

POLK CITY

City Commission Meeting (6pm)

April 15, 2025

Polk City Government Center
123 Broadway Blvd., SE

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant City Manager Sheandolen Dunn

ESTABLISHMENT OF A QUORUM

ELECT MAYOR

ELECT VICE MAYOR

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

OPPORTUNITY FOR PUBLIC COMMENT – ITEMS NOT ON AGENDA (limit comments to 3 minutes)

AGENDA

1. PUBLIC HEARING - CDBG Grant Application

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Commissioner Pettit
Commissioner Blethen
Commissioner Wilson
Vice Mayor Nichols
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

Please note: Pursuant to Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered during this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the American with Disabilities Act, a person with disabilities needing any special accommodations to participate in city meetings should contact the Office of the City Clerk, Polk City Government Center, 123 Broadway, Polk City, Florida 33868 Telephone (863) 984-1375. The City of Polk City may take action on any matter during this meeting, including items that are not set forth within this agenda. Minutes of the City Commission meetings may be obtained from the City Clerk's office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

CONSENT AGENDA

April 15, 2025

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. March 18, 2025 – Regular City Commission Meeting

B. REPORTS

1. Building Permits Report – March 2025
2. Code Enforcement Report – n/a
3. Financial Report – n/a
4. Library Report – March 2025
5. Polk Sheriff's Report – March 2025
6. Public Works and Utilities Report – March 2025
7. Utility Billing Report – March 2025

C. OTHER

**City Commission Meeting
April 15, 2025**

CONSENT AGENDA ITEM: Accept minutes for:

March 18, 2025 – Regular City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENT:

March 18, 2025 – Regular City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

March 18, 2025

Mayor LaCascia called the meeting to order at 6:00 pm.

Pastor Eddie, New Life Community Church, gave the invocation.

Those present recited the Pledge of Allegiance led by Mayor LaCascia.

ROLL CALL – Assistant City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Charles Nichols, Commissioner Michelle Pettit, Commissioner Micheal T. Blethen, Attorney Kristie Hatcher-Bolin, City Manager Patricia Jackson

Absent: Commissioner Rick Wilson

APPROVE CONSENT AGENDA

Motion by Vice Mayor Nichols to approve the **February 18, 2025** Regular City Commission Meeting, Department Reports, and other items on the Consent Agenda; this item was seconded by Commissioner Blethen

Motion carried unanimously by Voice Vote.

PRESENTATIONS

Mayor LaCascia read the following Proclamations into the record:

1. Proclamation for National Donate Life Month
2. Proclamation for Irish American Heritage Month
3. Proclamation for Water Conservation Month

PUBLIC COMMENT - None

ORDER OF BUSINESS

ORDINANCE 2025-01

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.02.15, “PLANNED UNIT DEVELOPMENT DISTRICT” OF THE UNIFORM LAND DEVELOPMENT CODE; REMOVING THE LIST OF PERMITTED USES FROM PLANNED UNIT DEVELOPMENTS TO ALLOW GREATER INNOVATION IN USE AND DESIGN; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE. **Second and Final Reading**

Attorney Hatcher-Bolin read this Ordinance by title only. Mayor LaCascia opened the Public Hearing. No one spoke for or against this item. Mayor LaCascia closed the Public Hearing.

Motion by Vice Mayor Nichols to approve Ordinance 2025-01 on Second and Final Reading; this motion was seconded by Commissioner Pettit.

Roll Call Vote: Commissioner Pettit – aye, Commissioner Blethen – nay, Vice Mayor Nichols – aye, Mayor LaCascia - aye

Motion carried 3/1.

ORDINANCE 2025-02

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 3 – DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS, SECTION 3.09.01.02 “RECREATIONAL VEHICLE PARKS” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING THE BUFFERING REQUIREMENT FROM A MASONRY WALL TO A SOLID FENCE; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE. **Second and Final Reading**

Attorney Hatcher-Bolin 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 Nichols to approve Ordinance 2025-02 on Second and Final Reading; this motion was seconded by Commissioner Pettit.

Roll Call Vote: Vice Mayor Nichols – aye, Commissioner Blethen – nay, Commissioner Pettitt – aye, Mayor LaCascia - aye

Motion carried 3/1.

ORDINANCE 2025-03

Stefanie Von-Pelaske-Bush provided an overview and PowerPoint for this Ordinance. An Ordinance of Polk City, Florida, amending the official Polk City Zoning Map to change to zoning on approximately 18.71 acres located at the northwest corner of Commonwealth Avenue (SR 33) and Citrus Grove Boulevard North from Planned Unit Development for 168 Multi-Family Units to Planned Unit Development to allow for 69 single-family dwelling units; providing for a Business Impact Estimate, severability, codification, repeal of conflicting ordinances, and an effective date. **First Reading**

Attorney Hatcher-Bolin 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 Blethen inquired about the removal of property taxes and what kind of impact would we see with the multi-family units versus the single-family homes.

