

CITY COMMISSION WORKSHOP MINUTES

January 10, 2019

Mayor Joe LaCascia called the meeting to order at 7:00 p.m.

ROLL CALL –City Manager Patricia Jackson

Present Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Mike Blethen, Commissioner Randy Carroll, Commissioner Wayne Harper, City Attorney Thomas Cloud and City Manager Patricia Jackson

ORDER OF BUSINESS

Protocols and Responsibilities of Staff and Commissioners

Mayor LaCascia stated the purpose of the Workshop is to discuss his dissatisfaction with the caliber of our mutual professionalism and quality of our meetings lately and realized that a workshop setting is our only means of legally addressing issues where no agenda action needs to take place to reconcile future carelessness or indiscretions from occurring. The concerns are not with major issues but a series of minor overlooks that have been increasingly apparent on both Commission and Management alike. We can do better and that is my only aim in asking for this time and venue.

Mayor LaCascia read from a prepared statement citing his concerns: A copy is attached and a part of these minutes.

Items addressed:

December newsletter name oversight

Mayor LaCascia stated it would be helpful for the newsletter to have a thorough review prior to distribution.

Entrance Door Code

City Manager Jackson addressed the door codes. The lock company will need to come out to fix the issue.

Focusing only on the exact agenda item

After lengthy discussion, Vice Mayor Kimsey stated he was in favor of the purchase of the two utility vehicles.

Commissioner Harper stated we do not micro-manage the day-to-day operations. Our job is to approve the dollar amounts.

Commissioner Blethen discussed the need to acquire three quotes for major purchases.

Mayor LaCascia responded that we may not always receive three quotes.

City Attorney Cloud clarified staff responsibilities as well as Procurement Policy.

Commissioner Carroll reiterated this is a "Protocol" meeting. It is not appropriate for one Commissioner to interrupt another. The Moderator (Mayor) is the person conducting the meetings. If a motion is made and it does not get a second motion...it fails, for lack of a second.

Commissioner Carroll requested clarification on the process for the public being notified of any kind of water outage.

City Manager Jackson explained the notification process.

Lengthy discussion ensued.

Commissioners Study Meeting Packets

It is the Commissioners responsibility to retrieve each meeting packet and study the included material prior to the meetings in an effort to have a productive and efficient meeting.

Mayor LaCascia is not satisfied with the electronic tablets and would like to go back to paper packets.

Commissioner Blethen discussed receiving the packets on Wednesdays midday and the excessive amount of paper in a packet.

The consensus is to revert back to the paper packet.

Districting

Commissioner Harper discussed the need to revisit Districting.

Mayor LaCascia responded Polk City tried twice to bring the Districting forward and both times the referendum failed. Polk City is in a transformational stage. This is only so much the Commission can advocate for.

City Attorney Cloud stated Polk City can bring Beth Rawlins back again to educate the citizens. It is critical that Polk City does a better job of educating the citizens.

City Manager Jackson stated if the Commission wants to revisit Districting, an Ordinance will need to be presented at the regular meeting in January and a Special Meeting in February for 2nd and Final Reading in order to be ready for the April 2, 2019 Election.

After lengthy discussion, City Attorney Cloud stated an Ordinance can be presented on First Reading at the next Regular City Commission Meeting, January 22, 2019.

Commissioner Blethen requested minutes from this Workshop.

Mayor LaCascia assured Commissioner Blethen that meeting minutes, as always, would be done.

Special Meetings/Workshops

Vice Mayor Kimsey requested clarification on Special Meeting versus Workshop.

Mayor LaCascia explained that no decisions can be made at a workshop, whereas, action can be taken at a Special Meeting.

City Manager Jackson clarified criteria that governs Workshops.

City Attorney Cloud stated we do not have public comments at workshops. A Special Meeting is held for the purpose of taking immediate action. An Amendment to Resolution 2013-05 will be prepared and presented at the next meeting to reflect "any meeting other than a workshop".

Mayor LaCascia discussed the need for a Workshop prior to Regular Meetings to address any questions or concerns of matters on the Agenda.

The consensus was to hold a workshop at 6 pm prior to the Regular Meeting.

Commissioner Blethen inquired about certain pieces of information included the newsletter.

Conduct of Meetings

Item 5

Mayor LaCascia addressed the citizens that desire to speak must state their name and address for the record to ensure proper reflection in the records. Consensus given by the Commission

Item 7

Guidelines for persons speaking to the Commission is three minutes. However, the Mayor does give a little more than three minutes. Consensus given by the Commission.

