

CITY COMMISSION MINUTES

July 18, 2022

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

Vice Mayor Wayne Harper 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 Micheal T. Blethen, Commissioner Randy Carroll, Attorney Kristie Hatcher-Bolin (Sub for City Attorney Thomas Cloud) and City Manager Patricia Jackson

Absent: Commissioner Charles Nichols, City Attorney Thomas Cloud

APPROVE CONSENT AGENDA

Motion by Vice Mayor Harper to approve the June 20, 2022 (Workshop and Regular Meeting) minutes; this motion was seconded by Commissioner Blethen. **Unanimously approved by Voice Vote.**

PRESENTATIONS/RECOGNITIONS - None

PUBLIC COMMENT - None

ORDER OF BUSINESS

Empire Pipe and Supply Proposal - Meter and Register Installation and Infrastructure

City Manager Jackson discussed that Polk City would like to upgrade its meter reading system to AMR from our Drive-by system that is in place. AMR is the technology of automatically collecting consumption, diagnostic, and status data from our water meter and transferring that data to a central database for billing, troubleshooting, and analyzing.

Polk City would purchase AMR technology to include the Pole Agreement with Lakeland Electric for Repeaters, this would include Customer Engagement Portal (an online platform that allows customer to view data from meter), and Polk City would replace remaining 3G to 4G Allegro meters.

During the June 23, 2022 City Commission Workshop, it was a consensus to place this item on the Regular Meeting Agenda for approval.

Laura Lambert (414 Meandering Way) is there a 24/7 phone number to call for emergencies? How is Empire rated?

Chasity Guinn, Utility Billing Supervisor responded there is an answering service phone number, which is on the water bills.

City Manager Jackson responded to the question regarding how Empire is rated.

Mayor LaCascia clarified the upcoming motion for this item.

Commissioner Carroll inquired about the price of the meter?

Alex Mestre (Empire Pipe and Supply) responded \$164.00.

Vice Mayor Harper inquired about the installation of meters and their locations.

Chasity Guinn, Utility Billing Supervisor stated we are moving out all the old 3G meters and replacing with 4G meters.

Mayor LaCascia reiterated dollar amounts from the June 23rd Workshop. Wants to know where the \$799,000 pricing came from.

Mr. Mestre explained the difference in pricing (\$599,000 vs \$799,000) and some items may not be needed by the time the actual work will be done as some meters would have already been replaced.

Mr. Mestre and City Manager Jackson explained that Polk City will have the final cost of this project prior to a contract being drawn up.

City Manager Jackson stated this will not eliminate any jobs, but will allow the workers to do their jobs in a more timely fashion.

City Manager Jackson reiterated that was the purpose of approving for her to move forward to acquire final pricing, what is needed and financing, if needed. This would be an Enterprise Fund project.

Lengthy discussion ensued regarding financing and the return-on-investment of this project.

Motion by Commissioner Blethen to approve the City Manager moving forward with Empire Pipe and Supply to acquire final pricing and what is actually necessary and what is not at this time; this motion was seconded by Vice Mayor Harper.

Motion carried 4/0 by Voice Vote.

CivilSurv Professional Services Proposal – Business Park Phase 2

City Manager Patricia Jackson and Mark Fredericks discussed CivilSurv performing limited construction inspection services throughout the anticipated construction duration of 14 months from the date of the preconstruction meeting to the date of final inspection.

Construction for the Project is anticipated to begin in the third quarter of 2022. CivilSurv will act as Polk City's consulting engineer during the site civil construction of the project.

CivilSurv will attend one preconstruction meeting with the Applicant, Construction Contractor, Engineer of Record, and City Staff. The meeting will serve to establish communication protocol for the duration of the Project, review the construction schedule, and address questions regarding engineering inspection requirements for the Project. A summary of the meeting will be provided to Polk City and the Applicant.

The Scope of Services will be performed on a time and materials basis in accordance with the previously approved fee schedule. **The estimated budget for the Project is \$97,440.**

Mark Fredericks (CivilSurv) confirmed that this project will be in this calendar year. It is in the budget!

City Manager stated Polk City will pay the bill, then bill the developer and Polk City gets reimbursed.

Motion by Vice Mayor Harper to approve the proposal for Engineering Services with CivilSurv for Business Park Phase 2 in the amount of \$97,440; this motion was seconded by Commissioner Carroll.

