

CITY COMMISSION MINUTES

April 18, 2022

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

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, Commissioner Wayne Harper, Commissioner Randy Carroll, Commissioner Micheal T. Blethen, City Attorney Thomas Cloud and City Manager Patricia Jackson

Administration of Oath of Office for Incoming City Commissioner

The Oath of Office was administered by City Manager Jackson to Commissioner Joe LaCascia.

Election of Mayor

Motion by Commissioner Blethen to nominate Joe LaCascia to serve another one-year term as Mayor; this motion was seconded by Commissioner Harper.

Motion carried unanimously by voice vote.

Election of Vice Mayor

Motion by Mayor LaCascia to nominate Wayne Harper to serve a one-year term as Vice Mayor; this motion was seconded by Commissioner Carroll.

Motion carried unanimously by voice vote.

APPROVE CONSENT AGENDA

March 21, 2022 (Regular Meeting) minutes. **Motion by Commissioner Harper and seconded by Commissioner Blethen. Unanimously approved by Voice Vote.**

Joanna Knowles stated the Financial Statements through the end of February will be emailed by the end of this week and the March statement will be emailed the following week.

City Manager Jackson introduced Hannah Ulloha as the new Library Director.

PRESENTATIONS/RECOGNITIONS - None

PUBLIC COMMENT - None

ORDER OF BUSINESS

CITY COMMISSION CANDIDATES INTERVIEWS

Mayor LaCascia discussed during the April 5, 2022 Municipal Election, Don Kimsey did not run for re-election; therefore leaving a District #3 vacancy. Public Notices regarding this vacancy were mailed to registered voters in District #3, placed in the City's

newsletter, on the City's website, on the City Hall Bulletin Board, as well as the Post Office.

As a result, Polk City has received four (4) resumes and/or letters of interest. They are from: Charles Nichols, Charlotte Baxter, Sarah Prestage, and Maria Isabel Campos Gordon.

Mrs. Campos Gordon called the office just prior to the 6pm Workshop and had to withdraw her Letter of Interest and Resume due to an emergency, which would prohibit her from attending the meeting.

The remaining three candidates were present at the Workshop to answer any questions coming forth.

Mayor LaCascia stated the actual interviewing would take place during the Regular Meeting for the benefit of persons not at the Workshop.

Each candidate introduced themselves and addressed questions or concerns presented by the City Commission.

After lengthy discussion, **Motion by Commissioner Harper** to select **Charles Nichols** as the City Commission for District #3; this motion was seconded by Commissioner Blethen.

Motion carried 4/0 by Voice Vote.

After the selection, City Manager Jackson performed the Swearing-In of Mr. Nichols.

CHASTAIN SKILLMAN LETTER OF AGREEMENT (CDBG)

City Manager Jackson discussed Chastain Skillman has submitted a Letter of Agreement for Professional Engineering and Survey Services associated with the 2019-2020 Community Development Block Grant (North and South Citrus Grove Improvements).

The initial cost was estimated at \$107,265; however, the cost has increased based on today's pricing. The following sections delineate the basic elements of Chastain Skillman's Agreement with Polk City.

Survey, Geotechnical Evaluation, Construction Cost Estimate, Site Plan, Pre-Application Meetings, Civil Site Design and Construction Plans, Site Work Permitting, Bid Services, Limited Construction and Certification Services.

The compensation for the Professional Engineering and Surveying Services will be based on a fixed fee arrangement, excluding reimbursable expenses, as summarized in the table below.

Survey	\$42,705
Geotechnical Evaluation	7,685
Construction Cost Estimate	2,690
Site Plan	470
Pre-Application Meetings	1,600
Civil Site Design & Construction Documents	29,355
Site Work Permitting	5,630
Bid Services	12,310
Limited Construction & Certification Services	11,275
Project Management & Administration	6,775
FIXED FEE (Excluding Reimbursable Expenses)	\$124,795

Staff recommended approval of the Agreement for Engineering and Survey Services with Chastain Skillman in the amount of \$124,795.

