

**MINUTES
CITY COMMISSION
MONDAY, OCTOBER 23, 2023
7:00 PM
CITY HALL**

Call to Order: Mayor Nancy Z. Daley called the City Commission meeting to order at 7:00 p.m. in the City Commission Chambers located at 120 E. Pomelo Street, Lake Alfred, FL. 33850.

The Mayor requested a moment of silence for Betty Shinn who passed away last week.

Invocation and Pledge of Allegiance: Reverend Dorian Harris of St. Paul AME Church of Lake Alfred provided the invocation and **Mayor Daley** led the Pledge of Allegiance.

Roll Call: City Clerk Linda Bourgeois

City Commissioners in attendance: Mayor Nancy Z. Daley, Vice Mayor Mac Fuller, Commissioner Brent Eden, Commissioner Charles Lake, and Commissioner Jack Dearmin.

Staff in attendance: City Manager Ryan Leavengood, City Attorney Seth Claytor, Public Works Director John Deaton, Community Development Director Ameer Bailey, Fire Chief Robert Turner, Finance Director Amber Deaton, Parks and Recreation Director Emily Deal, Police Chief Art Bodenheimer.

The City Manager announced the following:

1. Trick or Treating at Central Park on Tuesday, October 31, 2023, beginning at 5:30 p.m. through 8:00 p.m.
2. The Prescription Drug Take Back Day is on Saturday, October 28th from 10:00 AM to 2:00 PM. Please drop off any unused or expired medications at the Police Department.
3. The new art is up in the City Commission Chambers and the Reception will be held on Thursday, November 2, 2023, at 5:30 p.m. in City Hall.
4. The Saunders Annual Barbeque will be held on Thursday, November 9, 2023. Please let the City know if you and a guest will be attending.
5. He provided an update on the Fire Fest held on Saturday, October 21, 2023, saying that it was a well-attended event. He thanked the Human Resources Director for the great T-shirt design.

City Attorney Seth Claytor said he remained grateful to serve the great City of Lake Alfred.

Recognition of Citizens

There were none.

Employee of the 4th Quarter – Mike Davis

Public Works Director Deaton said Mike has been with the City of Lake Alfred since 2009. His position is Public Works Superintendent and he is over Streets and Sanitation. Mike is a

dedicated and dependable employee of the City. He is currently working with the City Clerk/ADA coordinator on the ADA-required upgrades needed in the City of Lake Alfred. He concluded by saying that he was pleased to present Employee of the Quarter to Mike Davis and thanked him for his service to Lake Alfred.

Mayor Daley read the Community Planning Month proclamation into the record. The Community Development Director accepted the proclamation and said thank you. She said it was an honor to plan for the city. She has been in Lake Alfred for over eight years and said she was thankful for the opportunity to plan the city and for all the opportunities we have accomplished.

Mayor Daley read the Mobility Week proclamation into the record. There was no one in attendance to accept the proclamation.

Mayor Daley presented the Consent Agenda for consideration.

Consent Agenda:

- 1.) City Commission Meeting Minutes for October 9, 2023
- 2.) City Commission Announcements

The floor was opened by the mayor to public comments on the consent agenda and there were no audience members that came forward to speak.

Commissioner Dearmin made a motion to approve the consent agenda and the motion was seconded by **Commissioner Lake**. The motion was unanimously approved.

Mayor Daley introduced the first business item for consideration.

- 1.) Resolution 32-23: Firehouse Subs Public Safety Foundation Grant Acceptance

The City Attorney read Resolution 32-23 into the record.

The City Manager presented the analysis. He said on July 13, 2023, the Lake Alfred Fire Department applied for a grant through the Firehouse Subs Public Safety Foundation.

This grant program provides lifesaving equipment and needed resources to first responders and public safety organizations. The Lake Alfred Fire Department applied to the program for a Hurst Cutter, Spreader, Ram, and accessories valued at up to \$39,555.00. This is also known as extrication equipment.

On October 10, 2023, the City received notification that the Lake Alfred Fire Department has been approved for the grant. The Firehouse Subs Public Safety Foundation will purchase the equipment and ship it directly to the Lake Alfred Fire Department. He expressed his appreciation to the Management Analyst and the Fire Chief.

The staff's recommendation is to approve Resolution 32-23.

