

Minutes of the Regular Meeting of the City Commission of the City of Auburndale held March 6, 2023, at 7:00 p.m. in the Commission Room of City Hall, after having been properly advertised, with the following members present: Mayor Dorothea Taylor Bogert, Commissioners: Keith Cowie, Richard Hamann, and Bill Sterling. Commissioner Jack Myers was absent. Also, present were: City Manager Jeffrey Tillman, City Attorney Frederick J. Murphy Jr., City Clerk Brandon Henry, and Police Chief Terry Storie.

Mayor Dorothea Taylor Bogert declared a quorum present, and the Meeting was opened with prayer by Father Rick Gomer, St. Alban's Church, and a salute to the flag.

Motion by Commissioner Cowie, seconded by Commissioner Hamann, to approve Minutes of the City Commission Meeting of February 20, 2023. Upon vote, all ayes.

City Manager Jeffrey Tillman announced that this Thursday is the Ridge League of Cities meeting. Polk County Day in Tallahassee is next Wednesday, March 15.

Mayor Taylor Bogert recognized Greater Auburndale Chamber of Commerce President Alex Cam, who was in attendance.

Mayor Taylor Bogert asked if there was public comment on any item not on the agenda. There was no public comment.

1. ORDINANCE #1729 ANNEXING PROPERTY INTO CITY LIMITS – YARDE PROPERTY

City Manager Tillman said the City has received a petition from property owner Donisha Yarde to annex +/-1.68 acres of property into the City limits. The property is located on Lawrence Lane, east of Berkley Road. City Manager Tillman presented a graphic depicting the proposal. The subject property is adjacent to City limits to the north and west. The annexation does not create an enclave. The proposed annexation is as a result of the owner's request for city services.

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.

The proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading February 20, 2023 and is being considered for second and final reading on March 6, 2023. Staff recommends approval of proposed Ordinance #1729 annexing the Yarde property into the City limits.

City Attorney Frederick J. Murphy Jr. read Ordinance No. 1729 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: Lawrence Lane and Berkley Road)**, by title only.

Mayor Taylor Bogert asked for public comment. There was no public comment.

Motion by Commissioner Hamann, seconded by Commissioner Sterling, to approve Ordinance #1729 annexing property into City limits – Yarde Property, as read on second and final reading by title only. Upon vote, all ayes.

2. AMENDMENT TO GUARANTY AGREEMENT - POLK REGIONAL WATER COOPERATIVE STATE REVOLVING FUND PLANNING LOAN

City Manager Tillman said in September 2021, the Polk Regional Water Cooperative (PRWC) Board approved an amendment to initiate the design of Test Production Well #3 for the Southeast Wellfield Project (SEWFP) and in

November of 2021 approved the process to procure a well driller. The additional test well was requested by the Southwest Florida Water Management District (SWFWMD) to confirm water quality and quantity and requested it be completed prior to the completion of final design. The West Polk Wellfield Project (WPWFP) also requires an additional test well, Test Production Well #2, be drilled for project feasibility and the same driller could be selected for both projects. In September 2022, bids were received for the additional test wells and approved by the Polk Regional Water Cooperative participating members.

On June 4, 2018, the City Commission approved utilizing the State Revolving Fund Planning Loan (SRF) to fund and participate in Phase I of the Polk Regional Water Cooperative projects. On February 7, 2022, the City Commission confirmed participating in the State Revolving Fund Planning Loan and increasing the funding limit to advance Test Production Well #3 in the Southeast Wellfield Project and Test Production Well #2 in the West Polk Wellfield Project.

What we are doing tonight is confirming what the Commission already approved. Commissioner Cowie is our representative on the Polk Regional Water Cooperative board. He suggested city commission actions at a previous meeting.

The total cost to each member government for the additional test wells is determined by the requested water allocation in the Southeast Wellfield Project and/or the West Polk Wellfield Project. The City of Auburndale is participating at 1.65 million gallons per day in the Southeast Wellfield Project and 0.010 million gallons per day in the West Polk Wellfield Project.

The additional test wells for both projects increase Auburndale's total cost share to the amount of \$2,093,990.82, or \$1,046,995.41 with 50% Southwest Florida Water Management District co-funding, increasing Auburndale's funding cost in the State Revolving Fund Planning Loan by \$233,164.91. Both wells can also serve as supply wells in Phase II, or construction, of the projects reducing future costs if the test wells are deemed viable.

