

CITY COMMISSION MINUTES

December 21, 2015

Mayor Joe LaCascia 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 Mayor Joe LaCascia.

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Mike Blethen (7:15 pm), Commissioner Keith Prestage, Commissioner Don Kimsey, and City Manager Patricia Jackson

Absent: Commissioner Wanda Harris, City Attorney Thomas Cloud

APPROVE CONSENT AGENDA

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

PRESENTATIONS AND RECOGNITIONS - None

PUBLIC COMMENT (ITEMS NOT ON AGENDA) - None

ORDER OF BUSINESS

PUBLIC HEARING - Ordinance 2015-06 – Charter Amendment Referendum (Districting) – Second and Final Reading

THIS IS AN ORDINANCE PROPOSING AMENDMENTS TO THE POLK CITY CHARTER; SETTING A CHARTER AMENDMENT REFERENDUM; CREATING CITY COMMISSION DISTRICTS, DEFINING THEIR BOUNDARIES, AND PROVIDING FOR BOUNDARY CHANGE; DELETING SEPARATE OFFICE OF CITY CLERK AND MERGING THE DUTIES OF THE CITY CLERK INTO THE DUTIES OF THE CITY MANAGER; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR AN ELECTION IN WHICH QUALIFIED ELECTORS OF THE CITY MAY VOTE FOR OR AGAINST THESE CHARTER AMENDMENTS; PROVIDING FOR A BALLOT QUESTION; PROVIDING FOR PUBLIC NOTICE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

Mayor LaCascia read Ordinance 2015-06 by title only. Mayor LaCascia opened the public hearing; there being no questions or comments, Mayor LaCascia closed the public hearing.

Motion by Commissioner Prestage to adopt Ordinance 2015-06 Charter Amendment Referendum (Districting) on Second and Final Reading; this motion was seconded by Commissioner Kimsey.

Commissioner Kimsey asked if there are provisions in this ordinance....if onstituents wanted to vote for redistricting and where you have the City Clerk and City Manager's office merging....say they did or did not approve that. What would happen to this Ordinance?

City Manager Jackson clarified the Ordinance is fine. This is setting the referendum with two amendments 1) Redistricting and the second is merging the City Clerk's Office with the City Manager's office. If one passes and one fails, we would adopt the one and nothing happens with the other. These will be two separate items on the ballot.

Vote: Mayor LaCascia-aye, Commissioner Kimsey-aye, Commissioner Prestage-aye

Motion carried unanimously.

Cattle Grazing Lease Agreement with George Trenen Bush

City Manager Jackson stated last year Polk City approved a Cattle Grazing Lease Agreement with Mr. Bush on City property off of Orange Boulevard. It is Mr. Bush's desire to continue with another one-year Cattle Grazing Lease Agreement in the amount of \$10.00 per month.

Motion by Commissioner Kimsey to approve the Cattle Grazing Lease Agreement with George Trenen Bush; this motion was seconded by Commissioner Prestage.

Motion carried unanimously by voice vote.

Storm Drainage/Inlet Replacement

City Manager Jackson stated back in July 2015 this item came before the City Commission to do a Storm Drainage Replacement. At that time, we were in the process of getting quotes and this would be put into the budget for the lowest quote received.

There are sections in two lengths of corrugated metal drain pipe that have failed. The first section is on Greenleaf Lane, from the corner of Rosewood to the corner of Edgewater Drive. The second section runs along the property boundary of 533 Edgewater Drive, from the road to Lake Agnes. We also need to replace three inlets in that same area. Two quotes were received to replace the metal pipe with HDPE (plastic) pipe and to replace three of the inlets as they are very old block & mortar which are deteriorating as well.

Staff recommended accepting the quote received from Odom Contracting in the amount of \$21,845.00; this is in the FY 2015/16 Budget.

Motion by Commissioner Prestage to approve the quote from Odom Contracting for the Storm Drainage/Inlet Replacement Project in the amount of \$21,845.00; this motion was seconded by Mayor LaCascia.

Commissioner Kimsey questioned the quoted price.

Kathy Delp, Public Works Director explained that they will dig up and remove the existing corrugated pipe. The pipe is in some places 4 feet deep and in some places 2 feet deep. The pipe is 420 feet. Two sections one on Greenleaf and another that runs off the pavement all the way down to the lake.

Motion carried unanimously by Voice Vote.

