

CITY COMMISSION MINUTES
December 19, 2023

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

Minister Phillip Hunt, 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, Commissioner Brian Knouff, Commissioner Micheal T. Blethen, and City Manager Patricia Jackson

Absent: Vice Mayor Wayne Harper, Commissioner Charles Nichols, City Attorney Thomas Cloud

APPROVE CONSENT AGENDA

Motion by Commissioner Blethen to approve the November 21, 2023 (Regular City Commission Meeting) and the reports and other items on the Consent Agenda; this motion was seconded by Commissioner Knouff.

Motion carried 3/0 by Voice Vote.

PRESENTATIONS/PROCLAMATIONS - None

PUBLIC COMMENTS - None

ORDER OF BUSINESS

PUBLIC HEARING – ORDINANCE 2023-07

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE CODE OF ORDINANCES OF POLK CITY, FLORIDA (“CITY CODE”); AMENDING §§ 39-4, 74-69, 74-224 AND 74-263, CITY CODE; PROVIDING FINDINGS; PROVIDING A BUSINESS IMPACT ESTIMATE; PROVIDING FOR SEVERABILITY, CONFLICTS, 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 QUESTIONS OR DISCUSSION

Motion by Commissioner Knouff to approve Ordinance 2023-07 Amendment to the Water and Sewer Rates clarifying the actual cost on Second and Final Reading; this motion was seconded by Commissioner Blethen.

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

Motion carried 3/0.

Resolution 2023-03

City Manager Jackson discussed Polk City, in partnership with the Florida Department of Transportation (FDOT) District One, Polk County, and Polk Transportation Planning Organization sought to update the *Polk City Vision Plan (2014)* through a community-based planning process which focused on gauging community aspirations, understanding local concerns, and exploring ways to improve Polk City.

City Manager Jackson read the short title. She also opened the Public Hearing. After no one spoke for or against this Resolution; City Manager Jackson closed the Public Hearing.

In May 2022, FDOT commenced the *Polk City Vision & Action Plan (2023)* in an effort to update and supplement the *Polk City Vision Plan (2014)* with a focus on safety, multimodal enhancements, roadway and intersection improvements, and traffic calming measures.

A Community Workshop was held with government officials, community residents, members of the business community, and interested persons on May 23, 2023, using small focus groups to identify needs and opportunities and develop concepts and guidance.

A Public Meeting was held with government officials, community residents, members of the business community, and interested persons on August 24, 2023, in order to summarize the comments and suggestions from the community workshop and present illustrative artistic renderings of select concepts.

The City Commission was provided a DRAFT of the Polk City Vision Plan in October 2023. Please review and be prepared to bring forth any questions or concerns during the meeting.

Staff recommended adoption of Resolution 2023-03 – Polk City Vision Plan 2023-03.

No comments or questions from the Commission or Public.

Motion by Commissioner Blethen to approve Resolution 2023-03 Polk City Vision Plan 2023-03; this motion was seconded by Commissioner Knouff.

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

Motion carried 3/0.

CivilSurv – Professional Services Proposal – Citrus Grove Area Environmental Assessment

City Manager Jackson discussed Polk City applied for grant assistance through the Community Development Block Grant (CDBG). The CDBG is a federal grant program funded by the U.S. Department of Housing and Urban Development (HUD) and administered at the state level by Florida Commerce. The CDBG provides financial assistance for the development and/or improvements to local transportation facilities and communities.

Florida Commerce awarded Polk City \$650,000 to construct the proposed street and sidewalk improvements.

Polk City's proposed street and safety improvements include **repaving** 7,500 linear feet of roadway on Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, and Sunshine Boulevard. The repaving activities will include milling the existing pavement, providing stormwater inlets, and conveyance along the route of repaving.

Construction activities will also include the construction of 9,500 linear feet of **sidewalks**/pedestrian malls. Sidewalks are proposed along Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, Sunshine Boulevard, West Arborvitae Lane, Broadway Avenue, and West Palmetto Lane where they intersect with Citrus Grove Boulevard South and continue east to their intersection with State Road 33.

Polk City is seeking professional services to assist with the **Environmental Assessment** requirements of the CDBG grant agreement.

The Scope of Services in the attached packet describes the responsibilities of CivilSurv and Polk City. CivilSurv, upon direction from Polk City, will assist with data collection, technical studies, and preparation of the required environmental document to support compliance with CDBG grant requirements.

The Scope of Services will be completed on a time and materials basis in accordance with the previously approved fee schedule and invoices submitted monthly. The Scope of Services requires special consulting services from subconsultants. The cost of the special consulting services will be reimbursed at the subconsultant fee plus 10%.

The estimated not-to-exceed budget is \$98,229.06.

Staff recommended approval of the Professional Services Proposal for the CDBG Citrus Grove Area Proposal for Environmental Assessment in an amount not-to-exceed \$98,229.06.

No questions or comments from the Commission or the Public.

Motion by Commissioner Knouff to approve the Professional Services Proposal for the Citrus Grove Area Environmental Assessment; this motion was seconded by Commissioner Blethen.

Motion carried 3/0 by Voice Vote.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS

Cardinal Hill Effluent Pump - has gone down and staff is awaiting quotes to get this pump back up and running.

Holiday Closings - City facilities will be closed on Monday, December 25, 2023 and Monday, January 1, 2024.

Kipe Academy – needs to meet with the City Commission individually.

COMMISSIONER ITEMS

Commissioner Blethen – Thanked Mr. Vu for his work on the Community Workshops and being able to take the City's concerns to FDOT.

Commissioner Knouff – None

Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 7:10 pm



Patricia Jackson, City Manager



Joe LaCascia, Mayor