

CITY COMMISSION MINUTES
August 15, 2023

Vice Mayor Harper 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.

Commissioner Micheal T. Blethen addressed the Commission regarding his 3 consecutive absences from City Commission Meetings, mainly due to his shoulder surgery. Mr. Blethen requested to be placed back on the Commission. After brief discussion, Commissioner Nichols made a motion to reinstate Mr. Blethen to the Commission; this motion was seconded by Commissioner Knouff. **Motion carried by Voice Vote 3/0.**

Commissioner Blethen took his seat back on the dais.

ROLL CALL – Assistant City Manager Sheandolen Dunn

Present: Vice Mayor Wayne Harper, Commissioner Charles Nichols, Commissioner Brian Knouff, Commissioner Micheal T. Blethen, City Manager Patricia Jackson, and Attorney Heather Ramos (sub for City Attorney Thomas Cloud)

Absent: Mayor Joe LaCascia

APPROVE CONSENT AGENDA

Motion by Commissioner Nichols to approve the July 18, 2023 (Regular City Commission Meeting), as well as the Reports and Other items on the Consent Agenda; this motion was seconded by Commissioner Belthen.

Motion carried by Voice Vote 4/0.

PRESENTATIONS/PROCLAMATIONS - None

PUBLIC COMMENT

Gene Gorski (7470 Berkley Road) – addressed the Commission regarding his resignation from the Planning Commission. Expressed his love and admiration for Polk City; but has a serious concern for the division he sees in Polk City. Not sure how that can be issue can be resolved, but in the meantime, would like to see more attendance at the City's meetings.

ORDER OF BUSINESS

Public Hearing - Ordinance 2023-02

Marisa Barmby (CFRPC) discussed an Ordinance of Polk City, Florida; amending the Polk City Land Development Code by adding Section 2.03.05, "Outdoor Display of Merchandise"; repealing all ordinances in conflict; providing for severability, conflicts, codification, and an effective date. **Second and Final Reading**

On July 10, 2023, the Planning Commission voted to recommend approval of the proposed text amendments to the City Commission.

On July 18, 2023, the City Commission approved Ordinance 2023-02 on First Reading.

The proposed amendments are provided to permit outdoor display of merchandise while protecting the health and safety of the community. Several of the requirements are proposed to ensure outdoor displays will not block access, will not cause issues with traffic, and will be brought in during times of inclement weather. The requirements provide details as to how the display area may be located on the site. This is in deference to other sections of the Code that provide specific outdoor display requirements, including uses that do not permit outdoor displays.

Attorney Ramos read the Ordinance by title only. Vice Mayor Harper opened the Public Hearing; no one spoke for or against this Ordinance; Vice Mayor Harper closed the Public Hearing.

Motion by Commissioner Nichols to approve Ordinance 2023-02 Outdoor Display of Merchandise on Second and Final Reading; this motion as seconded by Commissioner Knouff.

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

Motion carried 4/0.

Professional Services Proposal – Cardinal Hill WWTF Improvements (CivilSurv)

Craig Fuller, President, CivilSurv discussed that DEP did a Compliance Evaluation Inspection and Sanitary Sewer Overflow Prevention Inspection at the Cardinal Hill WWTF on May 22, 2023. Polk City received a letter dated June 14, 2023 regarding Compliance Assistance Offer for the Cardinal Hill WWTF.

The City's Cardinal Hill WWTF is currently in need of improvements. Specifically, the Bar Screens have deteriorated and need to be replaced. Further, Disc Filters were included in the permit for construction, but were not built. The addition of Disc Filters, along with a few other improvements such as Variable Frequency Drive (VFD) driven equalization pumps and a future static screen, will improve the overall performance of the WWTF and should be planned for to seek future funding. The City has requested CivilSurv to assist in providing professional engineering services for the project.

CivilSurv has a continuing contract and was asked to submit a proposal to address the two outstanding items of the Bar Screen Replacement(s) and a Disc Filter Addition. (Full proposal will be attached to these minutes)

All items, with the exception of two, have come into compliance:

- 1) **Operation and Maintenance – Bar Screen**
- 2) **Operation and Maintenance – Disc Filters (to be added to the plant)**

After lengthy discussion, **motion by Commissioner Blethen** to approve CivilSurv Professional Services Proposal for the Bar Screen replacements in the amount of \$45,505; this motion was seconded by Commissioner Knouff.

Motion carried by Voice Vote 4/0.

CivilSurv – Overview of Water System

Craig Fuller, President, CivilSurv, presented a lengthy overview of the results for the Potable Water System Model and improvements that need to be addressed. The City Commission approved Professional Services with CivilSurv, which is associated with updates to the City’s Potable Water System Model and design of improvements for a Potable Water Intra-System Interconnect (the full Water System Support Analysis Results will be included with these minutes).

After lengthy discussion regarding the City’s Potable Water Intra-System Interconnect, Mr. Fuller will prepare a Citywide Master Plan proposal to be presented at a later City Commission meeting for final approval.

Motion by Commissioner Knouff to accept this presentation and for CivilSurv to proceed with a proposal for a Citywide Master Plan; this motion was seconded by Commissioner Nichols.

Motion carried by Voice Vote 4/0.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS

Budget Workshop – Will be on Saturday, August 19, 2023 from 9am – 12 Noon.

Polk City Vision Plan – FDOT – Next Community Workshop is scheduled for August 24, 2023 – 5:30 pm – 7:30 pm

Berkley Road Traffic Study – Polk City will do a traffic Study during the winter months.

One work-day every other month, Offices not open to the Public – This will allow city staff to get caught up on projects, filing, etc. The City Commission provided consensus.

COMMISSIONER ITEMS

Commissioner Nichols – Centennial Celebration – made a **motion** for the celebration to be a one-day event on a Saturday from 9 am – 7pm. As per City Manager Jackson, the Carnival (rides, games, etc) contract will need to be done one year in advance. This motion was seconded by Commissioner Blethen. **Motion carried 4/0.**

Commissioner Blethen – None

Vice Mayor Harper – Thanked everyone for their support.

Commissioner Knouff – Enjoyed attending the FLC Conference. Learned quite a bit! However, he has a concern for the cost of the rides for one day. City Manager Jackson stated that the Commission has already authorized \$100,000 for this celebration.

Ridge League of Cities – scheduled for September 14 in Haines City at the Lake Eva Center.

ANNOUNCEMENTS – None

ADJOURNMENT – 7:43 pm


Patricia Jackson, City Manager


Joe LaCascia, Mayor