Residential Boat Dock at 377 Nolane Lane

Kathy Delp, Public Works Director reiterated each time someone applies for a permit, it must be presented to the City Commission because of Polk City's Land Development Regulations. These plans have already gone to Polk County and DEP for review and approval.

Motion by Commissioner Prestage to approve the Construction of a Residential Boat Dock at 377 Nolane Lane; this motion was seconded by Commissioner Kimsey.

Motion carried unanimously by voice vote.

CITY MANAGER ITEMS

- **Christmas Parade** – A huge success
- **FRDAP Grant** - for the Tennis and Basketball Courts will be re-advertised this week. Bids should be received mid-January and presented to the City Commission in February.
- **Handicap Accessible Entrance at City Hall** – Working to get Engineering cost for scope of services and bring to the City Commission in March.
- **Outsourcing Utility Bills** – City Manager Jackson distributed a memo regarding the Outsourcing of Utility bills with the newsletters and a breakdown of cost per year for doing this in-house, which does not account for the employee's time. We will save approximately \$6,000 per year by Outsourcing. The cost per year is above the City Manager's spending limit.

Commissioner Kimsey inquired about the number of bills and newsletters being mailed each month.

City Manager Jackson responded 2,100, which is what the quote was based on. The savings on equipment alone would be approximately \$500 per month. We would eliminate the larger postage machine and folding machine. This is a little over \$1,000. Get a smaller postage machine for \$444 per month. The postage is less money if outsourced because of larger bulk, the cost is considerably less. All we would do is email the PDF file to the company.

Vice Mayor Blethen wants to evaluate time management of the Utilities Customer Service Staff before outsourcing. Sees outsourcing as a problem and is not in agreement with this outsourcing plan.

City Manager Jackson stated current staff in Utilities will be doing other work that they have not had time to do. The budget will be decreased by approximately \$6,000. One staff person in Utilities is doing meter reading, problem solving, so we did not hire additional staff for that. Staff is certainly taking on more responsibilities. In the packet there is a sample of the bill that customers will receive.

City Manager Jackson stated she needs the consensus of the City Commission in order to proceed.

Commissioner Prestage stated this is a win-win situation. Currently spending \$26,000 and management is asking to spend \$20,000. This is not a problem, that's good management. If you can do it cheaper by outsourcing, do it.

Mayor LaCascia stated he does not want this item brought before the City Commission because it is currently in the budget. This is not the Commission's job. We have a City Manager and we approved the budget. Therefore, it is her responsibility to administer the budget in a sound manner beneficial to the City. Does not understand why there needs to be a consensus. This is the City Manager's job.

City Manager Jackson stated there will be an Agreement presented to City Commission for approval, which is above her expenditure limit. Invited the Commissioners to stop by the Utilities office for a first-hand view of the day-to-day operations, especially during final billing preparation and heavy customer payment days. There is a tremendous amount of paperwork involved. There is a lot involved with meter reading as well. This is a cost savings of \$6,400 per year.

Vote: Commissioner Prestage – aye, Commissioner Kimsey – nay, Vice Mayor Blethen – nay, Mayor LaCascia - aye

Vote was tied and will be presented to City Commission at a later date.

CITY ATTORNEY ITEMS - None

COMMISSIONER ITEMS

Vice Mayor Blethen – Thanked staff for their work at the 2015 Christmas Parade. Great success. Noticed rental sign outside Hungry Howie’s for possible “business plaza”. Polk City is moving forward.

Commissioner Kimsey – Thanked everyone for coming. Pray for our Country. Merry Christmas.

Commissioner Prestage – Thanked staff for a great Christmas Parade. Suggested fellow Commissioners walk the parade route next year instead of riding the float. Merry Christmas.

Mayor LaCascia – Great Christmas Parade. Merry Christmas

ANNOUNCEMENTS – The offices will be closed on Thursday, December 24 and Thursday, December 31.

The meeting adjourned at 7:40 p.m.



Patricia R. Jackson, City Manager



Joe LaCascia, Mayor

**CONSENT AGENDA
December 21, 2015**

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 – September 21, 2015 City Commission Workshop
2. Accept minutes – November 5, 2015 City Commission Workshop
3. Accept minutes - November 16, 2015 - Regular City Commission Meeting

B. REPORTS

1. Building Report –November 2015
2. Code Enforcement Report – October/November 2015
3. Finance Report – November 2015
4. Library Report – November 2015
5. Sheriff's Office Report – November 2015
6. Utilities Report – November 2015

C. OTHER