

Minutes of the Regular Meeting of the City Commission of the City of Auburndale held April 21, 2025, 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, Vice Mayor Alex Cam, Commissioners: Keith Cowie, Jordan Helms, and Bill Sterling. 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 Pastor Charles Harkala, Good Shepherd Hospice, and a salute to the flag.

Motion by Vice Mayor Cam, seconded by Commissioner Cowie, to approve Minutes of the City Commission Meeting of April 7, 2025. Upon vote, all ayes.

City Manager Jeffrey Tillman presented Parks and Recreation Director Cody McGhee with his longevity plaque for 10 years of service.

He announced we had a great CityFest event and thanked Parks and Recreation staff.

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

1. ORDINANCE #1818 ANNEXING PROPERTY INTO CITY LIMITS – DUKE ENERGY PROPERTY

City Manager Tillman said the City received a petition from Duke Energy Florida, LLC. Of 525 S. Tryon Street, Charlotte, NC, 28202, to annex a parcel totaling +/- 2.44 acres into the City limits. The property is located on West Derby Avenue, north of Chambers Road. The property is adjacent to the Duke Osprey Energy Center and City limits to the south. Duke Energy has recently constructed the Osprey Substation on the property. The annexation does not create an enclave. The proposed annexation is as a result of the owner's request for City utilities and 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 April 7, 2025, and is being considered for second and final reading.

Staff recommends approval of Ordinance #1818 annexing the Duke Energy Property into the City limits.

City Attorney Frederick J. Murphy Jr. read Ordinance No. 1818 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: West Derby Avenue and Chambers Road),** by title only.

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

Motion by Commissioner Cowie, seconded by Commissioner Helms, to approve Ordinance #1818 annexing the Duke Energy Property into the City limits, as read on second and final reading by title only. Upon vote, all ayes.

Mayor Taylor Bogert closed the Regular Meeting and opened the Public Hearing.

2. PUBLIC HEARING - ZONING MAP AMENDMENT – GAPWAY GROVE PROPERTY

City Manager Tillman said this item is housekeeping in nature.

Community Development Director Julie Womble said the City has received a request for an Official Zoning Map Amendment on approximately +/- 5.33 acres. The Gapway Grove property is located off Old Berkley Road and Gapway Road. The property received a Future Land Use of Lakes District Mixed Use (LDMU) during the adoption of the Lakes District. However in June 2023, the subject property was not included in Ordinance #1745 amending the Zoning classifications for various properties in the Lakes District.

The requested Zoning classification of Residential Neighborhood (RN) allows for residential uses to include a variety of housing types. Retail, commercial, and business uses are prohibited in the Residential Neighborhood. The Zoning classification is consistent with properties to the south, the underlying Future Land Use of Lakes District Mixed Use (LDMU), the City's Comprehensive Plan, and Land Development Regulations. She presented graphics depicting the proposal.

The Planning Commission recommended approval of the Zoning Map amendment of the Gapway Grove Property (5-0, 04/08/2025).

City Manager Tillman said the proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinance will be presented for second and final reading on May 5, 2025. Staff recommends approval of proposed Ordinance #1819 amending the Official Zoning Map – Gapway Grove Property.

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

Mayor Taylor Bogert closed the Public Hearing and reopened the Regular Commission Meeting.

3. ORDINANCE #1819 AMENDING THE OFFICIAL ZONING MAP – GAPWAY GROVE PROPERTY

City Manager Tillman said staff recommends approval.

City Attorney Frederick J. Murphy Jr. read Ordinance No. 1819 entitled: **AN ORDINANCE OF THE CITY OF AUBURNDALE, FLORIDA, AMENDING ORDINANCE NO. 764, THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF AUBURNDALE, FLORIDA, BY AN AMENDMENT TO THE ZONING MAP RECLASSIFYING AN AUBURNDALE ZONING MAP CLASSIFICATION ON ONE PARCEL OF LAND TOTALING +/- 5.32 ACRES FROM CITY OF AUBURNDALE ZONING CLASSIFICATION OPEN USE AGRICULTURAL (OUA) TO RESIDENTIAL NEIGHBORHOOD (RN); AND PROVIDING AN EFFECTIVE DATE. (General Location: Old Berkley Road and Gapway Road),** by title only.

