

CITY COMMISSION MINUTES
October 17, 2023

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 City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Wayne Harper, Commissioner Charles Nichols, Commissioner Brian Knouff, Commissioner Micheal T. Blethen, and City Manager Patricia Jackson

Absent: City Attorney Thomas Cloud

APPROVE CONSENT AGENDA

Motion carried unanimously by Voice Vote to approve the September 7, 2023 Special City Commission Meeting and the September 19, 2023 Regular Meeting Minutes, as well as the reports and other items on the Consent Agenda.

PRESENTATIONS/PROCLAMATIONS - None

PUBLIC COMMENTS - None

ORDER OF BUSINESS

PUBLIC HEARING – ORDINANCE 2023-06

An Ordinance of Polk City, Florida; amending an approved Planned Unit Development-X to modify the phasing schedule contained in Exhibit “C”; providing for conflicts, codification, severability, and an effective date. **Second and Final Reading**

City Manager Jackson read the Ordinance by title only. Mayor LaCascia opened the Public Hearing; no one spoke for or against this Ordinance; therefore, Mayor LaCascia closed the Public Hearing.

NO DISCUSSION.

Motion by Commissioner Nichols to approve Ordinance 2023-06 Amendment to modify phasing for the Landings on Second and Final Reading; this motion was seconded by Vice Mayor Harper.

Roll Call Vote: Mayor LaCascia – aye, Commissioner Knouff – aye, Commissioner Blethen – aye, Commissioner Nichols – aye, Vice Mayor Harper – aye

Motion carried unanimously.

Resolution 2023-02 – Employee Handbook Update

A Resolution of the City Commission of Polk City, Florida; revising the City’s Employee Handbook; providing findings, repealing conflicting resolutions, and providing an effective date.

City Manager Jackson discussed in 2020 during the COVID Pandemic, Polk City was forced to adopt new ways of conducting business when staff had to be sent home for a short period of time. Water Utility customers were provided a number of ways to pay their water bill without coming into City Hall.

Now that a few years have passed and we are back to some sense of normalcy, the customers have continued to use the alternate methods to pay their water bills (online, over the phone, night drop). This has caused a decrease in foot traffic inside City Hall. However, the same amount of work, and most times more, continues to be done by the small staff currently in place.

Due to this decrease in the foot traffic, City staff is proposing to work a 4-day/10-hour work schedule and the offices will be closed on Fridays. The Library staff has opted to maintain their five-day week/8-hours per day due to their heavy foot traffic every day.

Due to this change, the Personnel Policy that was adopted by Resolution in February 2023 will need to be updated and redistributed to all City staff and City Commissioners.

For your quick reference, listed below are the changes reflected in the Personnel Policy:

Pg 26 – Section 313 – Sick Time and Sick Leave Bank

Eligible full-time employees can accrue sick time at the rate of 12 days per anniversary year (accrued each payroll period). A day of sick time for an employee on a 4 day/10 hour work schedule is 10 hours; a “day” of sick time for an employee on a 5 day/8 hour work schedule is 8 hours.

Pg 27 – Section 314 – Donation of Sick Time from an Employees Sick Leave Bank

Sick leave bank time can be donated in increments of no less than 8.0 hours, and will be paid to the recipient at the recipient’s hourly rate.

Pg 28 – Section 318 – Vacation Time and Leave Bank

Vacation is earned based on the employee’s regular work schedule (i.e. 10 hours/month for those on 4 day/10 hour work schedule; 8 hours/month for those on 5 day/8 hour work schedule).

Pg 35 – Section 502 – Work Schedules

The normal work schedule for most regular full-time employees is ten (10) hours a day, four (4) days a week, or employees who have work schedules of eight (8) hours a day, five (5) days a week. Regular part-time employees work schedules will vary depending on the position and requirements of the job.

Staff recommended the Commission adopt Resolution 2023-02. Should this Resolution be adopted, new Employee Handbooks will be printed and distributed to City Staff and City Commission.

Motion by Commissioner Blethen to approve Resolution 2023-02 Employee Handbook update; this motion was seconded by Commissioner Knouff.

Roll Call Vote: Commissioner Blethen – aye, Vice Mayor Harper – aye, Commissioner Knouff – aye, Commissioner Nichols – nay, Mayor LaCascia – aye

Motion carried 4/1.

Polk City Vision and Action Plan - Vu Vu, VP of Roadway Design, Landis Evans and Partners

Vu Vu, VP of Roadway Design with Landis Evans and Partners provided a presentation and discussion regarding the two Community Workshops held this year, focusing on how Polk City can move forward along with FDOT and Polk County regarding proposed roadway projects, and address any questions or concerns from the City Commission. Mr. Vu will share a proposed Resolution to be considered at a future meeting.

Vice Mayor Harper discussed the traffic that Mr. Vu mentioned as a plan alternate, this traffic would make traffic end up in front of City Hall.

Commissioner Nichols responded that it would be easier for the trucks to make a right instead of at left at SR 33 and Commonwealth (at Hungry Howie's). Continue to look at long term solutions for the Berkeley truck traffic.

City Manager Jackson stated the truck traffic on Berkeley inches out into traffic for a left turn, which blocks the road.

