

**CITY COMMISSION MINUTES**  
September 19, 2022

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

Pastor Lawlor, New Life Community Church gave the invocation.

Those present recited the Pledge of Allegiance led by Mayor LaCascia

**ROLL CALL** –City Manager Patricia Jackson

**Present:** Mayor Joe LaCascia, Vice Mayor Wayne Harper, Commissioner Randy Carroll, Commissioner Micheal T. Blethen, Commissioner Charles Nichols, City Attorney Thomas Cloud and City Manager Patricia Jackson

**APPROVE CONSENT AGENDA**

**Motion by Vice Mayor Harper** to approve the August 15, 2022 (Regular Meeting), and the September 8, 2022 (Budget Hearing – 1<sup>st</sup> Reading) minutes; this motion was seconded by Commissioner Carroll. **Unanimously approved by Voice Vote.**

**PRESENTATIONS/RECOGNITIONS** - None

**ORDER OF BUSINESS**

**ORDINANCE 2022-06**

Jennifer Codo-Salisbury (CFRPC) provided a thorough overview and discussion of Ordinance 2022-06 - An Ordinance of Polk City, Florida; amending the Future Land Use map of the Comprehensive Plan of Polk City, Florida; changing the Future Land Use Designation of approximately 0.27 acres located at 957 Lakeshore Drive, from “Commercial” to “Residential Medium”; transmitting said small scale Future Land Use Map amendment to the Florida Department of Economic Opportunity for notification purposes only; providing for severability; conflicts, and an effective date. **First Reading**

City Attorney Cloud read this Ordinance by title only. Mayor LaCascia opened the Public Hearing; no one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

**Motion by Commissioner Nichols** to approve Ordinance 2022-06 on First Reading; this motion was seconded by Vice Mayor Harper.

**Motion by Vice Mayor Harper** to approve Ordinance 2022-03 on Second and Final Reading; this motion was seconded by Commissioner Blethen.

**No Discussion by Commission or the Public.**

**Roll Call Vote:** Commissioner Nichols -aye, Mayor LaCascia–aye, Commissioner Carroll – aye, Commissioner Blethen – aye, Vice Mayor Harper - aye

**Motion carried unanimously.**

**ORDINANCE 2022-07**

Jennifer Codo-Salisbury provided a thorough overview and discussion of Ordinance 2022-07 – An Ordinance amending the official zoning map of Polk City, Florida; changing the zoning for approximately 0.27 acres located at 957 Lakeshore Drive from General Commercial (C-2) to single family and Duplex (R-3); providing for severability; providing an effective date.

City Attorney Cloud read this Ordinance by title only. Mayor LaCascia opened the Public Hearing; no one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

**Motion by Commissioner Nichols** to approve Ordinance 2022-07 on First Reading; this motion was seconded by Commissioner Blethen.

**No Discussion by Commission or the Public.**

**Roll Call Vote:** Commissioner Nichols -aye, Mayor LaCascia–aye, Commissioner Carroll– aye, Commissioner Blethen – aye, Commissioner Carroll – aye, Vice Mayor Harper - aye

**Motion carried unanimously.**

**ORDINANCE 2022-08**

Jennifer Codo-Salisbury provided a thorough overview and discussion of Ordinance 2022-08 – An Ordinance of Polk City, Florida; creating subsection 2.02.14, Polk City Land Development Code, prohibiting Medical Marijuana Treatment Center Dispensing Facilities within City boundaries; providing Legislative findings; providing moratorium contingency, conflicts, severability, and an effective date.

City Attorney Cloud read this Ordinance by title only. Mayor LaCascia opened the Public Hearing; no one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

Commissioner Nichols stated he is aware that he would be the minority here, and it’s not going to make a bit of difference; but he not in favor of banning the Medical Marijuana facility. Even though they facility won’t come to Polk City because we are too small. The sheer cost to open such a facility is so egregious that it would never happen here. But again, he is not in favor of banning the Medical Marijuana facility.

**Motion by Vice Mayor Harper** to approve Ordinance 2022-08 with Option #2 to ban Medical Marijuana Treatment Center Dispensing Facilities on First Reading; this motion was seconded by Commissioner Blethen.

**No Discussion by Commission or the Public.**

**Roll Call Vote:** Mayor LaCascia–aye, Commissioner Nichols-nay, Vice Mayor Harper–aye, Commissioner Carroll–aye, Commissioner Blethen – aye

**Motion carried 4/1.**

**ORDINANCE 2022-09**

Jennifer Codo-Salisbury provided a thorough overview and discussion of Ordinance 2022-09 – An ordinance of Polk City, Florida, vacating three platted easements described below; providing findings and conditions; providing for a certified copy to be filed with the Polk County Clerk of Court and duly recorded in the public records of Polk County; providing for severability; providing for conflict; and providing for an effective date.

City Attorney Cloud read this Ordinance by title only. Mayor LaCascia opened the Public Hearing; no one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

**Motion by Vice Mayor Harper** to approve Ordinance 2022-09 on First Reading; this motion was seconded by Commissioner Carroll.

