

1. Agenda

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



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**AGENDA
CITY COMMISSION
TUESDAY, JUNE 21, 2022
7:30 PM
CITY HALL**

Call to Order: Mayor Jack Dearmin

Invocation and Pledge of Allegiance

Roll Call: Aubrey Fuller, Management Analyst

City Manager & City Attorney Announcements

Recognition of Citizens: Items that are not on the Agenda

Consent Agenda:

- 1.) City Commission Meeting Minutes for June 6, 2022
- 2.) City Commission Announcements
- 3.) PRWC: Southeast Wellfield Amended Implementation Agreement
- 4.) PRWC: West Polk Wellfield Amended Implementation Agreement

Agenda:

- 1.) Ordinance 1487-22: Polk Training Center Annexation (Correction)
- 2.) Ordinance 1488-22: South of Clark Road Annexation - (Serdjenian)
- 3.) Ordinance 1485-22: Caribbean Distillers Future Land Use
- 4.) Ordinance 1486-22: Caribbean Distillers Zoning
- 5.) Ordinance 1489-22: Lake Lowery Road Future Land Use
- 6.) Ordinance 1490-22: Lake Lowery Road Zoning
- 7.) Bid Award: CR-557 Force Main Extension Project Phase I
- 8.) Budget: Expenditures

Recognition of Citizens: Please Limit Your Comments to 5 Minutes.

Commissioner Questions and Comments:

Commissioner Maultsby
Commissioner Daley
Commissioner Fuller
Mayor Dearmin
Vice Mayor Brent Eden

Adjourn

LAKE ALFRED CITY COMMISSION
JUNE 21, 2022

Consent Agenda:

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

1.) City Commission Meeting Minutes for June 6, 2022

Attachments:

- Draft Minutes

Analysis: Please review the minutes at your earliest convenience, and if there are any questions, comments, or concerns, please contact City Clerk Linda Bourgeois at (863) 291-5270.

2.) City Commission Announcements

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

DATE	MEETING/ EVENT	LOCATION	TIME
7/4	Independence Day	City Offices Closed	N/A
7/11 (Second Monday of the Month)	City Commission Meeting	City Hall	7:30 p.m.
7/14	Planning and Zoning Board	City Hall	6:00 p.m.
7/21	Code Enforcement Special Magistrate	City Hall	3:00 p.m.
7/21	Parks and Recreation	City Offices Closed	N/A
7/25 (Fourth Monday of the Month)	City Commission Meeting	City Hall	7:30 p.m.

**LAKE ALFRED CITY COMMISSION
JUNE 21, 2022**

Consent Agenda Continued

3.) PRWC: Southeast Wellfield Amended Implementation Agreement

4.) PRWC: West Polk Wellfield Amended Implementation Agreement

Attachments:

- Second Amended and Restated Polk County Water Cooperative Implementation Agreement – Southeast Wellfield
- Second Amended and Restated Polk County Water Cooperative Implementation Agreement – West Polk Wellfield

Analysis: The City of Lake Alfred has entered into two interlocal agreements with the Polk County Water Cooperative (PRWC) for the implementation of two alternate water supply projects to provide for growth in water supply. The City has agreed to receive 1.0 million gallons per day from the Southeast Wellfield project and is an associate member of the West Polk Wellfield project.

The changes in the proposed Second Amended and Restated Implementation Agreements are minor and are being made to comply with edits provided to the PRWC by our lending partners, the Water Infrastructure Finance and Innovation Act (WIFIA) financing program through the U.S. Environmental Protection Agency and the State Revolving Planning Loan Fund (SRF) through the Florida Department of Environmental Protection. The most significant change is the concept of "anchor project participants". For the Southeast Wellfield Project, the anchor project participants are Auburndale, Davenport, Haines City, Winter Haven, and Polk County. For the West Polk Wellfield Project, the anchor project participant is Lakeland. Anchor project participants are bound to their contracted allocation to provide the surety necessary for the federal funding program.

Additional revisions address the Base Rate Charge for each Project Participant, payment of the Water Charge, withdrawal and substitution of Project Participants, and an amendment of the Water Charge and are cleanup and clarifying in nature of existing concepts and provisions.

The proposed Second Amended and Restated Implementation Agreements for the Southeast Wellfield Project and West Polk Wellfield Project were prepared by the PRWC Attorney and reviewed by the City Manager and City Attorney.

Staff Recommendation: Approval of consent agenda.

LAKE ALFRED CITY COMMISSION
JUNE 21, 2022

1.) Ordinance 1487-22: Polk Training Center Annexation (Correction)

Issue: The City Commission will consider the annexation of three parcels for the Polk Training Center annexation.

