

CITY COMMISSION MINUTES

February 17, 2020

Mayor Joe LaCascia called the meeting to order at 7:10 p.m.

Pastor Walter Lawlor, New Life Community Church gave the invocation.

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

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

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

APPROVE CONSENT AGENDA

Unanimously approved by Voice Vote.

PUBLIC COMMENT - None

ORDER OF BUSINESS

RFQ– Engineering Services, Community Development Block Grant Program – FFY 2019

City Manager Jackson discussed that Polk City opted out of the Polk County CDBG in order to apply through the State of Florida for Community Development Block Grant Program. It is expected the next round to accept applications will be in the early part of 2020; it is anticipated the Grant Award will be \$650,000, which is what the proposals are based upon.

Based on that, Polk City placed an advertisement seeking RFQ's for an Engineering Firm in the Ledger; three RFQ's were received as follows: 1) Chastain-Skillman, Inc. (494 points), 2) Mittauer & Associates (453 points), 3) Wood Environmental (435 points).

City Commissioners were asked to complete the scoring sheet for each proposal and they will be ranked 1st, 2nd and 3rd based on combined totals of each Commissioner's total for each RFQ. The City will negotiate (pricing) with the number one choice for Engineering Services.

City Manager Jackson also advised the RFQ's are on file in the City Manager's Office and/or Sheandolen's Office.

Motion by Commission Harper to authorize negotiations with Chastain-Skillman and bring forth a contract for Engineering Services; this motion was seconded by Commissioner Carroll.

Motion carried unanimously by Voice Vote.

Gerry Hartman Invoices – DEP Contingencies

City Manager Jackson stated at the December meeting, the City Commission approved Contingency Expenditures in the amount of \$59,979.17 for SRF Project #WW53402—loan and Project #WW531403—grant has an \$84,000 Contingency.

Department of Environmental Protection (DEP) allowed a “direct purchase” of the contingency items. During that time it was noted there could be additional expenditures for Hartman Consultants as well as Ardaman & Associates.

The shed we purchased was less than \$2,000, which leaves a balance of \$25,792.60 in Contingencies.

Hartman Consultants, LLC had a run-over of \$358.40 without additional expenses, and with additional expenses, there was a run-over of \$31,826.05. The City’s portion will be \$6,033.45 after using the DEP Contingencies.

Staff recommended approval of the expenditures of \$31,826.05 as presented, with the City’s portion being \$6,033.45.

Motion by Vice Mayor Kimsey to approved the invoices in the amount of \$31,826.05; this motion was seconded by Commissioner Harper.

Motion carried unanimously by Voice Vote.

Ordinance 2020-01

An Ordinance of Polk City amending the Polk City Code of Ordinances and the Unified Land Development Code of Polk City; amending and updating Article 3, Development Design and Improvement Standards, Section 3.07.00, Compatibility, Landscaping and Buffering Standards, and amending Article 9, Definitions; providing for applicability; providing for repeal of conflicting Ordinances; providing for severability; providing an effective date, **first reading**

City Attorney Cloud read this Ordinance by title only.

Stephanie Von Pelaske-Bush (CFRPC) briefly discussed this Ordinance as well as the Powerpoint.

Mayor LaCascia provided brief clarity on this item.

Motion by Mayor LaCascia to approve Ordinance 2020-01 on first reading; this motion was seconded by Commissioner Harper.

No Discussion.

Roll Call Vote: Commissioner Carroll-aye, Commissioner Blethen-aye, Commissioner Harper-aye, Mayor LaCascia-aye, Vice Mayor Kimsey-nay

Motion carried 4/1.

Citrus Hill Drive Water Main – Engineering Proposal

City Manager Jackson stated Polk City has received several requests regarding the extension of the water main to Citrus Hill Drive, which is near Fountain Park Phase 3 on Mt. Olive Road. This is in our Utility Service Area, and we can use water impact fees for this project.