Item 4

Statements are to be directed to the City Commission, not to an individual.

Consensus given by the Commission.

Polk City Charter, Page 6, Section C10#B

City Commission will only be responsible for hiring the City Manager, City Clerk and the City Attorney. We have no other authority as she hires staff. We do not interfere with government authority. The City Manager instructs staff accordingly.

City Manager Jackson responded that Commissioners are to direct their questions or concerns directly to her and she will direct staff accordingly.

Lengthy discussion ensued.

CITY MANAGER ITEMS- None

CITY ATTORNEY ITEMS - None

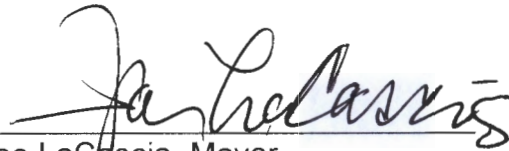
COMMISSIONER ITEMS - None

ANNOUNCEMENTS - None

ADJOURNMENT – 8:29 pm



Patricia Jackson, City Manager



Joe LaCascia, Mayor

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Jan 10 Workshop Session

I've become increasingly dissatisfied with the caliber of our mutual professionalism and quality of our meetings lately and realized that a workshop setting is our only means of legally addressing issues where no agenda action needs to take place to reconcile future carelessness or indiscretions from occurring. My concerns are not with major issues but a series of minor overlooks that have been increasingly apparent on both Commission and Management alike. We can do better and that is my only aim in asking for this time and venue.

Let me illustrate: In the December newsletter we omitted the acknowledgement of Commissioner Harper being selected to fill the vacancy of Wanda Harris's resignation. We did however mention the appointment of Mr. Denico to the planning Commission. A simple second pair of eyes to review the final version could have avoided this embarrassing and careless situation.

For three months or more we have lived with the outside utility entrance door code going without correction. Now we have another one in the finance department.

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I don't know? What is a reasonable time to expect that this should have been corrected? Minor to be sure but it points to absence of quality control.

The final straw was the awkward and clumsy bungling of our last regular Commission meeting with the inoperative tablets and lack of packet backups to allow the meeting to move forward in an efficient and professional manner. Again..Absent quality control!

Which brings me to our Commissioners responsibility in studying Agenda backup information and its relevance to the the specific Agenda item.

A perfect illustration is the Agenda item a few months ago relating to the simple recommendation that had to come before us because of a \$3000 overage in obtaining pricing for 2 trucks that had already been approved for \$60,000. Boy, did we ever get in the weeds on this one. Questions for staff immediately came forward about the make, model, mileage of trucks being considered, who was driving them, what were they being used for when all of that information was already considered when approving the \$60,000 pricetag months ago. A simple reading of the backup information provided would have

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allowed for sticking to the only matter at hand OKing the \$3000 because it was over the \$60,000 approved.

When we had the physical packets made available to us before the meetings it was observed on many occasion they were not picked until as late as Friday before the meeting and oft times on the very night, immediately before the meeting itself. Totally unacceptable for an efficient meeting!

The singular, most important responsibility of elected officials as Commissioners is to be prepared to discuss and vote upon Agenda items as intelligently and informed as we can possibly be! This cannot be done without studying the backup information provided well beforehand. And we must remind ourselves over and over again to stick to the agenda item before us and continually question if our remarks are going to further ONLY this agenda item. This simple discipline will keep us out of the weeds!

I wonder how many of us have thoroughly read and understood Resolution 2013-05 for thoughtful consideration for tonight' discussion? After all...it IS THE PROTOCOL basis for every one of or meetings!

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Thank you Mrs. Jackson for providing this essential, relevant material for this workshop!

I intended this workshop segment to be principally an introduction to Commissioner's Responsibility 101 for Commissioners Carroll and Harper inasmuch as they are the newest Commissioners and a REVIEW for the rest of us!.....*Beginning with, but not limited to:*

C-12;page 7: C-15;page 9: Administration C-18 and C-19.

These are my concerns that mutually and cooperatively
WE CAN ALL DO BETTER FOR OURSELVES BUT MORE
IMPORTANTLY FOR THE RESIDENTS AND CITIZENS
WHO VOTED FOR US!

I AWAIT YOUR COMMENTS, AND DIRECTION OF HOW TO
BEGIN....AND WITH THAT BEING SAID I OPEN THIS
WORKSOP FOR DISCUSSION!