Motion by Commissioner Helms, seconded by Commissioner Sterling, to approve Ordinance #1819 amending the Official Zoning Map – Gapway Grove Property, as read on first reading by title only.

Mayor Taylor Bogert asked if it will remain a blueberry farm in the interim?

Community Development Director Womble answered yes, they have a lease on the property.

Upon vote, all ayes.

Mayor Taylor Bogert closed the Regular Meeting and opened the Public Hearing.

4. PUBLIC HEARING - FUTURE LAND USE AND ZONING MAP AMENDMENT – ADVENTHEALTH PROPERTY

Community Development Director Womble said on April 7, 2025, the City annexed approximately +/- 4.70 acres of property into the Auburndale City limits. The property is located on US Highway 92 east of the Polk Parkway and west of Howard Road. The property is vacant and currently being utilized as a parking lot.

Tim Campbell of Clark, Campbell, Landcaster, Workman & Airth, P.A., 500 S. Florida Ave., Suite 800 Lakeland, FL, on behalf of AdventHealth Polk North, Inc. has requested amending the County Future Land Use of High Impact Commercial (HIC) to City 's Future Land Use of Institutional and establish a Zoning classification of Commercial Highway (CH). The applicant is interested in building a stand-alone emergency room with medical offices.

The Institutional Future Land Use designation allows for hospitals, major clinics and related medical uses. The Commercial Highway Zoning classification allows for medical offices, clinics, financial institutions, laboratories, sales, restaurants, hotels and general retail.

The Future Land Use and Official Zoning Map Amendments are consistent with the existing commercial development of the surrounding properties to the east and west, the City of Auburndale's Comprehensive Plan, and Land Development Regulations.

The Planning Commission recommended approval of the Map amendments on the AdventHealth Property (6-0, 04/08/2025).

City Manager Tillman said the proposed Ordinances were prepared by the Community Development Department and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinances will be presented for second and final reading on May 5, 2025. Staff recommends approval of proposed Ordinance #1820 amending the Future Land Use Map and Ordinance #1821 amending the Official Zoning Map.

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

Mayor Taylor Bogert closed the Public Hearing and reopened the Regular Commission Meeting.

5. ORDINANCE #1820 AMENDING THE FUTURE LAND USE MAP – ADVENTHEALTH PROPERTY

City Manager Tillman said staff recommends approval.

City Attorney Frederick J. Murphy Jr. read Ordinance No. 1820 entitled: **AN ORDINANCE OF THE CITY OF AUBURNDALE, FLORIDA, AMENDING ORDINANCE NO. 752, THE COMPREHENSIVE PLAN OF THE CITY OF AUBURNDALE, FLORIDA, BY AMENDING THE FUTURE LAND USE MAP RECLASSIFYING 2 PARCELS OF LAND TOTALING +/- 4.70 ACRES FROM POLK COUNTY FUTURE LAND USE CLASSIFICATION LINEAR COMMERCIAL CORRIDOR (LCC) TO CITY OF AUBURNDALE FUTURE LAND USE CLASSIFICATION INSTITUTIONAL; AND PROVIDING AN EFFECTIVE DATE (GENERAL LOCATION: US Hwy 92 W. and Polk Pkwy.),** by title only.

Motion by Commissioner Sterling, seconded by Commissioner Cowie, to approve Ordinance #1820 amending the Future Land Use Map - AdventHealth Property, as read on first reading by title only. Upon vote, all ayes.

6. ORDINANCE #1821 AMENDING THE OFFICIAL ZONING MAP – ADVENTHEALTH PROPERTY

City Manager Tillman said staff recommends approval.

City Attorney Frederick J. Murphy Jr. read Ordinance No. 1821 entitled: **AN ORDINANCE OF THE CITY OF AUBURNDALE, FLORIDA, AMENDING ORDINANCE NO. 764, THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF AUBURNDALE, FLORIDA, BY AN AMENDMENT TO THE OFFICIAL ZONING MAP BY ESTABLISHING AUBURNDALE ZONING MAP CLASSIFICATION OF COMMERCIAL HIGHWAY (CH) ON TWO PARCELS OF LAND TOTALING +/- 4.70 ACRES; AND PROVIDING AN EFFECTIVE DATE (General Location: US Hwy 92 W. and Polk Pkwy.),** by title only.

