

**CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
TUESDAY, JULY 11, 2017**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, July 11, 2017, at 7:00 P.M. 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 Manley.

2. ROLL CALL:

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

Staff Present

City Manager	Fred Hilliard	Present
City Attorney	Tom Cloud	Present
Deputy City Clerk	Melissa Newman	Present
Public Works Director	Jackie Cannon	Present
Finance Director	Breanna Smith	Present
Library Director	Jacqueline Rose	Present
Employee Relations	Sheryl Williams	Present
Finance Asst.	Tandra Davis	Present
Streets/Stormwater	Mike Bolin	Present
Parks	Harrison Eiland	Present

Also, present: Polk County Sgt. Warren Burgess.

3. INVOCATION AND PLEDGE TO THE FLAG:

Commander Charlie Perry led the invocation. Mayor Manley led the Pledge to the Flag.

4. ADDITIONS AND/OR DELETIONS

None.

5. PRESENTATIONS/AWARDS/REPORTS:

None.

6. APPROVAL OF MINUTES

- 6.A.** Minutes of the June 13, 2017 Regular Commission Meeting and Minutes of the June 27, 2017 Budget Workshop and the Minutes of the July 6, 2017 Budget Workshop.

Motion Commissioner Cochrane, second Commissioner Elliott to approve the minutes of the June 13, 2017 Regular City Commission Meeting, minutes of the June 27, 2017 Budget Workshop and minutes of the July 6, 2017 Budget Workshop.

Motion to approve the Minutes of June 13, 2017, June 27, 2017 and July 6, 2017 passed by unanimous vote of 4-0.

7. PUBLIC FORUM:

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

Mr. Terry Booker, 1017 Indiana Street, Fort Meade, FL. 33841, stated that he was here 26 months ago with a drawing and a budget to complete the renovations to the Activity Center that the commission voted for but still has not even been started. Mr. Booker asked the commission for their help in getting this project completed because the building is falling apart and in need of repairs now. Things are being built all over the county except in Fort Meade.

City Manager, Fred Hilliard stated that this item is on the agenda under the continuing services contract and the City is actively working to get this project complete.

Ms. Aisha Wright, HELP of Fort Meade, requested a donation of \$500.00 for the annual backpack project.

Motion Commissioner Watts, second Commissioner Elliott to approve the \$500.00 donation to the HELP of Fort Meade organization for the backpack project based upon the assumption the money is in the budget.

Motion to approve \$500.00 donation to HELP passed by unanimous vote of 4-0.

Sharon Stewall, 1042 New York St., Fort Meade, FL. stated that there was a fire that totally destroyed one mobile home and significantly damaged another in the CMHP. Ms. Stewall was concerned that there were not enough fire hydrants to cover the entire park.

Commissioner Watts stated he would like to see a layout of the hydrants and what should be there.

Mr. E.J. King, 108 SW 3rd St. Fort Meade, FL. representing the FMNDP, stated that after the City's donation to the Community Unity Day, there was a scheduling conflict and the event would need to be rescheduled to a later date. Mr. King let Fred Hilliard know and asked the City to hold the donation at this time.

Richard Greer, 1018 Wisconsin St. Fort Meade, FL. stated that he supports Terry Booker on everything he stated. Mr. Greer stated that we are now in the third hurricane season since the time of the discussion for the Activity Center and there is still time to storm harden the building for this year. Mr. Greer stated he would like clarification on the RFQ. Mr. Hilliard stated that we cannot make firms submit proposals, we only had two and there is a recommendation on the agenda.

Mr. John Gillispie, 1012 New York St. Fort Meade, FL. suggested a street light be installed above the existing fire hydrant. Staff was directed to install the light.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

