

**CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
TUESDAY, JANUARY 12, 2016**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, January 12, 2016, at the City Hall Commission Chambers, 8 West Broadway, Fort Meade, Florida.

1. CALL TO ORDER:

The Meeting was called to order at 7:00 PM by Mayor Nelson.

2. ROLL CALL:

Mayor	Maurice Nelson	Present
Vice Mayor	James Watts	Present
Commissioner	Barbara Manley	Present
Commissioner	Richard Cochrane	Present
Commissioner	Robert Elliott	Present

Staff Present

City Manager	Fred Hilliard	Present
City Attorney	Tom Cloud	Present
Deputy City Clerk	Melissa Newman	Present
City Planner	April Brown	Present
Finance Director	James (Mel) Parker	Present
Public Works Director	Jackie Cannon	Present
Water/Wastewater Director	Robbie Ward	Present

Also present: Polk County Sergeant Luc Doyon.

3. INVOCATION AND PLEDGE TO THE FLAG:

Mayor Nelson led the invocation. Mayor Nelson led the Pledge to the Flag.

4. ADDITIONS AND/OR DELETIONS

- 10. E. Revised agreement with Mittaur for the CDBG Grant.
- 10. K. Add Discussion of Gas Fund
- 11. A. Add Resolution R16-04 Clarifying the Cemetery Rules and Regulations.

Motion Commissioner Elliott, second Commissioner Watts to approve the additions and deletions.

Motion to approve additions and deletions passed by unanimous vote of 5-0.

5. CONSENT AGENDA

- A. Minutes of the Regular City Commission Meeting of December 8, 2015 and Minutes of the December 8, 2015 Commission Workshop Meeting.

Motion Commissioner Cochran, second Commissioner Nelson to approve the Consent Agenda.

Motion to approve the Consent Agenda passed by unanimous vote of 5-0.

6. PRESENTATIONS/AWARDS/REPORTS:

- A. Recognizing Service Year of Mayor.

City Manager, Fred Hilliard presented Mayor Maurice Nelson with a Certificate of Appreciation for serving as Mayor in 2015

- B. Recognizing Employee of the 3rd and 4th Quarters.

City Manager, Fred Hilliard presented Maria Carrillo with a plaque for being Employee of the 3rd Quarter and Danelle Holder with a plaque for being Employee of the 4th Quarter. Mr. Hilliard thanked them for all they do.

- C. Fair Housing Workshop.

Mr. Fred Fox presented a workshop on Fair Housing Requirements. Mr. Fox read all the rules and requirements for the Fair Housing Act stating that it prohibits discrimination due to race, color, religion, national origin, sex, familial status or disability.

7. ELECTION OF MAYOR AND VICE MAYOR

City Manager Hilliard requested Mayor Nelson open the floor for nomination for Mayor and Vice Mayor, as she did.

Motion Commissioner Cochran, second Commissioner Elliott to nominate Commissioner Watts as Mayor for 2016.

Motion to appoint Commissioner Watts as Mayor for 2016 passed by unanimous vote of 5-0.

Motion Commissioner Cochran, second Commissioner Elliott to nominate Commissioner Manley as Vice Mayor for 2016.

Motion to appoint Commissioner Manley as Vice Mayor for 2016 passed by unanimous vote of 5-0.

8. PUBLIC FORUM:

Citizen comments for items not on the agenda (3-minute maximum length).

Mr. Terry Booker President of the Home Owners Association, 1017 Indiana St. Fort Meade, FL. 33841, thanked Mr. Watts for meeting with him and stated that he looks forward to working with him on the remodel of the Activity Center. Mr. Booker thanked Commissioner Manley for meeting with him and for getting the giant potholes fixed. Mr. Booker also thanked Mr. Hilliard for working with him on trimming trees. Mr. Booker stated he would like the issues of the City Mobile Home Park to be more specific.

Mr. John Gangemi, representative for the Sporting Clays Course in Lakeland, FL. stated that he has met with some of the City staff and plans on opening a sporting clay course in the proposed Fort Meade Outpost Project in May of 2016.