Motion by Vice Mayor Cam, seconded by Commissioner Helms, to approve Ordinance #1821 amending the Official Zoning Map - AdventHealth Property, as read on first reading by title only. Upon vote, all ayes.

Community Development Director Womble said there was an error in the title reading of Ordinance No. 1820. It should have read as an amendment from Polk County Future Land Use High Impact Commercial (HIC), instead of Polk County Future Land Use Linear Commercial Corridor (LCC).

City Attorney Murphy said that is what was in the ordinance, but we will address that scrivener's error before second reading.

7. ORDINANCE #1822 ANNEXING PROPERTY INTO CITY LIMITS – GAPWAY GROVE PROPERTY

Community Development Director Womble said the City received a petition from Gapway Grove Corporation of P.O. Box 1364, Auburndale, FL, to annex a parcel totaling +/- 0.42 acres into the City limits. The property is located on Gapway Road, along the southern shore of Lake Juliana. The property is adjacent to City limits to the north, east, and south. Annexation of the parcel reduces an existing enclave. The proposed annexation is as a result of the owner's request for City utilities and services. She presented a brief history of the property.

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 recommends approval.

City Manager Tillman said this is housecleaning in nature. The proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinance will be considered for second and final reading on May 5, 2025. Staff recommends approval of proposed Ordinance #1822 annexing the Gapway Grove Property into the City limits.

City Attorney Frederick J. Murphy Jr. read Ordinance No. 1822 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: US Gapway Road and CR 559),** by title only.

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

Motion by Commissioner Cowie, seconded by Commissioner Helms, to approve Ordinance #1822 annexing the Gapway Grove Property into the City limits, as read on first reading by title only.

Commissioner Cowie asked if the property adjacent to the subject property is a different piece?

Community Development Director Womble answered yes, it is owned by Florida Southern College – used as a boat ramp.

Upon vote, all ayes.

8. PRESENTATION OF BIDS – SIDEWALKS

Acting Public Works Director Andy Stewart said staff opened the bids on Monday, April 14th, at 2 p.m. He presented a brief overview of the locations of the proposed project – including Bobby Green Plaza, Reidgate Road, and a lift station driveway near Auburn Road and Lake Ariana Boulevard.

The City received the following six (6) bids:

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|---|-------------|
| • Timothy Gaskins II, Inc., Lake Alfred | \$34,553.90 |
| • Gator Construction, Auburndale | \$43,750.00 |
| • Curbman, Auburndale | \$56,925.97 |
| • Odom Contracting, Lakeland | \$61,716.50 |

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- CM Engineering, Kissimmee \$81,634.00
 - Stage Door, Apopka \$85,000.00

Timothy Gaskins II, Inc. of Lake Alfred was the low bid to construct the sidewalk improvements in the amount of \$34,553.90. He presented what the City budgeted for the project. Staff recommends awarding the bid to Timothy Gaskins in the amount of \$34,553.90. Acting Public Works Director Stewart expressed gratitude to Public Works staff.

City Manager Tillman said staff recommends awarding the bid to Timothy Gaskins II, Inc., Lake Alfred, in the amount of \$34,553.90.

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

Motion by Commissioner Helms, seconded by Vice Mayor Cam, to award the bid to Timothy Gaskins in the amount of \$34,553.90.

Commissioner Cowie said he is certainly glad it came in well below budget. Will there be more sidewalk repairs this year? Because we had that much budgeted – would we be doing additional repairs this year.

City Manager Tillman answered yes, we will have the opportunity to look at additional areas. There are additional areas throughout town. We identified the areas in need and prioritized to get those scheduled.

Commissioner Cowie said so we advance projects we thought might be next year.

City Manager Tillman confirmed. Sometime when you go out to bid, we are not aware of what the prices will come back in at. It was very favorable this year, so maybe we will be able to get more done.

Mayor Taylor Bogert asked can we piggyback?

City Manager Tillman said we can look at that.

Upon vote, all ayes.

9. COMPREHENSIVE PLAN UPDATE - PRESENTATION

Community Development Director Womble said this is the first of several status updates regarding the Comprehensive Plan Update. We are approaching these presentations like we do with the budget presentations, due to the large nature of the document – by presenting several sections at a time. Today's presentation will go over a general overview of the Comprehensive Plan Update, and updates to three sections of the Comprehensive Plan: the Housing Element, Conservation Element, and Infrastructure Element.