The Guaranty Agreement commits the City of Auburndale to the State Revolving Fund Planning Loan for funding of Phase I of the Polk Regional Water Cooperative projects including the additional costs for construction of the test wells. The Guaranty Agreement was prepared by the Polk Regional Water Cooperative and reviewed by the Public Utilities Director, City Manager and City Attorney. Staff recommends approval of the Guaranty Agreement for Polk Regional Water Cooperative – State Revolving Fund Planning Loan Agreement Amendment 1.

Mayor Taylor Bogert asked City Attorney Murphy if he had any comments.

City Attorney Murphy answered no, the City Manager did a good job of explaining all of the details.

Mayor Taylor Bogert asked for public comment. There was no public comment.

Motion by Commissioner Sterling, seconded by Commissioner Cowie, to approve the Guaranty Agreement for Polk Regional Water Cooperative – State Revolving Fund Planning Loan Agreement Amendment 1.

Commissioner Cowie said to Mr. Tillman's point, this would come before the Polk Regional Water Cooperative, and it has been suggested that members vote on it ahead of time that their Commissions agree that they are going to provide the funding. That way when we go for the loan, it is secured and everybody is committed.

Commissioner Hamann said that means this gives a time frame of knowing if every city is going to participate.

Commissioner Cowie said correct. That is what this does. It makes everybody commit, they are going to put the money in to fund the project, so we know who is in and who is out. So that helps us get the costs finalized so we know exactly what our portion will be.

Upon vote, all ayes.

3. CONSIDER DEVELOPER'S AGREEMENT WITH DLD DEVELOPMENT – LANIER PROPERTIES

City Manager Tillman said during development of the Juliana Village Subdivision at CR-559/Cone Road, the sewer force main running south to Gapway Road was upsized to accommodate future development in the area. The City of Auburndale, Gapway Groves, and B.L. Lanier and Associates partnered in sharing the costs associated with upsizing the sewer force main. On August 7, 2018, B.L. Lanier and Associates and the City agreed to reserve sewer capacity in the City's Collection System for up to 648 dwelling units on the Lanier Properties in consideration of the payment in the sum of \$49,197.85 to the City.

The proposed Developer's Agreement is between DLD Development, LLC, the developer of the Lanier Properties, and the City of Auburndale. As of 2023, DLD Development has built 191 single-family homes based on the 2018 original agreement. Remaining capacity allows 457 dwelling units to be built. The reservation of capacity within the City's Collection System does not affect DLD Development's obligations to pay applicable City Sewer/Wastewater Connection/Impact Fees in accordance with the City's Code of Ordinances.

The proposed agreement allows the City to complete the review of the preliminary plat, subdivision plan, and other construction plan documents ("Development Plans") for the entire DLD Development project. However, the agreement only allows the remaining unused and unreserved sewer capacity in the City's Collection System for 457 dwelling units to be constructed and tie into the City's sewer at this time.

We are currently studying our sewer system. Working with the Utilities Director, we are hoping to meet with Chastain Skillman within the next several weeks to receive the results of the study and to start determining the next steps.

The City and DLD Development desire to enter into the Agreement to establish the respective rights and obligations of DLD Development and the City, in accordance with the terms and conditions of the 2018 agreement letter.

The proposed Developer's Agreement was prepared by DLD Developer and reviewed by the Community Development Director, City Manager's Office and the City Attorney. Staff recommends approval of the proposed Developers Agreement with DLD Development, LLC and the City of Auburndale.

Mayor Taylor Bogert asked City Attorney Murphy if he worked on this agreement?

City Attorney Murphy answered yes. He worked with Bart Allen - the attorney for the developer, and City staff.

Mayor Taylor Bogert asked for public comment. There was no public comment.

Motion by Commissioner Cowie, seconded by Commissioner Hamann, to approve the proposed Developers Agreement with DLD Development, LLC and the City of Auburndale.

Commissioner Hamann said regarding the upgrades we may have to do, he asked if we would have to upsize the lift station or mostly the lines through the lift station?

City Manager Tillman answered this would be determined when we sit down with Chastain Skillman. We are anticipating a combination of both.

Upon vote, all ayes.

4. CONSIDER PROPOSAL FOR ENGINEERING SERVICES AT 6 BOBBY GREEN PLAZA

City Manager Tillman said on October 17, 2022, the City Commission approved the purchase of a 1.85-acre site with a 12,978 sq. ft. former bank building located at 6 Bobby Green Plaza. Following closing of the purchase in November 2022, staff began making necessary improvements to the building including roof repairs, replacement

of rotten wooden façade, and landscape improvements. Exterior improvements are ongoing to include pressure washing, painting, gutter repair and masonry improvements.