Mayor Daley said this is awesome news and encouraged supporting Firehouse Subs.

Commissioner Lake said he couldn't believe they gave away money and he said he was happy with the grant.

Mayor Daley opened the floor to public comments and seeing no one, she closed the floor to public comments.

Commissioner Lake made a motion to approve Resolution 32-23 accepting the Firehouse Subs Public Safety Grant. The motion was seconded by **Commissioner Eden**. The motion was unanimously approved.

Mayor Daley introduced the next business item.

2.) Resolution 33-23: The Lakes Tract 6 Maintenance Bond

The City Attorney read the title of Resolution 33-23 into the record.

The City Manager presented the analysis. He said the applicant, Clayton Properties Group, LLC, has requested approval of a final plat for Tract 6, The Lakes. The ±36.5-acre subdivision is located north of Lake Rochelle and Mackay Boulevard. The City Commission approved the preliminary plat on September 23, 2021, via Resolution 16-21. On June 6, 2022, the City Commission approved Resolution 08-22 Accepting the Final Plat without accepting the dedication.

Following the Final Plat, the construction of the outstanding items identified in the resolution have been completed and inspected. The wetland mitigation will be ongoing and require additional inspections prior to the final release of the maintenance bond along with all other infrastructure. The resolution allows for the release of the performance bond (\$1,568,504.55) and acceptance of the maintenance bond (\$177,457.12). The City's attorney has reviewed both bond instruments.

The staff's recommendation is to approve Resolution 33-23.

Mayor Daley opened the floor to public comments and seeing no one, she closed the floor to public comments.

Mayor Daley commented that she wished they would start the construction later in the morning.

Commissioner Eden asked if we ever had to go after a maintenance bond and if so, what was the process. The City Manager said he could not think of any and explained the process saying when construction begins the City Commission accepts a performance bond and when the infrastructure is completed, we release the performance bond, accept the plat, and a maintenance bond. The city is heavily involved in the construction process of making sure the inspections are up to the City's standards.

Director Bailey provided some examples of when the city used the maintenance bond as leverage for the developers to bring the project back to its original plans. She mentioned retention ponds, re-grading elevations, curb cuts, and storm inlets.

Mayor Daley mentioned Mackay Blvd and Director Bailey said yes we had used the maintenance bond to have them finish the road with curbing.

Commissioner Dearmin made a motion to approve Resolution 33-23 accepting The Lakes Tract 6, and Maintenance Bond. The motion was seconded by **Commissioner Eden**. The motion was unanimously approved.

Mayor Daley introduced the next business item.

3.) Resolution 34-23: The Springs at Lake Alfred Phase 1 Plat and Performance Bond

The City Attorney read the title of Resolution 34-23 into the record.

The City Manager presented the analysis. He said the applicant, Meritage Homes of Florida, Inc., has requested approval of a final plat for phase 1 of the Springs of Lake Alfred subdivision. Phase 1 is approximately 78 acres and includes a mixture of 40 and 50 foot lots, for a total of 192 single-unit residential lots and approximately 24 acres of open space. The subdivision was developed utilizing the master-planned community (cluster) provision within the Green Swamp Area of State Concern. The construction plans were approved by the City on March 17, 2023. The City received all state permits and the site is under construction.

City staff has worked with the applicant to ensure conformance with the Unified Land Development Code (ULDC). The plat requirements have been verified by the city staff and consulting the City Attorney, Engineer, and Surveyor. The developer has submitted the infrastructure estimates for completion of the infrastructure and has provided a performance bond in the amount of 120% of the engineer's certified cost for all remaining improvements to be constructed, or \$7,013,496.76. Acceptance of the plat allows for recording and the subdivision and creation of lots without the acceptance of the dedication. Infrastructure dedications will be accepted at the time of final completion.

Upon completion of the site development improvements, a resolution will be presented to the City Commission for release the performance bond, accept the infrastructure dedications, and accept the maintenance bond.

The staff's recommendation is to approve Resolution 34-23.

Mayor Daley opened the floor to public comments and seeing no one, she closed the floor to public comments.

The City Commission commented on the amount of dirt that was being moved on this site and a crater the size of Lake Gum.

Commissioner Lake made a motion to approve Resolution 34-23 for the Springs of Lake Alfred Phase 1 Plat with Performance Bond. The motion was seconded by **Commissioner Eden**.

