

1. 7:00 P.M. City Commission Agenda

Documents:

[01.10.23 CC AGENDA.PDF](#)

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



Phone: (863) 291-5270  
Visit: My Lake Alfred.com

**AGENDA  
CITY COMMISSION  
TUESDAY, JANUARY 10, 2023  
7:00 PM  
CITY HALL**

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**Call to Order:** Mayor Jack Dearmin

**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

Agricultural and Labor Program, Inc. Proclamation

**Consent Agenda:**

- 1.) City Commission Special Workshop Meeting Minutes: Connection Fees for December 5, 2022
- 2.) City Commission Special Workshop Meeting Minutes: Municipal Impact Fees for December 5, 2022
- 3.) City Commission Meeting Minutes for December 5, 2022
- 4.) City Commission Announcements
- 5.) Board Reappointment

**Agenda:**

- 1.) Ordinance 1507-23: Police and Fire Plan Amendment
- 2.) Ordinance 1508-23: Burton Ranch Future Land Use
- 3.) Ordinance 1509-23: Burton Ranch Zoning Assignment
- 4.) Ordinance 1510-23: Snyder Property Future Land Use
- 5.) Ordinance 1511-23: Snyder Property Zoning
- 6.) Resolution 01-23: Rules and Procedures Amendment
- 7.) Resolution 02-23: SRF Drinking Water Loan Amendment No. 2
- 8.) Buena Vista Lift Station Bid Award

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

**Commissioner Questions and Comments:**

Mayor Dearmin  
Commissioner Fuller  
Vice Mayor Eden  
Commissioner Maultsby  
Commissioner Daley

**Adjourn**

**LAKE ALFRED CITY COMMISSION  
JANUARY 10, 2023**

**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.*

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- 1.) City Commission Special Workshop Meeting Minutes: Connection Fees for December 5, 2022**
  - 2.) City Commission Special Workshop Meeting Minutes: Municipal Impact Fees for December 5, 2022**
  - 3.) City Commission Meeting Minutes for December 5, 2022**
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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.

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**4.) City Commission Announcements**

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**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
1/12	Planning and Zoning Board	City Hall	6:00 PM
1/14	Bluegrass Bash	Lions Park	11:00 AM – 7:00 PM
1/16	Martin Luther King, Jr. Holiday	N/A	City Offices Closed
1/19	Code Enforcement Special Magistrate	City Hall	3:00 PM
1/19	Parks and Recreation Board Meeting	City Hall	6:00 PM
1/24 - Tuesday	City Commission Meeting	City Hall	7:00 PM

**LAKE ALFRED CITY COMMISSION**  
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**5.) Board Reappointment**

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**Issue:** The City Commission will consider approval of a Board Reappointment to the General Employee Retirement Board.

**Analysis:** The City maintains various boards that are both essential to and benefit the city, including Retirement, Planning and Zoning, and Parks & Recreation. Most members are appointed and approved by the City Commission. This board member has agreed to serve a three (3) year term.

**General Employee Retirement Board**

Steven DeBord

12/31/2025

**Staff Recommendation:** Approve the consent agenda.

**LAKE ALFRED CITY COMMISSION**  
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**1.) Ordinance 1507-23: Police and Fire Retirement System Amendment**

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**Issue:** The City Commission will consider an ordinance amending the Police and Fire retirement system.

**Attachments:**

- Ordinance 1507-23
- Impact Letter

**Analysis:** The City maintains two retirement systems for its employees separated into the General Retirement and Police & Fire Retirement systems. Each system has its pension board that acts as a Board of Trustees that retains its attorneys and financial advisors to ensure the health of the systems. In addition, they are in place to ensure the pensions are compliant with IRS standards and other applicable laws.

This proposed ordinance amends Section 1, Definition of Salary with the clarification of the determination period, eligible members, and providing a reference for the denominator. In addition, it amends Section 28, Deferred Retirement Option Plan (DROP) increasing the DROP for a period not to exceed 96 months from 60 months.

