

Minutes of the Regular Meeting of the City Commission of the City of Auburndale held December 3, 2018 at 7:00 p.m. in the Commission Room of City Hall, after having been properly advertised.

City Manager Green said tonight was Family Night and welcomed everyone to the Meeting. He said normally we have Family Night the first meeting in January, when we swear in newly elected Commissioners. He said this was the first time we have had it in December. In November 2017, the citizens voted to move the time when new Commissions would take office to December rather than January. He said the Mayor and Vice Mayor position are elected from among the Commissioners. He said Family Night goes back many years.

Everyone made introductions of their family members present.

Mayor Tim Pospichal called the Meeting to order

ELECTION AND INSTALLATION 2019 MAYOR AND VICE MAYOR

City Manager Green said in accordance with the City Charter, the City Commission is to elect one of its members as Mayor and another as Vice Mayor. The electorate of the City of Auburndale on November 7, 2017, approved an amendment to the City Charter providing that said election shall be held at its first meeting in December. Only Commissioners who have held office for more than ten months immediately preceding the nomination shall be eligible as candidates for nomination as mayor and vice mayor. All sitting City Commissioners are eligible. The City Clerk will conduct the election by accepting nominations from the Commission. Upon election of the Mayor and Vice Mayor, the City Clerk will administer the Oath of Office.

Finance Director/City Clerk Shirley Lowrance conducted the nominations for the Office of Mayor and Vice Mayor for the 2019 year. Tim Pospichal was nominated as Mayor and Richard Hamann was nominated as Vice Mayor for 2019. Both were unanimously voted upon for the respective positions. She administered the Oath of Office for Mayor Tim Pospichal and for Vice Mayor Richard Hamann. Copies of the Oaths of Office are attached to the Minutes.

The Meeting was opened with prayer by Reverend John Gullett, St. Albans Episcopal Church and a salute to the flag.

Mayor Tim Pospichal declared a quorum present with the following members present: Mayor Tim Pospichal, Commissioners: Dorothea Taylor Bogert, Keith Cowie, Richard Hamann, and Bill Sterling. Also present were: City Manager Robert R. Green, Finance Director/City Clerk Shirley Lowrance, City Attorney V. Patton Kee, and Police Chief Andy Ray.

Mayor Tim Pospichal said it was his honor and privilege to serve.

Commissioner Richard Hamann said it was for him also.

Motion by Commissioner Dorothea Taylor Bogert, seconded Commissioner Richard Hamann, to approve the City Commission Minutes of the November 19, 2018 Meeting. Upon vote, all ayes.

City Manager Green said we have an announcement of a DOT Public Hearing that is scheduled on December 19 at the Recreation Hall. He said this will be for the swap of SR 559 from the State with Polk County, where Polk County would swap Berkley Road and C. Fred Jones. The Public Hearing follows months of work and sending notices and requests to our support to the State and County regarding this swap. Also this may help reduce, if not totally eliminate truck traffic in our Downtown. Also a Polk County Planning Commission Public Hearing will be held on Wednesday at 9:00 a.m. regarding the distribution facility proposed at Pace Road. The City Commission at your last meeting approved a vote to recommend

the County deny the petition for that distribution facility on Pace Road. He said the Mayor, himself and the Community Development Director plan to appear before the Planning Commission to represent the City. He asked that everyone congratulate Executive Director of the Chamber Sandra Hall for her one year of service.

Sandra Hall, Executive Director of the Chamber of Commerce, went over the plans for the Chamber, as they move forward as the promotional arm of the City. They have been busy reaching existing businesses and welcoming new businesses to encourage them to join the Chamber. They have welcomed over 60 new members over the past year. She said their motto this year has been "Let's build relationships and the revenue will come". She listed some of the events they have worked on this year, which included ribbon cuttings, business after hours, monthly educational luncheons, co-sponsored business to business, hosted the Halloween Harvest, can food drive, worked closely with the Havendale Christmas Parade committee. She said there are 119 registered units for the Parade. The Chamber is also active in the schools with youth leadership program where businesses and individuals sponsor a student. She said this past year, we have seen a lot of change in the Chamber. She thanked the City for the support and for being their platinum sponsor. She invited everyone to the Chamber's Open House on December 18 from 9 a.m. to 5:30 p.m. They have a lot of different plans they are working on to make the Chamber stronger. Their Gala will be held January 15. She thanked the Commission for letting her share about your Chamber and how we appreciate being a part of this great City.