She presented a brief summary of what a Comprehensive Plan is. She presented what the different sections (i.e. elements) of the Comprehensive Plan are. She presented why a Comprehensive Plan Update is needed.

Community Development Director Womble presented the proposed new numbering system, and an example. The State recommended this as well.

She presented an economic analysis and proposed updates regarding the Housing Element, along with an example of a proposed goal and proposed objectives.

She presented statistics and proposed updates regarding the Conservation Element, along with an example of a proposed goal and proposed objectives.

She presented a utility boundary map of the City and proposed updates regarding the Infrastructure Element, along with an example of a proposed goal and proposed objectives.

Community Development Director Womble presented a calendar regarding the Comprehensive Plan Update.

City Manager Tillman said these presentations will be similar to how we present the budget, so that we can take each section individually to the Commission and the public. The full redline version has been provided. He expressed gratitude to staff, the City Attorney, and the consultant.

Commissioner Sterling asked for clarification about the lake acreage figures in the Conservation Element.

City Manager Tillman provided clarification.

Community Development Womble said we can make a note at the bottom regarding how they are measured.

10. PRESENTATION OF FISCAL YEAR 2023-2024 AUDIT - MIKE BRYNJULFSON

City Manager Tillman said Mike Brynjulfson will present the Fiscal Year 2023-2024 General Purpose Financial Statements and Auditor's Report. This Report is for the City's Fiscal Year ending September 30, 2024.

The City's Finance Director, Chris Reeder has prepared the Management's Discussion and Analysis (MD&A) section located at the beginning of the Audit. This section allows City Staff to provide an objective and easy to read analysis of the City's financial activities. The Audit is also made available on the City's website at www.auburndalefl.com.

The Auditor's Management Letter located at the end of the Audit is where the Auditor reports any findings or concerns. City Staff is pleased that the Audit identified no significant deficiencies and is in compliance with the requirements of laws, regulations and grants. He introduced Mr. Brynjulfson.

Mr. Brynjulfson presented a slide summarizing the Audit Results. He presented a summary of the Report on the Financial Statements – the City has an unmodified "clean" audit opinion, with no material errors and that the financial statements are a fair representation of what actually happened. He presented a summary of the Report on Internal Control & Compliance – it is a clean report. He presented a summary of the Compliance Report with Section 218.415, Florida Statutes – with no instances of noncompliance. He presented a summary of the Compliance Report with American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund Program (SLFRF) – with no instances of noncompliance related to allowable activities or allowable cost/cost principles. He presented a summary of the Management Letter – it is a clean letter. He presented a summary of the Governance Letter. He said there are no adverse comments in any of the reports.

Mr. Brynjulfson presented and summarized a graphic depicting an overview of the City's Financial Statement Reporting Units.

He presented and summarized the balance sheet of the City's governmental funds. He presented a graphic depicting unassigned and assigned fund balance to total expenditures, for the past six years.

Mr. Brynjulfson presented and summarized the balance sheet of the City's enterprise fund. He presented a graphic depicting net position as a percent of operating revenues.

He presented a graphic depicting Polk County municipal millage rates from 2016 through 2024.

He presented a graphic depicting the City's unrestricted cash and investments.

Mr. Brynjulfson concluded his presentation with comments regarding the financial software conversion and the Community Redevelopment Agency land purchase. He expressed gratitude to City staff.

Commissioner Sterling asked if the City's financial software is performing with the resources needed for employees to perform their function?

Mr. Brynjulfson said it is. It is a good software. The software was only active for two months during the fiscal year, so he is not ready to give a full evaluation. But it is a well-known system. The answer is yes.

Commissioner Sterling said that is good.

City Manager Tillman expressed his gratitude to Mr. Brynjulfson. Staff recommends accepting the Auditor's Report.

Motion by Commissioner Cowie, seconded by Commissioner Helms, to accept the Auditor's Report.

Mayor Taylor Bogert expressed gratitude to City staff.

Upon vote, all ayes.

The Meeting was adjourned at 8:14:35 p.m.

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

A handwritten signature in blue ink, appearing to read 'Brandon Henry', is written over a horizontal line.

Brandon Henry, City Clerk