Ms. Barbara Arnold, 620 NE 4th St. Fort Meade, FL. 33841 stated that she received a ticket for driving a golf cart on city streets and questioned why she would get a ticket in a golf cart community.

Attorney Cloud stated that Ft. Meade was not a golf cart community and if it was, you still could not operate a golf cart on county or state roads without a tag and approval of the county or state.

Tony and Andrea Parker, 19 S. Cleveland, Ft. Meade, FL. 33841 also spoke on the issue of the golf carts. After much discussion, Commissioner Cochrane asked Attorney Cloud to draft an emergency Ordinance to be passed at the February Commission meeting.

Motion Commissioner Elliott, second Commissioner Cochrane to prepare an emergency Ordinance.

**Mayor Watts – Aye
Vice Mayor Manley – Nay
Commissioner Elliott – Aye
Commissioner Cochrane – Aye
Commissioner Nelson – Aye**

Motion for emergency ordinance passed by a vote of 4-1

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

A. Approve Resolution R16-01 appointment of Mayor and Vice Mayor.

Motion Commissioner Cochrane, second Commissioner Elliott to approve Resolution R16-01 appointment of Mayor and Vice Mayor.

Motion to approve Resolution R16-01 passed by unanimous vote of 5-0.

- B.** Approve application to Florida Department of Equal Opportunity for a FFY2015 Small Cities Community Development Block Grant (CDBG) for up to \$700,000.00.

Mayor Watts opened a Public Hearing

Mayor Watts closed the Public Hearing

Motion Commissioner Manley, second Commissioner Elliott to authorize Fred Fox initiate the process of preparing the application to DEO for the FFY2015 Small Cities CDBG grant.

Motion to prepare the application to DEO passed by unanimous vote of 5-0.

- C.** Approve recommendation from CATF Board and staff regarding FFY2015 CDBG Grant opportunity.

Motion Commissioner Cochrane, second Commissioner Manley to follow staff and the Board's recommendation to reapply for the upgrading of the Cherokee lift station and replace sewer lines and repair roadways where line replacement might occur

Motion to reapply to DEO passed by unanimous vote of 5-0.

- D.** Approve Fred Fox Enterprises to begin application process for CDBG grant.

Motion Commissioner Nelson, second Commissioner Cochrane to authorize Fred Fox Enterprises to begin the application process for the CDBG grant.

Motion to authorize Fred Fox to process application for CDBG grant passed by unanimous vote of 5-0.

- E.** Engineering services contract with Mittaur & Associates for the CDBG grant.

Motion Commissioner Cochrane, second Commissioner Nelson to approve the engineering services agreement with Mittaur & Associates for the CDBG grant.

Motion to approve agreement with Mittaur & Associates for the CDBG grant passed by unanimous vote of 5-0.

- F. City Attorney Cloud read the title to Ordinance No. 16-01 amending the Comprehensive plan by adopting Amendment CPA-2016-01 on 1st Reading.

Mayor Watts opened a Public Hearing.

Mayor Watts closed the Public Hearing.

Motion Commissioner Manley, second Commissioner Elliott to approve Ordinance 16-01.

Motion to approve Ordinance 16-01 passed by unanimous vote of 5-0.

Motion Commissioner Nelson, second Commissioner Elliott to adopt Resolution R15-02 authorizing the transmittal to DEO.

Motion to adopt Resolution R16-02 passed by unanimous vote of 5-0.

- G. City Attorney Cloud read the title to Ordinance 16-02 to amend the Comprehensive Plan by a Small Scale Amendment to the Land Use Map.

Motion Commissioner Manley, second Commissioner Elliott to approve Ordinance 16-02 on 1st reading and to adopt Resolution 16-03 for transmittal to the DEO.

Mayor Watts opened a Public Hearing.

Mayor Watts closed the Public Hearing.

Motion to approve Ordinance 16-02 and adopt Resolution R16-03 passed by unanimous vote of 5-0.

- H. City Planner April Brown asked the commission to table Ordinance 16-03 proposed amendments to the Land Development Code Regulations.

Motion Commissioner Elliott, second Commissioner Nelson to table Ordinance 16-03 to the February 9, 2016 meeting.