Mayor LaCascia stated that this goes back to the state trying to gain more control over

the cities. Polk County taxes are 2% and we get approximately one-third of that.

Steve Sloan (Sloan Engineering, Bartow) spoke to clarify concerns regarding this project.

Commissioner Blethen expressed concerns about the maximum capacity at the school.

No further Discussion.

Motion by Mayor LaCascia to approve Ordinance 2025-03 on First Reading; this motion was seconded by Vice Mayor Nichols.

Roll Call Vote: Vice Mayor Nichols – aye, Commissioner Blethen – nay, Commissioner Pettitt – aye, Mayor LaCascia - aye

Motion carried 3/1.

Civil Surv Professional Engineering Services Proposal – The Landings at Mt. Olive Phase 3

City Manager Jackson stated that this is a Pass-Through Fee to the Developer. Due to the amount of the contract, City Commission approval is required. The Developer has agreed to the fee.

Staff recommended the City Commission approve the CivilSurv Proposal in the amount of \$93,600.

Motion by Vice Mayor Nichols to approve the CivilSurv Proposal in the amount of \$93,600; this motion was seconded by Mayor LaCascia.

Motion carried 3/1 by Voice Vote.

CITY MANAGER ITEMS

420 Marklen Loop – Polk City is now in possession of the title.

Time Capsule – will be opened during the centennial. We will provide the specifics closer to the event on April 12, 2025 – 10 am – 7pm. Location is at City Hall and at the Donald Bronson Community Center and on the grounds in between the two buildings.

Resurfacing of Basketball and Tennis Courts – Waiting on one more quote.

Workshop in March for the City Commission – Attorney Hatcher-Bolin is putting together a Workshop on Decorum and will provide the City Manager with date and time details in the coming weeks.

CITY ATTORNEY ITEMS - None

COMMISSIONER ITEMS

Commissioner Pettit – None

Commissioner Blethen – discussion on property taxes, school occupancy and the City Manager's Employment Contract.

Vice Mayor Nichols – None

Mayor LaCascia – Discussed his recent visit to Tallahassee for Polk County Day at the Florida Capitol. He briefly discussed Homeowner's Insurance.

ANNOUNCEMENTS - None

ADJOURNMENT – 6:35 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
April 15, 2025**

CONSENT AGENDA ITEM: **Department Monthly Reports**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

1. Building Permits Report – March 2025
2. Code Enforcement Report – n/a
3. Financial Report – n/a
4. Library Report – March 2025
5. Polk Sheriff's Report – March 2025
6. Public Works and Utilities Report – March 2025
7. Utility Billing Report – March 2025

ANALYSIS:

STAFF RECOMMENDATION:

Approval of Department Reports via Consent Agenda

Polk City Permits Added

From: 03/01/25 To: 03/31/2025

COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2025-358	123 SE BROADWAY BLVD, POLK CITY, FL 33868	2,200.00	03/13/2025
Subtotal:		\$2,200.00	

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-4413	128 APPALOOSA HILLS RD, POLK CITY, FL 33868	1,200.00	03/04/2025
BT-2025-5513	519 ROSEWOOD LN, POLK CITY, FL 33868	5,525.00	03/20/2025
Subtotal:		\$6,725.00	

POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-4435	333 NOLANE LN, POLK CITY, FL 33868	61,700.00	03/05/2025
Subtotal:		\$61,700.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-4246	114 N HYDRANGAEA AVE, POLK CITY, FL 33868	15,000.00	03/03/2025
BT-2025-4343	114 N HYDRANGAEA AVE, POLK CITY, FL 33868	15,000.00	03/04/2025
BT-2025-4494	309 PERSIMMON DR, POLK CITY, FL 33868	30,378.00	03/05/2025
BT-2025-5618	152 SUNSHINE BLVD, POLK CITY, FL 33868	13,500.00	03/21/2025
BT-2025-5620	152 SUNSHINE BLVD, POLK CITY, FL 33868	1,467.00	03/21/2025
BT-2025-5633	439 SUNRISE BLVD, POLK CITY, FL 33868	10,000.00	03/23/2025
BT-2025-5681	439 SUNRISE BLVD, POLK CITY, FL 33868	5,000.00	03/24/2025
BT-2025-5811	7100 BERKLEY RD, POLK CITY, FL 33868	4,800.00	03/25/2025
BT-2025-5871	426 BASCOM CT, POLK CITY, FL 33868	4,500.00	03/26/2025
Subtotal:		\$99,645.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2025-2089	556 NARROW POND LN, POLK CITY, FL 33868	75,000.00	03/14/2025
BR-2025-2252	539 NARROW POND LN, POLK CITY, FL 33868	10,000.00	03/20/2025
BR-2025-2432	110 BAYBERRY DR, POLK CITY, FL 33868	31,740.00	03/26/2025
BR-2025-2481	527 ROSEWOOD LN, POLK CITY, FL 33868	5,600.00	03/27/2025
BR-2025-2521	408 ROSEWOOD LN, POLK CITY, FL 33868	12,000.00	03/30/2025
Subtotal:		\$134,340.00	