The Ordinance was prepared by the board's pension attorney, reviewed by the City Attorney, and received a recommendation of approval from the pension board. There is no financial impact on the plan (or the City) based upon the actuary's determination.

**Recommendation:** Approval of Ordinance 1507-23 on first reading.

**LAKE ALFRED CITY COMMISSION  
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- 2.) Ordinance 1508-23: Burton Ranch Future Land Use Assignment**
  - 3.) Ordinance 1509-23: Burton Ranch 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 the first reading.

**Attachment:**

- Ordinance 1508-23
- Ordinance 1509-23
- Staff Report
- Excerpt from draft Planning and Zoning Board meeting minutes

**Analysis:** On November 7, 2022, City Commission approved Ordinance 1500-22 annexing one parcel into the city limits. Staff has worked with the property owners regarding the proposed Future Land Use designations and Zoning district requests. The proposed Future Land Use designation is Residential and Conservation and the proposed zoning is Vintage Residential Neighborhood (VRN) and Conservation (CN) zoning districts matching the surrounding area in the Green Swamp Area of Critical State Concern.

On December 8, 2022, at their regular meeting, the Planning and Zoning Board (Board) unanimously voted to recommend that the City Commission approve the Residential and Conservation future land use requests.

The Board expressed concerns regarding access and conservation areas ultimately providing a unanimous recommendation of approval of the Conservation zoning and a portion of the requested VRN zoning district located on the south-west corner (6.3 ± ac) of the property with access to the Gum Lake Preserve project. During the discussion, it was suggested that the Rural Residential zoning district may be better suited to the remaining isolated uplands. The Planning and Zoning Board (Board) unanimously voted to recommend the denial of the zoning request for VRN on the remaining upland pockets (37.5 ± ac).

Current	Polk County Agriculture Residential Rural (A/RR)		240.8 ± ac
Staff Recommendation	Residential (RES)	Vintage Residential Neighborhood (VRN)	43.8 ± ac
	Conservation (CON)	Conservation (CN)	196.9 ± ac

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 second reading in April/May of 2023.

**LAKE ALFRED CITY COMMISSION  
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**Staff Recommendation:**

- 2.) Approve Ordinance 1508-23 with the staff recommended option on first reading
- 3.) Approve Ordinance 1509-23 with the staff recommended option on first reading

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- 4.) Ordinance 1510-23: Snyder Properties Future Land Use Assignment**
  - 5.) Ordinance 1510-23: Snyder Properties 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 the first reading.

**Attachments:**

- Ordinance 1510-23
- Ordinance 1511-23
- Staff Report
- Excerpts from the Planning and Zoning meeting minutes

**Analysis:** On November 7, 2022, City Commission approved Ordinance 1501-22 annexing five (5) parcels totaling approximately 28.2 acres into the city limits. These parcels are part of the Snyder Family properties on Evenhouse Road. The proposed Future Land Use designation is Urban Residential and Conservation and the proposed zoning is Residential Neighborhood -2 (RN-2) and Conservation (CN) zoning districts. The requests match the Future Land Use and Zoning requests on the adjacent Snyder Family properties.

**FLU & Zoning Request Summary**

Urban Residential (URES)	Residential Neighborhood-2 (RN-2)	18.5± ac
Conservation (CON)	Conservation (CN)	9.7±

On December 8, 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 the first reading, the future land use and zoning amendment ordinances will be presented for second reading on January 24, 2023 and transmitted to the Department of Economic Opportunity (DEO) after approval.

**Staff Recommendation:**

- 4.** Approval of Ordinance 1510-23 on first reading.
- 5.** Approval of Ordinance 1511-23 on first reading.



**LAKE ALFRED CITY COMMISSION**  
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**6.) Resolution 01-23 Rules and Procedures Amendment**

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**Issue:** The City Commission will consider a resolution amending the City Commission Meeting Rules and Procedures to allow for the change in meeting times.

