

# **POLK CITY**

September 18, 2017

**City Commission Meeting**  
Polk City Government Center  
123 Broadway Blvd., SE

7:00 P.M.

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**CALL TO ORDER** – Mayor Joe LaCascia

**INVOCATION** – Pastor Walter Lawlor, New Life Community Church

**PLEDGE OF ALLEGIANCE** – Mayor Joe LaCascia

**ROLL CALL** – Assistant to the City Manager Sheandolen Dunn

**APPROVE CONSENT AGENDA**

**PRESENTATIONS AND RECOGNITIONS** - None

**PUBLIC COMMENT – ITEMS NOT ON AGENDA** (limit comments to 3 minutes)

## **AGENDA**

- 1. Resolution 2017-03** – A Resolution of the City Commission of Polk City, Florida, Approving a Conditional Use Permit to Allow a Used Auto Sales Business to be Located at 111 Central Avenue (Parcel Number 25-26-32-296000-002010); Providing a Condition of Approval; Repealing All Ordinances in Conflict Herewith; Providing for Severability; providing an Effective Date

## **CITY MANAGER ITEMS**

## **CITY ATTORNEY ITEMS**

## **COMMISSIONER ITEMS**

Vice Mayor Harris  
Commissioner Blethen  
Commissioner Carroll  
Commissioner Kimsey  
Mayor LaCascia

## **ANNOUNCEMENTS**

## **ADJOURNMENT**

**CONSENT AGENDA**  
**September 18, 2017**

MAY ALL BE APPROVED BY ONE VOTE OF COMMISSION TO ACCEPT CONSENT AGENDA. Commission Members may remove a specific item below for discussion, and add it to the regular agenda under New or Unfinished Business, whichever category best applies to the subject.

**A. CITY CLERK**

1. Accept minutes – July 6, 2017 – City Commission Workshop
2. Accept minutes – July 27, 2017 – City Commission Special Meeting
3. Accept minutes – August 14, 2017 – Budget Workshop
4. Accept minutes – August 21, 2017 – Regular City Commission Meeting

**B. REPORTS**

Department Reports for August and September 2017 will be on the October 2017 Regular Meeting Agenda.

**C. OTHER**

Please note: Pursuant to Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered during this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the American with Disabilities Act, a person with disabilities needing any special accommodations to participate in city meetings should contact the Office of the City Clerk, Polk City Government Center, 123 Broadway, Polk City, Florida 33868 Telephone (863) 984-1375. The City of Polk City may take action on any matter during this meeting, including items that are not set forth within this agenda.

Minutes of the City Commission meetings may be obtained from the City Clerk's office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

## BUDGET WORKSHOP MINUTES

August 14, 2017

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Mayor Joe LaCascia called the meeting to order at 7:00 p.m.

**ROLL CALL** – Sheandolen Dunn, Assistant to the City Manager

**Present:** Mayor Joe LaCascia, Vice Mayor Wanda Harris, Commissioner Mike Blethen, Commissioner Don Kimsey, Commissioner Randy Carroll, and City Manager Patricia Jackson

**Absent:** City Attorney Thomas Cloud

### **FY 2017-2018 Budget**

Mayor LaCascia stated City Manager Jackson would discuss the budget and suggested holding all questions and/or concerns until after the Budget presentation was complete.

City Manager Jackson began with the overview of the FY 2017-2018 budget synopsis:

- The total budget for FY 2017-2018 is \$4,793,300, which is an increase of 8.64% (\$357,429)
- Ad Valorem is based on the current millage rate of 7.4877 mills.
- The City will be taking over the utilities January 1, 2018 and includes five employees; Aquarina will be on board the first three months of FY 2017-2018.
- There is a 3% Cost of Living Increase for all employees.
- The budget has money for improvement/capital projects for a total of \$237,884, including \$40,000 for sidewalks. There is \$70,813 set aside in the General Fund Capital Reserves-the City needs two utility trucks, which will be split with Enterprise Fund.
- There is \$109,785 set aside in Unrestricted Reserves in the Enterprise Fund to assist with capital projects (Voyles Loop Lift Station – 20 hp pump) and operation cost (these cost will be more concrete before the next budget workshop).
- Debt Service is \$976,062 (\$130,589 in the General Fund and \$845,463 in the Enterprise Fund)

### **General Fund Revenues**

- Ad Valorem is based the roll-back rate of 7.4877, which will bring in \$588,241 (\$37,413 more than what is budgeted for FY 2017)
- There will be a small increase in estimated Communication Services Tax based on State estimate - approximately \$30,000
- Building Permits shows an increase of the current budgeted amount to account for expected growth in the new year
- Impact Fees will show an increase to account for expected growth

- Community Development Block Grant money \$24,532
- Grants from Other Local Units - Library Coop Funding increased \$7,317
- Charges for Services had a slight increase
- Intergovernmental Transfers -- Enterprise Fund (\$25,000 budgeted this year)

**Total General Fund Revenue increased \$192,839.**

### **General Fund Expenditures**

- There was an increase in health insurance of 1.7%
- Slight Change in Florida Retirement
- Legislative had a slight increase
- Executive had an increase of \$13,054, which includes salary increases and capital outlay. The Executive and City Clerk will be combined in the final FY 2017-18 budget
- City Clerk slight increase municipal election. This will combined with Legislative in the final FY 2017-18 budget
- Legal Counsel -- increase of \$6,500 (legal services and legal ads)
- Comprehensive Planning had an increase of \$1,000
- Finance and Accounting had an increase of \$22,627, this includes salary and wages, education reimbursement and a laptop
- Debt Service – no changes from current year; left something in the budget for public works and utilities facility. Working on the refinancing of the USDA Loan
- Building & Zoning – increase of \$22,114; cost of living increase and an increase in professional services for inspections
- Code Enforcement - no changes
- Refuse/Sanitation - slight increase for growth
- Stormwater - no increase
- General Gov't - decrease of \$8,100
- Streets and Roads – decrease of \$55,922; no paving projects, but includes sidewalk(s) project(s), as well as radios for work crew
- Library – slight decrease event with cost of living increase
- Parks & Recreation – decrease of \$18,468 and includes the \$24,532 CDBG Funding for the Freedom Park Restrooms and \$15,000 for other capital project(s)
- Special Events – increase of \$2,300
- Non-Departmental – increase of \$320,993; this increase includes Impact Fees based on estimated growth and reserves for capital and other projects

**Total General Fund Expenditures are up \$192,839.**

### **Enterprise Fund Revenues**

- Impact Fees – increase in water and sewer impact fees of \$65,582 due to expected growth
- Special Assessments – increase in connection fees for water due to growth and decrease in Water and Sewer Readiness to Serve Charges of \$74,545 (those will shift to charges for services)

- No Grants and Aids from Federal or State
- Charges for Services – Increase of water and sewer revenue of \$161,106 (a portion of this is the shift from readiness to serve and the balance is based on history of usage and base fees)
- Other Judgements, Fines & Forfeitures – decrease of \$5,438 (other fines and/or forfeitures)
- No interest income
- Cash carry-forward - none

**The Enterprise Fund Revenues increased \$164,590**

### **Enterprise Fund Expenditures**

#### **Water Operations**

- Increase in salary and wages due to cost of living increase for two employees and hiring of two employees when operations is taken back in January 2018
- Contract Labor will decrease due to City taking back operations in January 2018 (Aquarina will be here through December)
- Professional services was increased \$10,900 to account for testing (lab work) and taking back operations
- Inmate Labor did not change
- Increase in Repairs and Maintenance of \$10,000
- Money budgeted for Repairs and Maintenance to Water Treatment Plants
- Funds were put in for chemicals and uniforms
- Funds were put in for the purchase of new meters and supplies (off-set by connection fees)
- Will meet with Aquarina and Public Works Director regarding Capital; \$2,500 was budgeted

**Overall decrease in Water Operations: \$52,731**

- Sewer Operations
- Salary and wages was budgeted for nine months in the amount of \$148,063.00 to cover three employees when the City takes over January 1, 2018
- Contract Labor was decreased to cover three months rather than a year
- Inmate labor had no changes
- Repairs and Maintenance increased \$20,000
- Cardinal Hill Repairs and maintenance had an increase of \$18,000, which includes painting of surge tank and re-piping of facility
- Funds were budgeted for chemicals and uniforms
- Funds were budgeted for chemicals and uniforms
- Capital Outlay – Cardinal Hill Fencing of \$27,000 (total cost is estimated at \$54,000 – half in reserves FY 2018 and half in reserved in FY 2019)
- Debt Service – Slight increase
- Overall increase in Sewer Operations: \$55,111

### **Non-Departmental**

- There was an increase in Professional Services of \$4,620
- Slight increase in liability insurance
- Capital Outlay is \$27,413, which is part of the new software costs

### **Non-Departmental Other**

- 1) Transfer to unrestricted reserves \$147,256
- 2) Reserves for Capital Outlay of \$25,000 for Mt. Olive Water Tanks.