Grand Total: \$304,610.00

15FR to date
Kathy Selp

MARCH 2025

CIRCULATION	
ADULT BOOKS	797
JUVENILE BOOKS	776
TOTAL CIRCULATION	1,573
NEW BORROWERS	
IN CITY	4
IN COUNTY	8
TOTAL NEW BORROWERS	12
NUMBER OF PROGRAMS	
FAMILY	
ADULT	1
JUVENILE	
YOUNG ADULT	
TOTAL PROGRAMS	1
PROGRAM ATTENDANCE	
ADULT	8
JUVENILE	
YOUNG ADULT	
TOTAL ATTENDANCE	8
REFERENCE QUESTIONS	
PHONE CALLS	79
NUMBER OF COMPUTER USERS	
	114
TOTAL PATRONS	
	649

Prepared by:

Hannah Ulloha

Library Director

**POLK COUNTY SHERIFF'S OFFICE
DEPARTMENT OF LAW ENFORCEMENT**

STATISTICAL DATA

West

Division

Date: April 7, 2025 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for March 2025

ACTIVITY	
FELONY ARREST	1
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	2
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	1
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	4
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	8
TRAFFIC CITATIONS	7
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HOURS TRANSPORTING	0
OFFENSE REPORTS	19
NARCOTICS SEIZED	3.5 grams
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	3
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	368
TRAFFIC STOPS	21
TOTAL DISPATCHED CALLS FOR SERVICE	92

In March 2025, there was zero (0) PROCAP captured crimes as compared to zero (0) in March 2024. In an attempt to eliminate any increase in crimes, myself and the Detail Deputies are working hard in identifying suspicious individuals who are new in the area, by completing field interrogation reports (FIR's). FIR's are a program set forth to accumulate information on a suspicious subject in the area to place in a data base if needed further. Several traffic stops are being conducted throughout the entire city limits. To date we are currently 4 Procap crimes down as compared to 7 at this in 2024. We are -57% in Procap related crimes.

Case No.	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
BURGLARY BUSINESS									
RETAIL THEFT									
UNFOUNDED / RECLASSIFIED CASES									

Department of Law Enforcement																														
Polk City - 2024 - 2025																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly	YTD Average		
	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Burg. Business	1	0	0	0	0	0	0	0	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0%	0.3	0.0	
Burg. Residence	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0%	0.0	0.0	
Burg. Structure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Burg. Conveyance	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	3	1	0%	1.0	0.3
Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.3	0.0	
Grand Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0%	0.0	0.0	
Petit Theft	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0%	0.0	0.3
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
Retail Theft	2	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	1	0%	0.7	0.3
Criminal Mischief	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
Totals	6	3	1	0	0	0	0	0	6	0	1	0	0	0	1	0	4	0	0	0	1	0	3	0	7	3	0%	2.3	1.0	
% Change	-50%		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		-57%		-4		-57%	
FIR's	1	4	3	3	5	8	2	0	8	0	0	0	7	0	2	0	3	0	0	0	0	0	3	0	9	15	6	YTD FIR		

Public Works & Utilities Report

March 2025

Public Works Department- Work Orders: Total 198

Building Maintenance: 46
Custodial Services A/C: 1
Custodial services City Hall :1
Vehicle/Equipment Maintenance: 11
Event Set-Up/Inspection: 12
Landscaping/Mowing: 42
Parks and Recreation: 25
Stormwater: 10
Street signs: 9
Street Repair & Maintenance: 2
Repairs: 2
Trash Parks and Facilities: 13
Trash Roads and Streets: 22
Tech Support: 2

Utilities Department- Work Orders: Total 239

Turn-On: 35
Turn-Off: 36
Turn-Off for Non – Payment of NSF on Account: 2
Turn Back on from shut off list: 15
Meter Maintenance: 63
Lift Station Maintenance & Repair: 6
WTP/WWTP Repair Maintenance: 40
Meter Reads: 3386
Mis-Reads: 244
Water Valve Repair: 1
Locates: 7
Water line Repair 2 8913 Golden Gate Blvd. Golden Gate & Mt. Olive Rd.