**Attachments:**

- Resolution 01-23

**Analysis:** On December 5, 2022, the City Commission discussed and approved the 2023 Public Meeting and Holiday Schedule which included in the change in time from 7:30pm to 7:00pm. The City Charter requires that the City Commission meet once per month and also allows the Commission to determine its own rules of order by resolution.

The proposed resolution amends the City Commission rules and procedures to accommodate the change in meeting times within the adopted calendar.

**Staff Recommendation:** Approve Resolution 01-23.

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**LAKE ALFRED CITY COMMISSION  
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**7.) Resolution 02-23: Water Plant SRF Loan Amendment No. 2**

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**Issue:** The City Commission will consider a Resolution authorizing Amendment No. 2 to the State Revolving Loan Agreement DW530510 for the State Drinking Water Facilities Program that is being utilized for the construction of an additional water plant.

**Attachments:**

- Resolution 02-23
- Exhibit "A" State Revolving Fund Planning Loan Agreement Amendment No. 2 for project DW530510
- Ordinance 1433-20 w/ Original Loan Agreement
- Ordinance 1461-21 Amendment No. 1

**Analysis:** On December 2, 2019, the City Commission approved Resolution 22-19 authorizing the loan application for a Drinking Water State Revolving Fund Loan for the Facility Plan.

On June 15, 2020, the City Commission approved Ordinance 1433-20 which approved the Planning Loan Agreement with the Florida Department of Environmental Protection under the State Revolving Fund to finance planning efforts for the Project. The ordinance authorized the SRF Loan Agreement for the Facility Plan for \$27,500 with a ten-year term, 1.33% annual interest, and principal forgiveness of \$13,750.

When the City entered the project's design phase, a modification to the loan agreement was necessary. Ordinance 1461-21 amended the Drinking Water Loan Agreement with the State Revolving Fund (SRF) to include design with funding in the amount of \$630,938 at 1.33% interest which is eligible for fifty percent (50%) principal loan forgiveness.

The proposed resolution updates the repayment timelines within the agreement as follows:

- Semiannual payments will begin on February 15, 2024, and semiannually thereafter on August 15 and February 15 of each year until all amounts due under the Agreement have been fully paid.
- Completion of Project Planning and Design Activities is scheduled for August 15, 2023.
- Establish the Loan Debt Service Account and begin Monthly Loan Deposits no later than August 15, 2023.
- The first Semiannual Loan Payment in the amount of \$17,397 shall be due February 15, 2024.
- All other terms and provisions of the Loan Agreement shall remain in effect.

**Staff Recommendation:** Approval of Resolution 02-23.

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**8.) Buena Vista Lift Station Bid Award**

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**Issue:** The City Commission will consider an approval bid award to CenState Construction, Inc. for an amount not to exceed \$1,707,600 to renovate the Lake Buena Vista Lift Station.

**Attachments:**

- Bid Packet & Bids

**Analysis:** On October 4, 2021, the City Commission approved Task Order “1 with Wright-Pierce to deliver engineering and consultant services to the City of Lake Alfred related to the Buena Vista Lift Station project.

The Buena Vista Pump Station is a master lift station that is located across from Freedom Insurance by the FDOT pond on 17/92. It is believed to have been constructed in the 1970s. A large part of the western side of the City is served by this station. Due to its size and capabilities, it cannot accommodate the planned future growth within the lift station’s service area (e.g. Florida Club on Lynchburg).

For the past several years the City has prepared for this project within the CIP and has budgeted \$2,000,000 in the current fiscal year for the construction of the new lift station which will have the size and capability of handling the future growth that will be routed through it. The funding source for the project is wastewater connection fees as this is a growth-related project. The City solicited sealed bids for the project and received the following bids:

- CenState Construction, Inc.                      \$1,707,600
- Odom Contracting                                      \$1,788,655

Both companies were vetted by the engineers and deemed responsive. As the design engineer, Wright-Pierce is also assisting with construction administration services.

**Staff Recommendation:** Approve the bid award to CenState Construction, Inc. for an amount not to exceed \$1,707,600 to construct the Buena Vista Lift Station.