

CITY COMMISSION MINUTES

November 19, 2024

Mayor LaCascia called the meeting to order at 6:03 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, Commissioner Micheal T. Blethen, Commissioner Rick Wilson, Commissioner Michelle Pettit (6:05pm), Attorney Kristie Hatcher-Bolin (Sub for City Attorney Thomas Cloud) and City Manager Patricia Jackson

Absent: Commissioner Charles Nichols, City Attorney Thomas Cloud

APPROVE CONSENT AGENDA

Motion by Commissioner Blethen to approve the October 15, 2024 Regular City Commission Meeting, Department Reports, and other items on the Consent Agenda; this motion was seconded by Commissioner Wilson.

Motion carried unanimously by Voice Vote.

PUBLIC COMMENT

Robert Longton (525 Marklen Loop) – spoke regarding the Retention Pond overflow in the Marklen Loop area.

Carlos Santos (519 Marklen Loop)– Spoke regarding the Retention Pond overflow in the Marlen Loop area as well.

Mayor LaCascia and City Manager Jackson addressed this matter. Staff is aware of the issue and will be working towards a resolution. City Manager Jackson will report back to the Commission a resolution after a thorough investigation has been done.

Chris Walters (111 Palmetto Lane) – Spoke regarding speed humps in the Palmetto Lane area.

ORDER OF BUSINESS

Grand Marshal – New Person(s) Selection

City Manager Jackson and Mayor LaCascia discussed during the September 17, 2024 City Commission Meeting, Dr. Regina Proutsos and Dr. Rachel Bouton, co-owners of Outback Animal Hospital were nominated to serve as Polk City's 2024 Christmas Parade Grand Marshal. The City Commission provided a consensus for both doctors to serve.

Unfortunately, Drs. Proutsos and Bouton had to decline due to a previous commitment.

Therefore, this item is being brought back to the City Commission to request new names for the selection of Polk City's 2024 Christmas Parade Grand Marshal.

After brief discussion, David Byrd was nominated. However, in the event that he is not available, Congressman Daniel Webster was nominated as the alternate.

Mayor LaCascia will reach out to Mr. Byrd on his availability to serve as the Grand Marshal. Staff will reach out to Congressman Webster in the event Mr. Byrd is not available.

Mayor LaCascia nominated David Byrd as the Grand Marshal for the 2024 Christmas Parade and Congressman Daniel Webster to serve as the alternate if David Byrd is unavailable.

Nomination approved 4/0 by Voice Vote.

GameTime Playground Equipment Presentation

City Manager Jackson discussed Brady Ruselink from GameTime Dominica Recreation Products was present to make a full presentation on a wide variety of playground equipment. Freedom Park and McManigle Park's playground equipment have all exceeded their useful life. Therefore, it is necessary that the equipment be replaced.

The proposal was in the amount of \$230,000 for Freedom Park.

Commissioner Blethen asked is there any type of video monitoring for the equipment.

Mr. Ruselink responded No.

City Manager Jackson stated that Polk City has contracts with a company for video monitoring.

Mayor LaCascia thanked Mr. Ruselink for his presentation, and that staff would get back with him at a later date.

Potable Water Intra-System Interconnect Improvements

a. Contract with Odom Contracting

b. Polk City Purchase of parts and supplies from Empire Pipe

Craig Fuller, CivilSurv discussed as part of the Water and Sewer Master Plan, one of the projects is the Potable Water System Interconnect Improvements Project. The City is a municipal corporation duly organized pursuant to the laws of the State of Florida with the authority to contract for construction services involving the Water System Intra-System Interconnect Improvements project, per the Construction Plans and Technical Specifications, both dated April 1, 2024, which are hereby incorporated reference in this Agreement, and Polk City desires to have these construction services performed by Contract in accordance with the terms and conditions of this Agreement.

Odom Contracting, LLC, has submitted a signed bid document for this project in the amount of \$43,950 on 11/6/2024. The bid form is attached as part of the Construction Services Agreement. Please refer to the attached contract with bid document.

Polk City will purchase parts and supplies from Empire Pipe for this project in the amount of \$33,426.33, which includes a vault with hatch doors. Please refer to the attached quotes. There was only one quote that had all of the supplies and parts needed for this project.

