

## CITY COMMISSION WORKSHOP MINUTES

September 19, 2022

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Mayor LaCascia called the Workshop to order at 6:00 pm.

**ROLL CALL** – Assistant City Manager Sheandolen Dunn

**Present:** Mayor Joe LaCascia, Vice Mayor Wayne Harper, Commissioner Randy Carroll, Commissioner Micheal T. Blethen (6:30pm), and City Manager Patricia Jackson

**Absent:** Commissioner Charles Nichols, City Attorney Thomas Cloud

**Agenda Review - City Commission Meeting – September 19, 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**

#### **ORDINANCE 2022-06**

Jennifer Codo-Salisbury (CFRPC) provided a thorough overview and discussion of Ordinance 2022-06 – An Ordinance of Polk City, Florida; amending the Future Land Use map of the Comprehensive Plan of Polk City, Florida; changing the Future Land Use Designation of approximately 0.27 acres located at 957 Lakeshore Drive, from “Commercial” to “Residential Medium”; transmitting said small scale Future Land Use Map amendment to the Florida Department of Economic Opportunity for notification purposes only; providing for severability; conflicts, and an effective date. **First Reading**

#### **ORDINANCE 2022-07**

Jennifer Codo-Salisbury provided a thorough overview and discussion of Ordinance 2022-07 – An Ordinance amending the official zoning map of Polk City, Florida; changing the zoning for approximately 0.27 acres located at 957 Lakeshore Drive from General Commercial (C-2) to single family and Duplex (R-3); providing for severability; providing an effective date. **First Reading**

#### **ORDINANCE 2022-08**

Jennifer Codo-Salisbury provided a thorough overview and discussion of Ordinance 2022-08 – An Ordinance of Polk City, Florida; creating subsection 2.02.14, Polk City Land Development Code, prohibiting Medical Marijuana Treatment Center Dispensing Facilities within City boundaries; providing Legislative findings; providing moratorium contingency, conflicts, severability, and an effective date. **First Reading**

The discussion regarding the Medical Marijuana Dispensing Facility in Polk City focused on Polk City being a family-oriented place and not wanting to invite such activity to our community. This would bring about an increase in the crime rate. There are other facilities in Lakeland and Auburndale.

City Attorney Cloud stated that this is legal on the state level, but is still a Schedule 1 drug, which is still illegal. The USA Attorney General will not prosecute anyone with a Medical Marijuana card.

Commissioner Harper questioned if this kind of business would even be profitable in Polk City.

Commissioner Carroll stated that pretty much anyone can get a Medical Marijuana card and they share their card with others.

Jennifer Codo-Salisbury stated that her agency, CFRPC does not have a position on this item. They simply put together the information for Polk City to make an informed decision.

#### **ORDINANCE 2022-09**

Jennifer Codo-Salisbury provided a thorough overview and discussion of Ordinance 2022-09 – An ordinance of Polk City, Florida, vacating three platted easements described below; providing findings and conditions; providing for a certified copy to be filed with the Polk County Clerk of Court and duly recorded in the public records of Polk County; providing for severability; providing for conflict; and providing for an effective date. **First Reading**

#### **ORDINANCE 2022-10**

Jennifer Codo-Salisbury provided a thorough overview and lengthy discussion of Ordinance 2022-10 – An Ordinance of Polk City, Florida, approving a subdivision plat titled Sandy Pointe Sweet Gun Lane, a replat of a portion of Sandy Pointe Subdivision; providing findings, plat approval, recording, conflicts, severability & an effective date. **First Reading**

#### **Professional Engineering Services Proposal - Construction Inspections for The Landings at Mt. Olive Phase I**

Mayor LaCascia and City Manager Jackson discussed the CivilSurv proposal to Polk City for Professional Engineering Services associated with construction inspection at The Landings at Mt. Olive – Phase 1 (Project). This proposal provides an overview of the services to be provided by CivilSurv.

The Scope of Services will be performed on a time & materials basis in accordance with the previously approved fee schedule. The estimated budget for the project is **\$99,840**. Polk City will pay as the inspections are made and then get reimbursed from The Landings.

The Applicant for The Landings at Mt. Olive residential development has received conditional approval to proceed with construction. CivilSurv will act as the City's

Consulting Engineer during the construction of infrastructure, which will later be transferred to the City at the completion of construction. CivilSurv will perform limited construction inspection services throughout the anticipated construction duration of six (6) months from the date of the preconstruction meeting to the date of final inspection.

The task consists of overall management of the project, including contract administration, budget management, invoicing, monthly progress reporting, scheduling, and coordination with the City.

### **City Manager Evaluation 2022**

The 2022 City Manager Evaluation of Patricia Jackson was provided for review and discussion. Each Commissioner submitted their individual evaluation of City Manager Jackson. The following are comments stated during September 19, 2022 Regular City Commission Meeting.

