

CITY COMMISSION MINUTES

August 21, 2017

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.

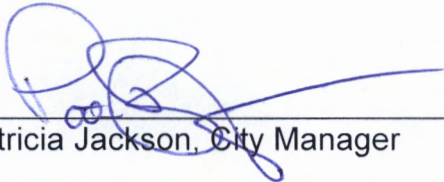
Commissioner Carroll – The City could use volunteers. Thanked the City staff for their dedication. Lights at the Basketball Courts and Freedom Park.

Keith Prestage responded the lights are on a timer.

Mayor LaCascia – None

ANNOUNCEMENTS - None

ADJOURNMENT – 9:30 pm



Patricia Jackson, City Manager



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