The City's interest in the property is to consolidate several City operations into the building including Utility Billing, Community Development, Parks & Recreation Administration, and Information Technology. Consolidating the various operations into one location will create efficiencies in services resulting in cost savings, better customer service, and accommodating future growth of the departments. The parking lot also serves as overflow parking for several events held in the Downtown.

City Staff has evaluated the layout for a consolidated municipal service building and future use of existing facilities.

City Manager Tillman thanked Finance Director Christopher Reeder for his help in the closing of the property. We have looked at the building and started exploring how to turn it into a municipal services building. He is excited tonight to present how we anticipate the building to be laid out, and how we can improve customer service.

Finance Director Reeder said tonight's presentation intends to cast the vision staff has of how this building can be one of the essential components of the City and provide a lot of efficiencies and elevate our customer service that Auburndale is known for.

He presented photos of the building. The vision is to craft it into a municipal services building. A single location where all citizens can come to get services.

He presented proposed floor plans of the building. This building allows us to be able to accommodate the 21 staff we currently have across these four departments, with plenty of room to grow.

Some of these departments are currently spread out throughout different buildings. With plans to redevelop Lake Ariana Park with the relocation of the Civic Center - it means a redevelopment of the north side of the park, including the Senior Center, Recreation Hall, the existing Civic Center, and Parks and Recreation Administration. In moving Parks and Recreation Administration into the municipal services building, it allows the City to continue the development of 119 W Park Street.

Information Technology and Utility Billing are both housed in 215 Main Street. In relocating these two departments to the municipal services building, it allows us to think about what to do with this building. In looking at the redevelopment of the north side of the park and Lake Ariana Park, we are losing five buildings in our rental portfolio that exist today, including the Senior Center. 215 Main Street is very similar in size to the Senior Center. It is a good opportunity to redevelop this property and turn it into a rental and gain back one of those buildings we would have lost.

108 E Park Street, also known as the Kee Building, is where Construction Services is today. It is comparable to the Recreation Hall. It is another opportunity to regain a rental property.

As we continue renovations of City Hall, the intent is to move the Finance Department from the Police Department building into one of those wings of City Hall. We thought about putting Information Technology in the Finance Department's former space - but in placing them in the municipal services building, it allows the Police Department to further expand into their building.

City Manager Tillman thanked Mr. Reeder. He provided examples of the enhanced customer service experiences the municipal services building can provide. Financial controls would also improve from an audit standpoint. Advantages of the municipal services building include one location for services, efficient customer service,

additional parking for downtown events, keeping Parks and Recreation in Downtown, and rejoining Construction Services with the rest of the Community Development Department.

He said staff contacted the City's consulting engineer, Chastain Skillman, to coordinate engineering for redevelopment of the building. The City received a proposal for an amount not to exceed \$45,840.00 to provide engineered plans in order to bid and construct the proposed improvements.

The purchase of 6 Bobby Green Plaza was budgeted in the FY 2022/2023 Budget in the various departments. The purchase was budgeted, but we did not know when the building would come up for sale. It happened to come up at the beginning of the budget year. We have acquired the building and do not want it sitting for longer than it has to. We would like to go ahead and complete the design and engineering plans. There is a three-month lead time to get engineered plans to be able to go out to bid. It will also allow us to have figures to move forward in budgeting the improvements during the next budget process. The additional funding necessary to redevelop the property is available utilizing unanticipated interest earning revenues from investment funds. Staff recommends approval of the Chastain Skillman Proposal for Engineering Services at 6 Bobby Green Plaza for an amount not to exceed \$45,840.00.

Mayor Taylor Bogert asked for public comment. There was no public comment.

Motion by Commissioner Cowie, seconded by Commissioner Hamann, to approve the Chastain Skillman Proposal for Engineering Services at 6 Bobby Green Plaza for an amount not to exceed \$45,840.00.

Commissioner Sterling asked if the hours of operation for these City departments will be the same? Utility Billing closes at 4:00. It would be nice if all the departments in this building had the same closing time.

City Manager Tillman said he knows Utility Billing closes early to be able to close their cash drawers. There are things we can work on to hone in the customer service experience.

Commissioner Hamann said it gives staff and the Commission a lot of options. He thinks we are headed in the right direction by doing this.

Mayor Taylor Bogert said with the Civic Center moving to Lake Ariana Park, even though we are losing the Yacht Club and the Clubhouse – it is a flex space, so there will be flexibility to adapt those venues to those buildings downtown.

Upon vote, all ayes.

The Meeting was adjourned at 7:35:27 p.m.

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



Brandon Henry, City Clerk