**Vice Mayor Harper** – Would like to have a workshop scheduled in order to set goals for the City Manager. Suggested that the City Manager and one commissioner at a time begin going out and getting to know the businesses and their owners.

**Commissioner Nichols** – No comments

**Commissioner Carroll** – Looking forward to the growth of Polk City. Encouraged City Manager to be involved in more of the activities in and around Polk City.

**Commissioner Blethen** – No Comments

**Mayor LaCascia** – his scores of the City Manager speak for themselves. Quite a few of the residents don't know who the City Manager is, so I would like to see the City Manager and the Assistant City Manager get out and visit the local business at least once a month. Deals with her on a regular basis and anytime issues have been brought to her, they have been handled in a timely manner.

City Manager Jackson's overall score was a 4.27 out of 5.

### **Christmas Parade – Saturday, December 3, 2022**

Mayor LaCascia and City Manager Jackson briefly discussed the upcoming Christmas Parade on Saturday December 3, 2022. FDOT now requires municipalities to get approval from the City Commission during a Regular Meeting prior to completing the Road Closure application.

Mayor LaCascia also recommended Representative Josie Tomkow to serve as the 2022 Christmas Parade Grand Marshal.

At the Regular Meeting, the City Manager will ask for a consensus from the Commission for Representative Tomkow to serve as the Grand Marshal.

If consensus is given, City Manager Jackson will reach out to Representative Tomkow and get back to the Commission with her response.

### **Mowing Quotes**

City Manager Jackson stated at the Budget Workshop on August 20, 2022, discussion took place to have a professional company assist with some of the mowing of City-owned properties, which would take the place of hiring another employee in the Public Works Department. This will also allow additional time for the Public Works team to do other projects.

It was the consensus to move forward with this in the new budget year. Since that time, companies have been contacted to provide Polk City with a quote based on our specifications. The quotes that have been received will be available at the meeting (we are waiting to see if additional quotes are received prior to the meeting).

Polk City received one quote from Castro Customs in the amount of \$895.00.

During the Regular Meeting, Staff will recommend the Commission approve Castro Customs for lawn services on a per-cut basis for Polk City properties in the amount of \$895.00.

Staff will also recommend that City Attorney Cloud draft a contract for review.

### **Foreclosure Proceedings – 423 Marklen Loop**

City Manager Jackson discussed a lien that was placed in the amount of \$7,390.00 for the cost incurred by Polk City for the demolition of the structure at 423 Marklen Loop, Polk City, Florida, by Johnson's Excavation & Services, Inc.

Pursuant to State Statute 162.09(3), the Special Magistrate authorize Polk City to begin foreclosure procedures on the above captioned property.

Gene Gorski (7470 Berkeley Road) inquired about if the property is sold can a single-family residence be placed there. City Attorney Cloud will look into Mr. Gorski's inquiry.

During the Regular Meeting, staff will request the Commission approve the City Attorney moving forward with foreclosure proceedings on the property located at 423 Marklen Loop.

### **Planning Advisory Services Agreement with Central Florida Regional Planning Council**

Jennifer Codo-Salisbury (CFRPC) discussed staff would like to engage with Central Florida Regional Planning Council to provide professional planning services for Comprehensive Plan Amendments, Rezoning, large project review, subdivision review, minor revisions to the Land Development Regulations, Comprehensive mapping services, update to the Capital Improvements Element and Plan, Grant writing and Website updates.

This is a Fixed Fee Agreement amount of \$30,000 for FY 2022-23. The fees are to be paid in four (4) payments as listed below.

October 1, 2022 - \$7,500  
January 1, 2023 - \$7,500  
April 1, 2023 - \$7,500  
July 1, 2023 - \$7,500

There are no changes in the fees since last fiscal year. We have no other fees outside this fixed contract.

During the Regular Meeting, Staff will recommend approval of the Planning Advisory Services Agreement with Central Florida Regional Planning Council in the amount of \$30,000.

### **CITY MANAGER ITEM**

**Emergency Lift Station Repair on Brooke Lane** – Cost was \$30,025. During the Regular Meeting, City Manager will be requesting authorization to have Odom Contracting to make these repairs.

### **CITY ATTORNEY ITEMS** - None

### **COMMISSIONER ITEMS**

**Vice Mayor Harper** - None

**Commissioner Blethen** – Arrived late and requested the City Attorney recap the discussion on the Medical Marijuana Ordinance. City Attorney provided brief discussion on the matter. Also requested clarification on the Sandy Pointe Ordinance. Jennifer Codo-Salisbury provided the clarification.

**Commissioner Carroll** - None

**Commissioner Nichols** - None

**Mayor LaCascia** – None

### **ADJOURNMENT** – 6:37 pm



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Patricia Jackson, City Manager



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Joe LaCascia, Mayor