Mayor Daley asked about the open space and Director Bailey said there were true conservation tracts in this development and the developer was dedicating Tract "M" to the City due to the clustering provisions. The city can use this as public buildings and grounds or open space.

The motion was unanimously approved.

Mayor Daley introduced the next business item.

4.) RFQ Solicitation Packet and Master Continuing Professional Services Consulting Agreement

The City Manager presented the analysis. He said in 2019, the City of Lake Alfred solicited firms for engineering and consultant services for city projects. The terms of the continuing service

agreements in 2019 were for an initial period of three years with a renewal option of one additional three-year term.

The selection of engineering services is governed by Florida Statutes 287.055 under the Consultant's Competitive Negotiation Act (CCNA). The selection process requires that firms be evaluated and selected based on qualifications and selected in order of preference of no fewer than three (3) large firms and (1) one small firm, consisting of fifteen or fewer employees, deemed most qualified.

The proposed Request for Qualifications (RFQ) will start the solicitation process and the Master Continuing Professional Services Consulting Agreement as an addendum to the packet. The proposed agreement establishes a general basis between the firm and the City for performing services (umbrella agreement). Specific projects or services will be carried out under separate agreements and/or "task orders" that will specify the scope, timeline, cost, and other provisions specific to each project. This setup is identical to the engineering services previously provided to the City through our current master agreements.

The City's evaluation team will solicit, evaluate, and rank the firms based on qualifications. Upon completion of the ranking of firms, the scoring will come back to the City Commission for approval. After approval of the ranked firms by the City Commission, the City Manager will negotiate the Continuing Professional Services Consultant agreements with the top-selected firms. Expenses incurred with these firms will follow the City's purchasing policy and typically be for specific projects approved through task orders under their respective master agreement.

With the large and varied number of projects and initiatives the City is undertaking we are casting a wide net with this RFQ and looking to acquire not only engineering firms but architects and other consultants to assist with appropriation consultants and grant writing.

He said the staff's recommendation is to approve the Solicitation Packet and Master Continuing Professional Services Consulting Agreement. In addition, Authorize the City Manager to negotiate continuing professional service agreements with the top-selected firms approved by the City Commission.

Mayor Daley said she wished we didn't have the shifting we had with our representatives saying we used to have Darren Soto and now we have Scott Franklin and we used to have Sam Killebrew and now we have Josie Tomkaw. We now almost have to start over building new relationships. It would be better for us if they didn't change the district lines. She said we were prepared with all of our master planning and said for the city we are doing great.

Mayor Daley opened the floor to public comments and seeing no one, she closed the floor to public comments.

Commissioner Dearmin applauded the City Manager for putting more tools in the toolbox.

Commissioner Dearmin made a motion to approve the RFQ Solicitation Packet and Master Continuing Services Agreement with the authorization for the City Manager to negotiate the professional service agreements with the top-selected firms approved by the City Commission. The motion was seconded by **Commissioner Lake**. The motion was unanimously approved.

Recognition of Citizens

Brenda Arnold of 435 W. Pierce Street said the City Commission was doing a great job. She thanked the City Manager, and both Chiefs, saying the Police Chief was always helping to direct traffic in getting the students to school safely. She went on to thank the directors and said she had a Firehouse sub for dinner. She concluded by saying to keep everyone in their prayers and she loved each one of them.

Commissioner Questions and Comments

Vice Mayor Fuller said the City Manager was our shining star in the city. He thanked him.

The City Manager interjected that he needed to thank his team because they are top-notch, and he continues to build that team. He said that the Parks and Recreation Director was a great addition to the team, and we were close to hiring another director in the Community Development Department. He shared about creating an environment where leadership can thrive, and he tries to cultivate that culture. He concluded by saying we are all blessed to be here in Lake Alfred and thanked the City Commission for their support and comments.

Vice Mayor Fuller continued and spoke about his trip to Washington, D.C., and said there was a lot going on there. When you sit in the representatives' offices, and they are apologizing to you, it's important that we understand what is going on in the Nation's Capital. He spoke about grant writing and the availability of local government broadband, PFAS chemicals, the National Flood Insurance Program, beach renourishment, simplifying grants, tax-exempt municipal bonds, and Community Development Block Grants. He said it was an eye-opening experience and humbling experience and encouraged this as an annual opportunity for the City Commission. He spoke about the Florida House and thanked the City Commission for allowing him to attend. He thanked the city for the great car show, and the city staff, and said he was proud that we were able to donate to the Sheriff's office.

