

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



Composite Exhibit "D"
to Resolution 25-01

Phone: (863) 291-5270
Visit: MyLakeAlfred.com

**AGENDA
CITY COMMISSION
MONDAY, FEBRUARY 5, 2024
7:00 PM
CITY HALL**

Call to Order: Mayor Nancy Z. Daley

Invocation and Pledge of Allegiance

Roll Call: Linda Bourgeois, City Clerk

City Manager & City Attorney Announcements

Recognition of Citizens: Items that are not on the Agenda

Black History Month Proclamation

Consent Agenda:

- 1.) City Commission Meeting Minutes for January 22, 2024
- 2.) City Commission Announcements

Agenda:

- 1.) Resolution 05-24: CSI Cargo Site Plan
- 2.) Public Hearing: CCNA 23/24-01 Ranking Approval
- 3.) Department Updates

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

Commissioner Questions and Comments:

Commissioner Dearmin
Mayor Daley
Commissioner Lake
Commissioner Eden
Vice Mayor Fuller

Adjourn

**MINUTES
CITY COMMISSION
MONDAY, FEBRUARY 5, 2024
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.

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 Charles Lake, and Commissioner Jack Dearmin.

Commissioner Dearmin made a motion to excuse Commissioner Eden. The motion was seconded by **Commissioner Lake**. The motion was unanimously approved.

Staff in attendance: City Manager Ryan Leavengood, City Attorney Seth Claytor, Public Works Director John Deaton, Finance Director Amber Deaton, Police Chief Art Bodenheimer, Parks and Recreation Director Emily Deal, Human Resources Director Margarita Martin, Growth Management Director Ameer Bailey, and Assistant Utilities Director Clifton Bernard.

The City Manager announced the following:

1. The City Manager showed photos of the interior of the Growers Fertilizer Plant after a tour of the building was taken on February 1, 2024.
2. The Ridge League of Cities Dinner will be held on Thursday, February 8, 2024, in Lake Wales at Lake Ashton Clubhouse. Reception starts at 6:00 PM with dinner at 7:00 PM.
3. The next City Commission Meeting will be on Monday, February 19, 2024.
4. He introduced and welcomed Clifton Bernard as the new Assistant Public Utilities Director.

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

Recognition of Citizens

Ron Pestone said the city did a great job with repainting the elevated water tower. He said it looks great for the City.

Black History Month Proclamation

The mayor read the Black History Month Proclamation into the record and it was accepted by Brenda Arnold.

Brenda Arnold of 435 W. Pierce Street said it was a blessing and she was honored to accept the proclamation. She does not look at Black History as Black History as it comes in all different

forms and colors. Her heart goes out to everyone no matter what color you are and everyone can do all types of things such as artists, singers, and dancers. We bleed the same blood and breathe the same air and that is her. Black History is for everyone and she thanked everyone saying we are family. She concluded by saying thank you.

Mayor Daley presented the Consent Agenda for consideration.

Consent Agenda:

- 1.) City Commission Meeting Minutes for January 22, 2024
- 2.) City Commission Announcements

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 the consent agenda and the motion was seconded by **Vice Mayor Fuller**. The motion was unanimously approved.

Mayor Daley introduced the first business item for consideration.

- 1.) Resolution 05-24: CSI Cargo Site Plan

The City Attorney read the title of Resolution 05-24 into the record.

The City Manager presented the analysis. CSI Cargo, Inc. has requested a site development plan modification with variances. The request is to impact 0.29 acres of wetlands and to reduce the minimum fifty feet (50') wetland transitional zone or upland buffer to a minimum of twelve feet (12'). If approved, mitigation of the 0.29 acres may be required as part of the construction plan approval meeting the requirements of Section 7.3.5 for wetland mitigation and Section 7.5 for upland buffers. The City Commission may approve a mitigation plan that includes, but is not limited to, the following actions:

1. Preservation and maintenance regulations to reduce or eliminate the impact over time.
2. Compensation for the impact through enhancement of existing wetlands, re-establishment of wetlands that are no longer functioning, or the creation of new wetlands.
3. Repair, rehabilitation, or restoration of the wetland.
4. Specific design requirements based on the conditions of the site and the type of wetland to be created or restored.
5. Periodic monitoring to remove exotic or nuisance vegetation.
6. Preservation or creation of an appropriate habitat in an adjacent wetland zone.
7. A developer of a compensatory mitigation plan shall grant a conservation easement in accordance with Section 704.06, Florida Statutes, and Section 7.7 of this Code on the newly purchased, created, enhanced, or restored environmentally sensitive lands to protect them from future development. A legal mechanism other than a conservation easement may be considered, if appropriate, to carry out the purpose of this subsection.

The Planning and Zoning Board unanimously voted to recommend approval of the Site Development Plan with variances, staff-recommended conditions, and an additional condition to require on-site mitigation and revegetation.