**Overall increase in Non-Departmental: \$162,210**

**The total General Fund and Enterprise Fund is \$4,793,300, which is \$357,429 more than FY 2017 (8.64%)**

After complete review of the FY 2017-2018 Budget, City Manager Jackson addressed questions and concerns regarding line items in the budget.

Commissioner Blethen asked if the lift station pumps had been malfunctioning lately? Expressed the need for City Staff going back to a 40 hour work week.

Keith Burge responded No.

Mayor LaCascia stated with the growth coming to Polk City, we may need to be open on Fridays, but not right now. The Utilities crew already works 40 hours per week.

Commissioner Kimsey inquired about the meter readers and how long it would take to actually read the meters.

City Manager Jackson stated we need two meter readers. It would take a half day to read the meters.

Commissioner Carroll asked if the new facility was in the budget to handle all this growth?

City Manager Jackson responded this will be discussed on Monday at the Regular meeting.

Commissioner Blethen stated he wants to see planning.

City Manager Jackson responded staff has been planning. There are two options and the money is in the budget and allocated for this project. Polk City will either build something or buy something that already exists.

Commissioner Carroll inquired about fencing at Cardinal Hill – secure the entire facility. Currently Cardinal Hill is not fenced entirely.

Lengthy discussion ensued.

No other budget workshop is being planned.

**ADJOURNMENT – 7:55 pm**

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Patricia R. Jackson, City Manager

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Joe LaCascia, Mayor

## CITY COMMISSION SPECIAL MEETING MINUTES

July 27, 2017

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Mayor Joe LaCascia called the meeting to order at 6:10 p.m.

**ROLL CALL** – Assistant to the City Manager Sheandolen Dunn

**Present:** Mayor Joe LaCascia, Vice Mayor Wanda Harris, Commissioner Don Kimsey, Commissioner Mike Blethen, Commissioner Randy Carroll, Attorney Jason Zimmerman (in City Attorney Thomas Cloud absence) and City Manager Patricia Jackson

### **ORDER OF BUSINESS**

#### **Discussion of Public Works / Utilities Facilities**

Mayor LaCascia briefly discussed background regarding the Public Works facility and what led to this and the need for a facility. This will not be any specific building discussed. For quite a while now we've been in discussion about taking back the Utility Operations and this would require hiring a Public Works Director. Keith Prestage further elaborated on this subject.

Mayor LaCascia opened the Public Hearing.

Sandra Cutts (315 Central Avenue) is in favor of a much needed facility and being mindful of Polk City's future.

Commissioner Kimsey is in favor of a Public Works facility.

Commissioner Carroll expressed his viewpoint regarding the need of a facility.

Commissioner Kimsey inquired about how much acreage would be needed for a facility.

Mayor LaCascia stated there are a number of options, but at this time, this is just the discussion phase and in the future we will explore all options. We are focusing on if Polk City has a need for a Public Works facility or not.

Keith Prestage, Public Works Director responded between three to five acres to utilize. We need to consider the future when looking at Polk City's growth and accommodating those needs.

Mayor LaCascia stated there is a critical need for a facility and there is no need in trying to put this off any longer. Polk City is in need of a Public Works facility.

Keith Prestage stated Polk City is already three years behind on having a facility. The current process and storage is not working.

Lengthy discussion ensued.

City Manager Jackson stated we currently service approximately 7,500 customers (inside and outside the City limits).

Mayor LaCascia stated the City Commission is unanimous in directing staff to move forward with plans for a Public Works/Utilities Facility.

**City Commission provided consensus.**

**Paving – Additional Streets**

Keith Prestage discussed the need for paving in several areas of Polk City. At the June meeting, the City Commission gave approval to mill and resurface Haynes Circle, Sunset Blvd, Sunshine Blvd, Sunrise Blvd, Broadway Blvd. NE, W Arborvitae Ln. It has since come to staff's attention that Marklen Loop and Bougainvillea Avenue North (Matt Williams, just outside City Hall) needs to be milled and repaved as well. Therefore, these streets need to be added to the original Ranger Construction contract for repaving. The financial impact for this addition is \$61,318.

Mayor LaCascia requested clarity.

City Manager Jackson stated the \$61,318 will come from the General Fund as the City has already spent the restricted funds for paving. The original paving project total was \$117,413.40 and now adding the \$61,318 for Bougainvillea and Marklen Loop increases the grand total to \$178,731.40. The streets can't last another year.

Keith Prestage stated the next phase after this repaving project in the future would be to Overlay, which is cheaper than milling and resurfacing.

City Manager Jackson stated it takes four years to save enough money from taxes for paving in order to do a large project. We are fortunate that we have enough money from the Gas Tax and General Fund.

Sandra Cutts (315 Central Avenue) – Inquired about Citrus Grove Blvd. being on the list for paving. Inquired about what would be done with the leftover millings.

Keith Prestage responded Citrus Grove Blvd is not list for repaving. The millings will be saved for other projects in the City.

**Motion by Commissioner Carroll** to approve additional streets for paving to the original Ranger Construction contract; this motion was seconded by Commissioner Kimsey.

**Vote:** Commissioner Carroll - aye; Commissioner Kimsey – aye; Vice Mayor Harris – aye; Commissioner Blethen – nay; Mayor LaCascia – aye

**Motion carried 4/1.**

### **Law Enforcement**

City Manager Jackson discussed adding a Deputy for the night shift. Waiting on cost from the Polk County Sheriff's Office. Previous costs have been approximately \$80,000. Does Polk City want to do this?

Mayor LaCascia asked if there has been a demand for this? Would like to wait until the population in Polk City increases before we make a final decision on this.

Deputy Poindexter discussed response times for 911 calls in Polk City. The response times have been within five (5) minutes. The deputies stay close to the area. In April, May, June and July there is a trend at the Dollar General Market and the PCSO has several methods in place to catch the illegal activity.

Commissioner Kimsey stated that a Deputy's presence is going to deter crime.

Mayor LaCascia stated PCSO provides the City Commission with a Daily Crime Report and a Narrative, which gives us a good idea of what's going on in Polk City. Reiterated he would like to wait until the population in Polk City increases before we make a final decision on this.

Commission consensus to move the law enforcement matter to a later date when there is more evidence that additional law enforcement is necessary.

### **Millage Rate**

City Manager Jackson stated Polk City has to certify a proposed millage rate. We use a rolled-back millage rate to give to the property appraiser for the first notice going out to the citizens for their property taxes. This year the rolled-back rate is 7.9547, which is a zero percent (0%) increase. That is the rolled back rate Polk City will send to the Property Appraiser's Office. However, before the budget is presented, we will be working on a lower millage rate. In order to go ahead and get it certified to the Property Appraiser, showing no increase; we will proceed with this rolled back rate, then the City Commission can make any changes it deems necessary.

Attorney Zimmerman stated this is the first step in this process and Polk City is not locked into that number. However, it is always easier to reduce the number.

**Commission consensus provided.**

**Utilities Department**

City Manager Jackson stated there has been discussion for two years regarding Polk City taking back its Water and Sewer Operations and Maintenance. In order to do this, Polk City has to give Aquarina a 90-day notice to terminate the Agreement. Polk City is ready to take back the Operations and can do it efficiently. Approximately \$65,000 will be the savings. Aquarina Waterworks has served Polk City well. In the budget process, there will four (4) additional employees for the Utilities Department. Two employees will be dual certified in Water and Wastewater with their Operators License. A Field Technician, certified to handle lift stations, a Meter Technician will handle meter installations, readings, audits and meter repairs.

**Motion by Commissioner Kimsey** to take back Water and Sewer Operations and give Aquarina Waterworks a 90-day notice to terminate the Agreement for services; this motion was seconded by Vice Mayor Harris.