City Manager Green said the City's Facebook has a promotional advertisement for the Havendale Christmas parade, featuring the Winter Haven Mayor and Auburndale Mayor promoting the Parade. The advertisement is an excellent product of our Information/Communication Manager Seth Teston.

Assistant City Manager Jeff Tillman introduced Jason Alligood with Chastain Skillman. He said the City recently completed the PK Avenue Project and has nominated that project for a number of awards. One award was the Florida Redevelopment Association and the American Council of Engineering Companies, the Florida branch of that association. They have their 2019 Engineering Excellence Award, which has eight grand awards and five honoree awards. They have announced some of the recipients of the Grand Awards. He told of some of the winning participants for the Award in the various categories are; Geotechnical Engineering Category - NASA Kennedy Space Center; Structural Systems Category - Walt Disney Imagineering; there are multiple Transportation Category - Central Florida Expressway Authority and Tampa International Airport; and Water and Stormwater - PK Avenue Lake Lena Stormwater Improvements Project as a Grand Award recipient for this year.

Jason Alligood, Engineer for Chastain Skillman, said they did submit for the ACEC award. He said they were probably the largest business association for engineering companies in the Country. Their focus is mainly on private engineering entities. They provide advocacy and lobbying for the engineering community. Their biggest thing is trying to make sure the image of the engineering community follows the ethics standards, and they have been around for over 100 years. The award programs have been around for 50 years and they get some amazing projects, such as the Disney Imagineering, which is the World of Avatar. He said last year's project was a long-span steel bridge that they were able to keep in place and build on top of it. He said they were real excited about the PK Project, as it has so many elements. He said there is no reason not to just broadcast this project. He said he felt Auburndale should really be excited about the project you put together. He said it was still one of his favorite projects and probably will be for a long time. He said he was excited to represent Auburndale at next year's awards banquet and display what we did here as a team. He said the eight Grand Award winners have a chance to go on to National in Washington, DC. He said they were thrilled to have gotten this far.

Commissioner Keith Cowie thank City staff for the Ramsgate Road sidewalk repairs. He said this ties right into the PK Avenue Project.

Mayor Tim Pospichal asked for public comment.

Lisa Crumble Schlagle, 104 Lakeview Drive, Auburndale, said she described a heart-warming event where Commissioner Richard Hamann, owner of Please U Barber Shop made a "house call" to the Winter Haven Hospital to cut her father's hair in November 2014. Her father passed away about five weeks later due a brain tumor. She said on behalf of their entire family, they were indebted to Richard Hamann who gave their father his dignity. They presented him with a poinsettia on behalf of family.

Commissioner Richard Hamann said it was an honor and privilege to take care of Mr. Crumble in his time of need. He said they were lifelong friends and it was his honor to do that for the family.

Mayor Tim Pospichal asked for public comment. There was no other public comment.

1. ORDINANCE NO. 1576 AMENDING FUTURE LAND USE MAP – LEIS PROPERTY/BRIDGERS AVENUE

City Manager Green said the first three items on the Agenda are old business. The City has received a request for a Future Land Use Map Amendment and Zoning Map Amendment on the Ranell B. Leis Trust property. The current Future Land Use is Linear Commercial Corridor and the Proposed Future Land Use is Commercial Corridor. The proposed Future Land Use would accommodate the City of Auburndale zoning classification of Commercial Highway. The requested land use and zoning amendments would allow for a proposed locally owned drive-thru restaurant. The amendments are consistent with surrounding City and County commercial land uses and are consistent with the City's Comprehensive Plan and Land Development Regulations. He displayed a picture of the property location. Since the property annexation, we are establishing the Future Land Use and Zoning Map.

City Attorney Kee read Ordinance No. 1576, as passed on November 19, 2018 on first reading, by title only.

City Manager Green said the Planning Commission recommended approval of the amendment at their Meeting of November 6, with a vote of five to zero.

Mayor Tim Pospichal asked for citizen comment. There was no citizen comment.

Motion by Commissioner Richard Hamann, seconded by Commissioner Keith Cowie, to approve Ordinance No. 1576, as read on second reading by title only. Upon vote, all ayes.

2. ORDINANCE NO. 1577 AMENDING OFFICIAL ZONING MAP – LEIS PROPERTY/BRIDGERS AVENUE

City Manager Green said the Ordinance established the Zoning, as Commercial Highway.

City Attorney Kee read Ordinance No. 1577, as passed on November 19, 2018, on first reading, by title only.