Motion to table Ordinance 16-03 passed by unanimous vote of 5-0.

- I. Appointment of member to the Board of Adjustments and Appeals.

Motion Commissioner Cochrane, second Commissioner Elliott to appoint MaryJo Russell to the Board of Adjustments and Appeals.

Motion to appoint MaryJo Russell to the Board of Adjustments and Appeals passed by unanimous vote of 5-0.

- J.** Approval to issue an RFP for banking services for the City of Fort Meade.

Motion Commissioner Elliott, second Commissioner Cochrane to approve the issuance of an RFP for banking services.

Motion to approve issuance of RFP for banking services passed by unanimous vote of 5-0.

- K.** Discuss Natural Gas Fund

Finance Director Mel Parker stated the Auditors requested that we show how the shortfalls in the sewer fund would be accounted for. The sewer fund has borrowed \$556,936.00 from the Natural Gas Fund so far. Mr. Parker suggested that this be a budgeted item in the budget moving forward.

The Commission agreed that Mr. Parker proceed with the repayments to the Gas fund with interest from the Sewer fund and that this be a budgeted item.

11. CITY ATTORNEY COMMENTS:

- A.** Approve Resolution 16-04 Amending Cemetery Rules and Regulations.

Attorney Cloud explained that there was some confusion with the attachments to the first resolution and this resolution is just a correction to clarify the new rules.

Commissioner Elliott stated that he would like to make sure that these rules are properly advertised and not blindsided the citizens.

Motion Commissioner Cochrane, second Commissioner Nelson to approve Resolution 16-04.

Motion to approve Resolution 16-04 passed by unanimous vote of 5-0.

12. CITY MANAGER COMMENTS:

- A.** City Mobile Home Park

Mr. Hilliard requested that the City go out for a RFQ to find all the alternatives to help run the City Mobile Home Park.

Attorney Cloud stated that the City is not recovering the cost of utilities in the CMHP, the City is losing money keeping the park operational.

Attorney Cloud stated that he will have a RFQ ready to be approved at the next meeting.

B. Lewis/Annawoodbury School

Mr. Hilliard met with the Principal of Lewis and Mr. Alderman from the Polk County School Board regarding fencing in the Lewis Campus. The problem would be they will be closing City streets, there will be added liability to the City, no access for emergency vehicles and there are residents that live on that street.

Mr. Hilliard stated he will have a proposal from the school board for the next meeting.

C. Golf Carts

No further discussion.

D. Central Florida Development Council visit

Mr. Hilliard stated that he and Commissioner Manley met with the CFDC and took a tour of potential industrial sites in the City. Mr. Hilliard would like to prepare a proposal of the potential areas for extended utilities to be submitted to FPU for the \$20,000.00 economic development funds.

13. CITY COMMISSION COMMENTS:

Commissioner Manley asked about the palm tree at the post office stating that it needs to be trimmed. Ms. Manley asked about the progress of Robinson MHP.

Mr. Hilliard stated that he has the plat but nothing has been done.

Commissioner Manley asked if the Code Enforcement position has been filled and about the HR position.

Mr. Hilliard stated that we were in the process of interviewing for the Code Enforcement position and Melissa Newman will continue with the HR duties.

Commissioner Nelson invited everyone to the Black History Parade on February 6, 2016 at 12:00. Ms. Nelson also asked the commission to consider buying the banners again this year for the parade.

Motion Commissioner Manley, second Commissioner Cochrane to purchase the banners for the Black History Parade.

Motion to purchase banners passed by unanimous vote of 5-0.

Commissioner Manley invited everyone to the Ridge League of Cities Dinner hosted by the City of Fort Meade at Streamsong Resort.

14. STAFF REPORTS

None.

15. ADJOURNMENT

There being no further business to conduct, Motion Commissioner Elliott second Commissioner Nelson to adjourn the Regular Commission meeting of January 12, 2016 at 9:07 P.M.

Motion to adjourn passed by unanimous vote of 5-0.



James Watts, Mayor

ATTEST:



Melissa Newman, Deputy City Clerk