**Vote:** Commissioner Carroll – aye; Commissioner Blethen – aye; Vice Mayor Harris – aye; Mayor LaCascia – aye; Commissioner Kimsey – aye

**Motion carried unanimously.**

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 7:10 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

## CITY COMMISSION WORKSHOP MINUTES

July 6, 2017

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Mayor Joe LaCascia called the meeting to order at 7:00 pm

### ROLL CALL

**Present:** Mayor Joe LaCascia, Vice Mayor Wanda Harris, Commissioner Mike Blethen, Commissioner Don Kimsey, Commissioner Randy Carroll, and City Manager Patricia Jackson

**Absent:** City Attorney Thomas Cloud

### ORDER OF BUSINESS

#### **Discussion of Debt Service**

Mayor LaCascia began discussion regarding Debt Service. Mike Brynjulfson presented debt information. Polk City holds two major debts - USDA Loan and DEP Loan. The USDA Loan interest rate is 4.125% for a longer term; whereas the DEP Loan is 2.41% interest rate. If Polk City decides to pay off the DEP loan early, the payments would have to increase annually. Mr. Brynjulfson opened the floor for questions.

Commissioner Blethen inquired about the water meters loan.

City Manager Jackson responded this was a Starter Plan. Polk City received 1,300 meters to replace the oldest ones. We wanted to switch to one Meter Reading Program instead of four or five Programs. Polk City has four years left on the loan, so it will be paid off in 2021.

Commissioner Blethen requested the amount of interest per year on this loan.

City Manager Jackson stated that information is on the amortization schedule that was presented to you. The interest in 2008 was \$71,716 and today (2017) that interest is \$58,388.93. The principle for this year is \$43,700.

Commissioners Blethen and Kimsey are interested in consolidating the two loans as one.

Mr. Brynjulfson stated Polk City could refinance, issue a bond, find a bond buyer. This can be done. There are quite a few bond issue costs associated with this process.

Lengthy discussion ensued.

## **Review and Discuss Annual Evaluation of City Manager**

Mayor LaCascia began discussion regarding City Manager Jackson's annual evaluation. There is a dis-connect in terms of the evaluation and this needs to be addressed; four Commissioners seeing one picture and one commissioner sees another. Therefore, each Commissioner spoke regarding their scoring throughout City Manager Jackson's evaluation to figure out the dis-connect.

**Commissioner Blethen** – He evaluates based on performance. The Budget has not been adhered to. Items are moved around in the budget. Why are we moving the money?

Discussed his scoring and stated he was not going to get into an argument about his responses to the line items on the evaluation.

Mayor LaCascia stated respectful disagreement with Commissioner Blethen's concerns. The Commission sets the financial direction for Polk City. The City Manager does not set the budget. If the debt is to be paid down, that must be a Commission decision. Is it fair to hold City Manager Jackson responsible in her evaluation for such an item when the City Commission has not provided any clear direction on this specific issue? The budget is written at the beginning of the fiscal year and we don't know what the year will hold. It is a broad outline; which is the instrument used to set the millage rate. The budget provides direction moving forward for that one year. If we over-estimate, then we have money left over. If we under-estimate, Polk City has to come up with funds. The budget is not a moving target. The line items can change as long as the bottom line stays the same. The City Manager is free to manage that budget.

It is not the City Commission's job to micromanage the City Manager, nor handle the day-to-day operations of Polk City.

If the City Commission provided the City Manager with a directive and she did not follow through; then yes, she deserves a two, but scoring that low when no direction has been given is unfair. Mrs. Jackson has asked the City Commission at least five times for direction during the year and we (City Commission) have gone right back to the same statement.....just do your job.

City Manager Jackson stated Polk City has an Ordinance in place that gives the City Manager such authority. We do not move money from line item to line item because we are short in one item and over in another. Since 2011, to date, Polk City has saved more money than has been spent. Because of annual savings, Polk City has over \$2 million in reserves between the General and Enterprise funds. Polk City has an audit each year and the City Commission can authorize these funds be placed in restricted funds. The money is still in Cash Operations. We don't spend money from the previous year; we spend money budgeted in the new fiscal year. If the City Commission does not want to operate on the bottom line, then an Ordinance needs to be passed in order to change the way the budget is done and not authorize the City Manager to move money, which we don't do anyway.

**Commissioner Carroll** – Scored conservatively because he is still learning, but overall feels City Manager Jackson is doing a good job and his scoring is based on what he has seen and experienced for himself.

**Vice Mayor Harris** – Read her statement attached to the evaluation and Question #1. Discussed the negativity in the community regarding City Manager Jackson. In an effort to obtain accurate information on any City business, it is strongly urged that any questions or concerns go directly to City Manager. Overall, it is time that Mrs. Jackson is recognized for all the good she has done for Polk City.

**Commissioner Kimsey** – Rated City Manager Jackson high as she has done Polk City well. This is what Polk City hired her for. Let her do her job.

**Mayor LaCascia** – Scored City Manager Jackson high, but noted some of Commissioner Blethen's concerns, 80% of the problems can be done away with by simply meeting with the City Manager on a regular basis. Improvement has been made in more interaction with the businesses in Polk City. City Manager Jackson exhibits a positive management style. Mrs. Jackson has done a terrific job!

City Manager Jackson thanked everyone for their comments regarding her evaluation. Does not expect to get a perfect score, but would like to know where she needs to make improvement. Wants to see City Commission establish goals for the City Manager to work toward for Polk City.

### **Discussion of City Manager Employment Contract**

Mayor LaCascia discussed the City Manager Employment Contract. The terms and conditions are exactly the same as the 2011 Contract. Back in 2011, the City Commission voted that every year Mrs. Jackson would accrue one month of severance pay; in a six-year contract, which would mean Mrs. Jackson has six months of severance pay in the new contract moving forward. This is the only significant change. The other suggestion that we did not have in the previous contract; there was no clause in the Contract pertaining to salary, other than the initial starting salary. In 2015, City Commission voted that she get a \$4,000 increase. An alternate method of providing for salary increase during the contract period would be a percentage each year, suggesting 2%. If we go with a stipulated amount every year by percentage, we will basically be in the same place as what we did by giving her \$4,000 in March 2015. This is something we can budget for moving forward.

City Manager Jackson clarified that every two years of employment with Polk City, she would obtain one additional month of severance pay until it built up to six months. This is permissible by State Law.

Commissioner Kimsey said we cannot decide in this workshop, but the City Commission can discuss.

Mayor LaCascia reiterated we cannot renew the contract tonight.

Commissioner Blethen mentioned two items: 1) a two-year contract, we need to have a good response on items completed or moving forward with specific projects, 2) City Manager would need to reside in Polk City.

Mayor LaCascia stated Polk City's Charter does not mandate the City Manager lives in Polk City.

Vice Mayor Harris expressed frustration regarding the issue of the City Manager's residency.

After lengthy discussion, Mayor LaCascia suggested placing this item on the Regular Meeting Agenda for next month, giving Mrs. Jackson time to explore all of her options and look for employment elsewhere, based on the conditions if she is not satisfied with the options presented in the contract.

**ANNOUNCEMENTS** - None

**Adjournment** – 9:00 pm

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Patricia R. Jackson, City Manager

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Joe LaCascia, Mayor

## CITY COMMISSION MINUTES

August 21, 2017

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Vice Mayor Wanda Harris called the meeting to order at 7:00 p.m.

Walter Lawlor, New Life Community Church, gave the invocation.

Those present recited the Pledge of Allegiance led by Vice Mayor Wanda Harris.

**ROLL CALL** – City Manager Patricia Jackson

**Present:** Mayor Joe LaCascia, Vice Mayor Wanda Harris, Commissioner Don Kimsey, Commissioner Mike Blethen, Commissioner Randy Carroll, City Attorney Thomas Cloud and City Manager Patricia Jackson

### **APPROVE CONSENT AGENDA**

**Motion by Commissioner Kimsey** to approve the Consent Agenda; motion was seconded by Commissioner Carroll. **Motion carried unanimously.**

**PRESENTATIONS AND RECOGNITIONS** - None

### **PUBLIC COMMENT**

- 1) Mike Bruno (111 Central Avenue) – Vacant lot and current lot temporary approved for car sales until his new building is constructed.

Kathy Delp stated Polk City can do a Conditional Use Permit. This will have to go through the Planning Commission Meeting and then back to the Regular City Commission Meeting.

- 2) Tina Gangelmann (1331 Commonwealth Avenue N) – Budget updates and the Library staffing concerns.

City Manager Jackson addressed the concerns.

- 3) Ruth Townsend (221 South Hydrangea Avenue) – Possible Library hours on Saturday

City Manager Jackson will review the schedule to see if this can be done and bring the idea back to the City Commission.

- 4) Sandra Cutts (315 Central Avenue) – FY 2017-2018 Budget concerns and library staff salary increases, more books, etc.