**No Discussion by Commission or the Public.**

**Roll Call Vote:** Vice Mayor Harper – aye, Commissioner Blethen – aye,  
Commissioner Carroll – aye, Mayor LaCascia–aye, Commissioner  
Nichols -aye

**Motion carried unanimously.**

**ORDINANCE 2022-10**

Jennifer Codo-Salisbury provided a thorough overview and discussion of Ordinance 2022-10 – An Ordinance of Polk City, Florida, approving a subdivision plat titled Sandy Pointe Sweet Gun Lane, a replat of a portion of Sandy Pointe Subdivision; providing findings, plat approval, recording, conflicts, severability & an effective4 date.

City Attorney Cloud read this Ordinance by title only. Mayor LaCascia opened the Public Hearing; no one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

**Motion by Commissioner Nichols** to approve Ordinance 2022-10 on First Reading; this motion was seconded by Vice Mayor Harper.

**No Discussion by Commission or the Public.**

**Roll Call Vote:** Commissioner Carroll– aye, Mayor LaCascia – aye, Commissioner  
Blethen – aye, Vice Mayor Harper – aye, Commissioner Nichols -  
aye

**Motion carried unanimously.**

**Professional Engineering Services Proposal - Construction Inspections for The Landings at Mt. Olive Phase I**

Mayor LaCascia and City Manager Jackson discussed the CivilSurv proposal to Polk City for Professional Engineering Services associated with construction inspection at The Landings at Mt. Olive – Phase 1 (Project). This proposal provides an overview of the services to be provided by CivilSurv.

The Scope of Services will be performed on a time & materials basis in accordance with the previously approved fee schedule. The estimated budget for the project is **\$99,840**, which will be a pass-through to the Developer.

The Applicant for The Landings at Mt. Olive residential development has received conditional approval to proceed with construction. CivilSurv will act as the City's Consulting Engineer during the construction of infrastructure, that will later be transferred to the City at the completion of construction. CivilSurv will perform limited construction inspection services throughout the anticipated construction duration of six (6) months from the date of the preconstruction meeting to the date of final inspection.

The task consists of overall management of the project, including contract administration, budget management, invoicing, monthly progress reporting, scheduling, and coordination with the City.

**No Discussion by Commission or the Public.**

**Motion by Commissioner Nichols** to approve the Professional Engineering Services Proposal for Construction Inspections in the amount of \$99,840; this motion was seconded by Commissioner Carroll.

**Motion carried unanimously by Voice Vote.**

**City Manager Evaluation 2022**

The 2022 City Manager Evaluation of Patricia Jackson was provided for review and discussion. Each Commissioner submitted their individual evaluation of City Manager Jackson. The following are comments stated during September 19, 2022 Regular City Commission Meeting.

**Vice Mayor Harper** – Would like to have a workshop scheduled in order to set goals for the City Manager.

**Commissioner Nichols** –No comments

**Commissioner Carroll** – No comments

**Commissioner Blethen** – No Comments

**Mayor LaCascia** – would like to see the City Manager and the Assistant City Manager to get out and visit with the local business at least once a month.

City Manager Jackson's overall score was a 4.27 out of 5.

**Christmas Parade – Saturday, December 3, 2022**

Mayor LaCascia and City Manager Jackson briefly discussed the upcoming Christmas Parade on Saturday December 3, 2022. FDOT now requires municipalities to get approval from the City Commission during a Regular Meeting prior to completing the Road Closure application.

Mayor LaCascia also recommended Representative Josie Tomkow to serve as the 2022 Christmas Parade Grand Marshal. City Manager Jackson will reach out to her.

**Motion by Commissioner Nichols** to approve the Christmas Parade on Saturday, December 3, 2022; this motion as seconded by Commissioner Blethen.

**Motion carried unanimously by Voice Vote.**

**Mowing Quotes**

City Manager Jackson stated at the Budget Workshop on August 20, 2022, discussion took place to have a professional company assist with some of the mowing of City-owned properties, which would take the place of hiring another employee in the Public Works Department. This will also allow additional time for the Public Works team to do other projects.

It was the consensus to move forward with this in the new budget year. Since that time, companies have been contacted to provide Polk City with a quote based on our specifications. The quotes will be available at the meeting that have been received (we are waiting to see if additional quotes are received prior to the meeting).

Polk City received one quote from Castro Customs in the amount of \$895.00.

Staff recommended the Commission approve Castro Customs for lawn services on a per-cut basis for Polk City properties in the amount of \$895.00.

City Attorney Cloud will draft a contract and will have that ready for City Manager Jackson to review over the next several days.

**Motion by Vice Mayor Harper** to approve Castro Customs for lawn services on a per-cut basis for Polk City properties in the amount of \$895.00; this motion was seconded by Commissioner Blethen.

City Attorney Cloud will draft a contract and will have that ready for City Manager Jackson to review over the next several days.

