

CITY COUNCIL MEETING MINUTES

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The meeting was called to order by Mayor Donald L. Penton at 7:30PM.

INVOCATION

Sylvia S. Sims
City Clerk

Those present recited the Pledge of Allegiance, led by Mayor Penton.

ROLL CALL

Present: Mayor Donald Penton, Vice Mayor Chris Denico, Councilor Dan Ames, Councilor Nancy Adorno, City Attorney Jeff Sullivan-excused absence, City Manager Cory Carrier City Clerk Sylvia Sims.

In attendance: Tierso Nunez of GTN, CPA's and Mike Brynjulfson of Brynjulfson, CPA

Mayor Penton stated for the record that the City Attorney was present earlier in the evening to oversee the Closing of the City Hall; however, he had to leave to attend his daughters Christmas play.

A quorum was declared present.

Mayor Penton turned the reading of the agenda over to the City Manager.

I. APPROVE CONSENT AGENDA

A motion to accept the Consent Agenda was made by Vice Mayor Denico and seconded by Councilor Ames.

Roll Call: Councilor Dan Ames-aye; Vice Mayor Chris Denico-aye; Mayor Donald Penton-aye; Councilor Nancy Adorno-aye.

4-eyes

0-nays

II. PRESENTATION AND/OR RECOGNITIONS

A. Swearing in of Kristin Eilertsen to fill Seat # 5

Mayor Donald Penton asked Ms. Eilertsen to step forward in order for City Clerk Sims to administer the Oath of Office. City Clerk Sims asked Ms. Eilertsen to raise her right hand and repeat after her. The Oath of Office was administered and Ms. Eilertsen officially became

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Councilor Eilertsen. All in attendance clapped to show their support to Councilor Eilertsen. She then was seated at the Council table and partook in the meeting.

Councilor Eilertsen addressed Council and thanked them for the opportunity to serve, expressing her excitement to be part of all of the wonderful things happening in Polk City.

B. 2006 Audit Presentation by Tierso Nunez

Mr. Nunez presented Council with the Audit for fiscal year ending September 30, 2006. Some of the key point Mr. Nunez mentioned were as follows;

- **Separation of duties**
More staff has since been hired to comply with this finding
- **Improvement on Internal Control necessary**
Having hired the additional staff, more checks and balances are now in place.
- **According to Florida Statute 218.503 the City is considered to be in a “declining financial condition” due to a deficit of approximately \$2,800.00 in the unreserved fund balance.**

Mr. Nunez stated that it was a technicality as, 14 months later, the City is still fully functioning. Required documents have been filed with the State to inform them of the city's condition. City Manager Carrier informed Council that all necessary steps have been taken to rectify the situation, blaming untimely disbursement of state funds as the main culprit for the deficit balance. City Manager Carrier stated that Finance Administrator Victoria Silva has already sent documentation the city has to file with the state and is expecting to hear back from them soon. The city has been operating as usual since the end of fiscal year 2006 and has paid all of its obligations on time. The city is also maintaining a positive balance in the bank.

(A copy of the 2006 Financial Statement is available for review at the City Clerk's office during normal business hours)

Council thanked Mr. Nunez for the presentation of the 2006 audit. There was no further discussion. Councilor Dan Ames made a motion to accept the 2006 Audit Report; the motion was seconded by Vice Mayor Denico.

Roll Call: Mayor Donald Penton-aye; Vice Mayor Chris Denico-aye; Councilor Dan Ames-aye; Councilor Nancy Adorno-aye; Councilor Kristin Eilertsen-aye.

5-ayes

0-nays

III. PUBLIC HEARINGS

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There was none.