City Manager Jackson stated the education program is a reimbursement program after a passing grade is submitted to the City Manager's Office.

5) Jackie Fortier (9119 Golden Gate Boulevard) – Library staffing concerns, book clubs for the children, salary comparisons.

## **ORDER OF BUSINESS**

### **Lease Agreement for use of City ROW with Mr. Jack Campbell**

City Attorney Cloud stated the City Commission authorization to draw up an agreement allowing the use of the City ROW at the corner of Commonwealth and Broadway Boulevard between Mr. Jack Campbell and Polk City. The Agreement is presented for review and approval.

**Motion by Commissioner Kimsey** to approve the Lease Agreement for use of City ROW with Mr. Jack Campbell; this motion was seconded by Vice Mayor Harris.

Sandara Cutts (315 Central Avenue) is not in favor of a long term agreement.

City Attorney Cloud stated this is standard procedure for this kind of an agreement.

Discussion ensued.

**Vote:** Commissioner Carroll - aye; Mayor LaCascia – aye; Commissioner Blethen – aye, Commissioner Kimsey – aye, Vice Mayor Harris – aye

**Motion carried unanimously.**

### **Public Hearing – Ordinance 2017- 01 Amending the Polk City Comprehensive Plan; revising the infrastructure, conservation, intergovernmental coordination and capital improvements elements based on the City's ten-year water supply facilities work plan-Second and Final Reading**

City Attorney Cloud read the Ordinance by title only. Vice Mayor Harris opened the public hearing; there being no questions or comments; Vice Mayor Harris closed the public hearing.

Jennifer Codo-Salisbury spoke in an effort to clarify for the public. This is simply an update to the City's Comprehensive Plan.

Commissioner Blethen inquired about what kind of capital improvement cost can Polk City foresee?

Jennifer Codo-Salisbury has a capital improvement plan from 2016-2017 to 2026-2027. There was \$1.8 million dollars in improvements to Polk City's Potable Water Supply System, which included a water line extension Phase 2 on Barfield Road, water line

extension Phase 3 on Tavares Road, water line extension phase 4 on Berkley Road South Rosewood to Interstate 4, and the last one is developer initiated.

Staff recommended approval of Ordinance 2017-01 on second and final reading.

**Motion by Mayor LaCascia** to approve Ordinance 2017-01 on Second and Final Reading; this motion was seconded by Commissioner Carroll.

**Vote:** Mayor LaCascia - aye; Commissioner Carroll – aye, Vice Mayor Harris – aye, Commissioner Kimsey – aye, Commissioner Blethen – aye

**Motion carried unanimously.**

**Discuss and Approve Public Facilities Subrecipient Agreement between Polk County and Polk City – Community Development Block Grant**

City Manager Jackson stated there are three updated pages. We did apply for FY 2018 another grant to do the Freedom Park restrooms. The grant was reduced to \$16,873.00. CDBG had to subtract the amount they were refunding us for the ADA front door work at City Hall.

Staff recommended approval of this subrecipient Agreement.

This Agreement is the Community Development Block Grant Funds (CDBG) for Freedom Park ADA Restroom Improvements. The Commission approved this project for FY 2017–2018.

**Motion by Mayor LaCascia** to approve the Public Facilities Subrecipient Agreement between Polk County and Polk City – Community Development Block Grant; this motion was seconded by Commissioner Kimsey.

Commissioner Blethen inquired about the \$17,000 Polk City received last year. Do we still have that? Wants the restrooms at Freedom Park open for extended hours

Keith Prestage discussed options for the doors locking and unlocking at the park during normal hours.

Al Schneider (775 Teaberry Trail) – expressed he negative side to having an unattended Porta-let.

Sandra Cutts (315 Central Avenue) – inquired about the price of key deposit.

Michael Vlahos (618 Gordon Road) – suggested a skeleton crew for the Parks Department to work on Saturday.

Lengthy discussion ensued.

**Vote:** Commissioner Kimsey - aye; Vice Mayor Harris – aye, Commissioner Blethen – aye, Mayor LaCascia – aye; Commissioner Carroll – aye

**Motion carried unanimously.**

**Discuss options for Public Works / Utilities Facility**

City Manager Jackson stated at the last meeting, the City Commission voted there was a need for a Public Works/Utilities Facility. After careful consideration and review, there are two options:

**Option 1:**

Build on property Polk City owns (5 acres, of which 2½ acres for facility) – total 5,000 square feet under roof. This process involves the following:

- 1) Advertise and go out for proposals for Architectural Design, Engineering and Construction Plans (after research, the estimated cost on the low end is \$46,000)
- 2) Once that is completed, advertise and go out for bids for Civil and Construction Engineering (after research, the estimated cost on the low end is \$500,000 to \$550,000).
- 3) There will also be a cost for running water and sewer to the property, if available.

**Option 2:**

Polk City can purchase property with infrastructure already in place.

Keith Prestage, Public Works Director provided an explanation on how these figures came about. There is a regulation in place that the City is not allowed to use a mobile home, trailer, or vehicle of any kind as an accessory structure. The structure has to be a permanent structure. This information is from the Land Development Code.

After lengthy discussion, the Commission consensus was to have a Special Meeting regarding this item.

**Motion by Vice Mayor Harris** to hold a Special Meeting regarding the options for Public Works / Utilities Facility; this motion was seconded by Commissioner Kimsey.

**Motion passed unanimously by voice vote.**

**Christmas Parade – December 2, 2017**

City Manager Jackson stated every year when Polk City has the Christmas Parade, an application has to be submitted to the Florida Department of Transportation to close S.R. 33 for a specified time frame. The guidelines have changed and we now need to have the City Commission approve the Christmas Parade during the regular meeting and submit a copy of the minutes showing Commission approval with the application.

**Motion by Commissioner Blethen** to approve the date of December 2, 2017 for Polk City's Annual Christmas Parade and submitting the application to DOT to close a portion

of SR 33 for specified parade time frame; this motion was seconded by Commissioner Kimsey.

**Motion carried unanimously by voice vote.**

**Discussion of Staff Vehicle**

City Manager Jackson discussed the search for a staff vehicle. Keith Prestage discussed searching for a vehicle in the \$8,000 price range. That number kept us from getting a not-so-worthy vehicle. Clarification was needed in order to move forward. Located a 2016 vehicle with 30,000 miles. The owner is willing to sell the vehicle for \$13,300 and it still has warranty. City staff and City Commission will be using the vehicle for city business. The vehicle has a five-year warranty.

Commissioner Kimsey is not in favor of spending \$13,300 on a vehicle and does not feel it will have 3,000 miles put on it in a year.

**Motion by Commissioner Carroll** to approve the purchase of the 2016 Jeep Compass; this motion was seconded by Mayor LaCascia.

**Vote:** Mayor LaCascia - aye; Commissioner Blethen – nay; Vice Mayor Harris – aye; Commissioner Carroll – aye, Commissioner Kimsey – nay

**Motion carried 3/2.**

**CITY MANAGER ITEMS**

Shared Bank Account – Discussed the purpose of the Shared Account. With the new software, this is critical. All controls will remain in place. This is not an uncommon practice.

**Motion by Mayor LaCascia** to approve Polk City having a Shared Bank Account; this motion was seconded by Commissioner Carroll.

**Vote:** Commissioner Blethen - aye, Commissioner Carroll - aye, Commissioner Kimsey - aye, Mayor Lacascia - aye, Vice Mayor Harris – aye

Motion carried unanimously.

**Copier** – The lease agreement is about to expire. Konica Minolta has given a quote for more up to date technology. Price is \$470.02 per month. The new proposed price is \$462.00 per month. We will not lease a copier for the Sheriff’s office as they only use approximately 25 copies per month. After discussion, City Manager Jackson will research leasing copiers with a clause in the contract to purchase at the end of the contract. A recommendation will be brought forth at the next meeting.

-Thursday, September 7, 2017 – First public hearing on FY 2017-2018 Budget

1. Monday, September 18 – City Commission Meeting
2. Thursday, September 21 – Second and Final public hearing on the budget.

-Proposed Budget currently on website under Meeting notice for August; however, it will be placed under Finance Department tomorrow as Proposed Budget for FY 2017-2018; anyone wanting copies, it is \$.15 cent per page (88 pages \$13.20)

-Watermelon Festival was a success; will see if Polk City BBQ will assist with Safe Haven

-Safe Haven – October 26, 2017 – information will be published soon

- Thank you to the Commission for allowing me to attend FLC Annual Conference.
- Received notice from DEO – Polk City received a \$25,000 Technical Assistance Grant. Polk City will do asset mapping
- Freedom Park – can we make that pet friendly with pets on leash and clean up after their pets.