**Motion carried unanimously by Voice Vote.**

**Foreclosure Proceedings – 423 Marklen Loop**

City Manager Jackson discussed a lien was placed in the amount of \$7,390.00 for the cost incurred by Polk City for the demolition of the structure at 423 Marklen Loop, Polk City, Florida, by Johnson’s Excavation & Services, Inc.

Pursuant to State Statute 162.09(3), the Special Magistrate authorize Polk City to begin foreclosure procedures on the above captioned property.

Staff requested the Commission approve the City Attorney moving forward with foreclosure proceedings on the property located at 423 Marklen Loop.

Gene Gorski (7470 Berkeley Road) inquired about if the property is sold can a single-family residence be placed there. City Attorney Cloud will look into Mr. Gorski’s inquiry.

**Motion by Commissioner Nichols** to approve the City Attorney to begin foreclosure proceedings on the property located at 423 Marklen Loop; this motion was seconded by Commissioner Blethen.

**Motion carried unanimously by Voice Vote.**

**Planning Advisory Services Agreement with Central Florida Regional Planning Council**

Mayor LaCascia and Jennifer Codo-Salisbury (CFRPC) discussed staff would like to engage with Central Florida Regional Planning Council to provide professional planning services for Comprehensive Plan Amendments, Rezoning, large project review, subdivision review, minor revisions to the Land Development Regulations, Comprehensive mapping services, update to the Capital Improvements Element and Plan, Grant writing and Website updates.

This is a Fixed Fee Agreement amount of \$30,000 for FY 2022-23. The fees are to be paid in four (4) payments as listed below.

October 1, 2022 - \$7,500

January 1, 2023 - \$7,500

April 1, 2023 - \$7,500

July 1, 2023 - \$7,500

Staff recommended approval of the Planning Advisory Services Agreement with Central Florida Regional Planning Council in the amount of \$30,000.

No discussion by the Commission or the Public.

**Motion by Vice Mayor Harper** to approve the Planning Advisory Services Agreement with Central Florida Regional Planning Council in the amount of \$30,000; this motion was seconded by Commissioner Blethen.

**Motion carried unanimously by Voice Vote.**

**CITY MANAGER ITEM**

**Emergency at Lift Station #1 Brooke Lane** – The lift station was shut down to install a by-pass in order to not damage the other pump. City Manager authorized Odom Contracting to install new railing in the amount of \$30,025. We contacted three contractors for quotes, but only received one. Need City Commission to approve this emergency expenditure.

**Motion by Commissioner Nichols** to approve the emergency expenditure in the amount of \$30,025; this motion was seconded by Vice Mayor Harper. **Motion carried unanimously by Voice Vote.**

**Final Hearing for FY 23 Budget** – Thursday, September 22, 2022 – 7pm

**Commission Meeting Day Change** – City Manager Jackson briefly discussed the request to change the City Commission meeting day to the THIRD TUESDAY of each month at 7pm. **City Commission provided consensus for this change.**

**Ridge League of Cities Dinner** – Thursday, October 13, 2022 – Nora Mayo Hall – Winter Haven. Please confirm your attendance no later than October 3, 2022.

**ARPA Money** – Polk City has received the second half of the ARPA funds in the amount of \$682,000. Need to decide on a project. Do have some recommendations that we will discuss.

**Planning Session with CFRPC and Staff** – City Manager Jackson is looking at dates for this planning session. October 8<sup>th</sup> – 9 am, October 29<sup>th</sup> – 9 am, November 19 – 9 am. This will be to prioritize what the City Commission would like to achieve and will assist with future budget planning. This will be to prioritize what the Commission would like to achieve and also, this will assist with future budget planning. Commissioner Blethen will be out of state October 10-16, 2022.

**Meeting or Workshop to discuss the format of the City Manager Evaluation and goals setting for FY 23.** Ms. Dunn sent out an email to request any suggestions on changes to the evaluation. None received.

Commissioner Blethen stated we have to set goals for the City Manager.

**CITY ATTORNEY**

**Anonymous Letter** - Discussed an anonymous letter sent to the City Commission. An investigation is ongoing and at this time, the information is not a Public Record.

**Golf Carts** – Pulled together the pros and cons regarding what other cities are doing regarding golf carts in their communities. Quite a few Sheriff's Offices are not in favor of Golf Cart ordinances in cities. Information will be reviewed. This item will be revisited at another meeting. Lengthy discussion ensued.

**COMMISSIONER ITEMS**

**Commissioner Nichols** - None

**Commissioner Carroll** – The Villages build bridges over the road.

**Commissioner Blethen** – None

**Vice Mayor Harper** – None

**Mayor LaCascia** – Attended the Mayor’s Roundtable last week. Our smaller cities really deal with a lot of items.

**ANNOUNCEMENTS** – None

**ADJOURNMENT** – 8:10 pm

  
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Patricia Jackson, City Manager

  
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Joe LaCascia, Mayor