The staff recommendation was for approval of Resolution 05-24.

The mayor opened the public hearing and seeing no one, she closed the public hearing.

Director Bailey added said the wetland wasn't discovered until much later in the process and we were aware of the floodplain. Due to the nature of the auto auction, the wetland is in a poor state of existence and was rated at a 3.3 out of 10. In this instance, we thought that what they were planning would be suitable for this location. They are maintaining a good portion of the wetland, they were planning on buying into a bank, the recommendation is to revegetate, and this is a very small impact. Since there is an impact, this item has to come before the City Commission for approval.

Commissioner Lake asked if the land was vacant and it was shared by the staff that the site still had a residential structure and scattered vehicles.

A brief discussion ensued about the property having a new mechanic shop, a parking lot, and the bays will open in the rear. It will also be landscaped on both sides with buffers, and it will look a lot better than the property does now.

Commissioner Lake made a motion to approve Resolution 05-24 approving the CSI Cargo Site Plan modifications with variances. The motion was seconded by **Commissioner Dearmin**. The motion was unanimously approved.

Mayor Daley introduced the next business item for consideration.

2.) Public Hearing: CCNA 23/24-01 Ranking Approval

The City Manager presented the analysis. 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.

On October 23, 2023, the City Commission approved the Request for Qualifications (RFQ) that started the solicitation process, and the Master Continuing Professional Services Consulting Agreement was an addendum to the packet. The agreement established 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.

On January 26, 2024, the City's evaluation team solicited, evaluated, and ranked the firms based on qualifications and this item is for consideration for approval of the final ranking. After approval of the ranked firms by the City Commission, the City Manager will be authorized to negotiate and execute 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.

The city received thirteen submissions, eight from large firms and five from small firms. The top-ranked firms from the Evaluation and Ranking Committee for continuing service contracts are:

Water/Wastewater

CPH, Inc.

281

Dewberry	274
Wright-Pierce	267
Chastain Skillman	264

Transportation

Kittleson and Associates	261
KCG	245

Governmental Studies

Raftelis	268
----------	-----

Surveying

Robert A. Stevens and Associate	271
---------------------------------	-----

Architects

Furr, Wegman, and Banks	249
-------------------------	-----

The staff recommendation is for approval of the top-ranked firms as presented.

Mayor Daley asked if this agreement would take the place of the bidding process and the city manager explained that the agreements would allow for the engineering to be assigned by task orders and the larger projects would still go out to bid.

The mayor opened the public hearing and seeing no one, she closed the public hearing.

Commissioner Dearmin said we were setting the bar for the city's success.

Commissioner Dearmin made a motion to approve the top-ranked firms as presented and authorize the City Manager to negotiate and execute the Continuing Services Contracts. The motion was seconded by **Vice Mayor Fuller**. The motion was unanimously approved.

The City Attorney said the way we set up the RFQ process was that there was a Master Continuing Consultants contract that was an addendum to the RFQ itself so you have already approved the form contract. Tonight, you have approved the scoring and the City Manager's authorization to enter into those Continuing Consultants contracts.

Mayor Daley introduced the next business item for consideration.

3.) Presentation: Department Updates

Finance Director Amber Deaton presented her department updates.

Overview

- Reviewed the implementation timeline for NetSuite and went live on December 4, 2023
- The finance department is still working on processes
- Reviewed other new software with Accela for Community Development, EZ Facility for Parks and Recreation, Laserfiche Cloud for the City Clerk, and looking into Microsoft Copilot for the departments.
- Explained Microsoft Copilot as an Artificial Intelligence (AI) assistant that helps employees work more efficiently and effectively, and integrates with Microsoft 365 apps such as Word, Excel, PowerPoint, Outlook, and Teams. It also summarizes meetings, drafts documents, and emails, and analyzes data in spreadsheets.

- Implemented remote check capture and positive pay.
- New relationship with Florida Safe and moved away from the bond fund with the Florida League of Cities.
- Reviewed upcoming projects: NetSuite Financials, NetSuite Payroll/HR, water and wastewater plant loans, sanitation rate study, cash flow analysis, and cross-training of the staff.

Public Works/Utilities Director John Deaton presented his department updates.

Overview

Utilities

- The Buena Vista Lift Station project is still under construction
- Force Main at the Lakes
- Lake George Force Main Project
- CR557 – Pipe Extension Project
- Showed photo of the by-pass pump
- Utility Projects Under Way
 - New Water Plant
 - CR557 Force Main
 - Wastewater Plant Upgrades for Advanced Nutrient Removal

Streets

- New plants in the medians on US Highway 17/92
- Repaving of E. Pomelo Street
- New sidewalks on Lake Swoope Drive

Sanitation

- New Sanitation Truck
- There were 480.09 tons of recycled materials and 4,550.91 tons of waste.