Commissioner Blethen – against the pet friendly park

Mayor LaCascia – Yes on the pet friendly park

Ruth Townsend – (221 Hydrangea Road) – Suggested creating a specified area in the park for pets only.

Vice Mayor Harris – Suggested moving forward with this idea and see how it goes.

Commissioner Kimsey – yes

Commissioner Carroll – Yes, fenced in area (dog park) at the park

The Commission provided consensus on signage for the dog park to be located at Freedom Park.

### **CITY ATTORNEY ITEMS**

Pulte Homes is anxious to move forward with Phase II

### **COMMISSIONER ITEMS**

**Vice Mayor Harris** – Thanked everyone for coming. Expressed concern regarding the needs and wants for Polk City. Invited to everyone to bring forth ideas. Thanked fellow Commissioners for allowing her to attend the FLC Conference. Encouraged everyone to stay well informed.

**Commissioner Blethen** – Attended the FLC Conference. Great information was shared. Thanked everyone for coming.

**Commissioner Kimsey** – Thanked everyone for coming.

**Commissioner Carroll** – The City could use volunteers. Thanked the City staff for their dedication. Lights at the Basketball Courts and Freedom Park.

Keith Prestage responded the lights are on a timer.

**Mayor LaCascia** – None

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 9:30 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**CONSENT AGENDA**  
**August 21, 2017**

MAY ALL BE APPROVED BY ONE VOTE OF COMMISSION TO ACCEPT CONSENT AGENDA. Commission Members may remove a specific item below for discussion, and add it to the regular agenda under New or Unfinished Business, whichever category best applies to the subject.

**A. CITY CLERK**

1. Accept minutes – July 17, 2017 - Regular City Commission Meeting
2. Accept minutes - June 26, 2017 – City Commission Workshop

**B. REPORTS**

1. Building Report – July 2017
2. Code Enforcement – July 2017
3. Finance Report – July 2017
4. Library Report – July 2017
5. Polk Sheriff's Report – July 2017
6. Public Works Report – July 2017
7. Utilities Report – June/July 2017

**C. OTHER**

**RESOLUTION 2017-03**

**A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; APPROVING A CONDITIONAL USE PERMIT TO ALLOW A USED AUTO SALES BUSINESS TO BE LOCATED AT 111 CENTRAL AVENUE (PARCEL NUMBER 25-26-32-296000-002010); PROVIDING A CONDITION OF APPROVAL; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, an application for a Conditional Use Permit has been submitted to allow a Used Auto Sales Business to be located at 111 Central Avenue (Parcel number 25-26-32296000-002010); and

**WHEREAS**, the City of Polk City Planning Commission, acting as the designated Local Planning Agency, has reviewed the Conditional Use Permit application, held an advertised public hearing, provided for participation by the public in the process, and rendered its recommendations to the City Commission; and

**WHEREAS**, the City Commission of the City of Polk City held meetings and hearings regarding the Conditional Use Permit for the parcel shown on Exhibit "A", with due public notice having been provided, to obtain public comment, and considered all written and oral comments received during public hearings, including supporting documents; and

**NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF POLK CITY, FLORIDA, THAT:**

**Section 1. Recitals.** The above recitals are true and correct and incorporated herein.

**Section 2. Conditional Use Permit.** The application for a Conditional Use Permit to allow a Used Auto Sales Business to be located at 111 Central Avenue (Parcel number 25-26-32-296000-002010) is approved with the condition provided in Exhibit "**B**".

**Section 3. Severability.** If any provision or portion of this Resolution is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Resolution shall remain in full force and effect.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND CERTIFIED AS TO PASSAGE** this the 18th day of September, 2017.

**Polk City**

\_\_\_\_\_  
Joe LaCascia, Mayor

**ATTEST**

\_\_\_\_\_  
Patricia R. Jackson, City Manager

**APPROVED AS TO CONTENT AND FORM**

\_\_\_\_\_  
Thomas Cloud, Esquire



**CITY OF POLK CITY  
CONDITIONAL USE PERMIT  
OVERVIEW REPORT  
SEPTEMBER 18, 2017**

---

**TO:** CITY OF POLK CITY COMMISSION

**FROM:** CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

**SUBJECT:** **Resolution No. 2017-03:** An application submitted by Majed Ghazzawi (property owner) for a Conditional Use Permit to allow a Used Auto Sales business to be located at 111 Central Avenue (Parcel number 25-26-32-296000-002010).

**AGENDA & HEARING DATES:**

Planning Commission Hearing: September 14, 2017

**City Commission: September 18, 2017 (Public Hearing)**

**ATTACHMENTS:**

- Resolution No. 2017-03
- Aerial Photo Map
- Existing Future Land Use Map
- Existing Zoning Map
- Application
- Site Plan

**PROJECT DESCRIPTION/REQUEST:**

**Project Location**

The 0.5± acre site is located at 111 Central Avenue within the City’s incorporated boundary.

**Request**

The applicant, Majed Ghazzawi, is requesting approval of a Conditional Use Permit to allow a Used Auto Sales business to be located at 111 Central Avenue.

Conditional Use Permit Application	
Applicant/Owner	Majed Ghazzawi/Michael Bruno (Lessee)
Property Size	Total of 0.5± acres
Previous Hearing Dates	None
Parcel ID	25-26-32-296000-002010
Future Land Use	Commercial
Zoning	C-2 General Commercial

**SITE ANALYSIS:**

**Description of Property**

An auto repair business is located on this property.

**Future Land Use:**

The subject property has Future Land Use designation Commercial. A description of the Future Land Use designation is provided below and is consistent with Policy 7.6 of the Future Land Use Element of the City of Polk City Comprehensive Plan.

***Policy 7.6:*** The primary function of the Commercial classification is to accommodate the shopping needs of residents living in and near Polk City. The Commercial classification permits neighborhood service commercial uses; and accommodates traditional retail commercial needs of the market area both along the highway and in the downtown core of the market area. This category permits schools and other public uses appropriate to commercial areas. Floor area ratio for commercial structures shall not exceed 0.35.

**Zoning:**

The subject property has a zoning of C-2 General Commercial. A description of this zoning district is provided below consistent with Section 2.04.02.10 of the City of Polk City Unified Land Development Code.

***Section 2.04.02.10 C-2 General Commercial District:*** Designates areas within the City of Polk City which are deemed to be uniquely appropriate, by reason of central location and

convenient access, for the development and operation of community shopping and business uses; to encourage the grouping and interrelationship of said uses so as to permit a high level of pedestrian movement within the district; to designate such uses as are appropriate for development within a central community commercial area; and to set forth such development standards and provisions as are appropriate to ensure the proper development and functioning of uses within the district.

Auto sales (new and used), is permitted as a Conditional Use in the C-2, General Commercial zoning district.

**Table of Surrounding Future Land Use, Zoning and Existing Uses:**

<p><u>Northwest:</u>          FLU: Residential Medium          Zoning: R-4 Mixed Residential Uses          Existing Uses: Residential</p>	<p><u>North:</u>          FLU: Residential Medium          Zoning: R-4 Mixed Residential Uses          Existing Uses: Residential</p>	<p><u>Northeast:</u>          FLU: Residential Medium          Zoning: R-4 Mixed Residential Uses          Existing Uses: Residential</p>
<p><u>West:</u>          FLU: Commercial          Zoning: C-2 General Commercial          Existing Uses: Vacant</p>	<p><u>Subject Parcel</u>          FLU: Commercial          Zoning: C-2 General Commercial          Existing Uses: Auto Repair</p>	<p><u>East:</u>          FLU: Commercial          Zoning: C-2 General Commercial          Existing Uses: Residential/Commercial</p>
<p><u>Southwest:</u>          FLU: Residential Medium          Zoning: R-3 Single Family and Duplex Residential          Existing Uses: Residential</p>	<p><u>South:</u>          FLU: Residential Medium          Zoning: R-3 Single Family and Duplex Residential          Existing Uses: Residential</p>	<p><u>Southeast:</u>          FLU: Residential Medium          Zoning: R-3 Single Family and Duplex Residential          Existing Uses: Residential</p>

**Surrounding Uses:**

The property is located in an area of mixed land uses with vacant commercial property to the west, single family homes to the north and south, and commercial and residential uses to the east.

**PUBLIC FACILITIES AND SERVICES ANALYSIS:**

There is an existing auto repair business located on this property. Approval of this Conditional Use will permit a Used Auto Sales business at this location. As such, there are no adverse impacts anticipated to public facilities and services such as potable water, wastewater, traffic circulation, drainage, recreation, solid waste and school concurrency.