IV. UNFINISHED BUSINESS

There was none

V. NEW BUSINESS

RESOLUTION 2007-07

A RESOLUTION OF THE CITY OF POLK CITY , FLORIDA APPROVING THE NEGOTIATED AND PRIVATE SALE OF NOT EXCEEDING \$1,738,570 CAPTIAL IMPORVEMENT REVENUE BONDS, SERIES 2007; AWARDING SAID SERIES 2007 BONDS TO THE PURCHASER THEREOF; APPROVING THE TERMS OF SAID SERIES 2007 BONDS; PROVIDING FOR THE DELIVERY OF SAID SERIES 2007 BONDS TO THE PURCHASER; PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH; AND SETTING FORTH THE EFFECTIVE DATE OF THIS RESOLUTION.

This bond will be used to pay off the interim financing the city has with SunTrust Bank for the construction of the city hall. The bond will be issued by USDA óRUS (United States Department of Agriculture-Rural Utilities Services). A motion was made by Councilor Adorno to accept Resolution 2007-07; the motion was seconded by Vice Mayor Chris Denico.

Roll Call: Councilor Nancy Adorno-aye, Councilor Kristin Eilertsen-aye, Mayor Donald Penton-aye; Vice Mayor Chris Denico-aye, Councilor Dan Ames.

5-eyes

0-nays

RESOLUTION 2007-08

A RESLOLUTION OF THE CITY OF POLK CITY, FLORIDA RELATING TO THE FINAL COMPLETION AND ACCEPTANCE OF THE CITY HALL PROJECT.

This Resolution is required by USDA-RUS for the closing on the City Hall. Councilor Ames made a motion to accept Resolution 2007-08; the motion was seconded by Vice Mayor Denico.

Roll Call: Councilor Kristin Eilertsen-aye, Mayor Donald Penton-aye, Vice Mayor Chris Denico-aye, Councilor Dan Ames-aye, Councilor Nancy Adorno-aye.

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5-ayes

0-nays

III. CITY MANAGER ITEMS

A. Vacation

City Manager Carrier requested a two week vacation starting on Sunday December 22, 2007 through the New Year. She stated that she would be in an out of the office for various appointments relating to the City Hall. Council granted her request.

B. Van Purchase

In reviewing the contract, Council voted to enter into regarding inmate labor with the Polk City Correctional Institute at last month's meeting, City Manager Carrier discovered that one stipulation of the contract was to provide transportation for the inmates to and from prison. Public Works Director, Ronnie Sims, obtained quotes on passenger vans from three dealers and had them available for Council to review. Upon reviewing the specs of the quotes, Council opted to purchase a 2005 Ford E-350 Econoline Super XL Wagon with 9,427 miles and a price of \$13,995 plus other fees that may apply, from Jarrett Gordon Ford. The price included a fleet discount that is offered to the City through the Ford Dealerships. A motion was made to purchase the 2005 Ford E-350 Econoline Super XL Wagon by Councilor Adorno and seconded by Councilor Ames.

Roll Call: Vice Mayor Chris Denico-aye, Councilor Dan Ames-aye, Councilor Nancy Adorno-aye, Councilor Kristin Eilertsen-aye, Mayor Donald Penton-aye.

5-ayes

0-nays

C. Water Master Plan Study

City Manager Carrier directed Council to an email in their packet received from Roger Homan with Envisors outlining the preliminary scope of services for the water system planning and engineering needs. There are three options to choose from. The third offering the most service for the money. Staff is recommending Option 3; which is considered a complete Water System Master Plan study; it provides Hydraulic Modeling, Analysis and Master Planning. This study will be able to tell the city where to drill wells in the future etc. as it projects 25 years out. The cost for Option 3 is \$40,000. One of the services included in Option 3, is to locate actual water and sewer lines, rather than relying on incorrect maps. The City experienced this when the water system was purchased from Lakeland in 2001. Presently, Utility Workers are still discovering meters and water lines that are not indicated on the reference maps.

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In addition to Option 3, Envisors can offer the service of applying for a USDA Grant Application for a Preliminary Engineering Report. The cost for the service is in the range of \$15,000-\$20,000; furthermore, City Manager Carrier explained that the grant process is becoming increasingly difficult as more and more information is needed to complete a grant application. With the magnitude of this project professional help should be sought. Council carefully reviewed all three options. A motion was made by Councilor Ames to accept Option 3, a full Water System Master Plan, and in concordance with the City's Master Agreement with Envisors, to have Envisors also prepare the Grant Application Preliminary Engineering Report; the motion was seconded by Councilor Eilertsen.