Mr. Fuller stated Polk City would see savings of \$12,000-\$15,000 doing the projects this way.

Staff recommended Odom Contracting, LLC, as the contractor, which will be one approval, and the second approval will be for the City to purchase all parts and supplies for the project. There will be two motions that need to be made.

Motion by Commissioner Wilson to approve Contract with Odom Contracting, LLC, in the amount of \$43,950.00; this motion was seconded by Commissioner Pettit.

Motion carried 4/0 by Voice Vote.

Motion by Commissioner Wilson to approve the City's purchase of parts and supplies in the amount of \$33,426.33; this motion was seconded by Commissioner Pettit.

Motion carried 4/0 by Voice Vote.

Cardinal Hill WWTF Plan Proposal – Stantec

As directed by the recent Consent Order issued by FDEP, Craig Fuller (CivilSurv) has worked with Stantec Consulting Services to devise a Facility Plan for Cardinal Hill Wastewater Treatment Facility. The plan will develop a preliminary Engineering Report to determine the proposed build-out and estimated cost of a new Wastewater Treatment Facility at the Cardinal Hill Site.

Craig Fuller (CivilSurv) will be at the City Commission Meeting to address any questions or concerns brought forth.

Staff recommended approval of the Continuing Consulting Services Agreement for Cardinal Hill WWTF with Stantec Consulting Services.

Motion by Commissioner Blethen to approve the Continuing Consulting Services Agreement for Cardinal Hill WWTF with Stantec Consulting Services in the amount of \$54,923.00; this motion was seconded by Commissioner Pettit.

Motion carried 4/0 by Voice Vote.

Request for Proposal of an Independent Auditor

City Manager Jackson explained that Polk City’s Auditor of many years, Mike Brynjulfson, Brynjulfson CPA, has notified Polk City that he would no longer be Polk City’s Independent Auditor. Brynjulfson’s contract expired on September 30, 2024, and he has chosen not to renew his contract with the City.

Per Section 218.391, Florida Statutes:

1. Committee must be at least 3 members and one of these members must be a member of the governing body that will serve as chair of the committee.
2. An employee of the City may not serve as a member of the Auditor Selection Committee.
 - a. However, an employee may serve in an advisory capacity.
3. The Committee will:
 - a. Establish factors to use for evaluation.
 - b. Publicly announce request for proposals including a brief description of the audit and how firms can apply.
 - c. Provide interested firms with a request for proposal.
 - d. Evaluate proposals.
 - e. Rank and recommend in order of preference.
4. The Governing Board (City Commission) will then select one of the firms recommended by the Auditor Selection Committee and negotiate a contract.

Joanna Knowles stated that Mr. Brynjulfson provided a recommendation of a company that knows would do a great job for Polk City. We also have a 30-day window. The contract with Brynjulfson was \$32K with a 5-year contract.

Commissioner Blethen volunteered to serve on this Committee and Mayor LaCascia would serve as the Alternate.

Staff recommended approval of the RFP for an Independent Auditor.

There was no vote on this item.

CITY MANAGER ITEMS

RLC Dinner – In Auburndale on December 4, 2024. Check the invitation in your email for the details.

Christmas Parade – December 7, 2024 at 2 pm, Reception at 11:30 am in the Commission Chamber, and the Parade Line-up is at 1:00 pm

Voyles Loop Lift Station – waiting on new quotes.

DEP Consent Order – Continuing with projects as ordered. Also working on the Force Main on Mt. Olive Road.

Holiday Closings – Polk City will be closed on Thursday, November 27 for Thanksgiving and as always closed on Friday.

CITY ATTORNEY ITEMS - None

COMMISSIONER ITEMS

Commissioner Blethen – None

Commissioner Wilson – continued comments from earlier discussion about the Retention pond issue. Would like to observe along with the engineer or staff that comes out to see what needs to be done to resolve this issue. Commissioner Blethen has property in Bradenton and did not have much rise in the water level during the worst of the storms and hurricanes this year.

Commissioner Pettit – None

Mayor LaCascia – None

ANNOUNCEMENTS - None

ADJOURNMENT – 7:15 pm



Patricia Jackson, City Manager



Joe LaCascia, Mayor