City Manager Green said the Planning Commission recommended the amendment with a vote of five to zero on November 6, 2018. Staff recommended approval.

Mayor Tim Pospichal asked for citizen comment. There was no citizen comment.

Motion by Commissioner Keith Cowie, seconded by Commissioner Bill Sterling, to approve Ordinance No. 1577, as read on second reading by title only. Upon vote, all ayes.

3. ORDINANCE NO. 1578 AMENDING FISCAL YEAR 2017-2018 ANNUAL BUDGET

Finance Director/City Clerk Shirley Lowrance said in accordance with Florida Statutes, adopted auditing practices, and on the recommendation of the City's Auditor, the City needs to amend by Ordinance the FY

2017-2018 Annual Budget to properly appropriate for revenue and expenditures that may exceed budgeted amounts. As provided by Ordinance No. 1026, the level of budgetary control for the City's Annual Budget is at the Fund Level. Events occur during each fiscal year, which were not anticipated at the time of budget approval. The proposed Ordinance amends the FY 2017-2018 Budget to reflect the collection of unanticipated revenue and appropriation for unanticipated expenditures. She went over the proposed Budget Amendment beginning with FY 16-17. She went over the FY 17-18 Budget Amendment for each Fund and stated the numbers were revised since your last Meeting for additional funds from FEMA and additional expenses related to FY 17-18. The amended budget totals for each City Fund are as follows:

**CITY OF AUBURNDALE
SUMMARY BY FUND BUDGET AMENDMENT FY 2017-2018**

SUMMARY OF FUNDS	CURRENT BUDGET	CHANGE +/- -	AMENDED BUDGET
General Fund	\$20,522,163	\$1,268,900	\$21,791,063
Comm. Redev. Agency	\$1,044,500	\$2,221,200	\$3,265,700
Water & Sewer Fund	\$17,381,000	-\$1,194,900	\$16,186,100
Firefighter Pension	\$0	\$105,700	\$105,700
Police Officer Pension	\$0	\$141,500	\$141,500
	\$38,947,663	\$2,542,400	\$41,490,063

City Manager Green said since your last meeting, we have tweaked the numbers more to reflect the latest and greatest numbers. The proposed Ordinance was prepared by the Finance Director/City Clerk. The proposed Ordinance was approved on first reading November 19, 2018 and is being presented for second and final reading. Staff recommended approval of the Budget Amending Ordinance #1578.

City Attorney Kee read Ordinance No. 1578, as passed on November 19, 2018, on first reading by title only.

Mayor Tim Pospichal asked for citizen comment. There was no citizen comment.

Motion by Commissioner Dorothea Taylor Bogert, seconded by Commissioner Keith Cowie, to approve Ordinance No. 1578, as read on second reading by title only.

Commissioner Richard Hamann thanked Finance Director/City Clerk Shirley Lowrance for the job of putting this all together.

Upon vote, all ayes.

4. ORDINANCE #1579 ANNEXING PROPERTY INTO CITY LIMITS – T.E. WILLIAMS ROAD

Community Development Director Amy Palmer said the City has initiated the annexation of .15 acres of property into the City limits. The property is located adjacent to 319 T. E. Williams Road. She displayed a picture of the property location. The City of Auburndale recently took deed to both, the subject property and 319 T. E. Williams Road due to code violations within the City and County. The City has been working to clean up the property and the County has waived all code enforcement liens placed on the parcel located in unincorporated Polk County. The property is contiguous with existing City limits and does not create an enclave. The property contains a single-family structure and several out buildings. The City will petition the Polk County Property Appraiser's Office to subdivide the property to create two buildable lots. The City would then donate both lots to Habitat for Humanity, complimentary to the City's CDBG Priority Project. Establishing a Future Land Use and Zoning classification on the property will be considered at Public Hearings before the Planning Commission and City Commission at later dates. The action currently before the City Commission is only on the annexation of the property into the City. Staff recommended approval of the Ordinance annexing the property into the City limits.

City Manager Green complimented the City Attorney for his work on the property deeds and title work for this property. We found we were not able to use Community Development Block Grant funds for the demolition work; however, we do have budgeted funds in the Police Department under Code Enforcement and Assessments for the expenses. We will split the property into two separate lots and follow along the successful CDBG donation to Habitat for Humanity. He said by putting two clean residential units on that property would be a compliment to that neighborhood. Staff recommended approval of the Ordinance.