Utility Billing Report

March 2025

New Accounts Established: 34
Final/Terminated Service: 37
Bills Processed: 2,726
Email/ Bill Customers: 2,177
Work Orders Processed: 157
Lock off for Nonpayment: 21
Nonpayment fees (\$50): 34
Billed Consumption: 11,218,000
Billed/Revenue: \$ 281,329.60
Residential Billing: 2,641
Irrigation Billing: 593
Commercial Billing: 95
Building Rentals Activity/Bronson Center/Freedom Park: 22

On Going Projects

-Process Deposit Refunds

-Working with the Utilities Department in Diamond Maps to verify that all meter information is correct.

-Process monthly Adjustment Reconciliations, Zero Charge Reports and Cycle D (Debt Consolidation).

-Meter Replacement Program

Staff Objectives

Continuing efforts on changeouts from 3g to 4g, reroute meters into walking order. Continue to work with staff to write procedures for Utility Billing. Continuing efforts in auditing accounts. Working with Master Meter to replace meters with issues.

Respectfully Submitted by:

Chasity Guinn

Utility Billing Supervisor

**City Commission Workshop
April 15, 2025**

AGENDA ITEM #1:

CDBG First Public Hearing Notice

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

CDBG First Public Hearing Notice for FFY 24

ATTACHMENT:

Public Hearing Notice

ANALYSIS:

During the April 16, 2024 City Commission Meeting, the Commission voted to rescind the CDBG Grant Application packet for the Citrus Grove Boulevard Project, and to re-apply at a later date once the Environmental Assessment was completed, along with Construction Plans that were submitted by Chastain-Skillman.

We were notified that the new application cycle for FFY 24 is open and a completed CDBG Grant Application packet must be submitted by May 2, 2025.

Part of the application process is to hold two Public Hearing. The first Public Hearing will be held on April 15, 2025 (this meeting) and to obtain citizen comments concerning Polk City's economic and community development needs. The second Public Hearing must take place no later than Monday, April 28, 2025 to meet the application deadline of May 2, 2025.

STAFF RECOMMENDATION:

Continue with the Citrus Grove Boulevard Project (which is "shovel-ready") as previously approved by the City Commission.

**CITY OF POLK CITY
CDBG FIRST PUBLIC HEARING NOTICE**

The City of Polk City is considering applying to the Florida Department of Economic Opportunity for a FFY 24 Small Cities Community Development Block Grant (CDBG) application. The City is eligible to apply for up to \$650,000 in the neighborhood revitalization, commercial revitalization and housing rehabilitation categories and up to \$1.5 million in the economic development category. Construction activities funded through the CDBG Program must meet one of the following National Objectives:

1. Provide benefit to low- and moderate-income persons;
2. Prevent or eliminate slum or blight conditions; or
3. Meet a need of recent origin having a particular urgency.

The types of activities that CDBG funds may be used for include constructing stormwater ponds, paving roads and sidewalks, installing sewer and water lines, building a community center or park, making improvements to a sewage treatment plant, and rehabilitating low-income homes. Additional information regarding the range of activities that could be funded will be provided at the public hearing.

In developing a CDBG application, Polk City must plan to minimize the displacement of persons as a result of the activities. In addition, Polk City is required to develop a plan to assist displaced persons.

A public hearing to obtain citizen comment concerning the City's economic and community development needs will be held at City Hall, 123 Broadway Blvd., SE, Polk City, FL on Tuesday, April 15, 2025, at 6:00 p.m. For information concerning the public hearing, please contact Patricia Jackson, City Manager, at (863)984-1375, ext. 237, or by email at Patricia.jackson@mypolkcity.org

A public hearing is being conducted in a handicapped accessible location. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing is asked to advise the City at least five days before the hearing by contacting Patricia Jackson at (863)984-1375, extension 237. If you are hearing or speech impaired, please contact the City using the Florida Relay Service 1(800) 955-8771 (TDD) or 1(800)955-8770(Voice).

Any non-English speaking person wishing to attend the public hearing should contact Patricia Jackson, City Manager, (863) 984-1375 at least five days prior to the hearing and an interpreter will be provided.

Please contact Patricia Jackson, City Manager, (863) 984-1375 or by e-mail to patricia.jackson@mypolkcity.org if you have any questions.

A FAIR HOUSING/EQUAL OPPORTUNITY/HANDICAP ACCESS JURISDICTION