**RECOMMENDED CONDITIONS OF APPROVAL:**

- The Used Auto Sales Business may continue for up to twelve (12) months from the date of approval of this Resolution.
- Provide two (2) dedicated parking spaces for employee/customer parking.

**CITY COMMISSION MOTION OPTIONS:**

1. Approval of the Conditional Use Permit with conditions.
2. Approval of the Conditional Use Permit with changes.
3. Denial of the Conditional Use Permit.

RESOLUTION NO. 2017-03

EXHIBIT "A"



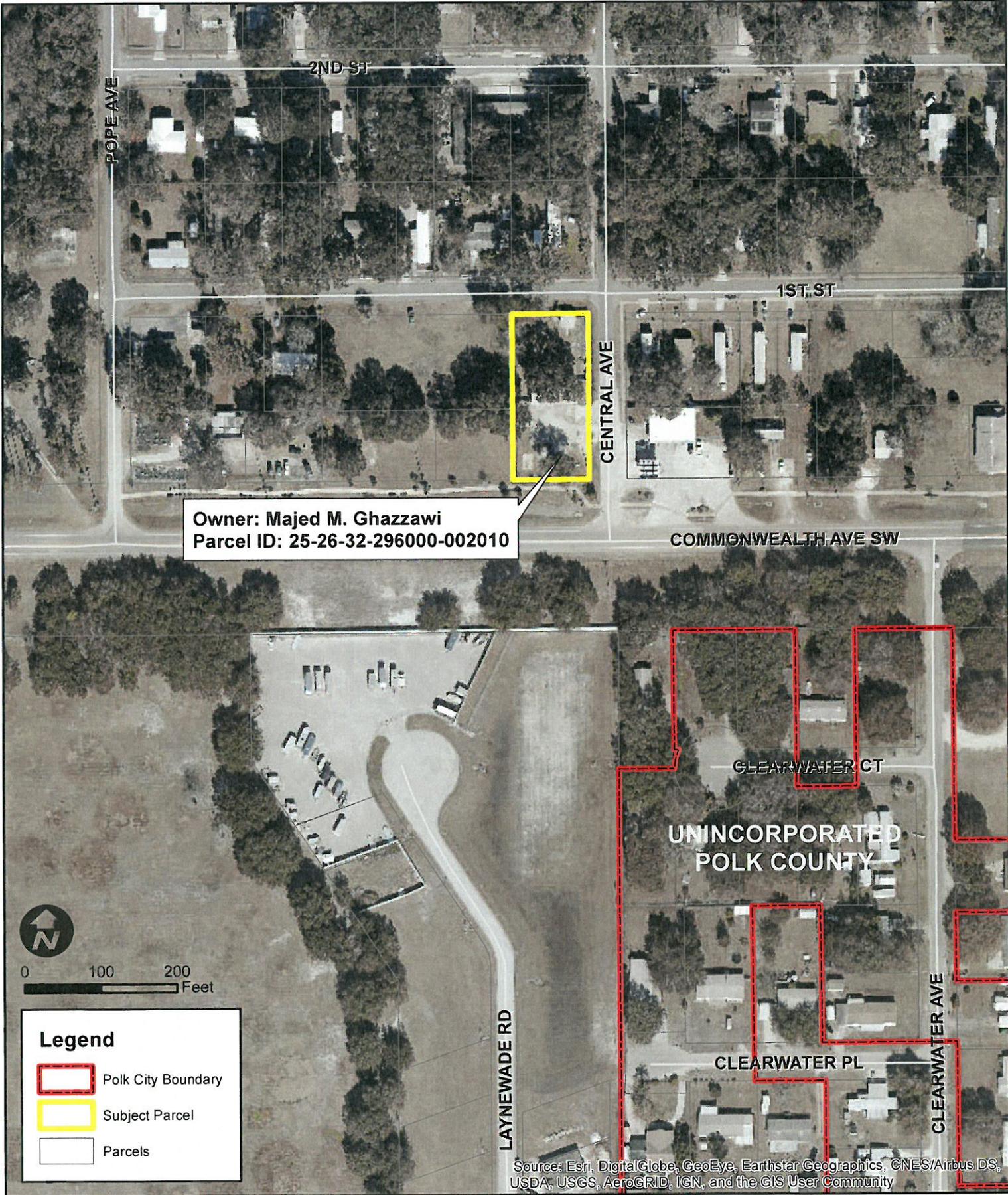
**RESOLUTION NO. 2017-03**

**EXHIBIT "B"**

**CONDITIONS OF APPROVAL**

- The Used Auto Sales Business may continue for up to twelve (12) months from the date of approval of this Resolution.
- Provide two (2) dedicated parking spaces for employee/customer parking.

