

CITY COMMISSION WORKSHOP MINUTES

April 18, 2022

Mayor LaCascia called the Workshop to order at 6:02 pm.

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

Agenda Review - City Commission Meeting – April 18, 2022

Mayor LaCascia reiterated the purpose of the Workshop is to discuss items being presented on the Regular Meeting Agenda and address any questions or concerns and ultimately be able to proceed in a more efficient manner at the Regular Meeting.

ORDER OF BUSINESS

CITY COMMISSION CANDIDATE 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 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.

No further discussion or questions.

CHASTAIN SKILLMAN LETTER OF AGREEMENT (CDBG)

City Manager Jackson discussed Chastain Skillman is submitting 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

During the Regular Meeting, staff will recommend approval of the Agreement for Engineering and Survey Services with Chastain Skillman in the amount of \$124,795.

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

After brief discussion, this item will as tabled until next month as the contract and inspections are not complete as of today.

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

During the Regular Meeting, staff will recommend approval of the purchase of a trailer mounted Bypass Pump from Mersino Pumps in the amount of **\$39,854.74**.

CITY MANAGER ITEMS - None

CITY ATTORNEY ITEMS

City Attorney Cloud briefly discussed the Sunrail Project. Described the pros and cons of this project.

SR 33 continues to be a major issue coming through Polk City. FDOT will be doing a study that will involve City officials. Suggested Polk City reach out to Representative Josie Tomkow for assistance regarding the traffic.

COMMISSIONER ITEMS

Mayor LaCascia - In 2024 there will be four (4) seats open. In 2025 City Manager Jackson's Employment Contract expires, which is also time for the Centennial Celebration. Would like to begin discussions regarding the City Manager's Contract.

Brief discussion regarding the need for a Polk City Chamber of Commerce to push for new businesses in the city.


Inquired about City Manager's interview with Lenore Devore for Polk City. Please make this available to the City Commission as well as the City Attorney.

Vice Mayor Harper - None

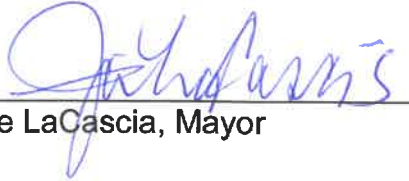
Commissioner Blethen - None
Commissioner Carroll - None
Commissioner Nichols - None

ANNOUNCEMENTS - None

ADJOURNMENT – 7:05 pm



Patricia Jackson, City Manager



Joe LaCascia, Mayor