Roll Call: Councilor Dan Ames-aye, Councilor Nancy Adorno-aye-, Councilor Kristin Eilertsen-aye, Mayor Donald Penton-aye, Vice Mayor Chris Denico-aye.

5-eyes

0-nays

IV. CLERK ITEMS

There was none.

IV. CITY ATTORNEY ITEMS

There was none.

VII. COUNCIL MEMBER ITEMS

Councilor Adorno- Councilor Adorno congratulated Councilor Eilertsen on her appointment. Councilor Adorno shared with Council that members of the Public have approached her, and commented on a successful and enjoyable Christmas Parade.

Councilor Ames- Councilor Ames congratulated Councilor Eilertsen on her appointment and wanted to extend to staff that the Christmas Parade was a success.

Councilor Eilertsen- Councilor Eilertsen reiterated her excitement as a new member of Council, and is looking forward to a bright future ahead. She also stated that her four year old daughter thoroughly enjoyed the Christmas Parade.

City Manager Carrier added that her favorite part of the parade was the Sheriff's Helicopter flying over SR 33 to start off the Parade.

City Clerk Sims mentioned that one of the Parade Judges resides in Miami and was extremely impressed with Polk City's Christmas Parade.

VIII. VICE-MAYOR ITEMS

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Vice Mayor Denico congratulated Councilor Eilertsen on her appointment. In addition Vice Mayor Denico praised staff for a successful Christmas Parade.

IX. MAYOR ITEMS

Mayor Penton congratulated Councilor Eilertsen on her appointment. He also thanked staff for a great Christmas Parade, especially thanking the employees who worked at the park after the parade for crowd control, clean up and safety. Mayor Penton addressed the Public in attendance regarding the Audit 2006 Presentation. Mayor Penton stated that Government Accounting Practices have changed. A Municipality is now required to account as if running a business, as in prior years the standards of accounting for a municipality were polar opposites of business accounting. He stated that it is just taking a while for municipalities to completely convert their accounting practices to today's standards. Mayor Penton also stated that Mr. Nunez does not like Polk City's accounting program.

City Manager Carrier explained that Polk City's system is a true accounting system called Fund Balance. Polk City's accounting modules are integrated, and allow for Utility Billing, Capital Assets, and Payroll, etc., to all link to the General Ledger. Mr. Nunez suggested in the past that the city change to QuickBooks, a single program that requires all manual data entry for all other transactions.

XI. PUBLIC COMMENTS AND REQUESTS

Members of the audience shared that they also enjoyed the Christmas Parade.

XII. ANNOUNCEMENTS

- **Ridge League of Cities Dinner Meeting is in Lakeland at the Magnolia Building (located in downtown Lakeland)**
- **The Grand Opening Ceremony for the City Hall will be held on December 14, 2007.**

Agenda for the day:

The building will be open to the Public from 8-5 p.m.

A Flag Raising Ceremony will be held by the Boy Scouts at 10 a.m.

Invocation by Pastor Walter Lawlor, Polk City Assembly of God.

Pledge of Allegiance

Unveiling of the Dedication Plaque by Mayor and Council

Refreshments and tours throughout the day ending at 5 p.m.

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PGTV will arrive at 5:30 p.m. to tape a segment for their show

Guests for the evening reception should start arriving at 6:30 p.m.

- **The Employee Christmas Party will be on December 15, 2007 7:30 p.m.**

Prior to adjournment Mayor Penton thanked Mr. Jesse Douthit of Fantasy of Flight for attending tonight's meeting.

With there being nothing further on the agenda. The meeting adjourned at 9:00 p.m. by voice vote.

APPROVAL:

City Clerk Sylvia Sims

Mayor Donald L. Penton