Attachment:

- Ordinance 1487-22 with Exhibit

Analysis: The City Commission previously approved the annexation of the Polk Training Center on December 6, 2021, by Ordinance 1470-21. This item is being presented for readoption to correct an error in the legal description of the property. The action currently before the City Commission is only on the annexation of the property into the City. The future land use and zoning classification on the property will be presented at a future meeting following the annexation. If approved on the first reading, the proposed Ordinance will be presented for the second and final reading on July 11, 2022.

Staff Recommendation: Approval of Ordinance 1487-22 on first reading.

LAKE ALFRED CITY COMMISSION
JUNE 21, 2022

2.) Ordinance 1488-22: South of Clark Road Annexation

Issue: The City Commission will consider an annexation ordinance for an area of land south of Clark Road.

Attachment:

- Ordinance 1488-22
- Resolution 04-22: Urban Services Report

Analysis: Several property owners within the Serdjeanian Subdivision have requested annexation into the City. The subdivision is located at the western edge of the city limits. Polk County has consented to the annexation of the right-of-way for the roads within the subdivision without a transfer agreement. Together there are 25 parcels proposed for annexation, for a total of approximately 25.15± acres. The additional right-of-way of approximately 2.55± acres creates a total of approximately 27.7± acres for annexation.

The City can pursue annexation of the parcels according to Section 171.043 subsections (1) and (2) (c) respectively.

- The total area to be annexed must be contiguous to the municipality's boundaries and reasonably compact, and no part of the area shall be included within the boundary of another incorporated municipality.
- It is developed and at least 60 percent of the total number of lots and tracts in the area at the time of annexation are used for urban purposes, and it is subdivided into lots and tracts so that at least 60 percent of the total acreage, not counting the acreage used at the time of annexation for nonresidential urban purposes, consists of lots and tracts 5 acres or less.

Section 171.042 of the Florida Statutes requires that the City Commission prepare and file a report with the Board of County Commissioners of Polk County, Florida, setting forth the City's plans to provide urban services to the proposed annexation area. On April 4, 2022, the City Commission approved the Urban Services Report by Resolution 04-22.

The action currently before the City Commission is only on the annexation of the property into the City. If approved by the City Commission and the registered voters of the area, the establishment of Future Land Use and Zoning designations would be considered in future action items presented to the Planning and Zoning Board and then the City Commission. If approved on the first reading, the proposed Ordinance will be presented for the second and final reading on July 11, 2022.

Staff Recommendation: Approval of Ordinance 1488-22 on first reading.

**LAKE ALFRED CITY COMMISSION
JUNE 21, 2022**

- 3.) Ordinance 1485-22: Caribbean Distillers Future Land Use**
- 4.) Ordinance 1486-22: Caribbean Distillers Zoning**

Issue: The City Commission will consider approval of the request to assign Future Land Use (FLU) designations and zoning districts on first reading.

Attachments:

- Ordinances 1485-22 and Ordinance 1486-22
- Staff Report
- Excerpts from the Planning and Zoning meeting minutes

Analysis: On October 18, 2021, City Commission approved Ordinance 1466-21 annexing one 10-acre parcel on Lake Lowery Road into the city limits. This was an enclave in the middle of the Caribbean Distillers property. The Future Land Use and Zoning assignment for this area is included in their request to change the assignments on their larger property.

The applicants requesting to change the Future Land Use on approximately 175 acres from Heavy Commercial/Industrial to Residential (RES) and assign the same to the 10-acre parcel annexed. Additionally, the applicants requested to change the Zoning on approximately 175 acres from Heavy Industrial (I-2) to Vintage Residential (VRN) and assign the same to the 10-acre parcel annexed. The staff has worked with the applicant to modify the request to include approximately 22 acres of Conservation Future Land Use Zoning. The request includes approximately 2.5 acres of impact to an isolated wetland and the edge of the high-risk floodplain. These impacts if approved would be mitigated on-site during the construction plan review. The property is not in the Green Swamp Area of Critical State Concern.

FLU & ZONING REQUEST SUMMARY

FLU Categories	Zoning Categories	Existing	Proposed	Difference
Residential Low (RL)	Residential Low – 1 (RL-1)	10	0	-10 ac
Heavy Commercial/ Industrial (HC/I)	Heavy Industrial (I-2)	175.5	0	-175.5 ac
Applicant Request				
Residential (RES)	Vintage Residential Neighborhood (VRN)	0	185.5	+185.5 ac
City Recommendation				
Residential (RES)	Vintage Residential Neighborhood (VRN)	0	163.3	+163.3 ac
Conservation (CON)	Conservation (CN)	0	22.4	+22.4 ac

On March 10, 2022, at their regular meeting, the Planning and Zoning Board unanimously voted to recommend that the City Commission approve the future land use and zoning district assignment requests. The impacts on the conservation area were discussed and are slightly modified from the area presented to the Planning and Zoning Board based on the discussion and the refinement of the area by the applicant.

