

## CITY COMMISSION MINUTES

March 21, 2016

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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, Commissioner Wanda Harris, Commissioner Don Kimsey, Commissioner Keith Prestage, City Attorney Thomas Cloud and City Manager Patricia Jackson

### **APPROVE CONSENT AGENDA**

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

**PRESENTATIONS AND RECOGNITIONS** - None

**PUBLIC COMMENT (ITEMS NOT ON AGENDA)** - None

### **ORDER OF BUSINESS**

**PUBLIC HEARING - Ordinance 2016-02** – Amending Land Development Code, First Reading.

AN ORDINANCE OF POLK CITY, FLORIDA, AMENDING THE UNIFIED LAND DEVELOPMENT CODE OF POLK CITY, FLORIDA, BY AMENDING ARTICLE 2, SECTION 2.04.01, TABLE 4 – TABLE OF USES FOR THE C-2 GENERAL COMMERCIAL ZONING DISTRICT TO PERMIT EXISTING SINGLE FAMILY HOMES, INCLUDING STANDARD CONSTRUCTION, MODULAR HOMES, AND MOBILE HOMES AS PERMITTED USES, THEREBY ALLOWING SUCH STRUCTURES TO BE RECONSTRUCTED/REPLACED IF THEY ARE DESTROYED OR REMOVED; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. First Reading

City Attorney Cloud read Ordinance 2016-02 by title only. Mayor LaCascia opened the public hearing; there being no questions or comments, Mayor LaCascia closed the public hearing.

Second and Final Reading will be on April 18, 2016.

**Motion by Commissioner Prestage** to adopt Ordinance 2016-02 Amending Land Development Code on First Reading; this motion was seconded by Vice Mayor Blethen.

Jennifer Codo-Salisbury (CFRPC) stated this is a text amendment to the City's Land Development Code. This Amendment allows for existing homes, whether single-family, conventional construction, modular or mobile, to be allowed in the C-2 zoning district. If there was a home in this area today and it was destroyed beyond 50% or had a mobile home and removed it, the owner would be allowed to replace it. Under today's code, if a home was destroyed beyond 50%, the owners are not allowed to reconstruct. All property owners were notified of this change.

Planning commission voted on amendment on Tuesday, March 15 and voted to send this item to the City Commission for final approval.

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

**Motion carried unanimously.**

#### **Resolution 2016-02 – Polk Regional Water Cooperative**

Mayor LaCascia discussed the purpose for this initiative. A Resolution of the City Commission of Polk City, Florida; approving the Interlocal Agreement creating the Polk Regional Water Cooperative; authorizing the Mayor to execute said Interlocal Agreement; appointing a Primary and Alternate Director to the Board of Directors; providing for severability; providing an effective date.

**Motion by Commissioner Prestage** to adopt Resolution 2016-02 – Polk Regional Water Cooperative and appointing the Mayor as Primary Director and Vice Mayor as Alternate Director; this motion was seconded by Commissioner Harris.

City Attorney Cloud provided clarification on the purpose of the Polk Regional Water Cooperative and how Polk City is affected. This Cooperative puts every local government in Polk County together to develop future water supplies. This Agreement means no agency can come in and take over PC's water system. Enables Polk County to get available funding.

Discussion ensued.

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

**Motion carried unanimously.**

### **Generator at Voyles Loop Lift Station**

City Manager Jackson provided an overview of the Generator at Voyles Loop Lift Station. In 2014 the City Commission approved setting aside money on a yearly basis to purchase a generator in 2016; In October 2015 Aquarina was awarded a contract to operate, maintain and manage Polk City's Water and Wastewater Facilities. Upon review of the facilities, and discussion with the City Manager and the City Commission, it was recommended to install a permanent generator for the Voyles Loop Lift Station for emergency back-up. This is the main lift station that collects influent from 8 lift stations and then it goes to the Cardinal Hill Wastewater Treatment Facilities. Polk City will be applying for a grant to reimburse the cost of the emergency generator as well as the cost of a portable generator.

It is the recommendation of the City Manager, Staff and Aquarina to purchase a Genset-Diesel, 60Hz, 50kw stationary emergency generator for the Voyles Loop Lift Station, with a standby-comprehensive extended 5-year warranty/1,500 hours. Cost of the generator which includes shipping is \$24,541.23. Later in this agenda tonight, we will seek authorization to apply for grants of which this emergency generator and portable generator will be a part of.

**Motion by Commissioner Prestage** to approve the purchase of a Genset-Diesel, 60Hz, 50kw stationary emergency generator for the Voyles Loop Lift Station, with a standby-comprehensive extended 5-year warranty/1,500 hours; this motion was seconded by Commissioner Harris.

Commissioner Kimsey asked why we need a 50 KW?

Keith Burge discussed this generator purchase with three different companies, as well as Gerry Hartman and Electrical Engineer Tom Hollis. All have recommended a 50 kw.

Lengthy discussion ensued.

Commissioner Prestage called for the question; seconded by Commissioner Harris.

**Motion carried by voice vote 3/2** (Vice Mayor Blethen–nay, Commissioner Kimsey–nay).

### **Agreement for Printing & Mailing of Polk City Utility Bills/Newsletters**

City Manager Jackson stated at the December 21, 2015 City Commission meeting, the possibility of outsourcing the printing and mailing of the monthly utility bills and newsletters was discussed. After reviewing the benefits to the City, one of which is lowering cost for the lease of equipment, the City Manager's and staff's recommendation is to outsource.