9.A. 2015/2016 Audit Report

Ms. Tiffany Mangold, Audit Manager along with Bert Martinez, Senior Manager from Purvis Gray and Co. submitted the FY 2015-2016 annual financial audit. Ms. Mangold thanked Mr. Mike Brynlufson, independent auditor who was also present, for his professional report and helping management fulfill their role and responsibility in the audit. Ms. Mangold stated that the auditor's responsibility is to express opinions on the financial statements. Ms. Mangold stated that they have issued an unmodified opinion which is the highest level of assurance you can receive on an audit and commended the City for that. Ms. Mangold discussed a report on internal controls and stated that there were no significant deficiencies in that report. Ms. Mangold went on to the independent accountants report on compliance FL. Statutes Sec. 218 4 & 5 and noted that the city complied in all material respects. No single audit was required for FY 2016 because the federal or state grants did not exceed \$750,000.00. Ms. Mangold discussed the management letter on pg. 64 stating this was a review of certain specific matters and there is a table list that explains the prior year findings, no findings this year, with current year updates. Management has entered their responses in detail to the prior year findings. Ms. Mangold discussed the technical report that shows the accounting estimates, difficulties encountered during the audit, disagreements with management and noted that there were no disagreements but there was one difficulty encountered which was the delay of the audit do to staff turnover and the accounting software conversion, however is was just a timing issue and overall it went pretty well.

Motion Commissioner Watts, second Commissioner Elliott to accept the FY 2015/2016 annual financial audit report as presented.

Motion to accept FY 2015/2016 annual financial audit report passed by unanimous vote of 4-0.

- 9B.** Consider tentative proposed millage rate for FY 2017/2018.

Motion Commissioner Cochrane, second Commissioner Watts to set the tentative proposed millage rate at 6.8704

Motion to set the tentative proposed millage rate at 6.8704 passed by a unanimous vote of 4-0.

- 9.C.** Consider employee compensation & benefits for FY 2017/2018.

Mr. Hilliard stated that these were the options discussed at the previous meeting.

- 9.C.1** Health insurance contribution rate.

Motion Commissioner Elliott, second Commissioner Watts to maintain the current rate the city contributes to health insurance.

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

Motion fails.

Motion Commissioner Cochrane, second Commissioner Watts, to approve the City pick up the additional 9% increase to the health insurance.

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

Motion to approve the City pay the 9% increase to the health insurance passed by a vote of 3-1 with Commissioner Elliott opposed.

9.C.2. Dental & vision contribution rate

Motion Commissioner Cochrane, second Commissioner Elliott to let the employee pay for dental or vision insurance as an option.

Motion to let employee pay for dental or vision insurance as an option passed by unanimous vote of 4-0.

9.C.3. Ancillary benefits contribution rate

Motion Commissioner Elliott, second Commissioner Cochrane to continue these benefits at the current rate.

Motion to continue benefits at current rate passed by unanimous vote of 4-0.

9.C.4. Step Raise

9.C.5. Pay scale increase

9.C.6. COLA rate

After much discussion, it was discussed to have a salary scale study done to bring the employees up to the standards they should be. Mayor Manley stated she would like to see the one time increase and forego the others until a pay study has been done.

Motion Commissioner Elliott, second Commissioner Watts to approve a 5% salary increase and forego the cola and step raise for this FY.

Motion to approve a 5% salary increase and forego the cola and step raise passed by a unanimous vote of 4-0.

9.D. Consider recommendation for meter reader services.

Mr. Hilliard stated that staff has recommended contracting Alexander Services to do meter reading and once a month billing.

Mayor Manley stated that she contacted some of the staff in Bartow who are in contract with Alexander and they stated there haven't been any problems with their services.

Motion Commissioner Elliott, second Commissioner Watts to approve entering in a contract with Alexander Services to do meter reading services.

Motion to enter into a contract with Alexander Services passed by unanimous vote of 4-0.

- 9.E. Request to use funds from vehicle surplus sales to purchase new equipment.

Jackie Cannon explained that the purchase of the mowers would be a lease option at 36 or 48 months.

Motion Commissioner Cochrane, second Commissioner Elliott to designate \$9,640.98 to purchase new equipment out of the surplus funds.

Motion to designate \$9,640.98 to purchase new equipment from surplus funds passed by unanimous vote of 4-0.

- 9.F. Consider 2017 updated PSCO interlocal agreement

Motion Commissioner Elliott, second Commissioner Watts to accept the modification to the PCSO agreement.

Motion to accept the PCSO agreement passed by a unanimous vote of 4-0.

- 9.G. Consider recommendation for continuing services agreement

Mr. Hilliard presented a recommendation to enter into a contract with Elements Architectural Group.

Motion Commissioner, second Commissioner Elliott to approve entering into a contract with Elements Architectural Group for continuing services.

Motion to enter into a contract with Elements Architectural Group passed by a unanimous vote of 4-0.

- 9.H. Consider recommendation for market study

Mr. Hilliard presented a recommendation to enter into a contract with Markin Consulting for the market study.

