goal of the historic society to purchase the building for preservation.

**City Manager Leavengood** stated that Valerie has contacted the owner to access for an evaluation and to gauge the owner's interest in selling the property.

**Vice Mayor Daley** mentioned that residents have been putting cutting in the road which goes to the drain, and then to the lakes.

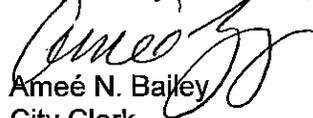
**City Manager Leavengood** stated that the City provides a free Illicit Discharge Class as a requirement of the stormwater permit. The City can further promote the class on the website and social media.

**Vice Mayor Daley** stated the Trek Ten Trails program will be hosting a hike in December with a geocache.

**Mayor Lake** encouraged everyone to check out the website which has been improving.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:40 pm.

Respectfully Submitted,

  
Aneé N. Bailey  
City Clerk