

CITY COMMISSION MINUTES

November 21, 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.

ROLL CALL – Assistant City Manager Sheandolen Dunn

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

Absent: Mayor Joe LaCascia

APPROVE CONSENT AGENDA

Motion by Commissioner Blethen to approve the October 17, 2023 (Regular City Commission Meeting) and the reports and other items on the Consent Agenda; this motion was seconded by Commissioner Knouff.

Motion carried unanimously 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. First Reading

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

City Attorney Cloud explained that there would be no increase or change in rates. This Ordinance simply clarifies this is actual cost. Water and Sewer Capital Connection Fees.

NO QUESTIONS OR DISCUSSION

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

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

Motion carried unanimously.

CivilSurv – Professional Services Proposal – Voyles Loop Lift Station Maintenance Repairs

City Manager Jackson discussed the Polk City’s Voyles Loop Lift Station, which is in need of maintenance repairs due to severe corrosion in and near the valve vault. There is potential infiltration causing apparent settlement from an existing stub-out pipe that is connected to the existing wet well. Total cost to complete this project as indicated on the budget estimate is \$55,105.00.

Craig Fuller, CivilSurv President, stated the significant issues are at Voyles Loop, which is the largest Lift Station Polk City has. This project is included in the new budget.

Staff recommended approval of the Professional Services Proposal for the Voyles Loop Lift Station Maintenance Repairs Project in the amount of \$55,105.00.

Motion by Commissioner Knouff to approve the Professional Services Proposal for the Voyles Loop Lift Station Maintenance Repairs Project in the amount of \$55,105.00; this motion was seconded by Commissioner Nichols.

Motion carried 4/0 by Voice Vote.

Centennial Committee Recommendations

City Manager Jackson discussed that during the last meeting of the Centennial Committee, it was approved to bring forward the above listed items for approval of the City Commission. There will be two different logos for the front of the T-Shirts and one logo for the back of the T-Shirts. There is a logo for the centennial coin and the letterhead. Items for approval are listed below:

- Sponsorship Letter
- Sponsorship Levels
- Fundraising Activities
- Front Logo(s) for T-Shirts
- Back Logo for T-Shirts
- Logo for the Letterhead and the Centennial Coin

Staff recommended approval of the Centennial Committee's recommendations that were submitted.

Motion by Commissioner Blethen to approval the Centennial Committee's Recommendations; this motion was seconded by Commissioner Knouff.

Motion carried 4/0 by Voice Vote.

Commissioner Nichols made a recommendation to amend the letter to remove the addresses and phone numbers of the Committee Members at the bottom of the letter.

Motion by Commissioner Blethen to amend the letter as stated in the abovementioned paragraph; this motion was seconded by Commissioner Knouff.

Motion carried 4/0 by Voice Vote.

Grand Marshal Selection

During the October Meeting, City Manager Jackson asked the Commissioners to bring to the November meeting recommendations of persons to be considered for the 2023 Christmas Parade Grand Marshal.

Vice Mayor Wayne Harper nominated Representative Josie Tomkow; however, in the event her schedule does not allow her to be present, he nominated former Commissioner Mike Blethen; this nomination was seconded by Commissioner Nichols.

Staff will confirm Representative Tomkow's availability on Wednesday morning.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS

Property on Stevens Drive – Did any Commissioners go look at the property.

Water Restrictions – Polk City will be restricted to twice a week until March 1, 2024.

Christmas Parade – Saturday, December 2, 2023 – 2:00 pm.

Pandemic – Met with Polk County Health Department Representative Jenn Brandow to discuss the DBCC being available should vaccines need to be administered in a Pandemic (Covid). The City Commission provided consensus for the DBCC to be available for such an event in the future.

December Meeting – The Regular Meeting will be on December 19, 2023.

Kipe Academy – still gathering information, getting building inspection, information regarding insurance for the building.

COMMISSIONER ITEMS

Commissioner Nichols – None

Commissioner Blethen – None

Commissioner Knouff – None

Vice Mayor Harper – None

Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 7:40 pm



Patricia Jackson, City Manager



Joe LaCascia, Mayor