Motion carried 4/0 by Voice Vote.

CivilSurv Professional Services Proposal – Potable Water System Support Services

City Manager Jackson discussed CivilSurv's proposal which is associated with updates to the City's Potable Water System Model and design of improvements to a potable water intra-system interconnect. This proposal provides an overview of the services to be provided. City Manager Jackson and the Utilities' Staff met with CivilSurv regarding the issues they are experiencing.

Polk City operates three potable water production facilities (WPFs) within the utility service area. These WPFs are all connected to the same potable water distribution network, but essentially operate independently through the use of valves at intra-system interconnects. During recent fire hydrant flushing, significant pressure and flow drops were experienced with the system, including model calibration adjustments to simulate the pressure and flow issues recently experienced in the system. The existing conditions model could then be used to identify and model recommended system improvements. Potential improvements to the system are anticipated to include: modifications to the existing intra-system interconnects; addition of storage and service pumps, and pipe size increases.

Phase 100 – Hydraulic Modeling

- Task 101 – Existing Conditions Model Update

- Task 102 – Conceptual Improvements Model

Phase 200 – System Interconnect Improvements

- Task 201 – Preliminary Engineering
- Task 202 – Topographic Survey
- Task 203 – Subsurface Utility Engineering
- Task 204 – Construction Plans
- Task 205 – Permitting Services
- Task 206 – Bid Phase Services
- Task 207 – Construction Administration Services

CivilSurv will meet with Polk City to discuss each task as it is completed and determine what actions are recommended.

Please see attached proposal for more in-depth information.

The Scope of Services will be performed on a time and materials basis in accordance with the previously approved fee schedule.

The estimated budget for the Project is as follows:

Phase 100 – Hydraulic Modeling - **\$39,750**

Phase 200 – System Interconnect Improvements - **\$63,150**

Total estimated not-to-exceed budget is \$102,900

Laura Lambert (414 Meandering Way) inquired about whether Phase 1 and Phase 2 are Engineering only.

Mark Fredericks (CivilSurv) responded Professional Services. Phase 100 – Modeling, Office work of data. Phase 200 – what needs to be done, design, inspections, interconnect.

Mrs. Lambert asked if there would be any grant funding for this project.

City Manager Jackson stated we can look into any grants that Polk City would be eligible to apply for.

Mrs. Lambert expressed concerns for time frame, water pressure for fires.

Mr. Fredericks responded the Modeling is 16 weeks, Interconnects will be approximately 20 weeks.

Motion by Vice Mayor Harper to approve the proposal for Engineering Services with CivilSurv for Potable Water System Support Services in the amount of \$102,900; this motion was seconded by Commissioner Blethen.

Motion carried 4/0 by Voice Vote.

CITY MANAGER ITEM

Centennial Celebration – Possible Three-day event, April 25-27, 2025. Committee expressed interest in having the event at the Sprayfield. Would like Polk City to contribute \$100,000. Next meeting is August 25 at 6pm. In need of workerbees. All logistics are being worked out. City Manager will keep the Commission in the loop as information becomes available.

FY 2023 Budget – Should have done by the end of next week – certify millage rate no later than August 1 with a millage rate of 5.5. Mayor LaCascia asked if the updated property values been received? City Manager responded, yes!

Utility Ordinance Chapter 74 – Need to make changes on Meter Set Fees, Tap Fees, and Backflow Prevention.

Request received for Annexation – North of Marathon Station on SR 33. Will keep you posted once application is received.

CITY ATTORNEY - None

COMMISSIONER ITEMS

Commissioner Blethen – Recap on the projects for the Budget.

Commissioner Carroll – the person serving on the Centennial Committee, they also serve on the bi-weekly food drive. The Food Drive (2nd and 4th Saturday) serve over 200 families. This is a great project.

Vice Mayor Harper – None

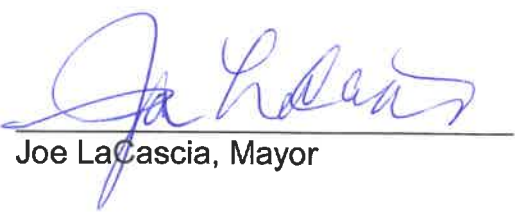
Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 8:05 pm



Patricia Jackson, City Manager



Joe LaCascia, Mayor