During the presentations, the City Commission discussed the cybersecurity of software on cloud-based programs, the city established a redundant internet service line, and several bills circulating through the legislative sessions including increased homestead exemption, the restricting of Enterprise Fund Transfers, and extraterritorial surcharges.

The city manager said that our staff punched above our weight class and thanked Director Amber Deaton for looking ahead to futureproof our organization.

The City Commission thanked both Directors for their presentations. Other comments from the City Commission were that the medians and crepe myrtles looked great, and their appreciation for the staff.

Mayor Daley commented on the potholes on the state and county roads around the city and Director John Deaton shared that our new Public Works Superintendent had contacts with the County and has started to get some of the ones on CR-557 fixed. The mayor continued and said most of the potholes were made by the heavy truck traffic and then shared a personal story of hitting one that flattened her tire.

Recognition of Citizens:

Police Chief Art Bodenheimer said since they were talking about the roads there was a coalition in Florida called the Coalition Against Bigger Trucks currently at the Federal Level there is a big move to allow trucks to be heavier and longer on our roadways. He said right now is 80,000 pounds and looking to go to 90,000 pounds or more and the dual trailers are to go from 25 feet to 35 feet each. That will have an incredible impact on our roads. The Police Chiefs Association is trying to oppose the initiative so it doesn't pass federally. There is a study on the economic impact when the trucks break down and block roadways, and the bridges in our cities aren't built for these sized trucks.

The city manager asked the Police Chief to get with him and maybe we could draft a resolution against it to take with him to the Police Chief's Association.

Brenda Arnold of 435 W. Pierce Street said she likes what we are doing and the upcoming plans. She said the staff does a great job. She thanked Finance Director Deaton and said she is a good person. You are all great people. Thank you.

Beverly Moore of Pierce Street asked about the crane outside City Hall and the city manager said the elevated water tower was being repainted. She shared she got \$200.00 off of her homeowner's insurance. You guys are doing a good job all of the time.

The mayor appreciated all of the staff in attendance saying it's great that they come to all of the meetings so the City Commission knows that the staff knows what is going on. Thanks for coming out tonight.

Commissioner Questions and Comments:

Commissioner Dearmin said he was appreciative of all of the department heads and that we were moving forward as a city. Thank you.

Mayor Daley announced another field trip for the first graders at the Mackay property over a period of two days. There are about 140 first-grade students and the school is bulging at the seams. We are always looking for volunteers and it will be somewhere around the 26th and 27th of March. It's a fun time where we teach them about Gopher Tortoises and instill an appreciation of nature. Thank you.

Commissioner Lake said he spoke to Clifton and warned him that he would have to fill John Deaton's shoes. He said the first time he met him in Dundee he was picking up pieces of paper in front of City Hall and John is famous for that. He said the Growers Fertilizer Plant tour was fascinating and said it was a shame they couldn't salvage anything from there due to the contamination. We will get what we can. He shared about the Polk Count Regional Water Cooperative (PCRWC) and a visit to the Southeast Wellfield and it was just a small pump. He shared about taking a picture of the generator and said he went to the other field where the water is being pumped to and said that was where he saw the monster rig. That one was drilling the hole for the injection well. That was where most of the equipment was. He said the Ridge League should be fun and reminded everyone about the unveiling of a plaque for Albertus' house on the 17th that the historical society will present. Thank you.

Vice Mayor Fuller said it was great to have the staff in the back and thanked everyone for being here. He thanked the audience members in attendance and said it's a pleasure not to have to wear the hard hat in here tonight. Busy week with Ridge League and said he thanked Chief Bodenheimer and Director John Deaton for making the Growers Fertilizer tour safe before the

group entered the facility. It was nice to see what the tradesman did many years ago and it was something to be able to see. He shared he is going to Orlando on Friday for his third IEMO now called the Leadership Class and is looking forward to that. He asked what the status of the food trucks in our city was.

The city manager said when we went through the code re-write process the previous code was silent on it and then we captured it to allow a food truck tied to a primary business. If there were multiple food trucks or a stand-alone, we allowed for a POD which has a separate process and would require parking and access to restrooms.

Director Bailey said all food trucks operating in the city are required to have a business tax receipt and those at city events are reviewed for a license, Department of Health certificate, and have a fire marshal inspection. Those operating outside of a city event get their business tax receipts which allows them to operate at approved venues for a year with certain criteria and the requirements of parking and access to restrooms. We did establish a process in the code rewrite and just haven't had any come in to request a POD.

Vice Mayor Fuller concluded by saying thank you.

Without further discussion, at 8:36 p.m., the City Commission meeting was adjourned.

Respectfully submitted,

Linda Bourgeois, BAS, MMC,
City Clerk