# CITY OF POLK CITY AERIAL PHOTO MAP



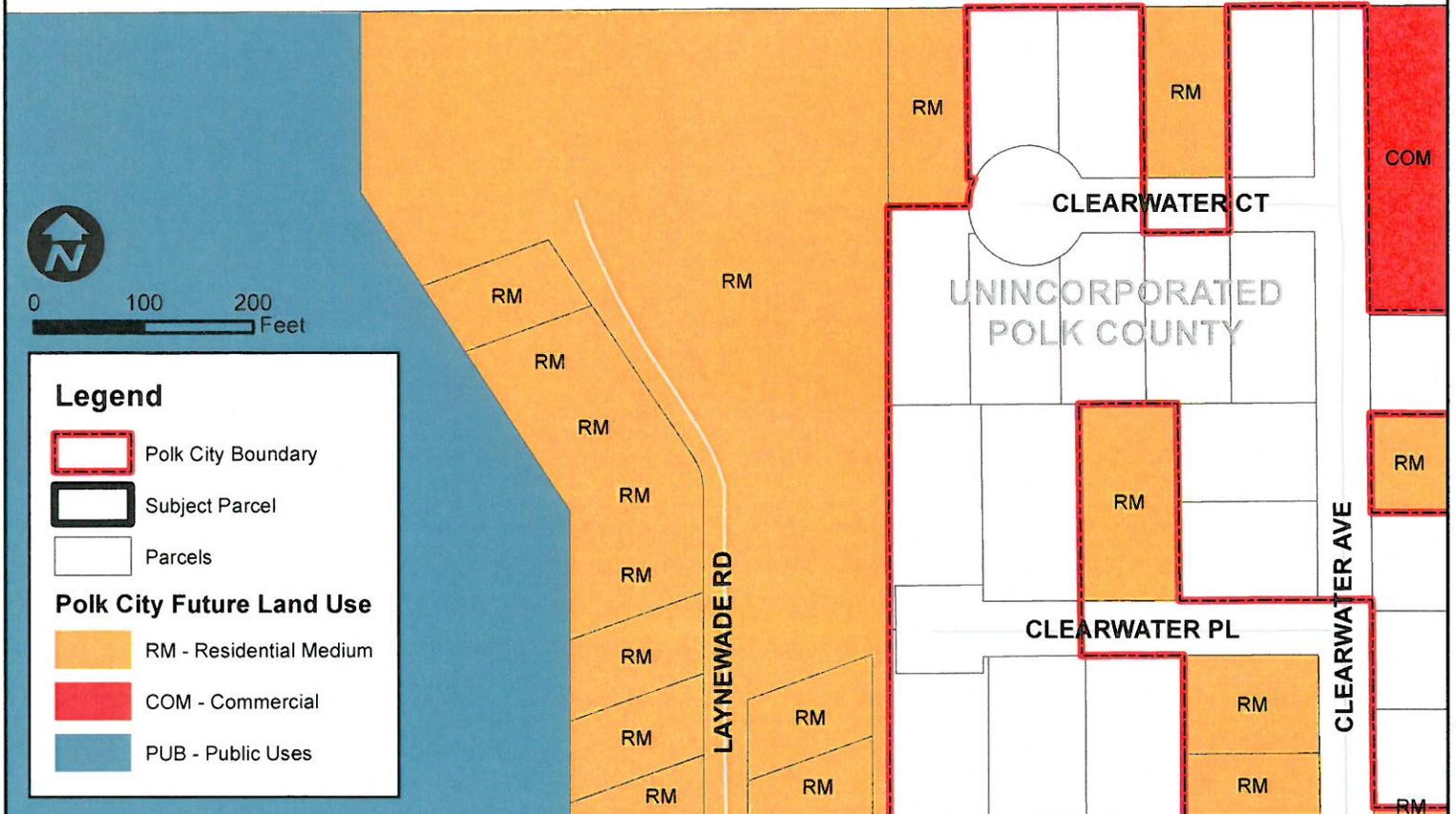
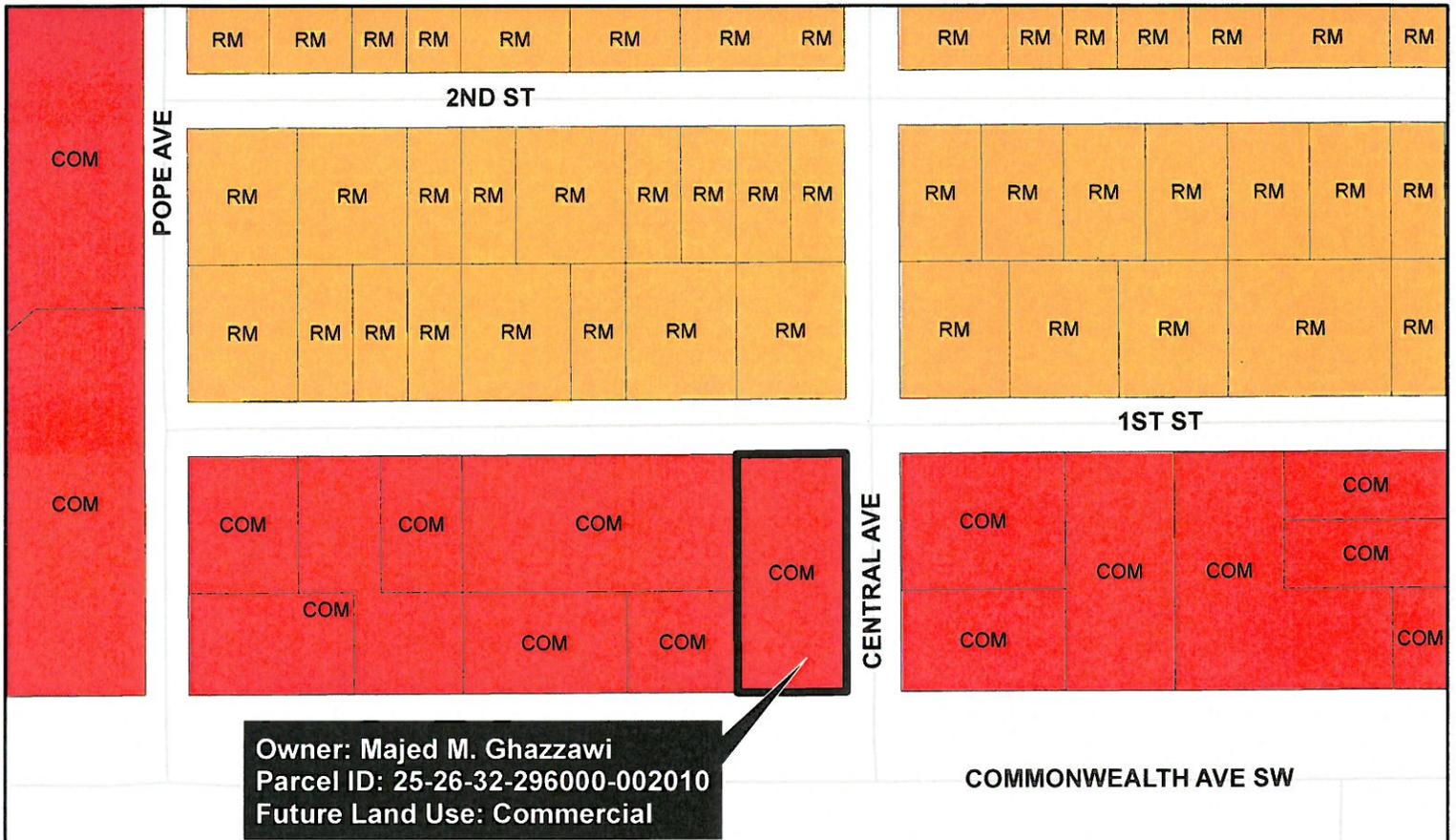
**Owner: Majed M. Ghazzawi**  
**Parcel ID: 25-26-32-296000-002010**

### Legend

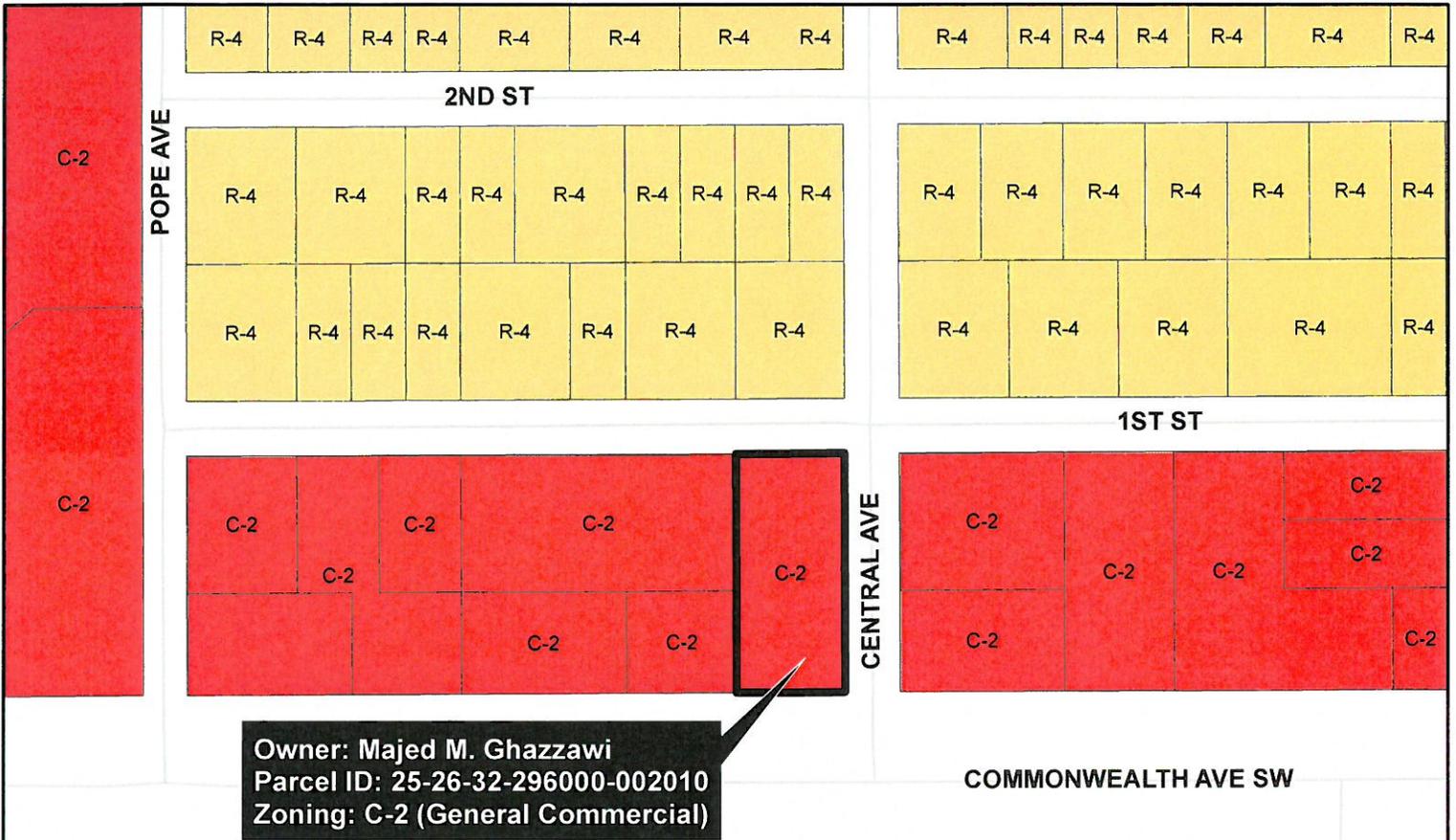
-  Polk City Boundary
-  Subject Parcel
-  Parcels