Wood Engineering (one of the Engineers Polk City uses) has been asked to prepare a quote for the extension of the water main and what the scope of work would be.

Would like to discuss this with the Commission and hopefully get these residents city water.

The Engineering cost would be \$21,275. The funds would come out of the impact fees as they are an extension of our system. There would be approximately twenty (20) homes getting City water as they are not inside the city limits, but are in the Polk City service area.

Commissioner Blethen inquired about fire hydrants in the area.

Mark Frederick (Wood Engineering) responded there are hydrants every 500 feet.

After lengthy discussion, **Motion by Commissioner Harper** to approve the Citrus Hill Drive Water Main Engineering Proposal; this motion was seconded by Commissioner Carroll.

Motion carried unanimously by Voice Vote.

Replace Carpet in Donald Bronson Community Center

City Manager Jackson and Public Works Director Keith Prestage discussed the carpet in the Donald Bronson Community Center has major stains and extreme wear damage.

The recommendation would be to replace the old carpet with a heavy traffic carpet tile, which allows replacement of single tiles, as needed in the future. This is a budgeted item.

Motion by Commissioner Blethen to approve replacing the carpet in the Donald Bronson Community Center using R&B Flooring and More LLC in the amount of

\$10,800; this motion was seconded by Commissioner Harper.

Motion carried unanimously by Voice Vote.

CITY MANAGER ITEMS

- 1) **Notebooks for City Commissioner Meeting Packets** - Commissioners consensus to just have tabs in the packets, no notebooks.
- 2) **Republic Services** – Their contract with Polk City will expire soon. We will notify them and they may want to extend the contract.
- 3) **Municipal Election** – Qualifying started today at 1:00 pm and will end on Thursday at 1:00 pm.

CITY ATTORNEY ITEMS

Coca-Cola Agreement – City Attorney Cloud stated after reviewing this Agreement, he is advising against finalizing this agreement as the terms are unsatisfactory. Brief discussion ensued. **Motion by Mayor LaCascia** to reject the Coca-Cola Agreement; this motion was seconded by Commissioner Blethen. Motion carried unanimously by Voice Vote.

PRWC DRAFT Agreement – There are problems with Agreement. With the assistance of Gerry Hartman a letter will be prepared to send to the Water Cooperative. Will need consensus from the City Commission. Commissioners provided consensus.

COMMISSIONER ITEMS

Vice Mayor Kimsey – Inquired about why City offices were open today (President's Day). City Manager Jackson provided explanation.

Commissioner Blethen – Thanked everyone for coming.

Commissioner Carroll – Thanked everyone for coming.

Commissioner Harper – Thanked everyone for coming.

Mayor LaCascia – Discussed Polk City's Centennial (100th) Anniversary. A committee will be formed to aid in the planning of a celebratory event.

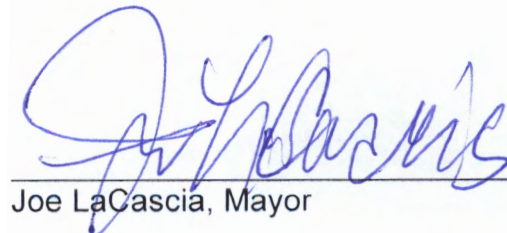
Mayor LaCascia will visit each business in Polk City as he is interested in forming a Chamber of Commerce in Polk City. City Manager Jackson has expertise in this area and will assist the Mayor in these efforts.

ANNOUNCEMENTS - None

ADJOURNMENT – 7:50 pm



Patricia Jackson, City Manager



Joe LaCascia, Mayor

CONSENT AGENDA
February 17, 2020

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 – January 21, 2020 – City Commission Meeting
2. Accept minutes – January 21, 2020 – City Commission Workshop

B. REPORTS

1. Building Permits Report – January 2020
2. Code Enforcement Report – N/A
3. Financial Report – January 2020
4. Library Report – January 2020
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – January 2020
7. Public Works Report – January 2020
8. Utilities Report – December 2019/January 2020

C. OTHER