Commissioner Dearmin said he thanked the directors and said Saturday was a wonderful event. It was a community event. He said the weather was great and the event was well attended. He commended the Vice Mayor and the Parks and Recreation Director on the car show, saying they did a great job. He mentioned a jet ski event saying it was a fantastic crowd. He said it was an honor to work with each of the City Commissioners.

Mayor Daley shared that she had attended the Transportation Planning Organization and the Central Florida Metropolitan Planning Organization in Orlando last week. She said we needed to keep an eye on the dates for the trips to Tallahassee for Polk County Day and Florida League of Cities Legislative Action Days. We should try to talk to our legislators and mention the expedited permitting, the financial disclosures, and the potential for vulnerability to cyber-attacks. She announced this Friday that the Discovery Academy was having a fall fest with food trucks starting at 4:00 p.m. She spoke about Sheriff Grady Judd speaking at the Chamber luncheon on scams and cyber-attacks. She shared about a person who lost \$800,000 after changing his account number when a legitimate-looking email came in from his financial institution asking him to do so saying there was a breach in the account. She said there were kids on bicycles going over the railroad tracks with huge trucks going by them. The City Manager said the improvement will now be extended to capture that area. She shared she had an obligation on November 2, 2023, and asked if the Vice Mayor would attend the Ridge Art Association reception.

Commissioner Lake it was great to represent the great City of Lake Alfred. He said the Fire Fall Fest was fun and he was amazed at the line for the facepainting. He shared about a trip to Polk City to pick up a 1924 Clawfoot tub to go in the Gardner House. He said he asked the lady if she

knew the mayor, the City Commissioners, where Lake Alfred is, or anyone who lived in Lake Alfred, and she said she knew Ameer Bailey the Community Development Director. He asked her how she knew her, and she said she spoke to her on the phone. He thanked the Vice Mayor and said that on November 4, 2023, the Historic Society will have an author talking about the historic places in Florida. He asked if they were interested in attending to let him know. He spoke about wanting a traffic light at Cummings across Shinn Blvd and Lakeshore Way and the Florida Department of Transportation did a survey that said it was warranted however, they didn't have the funds. The City Manager said that area was in the Community Redevelopment Area and there may be an opportunity for a cost share or partial match for the project. Thank you.

Mayor Daley shared that the comments are now open for the work program and encouraged everyone to go and fill out the survey. She said she would send the link to the City Manager for the website.

Director Bailey said the November 20, 2023, we would be presenting a resolution for participation for the TPO, the County, the City of Winter Haven, the City of Auburndale, and the City of Lake Alfred joining together to fund the second phase of the Old Dixie Trail. She spoke about connectivity and said the staff's recommendation was to connect all the way to Veterans Park.

Commissioner Eden thanked both Chiefs and said it was a great event with a lot of families. He is looking forward to the Trick or Treating event at Central Park. He asked about the Fast Fly-in wanting to know if it was the same time each year. He would like to join them. Can we rotate the attendance?

A brief discussion ensued about their only being one attendee, the Sunshine Law, and the perception of two Commissioners going and having a potential business item come before them. The city will send out the information in advance and the travel and training dollars will be there.

Commissioner Eden said thank you.

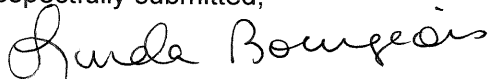
Mayor Daley said as a final word, the event on Saturday was great and shared her appreciation for all the staff that worked on the event. The people were very appreciative, and it reminded her of the good ole days like a street party and everybody had a great time. Thank you to everyone.

Vice Mayor Fuller said the Chief was painting the floors and he was excited about the event. He said he was happy with the camaraderie and was proud of the department. Thank you for what you bring to that department.

Mayor Daley commented that when we did the lake planting the Parks Director showed up in a wetsuit. She concluded by thanking all the city directors for getting out there and working for the city. We appreciate all of you.

At 8:10 PM, the City Commission meeting was adjourned.

Respectfully submitted,



Linda Bourgeois, BAS, MMC,
City Clerk