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

# CITY OF POLK CITY FUTURE LAND USE MAP



# CITY OF POLK CITY ZONING MAP



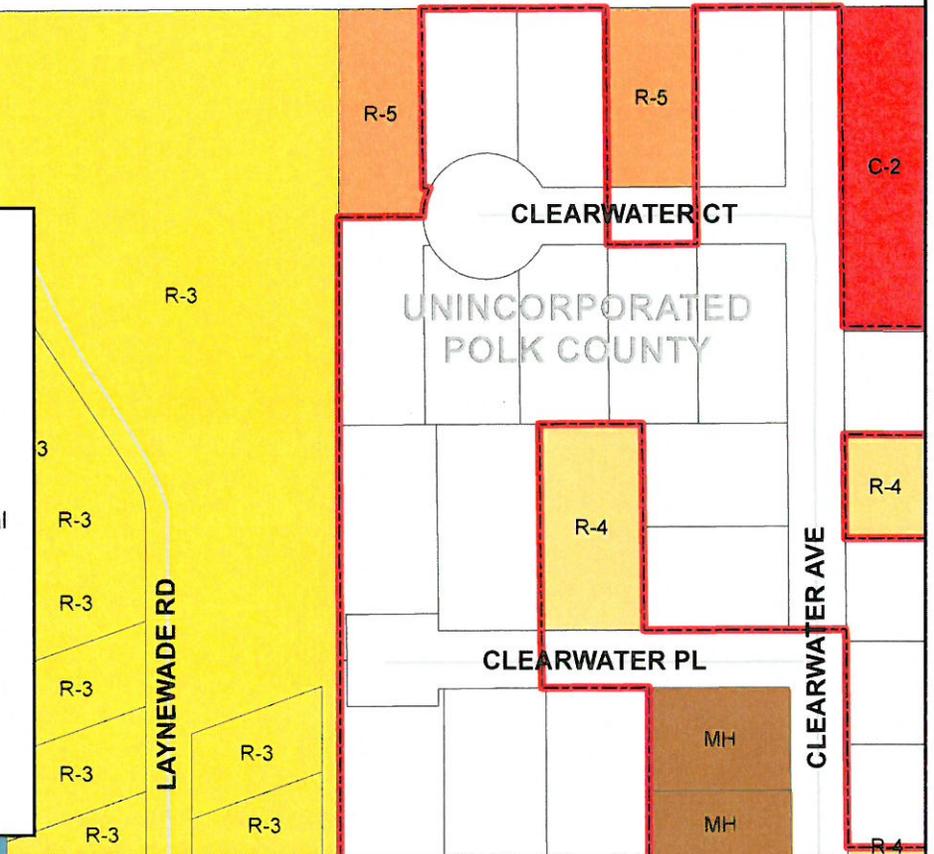
0 100 200 Feet

### Legend

- Polk City Boundary
- Subject Parcel
- Parcels

### Polk City Zoning

- R-3 Single Family and Duplex Residential
- R-4 Mixed Residential Use
- R-5 Multi-Family Residential
- MH Mobile Home Park
- C-2 General Commercial
- PB Public Buildings and Grounds





# City of Polk City

• 123 Broadway Blvd, SE • Polk City, Florida 33868 • (863) 984-31375 • Fax (863) 984-2334

## Application for Conditional Use Permit

### Applicant

The following information is required for submission of an application for a Conditional Use Permit in the City limits of Polk City, Florida. Please print or type the required information below. Attach three (3) copies of this completed application, site plan, and Polk County Property Appraiser's plat map with parcel identification number.

Name of Property Owner: MAJED G-HAZZAM  
Mailing Address: 301 HIDDEN COVEAK Phone: \_\_\_\_\_  
Name of Representative, if applicable: \_\_\_\_\_  
Mailing Address: 310 HIDDEN COVEAK WINTER HAVEN Phone: \_\_\_\_\_  
Reason for Request: \_\_\_\_\_

### Property Identification

Property Address or General Location: 111 CENTRAL AVE  
Present Use of the Property: AUTO REPAIR  
Existing Structures Located on the Site: 1  
Total Acreage: 1.5 Parcel I.D.#: 2521032-2916000-002010  
Legal Description of the Property: \_\_\_\_\_

### Planning and Zoning Information

Current City Zoning Classification: C2  
Current Future Land Use Classification: Commercial  
Requested Conditional Use Permit: used auto sales

Date Received: 8/24/17

Received By: Maxxy Delo

Fee Paid: 375.00

File Number: \_\_\_\_\_

**Conditional Use Information**

Conditional Use Requested: CAR SALES

Applicant must provide a site plan or sketch drawn to scale showing the following information as applicable:

- a) The dimensions of the property;
- b) The existing and proposed location of structures on the property including signage;
- c) Paved surfaces including sidewalks, vehicular accessways, and circulation areas, off-street parking and loading areas, and refuse and service areas;
- d) The number of required and provided off-street parking and loading spaces;
- e) Required yards, other open spaces, and landscape buffer yard areas;
- f) The measurements of existing and proposed adjacent rights-of-way, building setbacks, distances between buildings, widths of accessways and driveways, and sidewalks;
- g) A description of the proposed use of the property including conditions of use, such as hours of operation, numbers of residents, numbers of employees, and other pertinent information;
- h) Existing and proposed density;
- i) Amount of existing and proposed commercial or industrial space;
- j) Location of all public and private streets, existing and proposed utilities, driveways, and utility easements, within and adjacent to the site;
- k) Provisions for stormwater management and detention related to the proposed development;
- l) Where applicable, delineation of all watercourses, wetlands and flood prone areas as delineated by the National Wetlands Inventory and the flood insurance rate maps (FIRM) published by the Federal Emergency Management agency (FEMA);
- m) Where applicable, the identification of significant stands of mature trees and understory vegetation that may provide wildlife habitats or other environmentally unique areas.

**OWNER'S SIGNATURE PAGE**

(I) (We), \_\_\_\_\_ being  
duly sworn, depose and say that (I) (we) own one or more of the properties involved in this  
petition and that (I) (we) authorize the City of Polk City to process this petition for Conditional  
Use Permit, in accordance with all adopted City rules and regulations, and in conformance with  
State law.

Further (I) (we) or any agent or lessee of the subject property authorized by (me) (us) to file this  
petition, deposes and say that the statements and answers contained in the application and any  
information attached thereto, present the arguments in behalf of this petition to the best of (my)  
(our) ability; and that the statements and information referred to above are in all respects true  
and correct to the best of (my) (our) knowledge and belief.

**OWNERS**

MAYED  
Signature of Owner  
MAYED GHAZZAWI  
Printed Name of Owner

\_\_\_\_\_  
Signature of Owner  
\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Signature of Owner  
\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Signature of Owner  
\_\_\_\_\_  
Printed Name of Owner

STATE OF FLORIDA  
COUNTY OF POLK

**OWNER'S NOTARIZATION**

The foregoing instrument was acknowledged before me this 23 day of  
August, 2017, by Mayed Ghazzawi, who is  
personally known to me or who has produced a driver's license as identification and who did not  
take an oath.



Kathleen Delp  
\_\_\_\_\_  
Notary Public  
Notarial Seal and Commission  
Expiration Date

**AGENT, LESSEE, OR BUYER'S SIGNATURE PAGE**

(I) (We), Michael Bruno being  
duly sworn, depose and say that (I) (we) serve as Lessee for the owner(s)  
(agent or lessee)

in making this petition and that the owner(s) (has) (have) authorized (me) (us) to act in this capacity.

Further, (I) (we) depose and say that the statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our) ability and that the statements and information above referred to are in all respects true and correct to the best of (my) (our) knowledge and belief.

**AGENT, LESSEE, OR BUYER(S)**

[Signature]  
Signature of Agent, Lessee, or Buyer(s)  
MICHAEL BRUNO  
Printed Name of Agent, Lessee, or Buyer(s)

\_\_\_\_\_  
Signature of Agent, Lessee, or Buyer(s)  
\_\_\_\_\_  
Printed Name of Agent, Lessee, or Buyer(s)

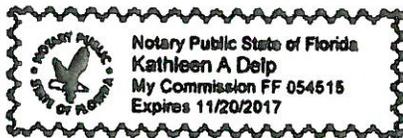
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Signature of Agent, Lessee, or Buyer(s)  
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Printed Name of Agent, Lessee, or Buyer(s)

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Signature of Agent, Lessee, or Buyer(s)  
\_\_\_\_\_  
Printed Name of Agent, Lessee, or Buyer(s)

STATE OF FLORIDA  
COUNTY OF POLK

**AGENT, LESSEE, OR BUYER(S) NOTARIZATION**

The foregoing instrument was acknowledged before me this 23 day of August, 2017, by Michael Bruno, who is personally known to me or who has produced a driver's license as identification and who did not take an oath.



[Signature]  
Notary Public  
Notarial Seal and Commission  
Expiration Date

HW-1 33

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