Mr. Vu indicated that Polk County would have to make a written request to FDOT. A traffic study/count is being done and we are currently awaiting those results.

The bridge on SR 33 is becoming more and more functionally obsolete.

The likelihood of a traffic light at Berkeley and SR 33 is almost null and void.

A Resolution regarding Polk City's Vision and Action Plan is being reviewed by the City Attorney and will be presented at a later meeting.

This presentation was for information purposes only.

Kipe Academy Letter of Request

Kipe Academy, Inc. (464 Sunrise Boulevard), a 501c3 organization is proposing to rent the old Public Works Facility for a Microschool (Tutoring Center). The Academy will

accommodate Kindergarten through Fifth Grade students and help them learn in a performance-based environment, working at their own pace with reading, math and writing skills.

Mrs. Tonya Kipe was at the City Commission Meeting to address questions and concerns regarding this request.

There are several items that will need to be addressed by the City Attorney regarding this being a Commercial Lease Agreement. As he was not present for this meeting, City Manager Jackson will meet with him and bring back responses at a later meeting. **Therefore, this item is being tabled.**

CFRPC Planning Advisory Services Agreement

City Manager Jackson discussed the Planning Advisory Services Agreement with Central Florida Regional Planning Council (CFRPC)

Staff would like to continue engagement 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, and Grant writing.

This is a Fixed Fee Agreement amount of \$35,000 for FY 2023-24. The fees are to be paid in four (4) payments as listed below.

- October 1, 2023 - \$8,750
- January 1, 2024 - \$8,750
- April 1, 2024 - \$8,750
- July 1, 2024 - \$8,750

Staff recommended approval of the Planning Advisory Services Agreement with Central Florida Regional Planning Council in the amount of \$35,000.

NO DISCUSSION.

Motion by Commissioner Nichols to approve the CFRPC PAS Agreement in the amount of \$35,000; this motion was seconded by Vice Mayor Harper.

Motion carried unanimously by Voice Vote.

CivilSurv – Professional Services Proposal – Water & Wastewater Master Plan – Mark Fredericks, VP of Civil Engineering, CivilSurv

During the August 15, 2023 City Commission Meeting, CivilSurv presented an overview of Polk City's Water System. After lengthy discussion, the City Commission approved for CivilSurv to prepare a proposal for a Water and Wastewater Master Plan.

Mark Frederick, VP of Civil Engineering, CivilSurv was at the Workshop and Regular Meeting to present the proposal and address any questions or concerns.

Staff recommended approval of the Professional Services Proposal for a Water and Wastewater Master Plan in the amount of \$149,475.

Motion by Vice Mayor Harper to approve the CivilSurv Professional Services Proposal for the Water & Wastewater Master Plan in the amount of \$149,475; this motion was seconded by Commissioner Nichols.

NO DISCUSSION.

Motion carried unanimously by Voice Vote.

2023 Polk City Christmas Parade

As we move forward finalizing plans for the 2023 Christmas Parade; we learned two years ago that FDOT now requires City Commission approval for the City's parade. The City Commission Meeting minutes from this meeting will be submitted as proof of approval, along with the electronic Road Closure application to FDOT.

The 2023 Christmas Parade is set for Saturday, December 2, 2023, beginning at the intersection of Orange Boulevard/Broadway Boulevard and will conclude at Freedom Park.

City Manager Jackson reminded the City Commission that they needed to decide on a Grand Marshal for the Christmas Parade. Please bring back names to the November meeting. No further discussion.

Motion by Commissioner Nichols to approve having the 2023 Christmas Parade on Saturday, December 2, 2023; this motion was seconded by Commissioner Blethen.

Motion carried unanimously by Voice Vote.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS

Planning Commission Candidates – City Manager Jackson discussed there are two candidates present (Ricky Wilson and Dean Menendez), and ready to be interviewed by the City Commission for the vacant seat on the Planning Commission. The City Commission had the candidates' applications in hand for quick reference during the interview process.

After a lengthy question and answer session with the candidates, there was a **Motion by Commissioner Nichols** to select Ricky Wilson for the vacant seat on the Planning Commission; This motion was seconded by Commissioner Knouff.

Roll Call Vote: Mayor LaCascia – aye, Commissioner Nichols – aye, Vice Mayor Harper – aye, Commissioner Blethen – aye, Commissioner Knouff - aye

Motion carried unanimously.

City Property on Stevens Drive

City Manager Jackson discussed the City-owned property on Stevens Drive that is vacant and in a residential area. This property was acquired when Polk City got the WWTP on Stevens Drive. Polk City has no use for this property. Would like to get an appraisal done in an effort to sell the property.

Motion by Vice Mayor Harper to begin this process with an appraisal; this motion was seconded by Commissioner Knouff.

Commissioner Blethen would like to take a look at the property and recommended tabling this item until he and the other Commissioners can go look at the property.

Motion by Vice Mayor Harper to withdraw his original motion; Commissioner Knouff seconded the motion to withdraw the original motion.

Item Tabled.

COMMISSIONER ITEMS

Commissioner Nichols – None

Commissioner Blethen – None

Commissioner Knouff – None

Vice Mayor Harper – None


Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 8:00 pm



Patricia Jackson, City Manager



Joe LaCascia, Mayor