The proposal is based on 2,100 utility bills and 2,100 newsletters; however, if we send less it will cost less. This lease includes a maintenance program.

Staff recommended City Commission approve outsourcing of printing and mailing the monthly utility bills and newsletters with BMS Direct.

**Motion by Commissioner Prestage** to approve the Agreement for printing and mailing of Polk City Utility Bills/Newsletters; this motion was seconded by Commissioner Harris.

**Motion carried unanimously by voice vote.**

**Approval of Equipment Lease with Mail Finance, Inc. (postage meter)**

City Manager Jackson stated should the Commission approve the outsourcing of printing and mailing of the utility bills and newsletters, we will be able to get a smaller postage meter and stop leasing the letter folding machine. While the yearly total is within the City Manager's expenditure perimeters, the lease will be for 60 months, which is above the City Manager's spending limits. We are currently spending \$1,142 per month on the postage meter and the folding machine; the new lease will be \$371 per month (total savings in this equipment is \$771 per month/\$9,252 yr).

After lengthy discussion regarding this item, a **Motion by Commissioner Prestage** was made to table this item until the next meeting; motion was seconded by Commissioner Harris.

**Motion carried unanimously by voice vote.**

**Authorize City Manager to execute Grant Applications for Capital Projects**

City Manager Jackson stated during the City Commission Workshop on February 25, 2016, discussion took place regarding applying for grants to do capital projects with Mr. Gerry Hartman. Based on that discussion, Mr. Hartman is moving forward with getting grants written and putting together the necessary information for each grant, and the City Manager needs authorization to execute the grant applications for submittal. The cost of preparation is within the City Manager's expenditure limit and will be \$5,000 for 200 hours.

- 1) Resurfacing Project - \$500,000. Four grants Polk City can apply for.
- 2) Water Plants - Energy Efficiency. Three grants we can apply for.
- 3) Library design - CDBG moneys in order to apply for a larger grant thru the state.
- 4) Generator – Polk City will ask FEMA for reimbursement for the generator we purchased and for the purchase of a portable generator.
- 5) Barfield Loop Project – This project that has been on the table for quite some time. There are three grants available. This project is taking Polk City's water and loop around Camp Gilead in order to have our service area covered.
- 6) 33 Sprayfield Relocate – Two or three grants available. Taking it down to the sand mine and the other property that was purchased for the regional facilities that never came about.

- 7) Berkley Road – one grant available. In order to get water down Berkley Road to Interstate 4 and not waiting until that area is developed, we would like to have our service area down there covered. This is in the City limits.

These grant applications are time sensitive, with one being due March 31 and we need to move forward with the application.

City Attorney stated the City Commission would need to authorize City Manager Jackson to prepare and complete the necessary application forms and create any necessary ancillary documents, including formalizing resolutions presented in this meeting.

**Motion by Commissioner Prestage** to authorize City Manager Jackson to execute grant applications for capital projects; this motion was seconded by Commissioner Harris.

Lengthy discussion ensued with technical questions regarding the list of projects that were not relating to the actual grant application process.

City Attorney Cloud stated the project layout and other necessary paperwork relating to each project is included in the grant application packet and is certainly available to the City Commission.

Commissioner Prestage called for the question; seconded by Commissioner Harris.

**Motion carried unanimously by voice vote.**

#### **CITY MANAGER ITEMS**

- Municipal Election – April 5, 2016. Polling site is New Life Community Church.
- L&A Testing – March 29, 2016 – 4:30 pm
- Canvassing Board Meetings – April 5, 2016 (Election – 6:30 pm); April 7, 2016 (Certify Election Results- 6:00 pm); April 13, 2016 ( Post Election Audit – 10:30 am)

**CITY ATTORNEY ITEMS** - None

#### **COMMISSIONER ITEMS**

**Vice Mayor Blethen** – Thanked everyone for coming.

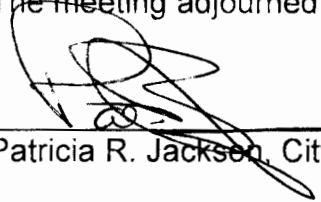
**Commissioner Kimsey** – Discussed Stormwater Fees. Thanked everyone for coming.

**Commissioner Harris** – Thanked everyone for coming. Interested in playground area equipment off of Second Street.

**Commissioner Prestage** – Nothing.

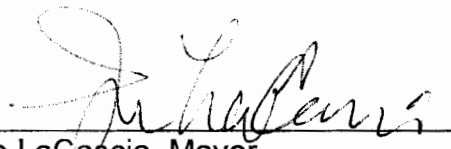
**ANNOUNCEMENTS** – None

The meeting adjourned at 8:45 p.m.



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Patricia R. Jackson, City Manager



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Joe LaCascia, Mayor

**CONSENT AGENDA**  
**March 21, 2016**

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 – February 15, 2016 - Regular City Commission Meeting
2. Accept minutes – February 25, 2016 – City Commission Workshop
3. Accept minutes – September 15, 2015 – City Commission Workshop

**B. REPORTS**

1. Building Report – February 2016
2. Code Enforcement Report – February 2016
3. Finance Report – February 2016
4. Library Report – February 2016
5. Sheriff's Office Report – February 2016
6. Utilities Report – January/February 2016

**C. OTHER**