City Attorney Kee read Ordinance No. 1579 entitled: **AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE CITY OF AUBURNDALE, FLORIDA, SO AS TO INCLUDE THEREIN ADDITIONAL TERRITORY LYING CONTIGUOUS AND ADJACENT TO THE PRESENT BOUNDARIES OF THE CITY; DESCRIBING SAID ADDITIONAL TERRITORY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE** (General Location: T.E. Williams Road), by title only.

Mayor Tim Pospichal asked for citizen comment. There was no citizen comment.

Motion by Commissioner Bill Sterling, seconded by Commissioner Richard Hamann, to approve Ordinance No. 1579, as read on first reading by title only. Upon vote, all ayes.

City Manager Green thanked Police Chief Andy Ray and former Police Chief Chris Nelson who both worked tirelessly on this to get this lot cleaned up. He said we appreciate the efforts of the Police Department.

5. MEMORANDUM OF AGREEMENT WITH COUNTY AND FDOT – BRADDOCK ROAD IMPROVEMENTS

Public Works Director John Dickson said for several years, the City, County, and FDOT have been working on proposed infrastructure improvements in the area of the SunTrax site. These improvements include a new interchange on the Polk Parkway at Braddock Road, four-lane improvements to Braddock Road, signalization at the intersection of Braddock Road and Berkley Road, and an access road to the SunTrax site. Improvements also include stormwater management pipes, structures, and ponds. The proposed Memorandum of Agreement provides for the ownership and maintenance responsibilities of the various improvements by FDOT, Polk County and Auburndale. Specifically,

- FDOT will take ownership and maintenance of the new interchange on the Polk Parkway at Braddock Road including stormwater and landscaping;
- Polk County will take ownership and maintenance of Braddock Road the new four-lane between the Polk Parkway and Berkley Road including stormwater and landscaping;
- Auburndale will take ownership and maintenance of the SunTrax Access Road, between Braddock Road and the SunTrax site and the Access Road or Road G, between Braddock Road and the City's Regional Wastewater Facility.

The existing stormwater pond utilized by the Lake Myrtle Park baseball fields is owned by the County and will be maintained by the City and will also be utilized for Braddock Road stormwater treatment. He displayed the map for the area and described the responsibility for each agency regarding the properties.

City Manager Green said a lot of work has gone into the Agreement and pulling all the parties together. Staff recommended approval of the Memorandum of Agreement.

Mayor Tim Pospichal asked for citizen comment. There was no citizen comment.

Motion by Commissioner Keith Cowie, seconded by Commissioner Dorothea Taylor Bogert, to approve the Memorandum of Agreement with Polk County and FDOT for the Braddock Road Improvements.

Commissioner Richard Hamann said he understood there may be a transfer from the County, as Berkley Road would be going from a County Road to a State highway.

City Manager Green said it was unrelated to this.

Commissioner Dorothea Taylor Bogert asked the anticipated start date.

Public Works Director John Dickson said this will be a design build project, advertisement for the design build will be done in April of 2019, they anticipate letting the project around January 2020, and anticipate a four year construction period.

Upon vote, all ayes.

6. APPOINTMENTS TO PLANNING COMMISSION

City Manager Green said the Planning Commission consists of seven members who are appointed by the City Commission for a term of three years and all members must be City residents. The City has received a resignation notice from Tracy Garcia, as a member of the Planning Commission. Mr. Brian Toune, 1200 Valencia Lane is eligible to serve the unexpired term through January 2019 and a new a term through January 2022. Jody Miller has agreed to serve another term through January 2022. He said the Agenda analysis shows the make-up of the Planning Commission. The request is for the reappointment of Jody Miller through January 2022 and Brian Toune as a new appointment through January 2022. These Planning Commission appointments will allow the Board to be at full staff at their first meeting of January 8, 2019. All other 2019 Committee Appointments will be made by the City Commission on January 7, 2019. Staff recommended approval of the Appointments.

Mayor Tim Pospichal asked for public comment. There was no public comment.

Motion by Commissioner Bill Sterling, seconded by Commissioner Keith Cowie, to approve the appointments to the Planning Commission. Upon vote, all ayes.

City Manager Green said this completes the Agenda. He said we have refreshments this evening and invited everyone. He said Wawa provided gift bags for the Commission and the poinsettias were from him and his wife, Leann.

Meeting adjourned at 7:54 p.m.

I HEREBY CERTIFY that the foregoing Minutes are true and correct.


Shirley A. Lowrance, Finance Director/City Clerk