If approved on first reading, the future land use and zoning amendment ordinances will be transmitted to the Department of Economic Opportunity (DEO) for review. The proposed amendments would be presented for the second reading in September of 2022.

Staff Recommendation:

- 3.) Approval of Ordinance 1485-22 on first reading.
- 4.) Approval of Ordinance 1486-22 on first reading.

**LAKE ALFRED CITY COMMISSION
JUNE 21, 2022**

- 5.) Ordinance 1489-22: Lake Lowery Road Future Land Use Assignment**
 - 6.) Ordinance 1490-22: Lake Lowery Road Zoning Assignment**
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Issue: The City Commission will consider approval of the request to assign Future Land Use (FLU) designations and zoning districts on first reading.

Attachments:

- Ordinance 1489-22
- Ordinance 1490-22
- Staff Report
- Excerpts from the Planning and Zoning meeting minutes

Analysis: On April 18, 2022, City Commission approved Ordinance 1479-22 annexing eight parcels totaling 37.81± acres into the city limits. These parcels will be part of the Caribbean Lakes development. The requests match the Future Land Use and Zoning requests on the southern parcel. The proposed Future Land Use designation is Residential and Conservation and the proposed zoning is Vintage Residential (VRN) and Conservation (CN) zoning districts in the Green Swamp Area of Critical State Concern.

FLU & Zoning Request Summary

Applicant's Request				
Residential (RES)	Vintage Residential Neighborhood (VRN)	0	17.44±	+17.44± ac
Conservation (CON)	Conservation (CN)	0	20.4±	+20.4± ac

On May 12, 2022, at their regular meeting, the Planning and Zoning Board unanimously voted to recommend that the City Commission approve the future land use and zoning district assignment requests.

If approved on first reading, the future land use and zoning amendment ordinances will be transmitted to the Department of Economic Opportunity (DEO) for review. The proposed amendments would be presented for the second reading in September of 2022.

Staff Recommendation:

- 5.) Approval of Ordinance 1489-22 on first reading.
- 6.) Approval of Ordinance 1490-22 on first reading.

LAKE ALFRED CITY COMMISSION
JUNE 21, 2022

7.) Bid Award: CR-557 Force Main Extension Project Phase I

Issue: The City Commission will consider awarding the CR-557 Force Main Extension Project Phase I to Odom Contracting for \$198,110.

Attachments:

- Bid Opening Minutes
- CPH Letter of Recommendation

Analysis: The City has budgeted for a force main sewer extension to service the new developments on County Road 557. After receiving initial bids that were far more than the original budgeted amount the City pivoted the route of the project to lower costs by removing it from a wetland area and consolidating it with a sewer infill main line project in the Twin Lakes area.

While the design was amended to accommodate these changes staff had solicited bids for the City to make a direct purchase of the pipe for the project which was awarded on March 7, 2022. In doing so, we were able to lock in the price and save the sales tax on the materials.

The installation of the force main has been divided into two phases. The first phase is to install 16" force main along CR 557 from Old Lake Alfred Road north 800ft to connect to the Gum Lake housing development. The second phase is to install the remaining force main 2 miles south of Old Lake Alfred North to connect to the wastewater plant on Ramona Avenue.

The city has solicited bids for the first phase of the installation of the force main, and on April 28, 2022, five bids were received for the project. If awarded, installation will begin after a right-of-way permit is issued by Polk County.

Odom Contracting	\$198,110
Tri-Sure Corp.	\$229,460
Bench Mark Construction Co, Inc.	\$234,650
Cathcart Construction Company	\$391,600
Cobb Site Development, Inc.	\$540,372.03

Staff Recommendation: Approval of the pipe installation bid award to Odom Contracting for \$198,110.

LAKE ALFRED CITY COMMISSION
JUNE 21, 2022

8.) Budget Presentation: Expenditures

Issue: The City Commission will consider the Expenditures to be included in the preparation of the FY 22/23 & FY 23/24 Annual Operating Budgets.

Attachments:

- Budget Format Layout
- General Fund, Enterprise Fund, CRA & Stormwater Expenditures FY 22/23 & 23/24
- Review of Capital

Analysis: The proposed expenditure sections of the FY 22/23 & 23/24 budgets include the approved expenditures from the previously approved second-year budget and the capital projects that were approved by the City Commission at the March 21, 2022 meeting. Changes made from the current year budget to the proposed FY 22/23 Budget have been highlighted and are based on feedback from department heads for anticipated expenditures or changes based on experience in the current and previous fiscal years.

If approved, the expenditure sections will be included in the preparation of the final budget for consideration in public hearings in September along with any changes that the Commission may determine or that may be necessary due to changes in revenue or expenditure projections. The Revenue and Payroll sections will be presented at a regular City Commission meeting in August.

Staff Recommendation: Approval of the proposed draft Expenditure Sections of the FY 22/23 & 23/24 Operating Budgets.