Motion by Commissioner Blethen to approve the Chastain-Skillman Letter of Agreement (CDBG) in the amount of \$124,795; this motion was seconded by Commissioner Carroll.

Motion carried by Voice Vote 4/0.

CIVILSURV PROFESSIONAL SERVICES PROPOSAL FOR ENGINEERING SERVICES FOR THE LANDINGS AT MT. OLIVE – PHASE I CONSTRUCTION INSPECTION

This item was tabled until next month.

PURCHASE OF BYPASS PUMP (LIFT STATIONS)

Keith McVeigh, PW/UT Director discussed the Polk City Public Works/Utilities Department has the requirement for a bypass pump that can be used at any of the 13 Sewer Lift Stations throughout the City in the event there is any issue preventing the Lift Station to operate properly or completely fail.

When there is a Lift Station operation failure that causes normal operating procedure to cease, the use of a bypass pump facilitates continued operation of all sewer services while simultaneously performing the repairs needed to get the Lift Station back online.

Additionally, when a Lift Station does require repairs due to equipment failures, if a bypass pump is not available, then it must either be rented or the Lift Station is taken offline and will significantly impact sewer operations.

In the last 10 weeks, this pump could have been used to perform the following repairs and avoided cost associated with the repairs: \$30,745.00

- Brooks Lane L/S repair (R&M): \$7,500.00
- Voyles Loop Electrical (Alternator) Issues (2-14 APR 22): \$2,345.00

- WWTP Contact Chamber Drain: \$12,000.00
- WWTP Digester Drain: \$8,900.00

Three quotes were received: Mersino Pumps - \$39,854.74, Thompson Pumps - \$39,797.00 and HCP Pumps America - \$49,021.88

This purchase is in the budget.

Staff recommended approval of the purchase of a trailer mounted bypass pump from Mersino Pumps in the amount of **\$39,854.74**.

After lengthy presentation, discussion and clarification, **Motion by Commissioner Nichols** to approve the purchase of a trailer mounted bypass pump from Mersino Pumps in the amount of \$39,854.74; this motion was seconded by Vice Mayor Harper.

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

Motion carried unanimously by Voice Vote.

CITY MANAGER ITEMS

Bank Account Signer – City Manager Jackson discussed the need for another Bank Account Signer. After brief discussion, the Consensus was to select Charles Nichols.

CITY ATTORNEY

Discussion regarding Gerry Hartman's resignation due to health reasons. Shared Mr. Hartman's accomplishments in working with the Polk City Team.

COMMISSIONER ITEMS

Commissioner Blethen – None

Commissioner Carroll – Encouraged the candidates to not give up.

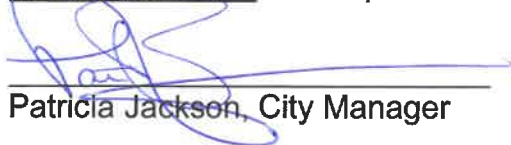
Vice Mayor Harper – Thanked the candidates for their participation. Tom Burke died (First Baptist Church, Polk City).

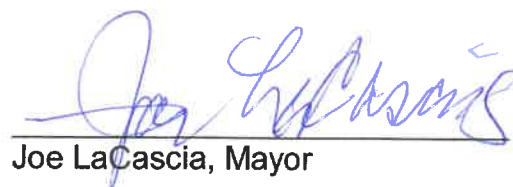
Mayor LaCascia – Thanked his fellow Commissioners for allowing him to serve another year as Mayor of Polk City.

Commissioner Nichols – Thanked everyone for their vote of confidence in him to serve as City Commissioner.

ANNOUNCEMENTS - None

ADJOURNMENT – 8:01 pm


Patricia Jackson, City Manager


Joe LaCascia, Mayor