Motion Commissioner Elliott, second Commissioner Cochrane to approve entering into a contract with Markin Consulting for the market study.

Motion to approve entering into a contract with Markin Consulting passed by unanimous vote of 4-0.

9.I. Community development block grant (CDBG) documents

9.I.1. Authorize Mayor to execute subgrant agreement

Motion Commissioner Cochrane, second Commissioner Elliott to allow staff to proceed with contract with DEO for subgrant agreement.

Motion to proceed with DEO subgrant agreement passed by unanimous vote of 4-0.

9.I.2. Designating EEO & Fair Housing Coordinators

Motion Commissioner Watts, second Commissioner Elliott to appoint Mary Jo Russell as the Fair Housing Officer and Sheryl Williams as the Equal Employment Opportunity Officer.

Motion of appointment of Mary Jo Russell as the Fair Housing Officer and Sheryl Williams as the Equal Employment Officer passed by unanimous vote of 4-0.

9.J. Pension options for consideration

Motion Commissioner Elliott, second Commissioner Watts to defer the pension options to the Pension Board meeting.

Motion to defer pension options to Pension Board meeting passed by unanimous vote of 4-0.

9.K. City Attorney Cloud read the title to Ordinance 17-06 relating to communications facilities in public rights-of-way.

Mr. Cloud explained all the new laws regarding the telecommunications towers and stated that municipal utility owners do not have to collocate requiring revisions be made to the regulations.

Motion Commissioner Elliott, second Commissioner Watts to approve Ordinance 17-06 regarding communications facilities in the rights-of-way on 1st Reading.

Motion to approve Ordinance 17-06 passed by unanimous vote of 4-0.

9.L. Approve Ordinance 17-07 relating to medical marijuana

City Attorney Cloud presented three options to regulate medical marijuana dispensaries in the City:

Option 1 - Extend the moratorium.

Option 2 – Allow dispensaries in the City with a conditional use permit in certain zonings.

Option 3 – Ban all dispensaries

Motion Commissioner Elliott, second Commissioner Cochrane to read the Ordinance 17-07 pertaining to allowing Medical Marijuana Dispensaries as a conditional use in certain zonings.

Mayor Manley – Nay

Vice Mayor Cochrane – Aye

Commissioner Elliott – Aye

Commissioner Watts - Aye

Motion to read ordinance to allow dispensaries in certain zonings passed by a vote of 3-1 with Mayor Manley being opposed.

City Attorney Cloud read the title to Ordinance 17-07 allowing medical marijuana dispensaries as a conditional use in commercial zonings.

Motion Commissioner Cochrane, second Commissioner Elliott to approve Ordinance 17-07 as read on 1st Reading.

Mayor Manley – Nay

Vice Mayor Cochrane – Aye

Commissioner Elliott – Aye

Commissioner Watts – Aye

Motion to approve Ordinance 17-07 passed by a vote of 3-1.

- 9.M.** Approve Resolution 17-08 relating to non-ad valorem assessments for fire services.

Mr. Cloud stated that this resolution is to provide the opportunity to impose a non-ad valorem assessment if the city chose to do so. This is not a fire assessment.

Mayor Manley opened the Public Hearing

Mr. Terry Booker, asked if the City had decided on a percentage to be charged for the fire assessment.

Mr. Hilliard explained that the assessment has not been developed, the resolution is to allow an assessment to be imposed.

Mayor Manley closed the Public Hearing

Motion Commissioner Elliott, second Commissioner Cochrane to approve Resolution 17-08.

Motion to approve Resolution 17-08 passed by unanimous vote of 4-0.

10. CITY ATTORNEY COMMENTS:

None.

11. CITY MANAGER COMMENTS:

11A. US EcoGen

Mr. Hilliard stated that he has been in contact with Mr. Needle and some attorneys about liens or any other violations. They are supposed to close on the property this month. The project is still alive and coming.

11B. CMHP Mr. Charles E. Kaufman deceased (Lot 6)

Mr. Hilliard stated that he has received title to a mobile home of the deceased owner and has sought counsel on how to proceed.

11C. Quite zone progress report

Mr. Hilliard stated he is working with Mr. Glen Clover to make application to CSX for a quite zone and it could cost up to \$2,800.00 to process the application.

11.D. Grocery Store

Mr. Hilliard stated that he has been working with the owner of the property where the old Val-u-King was to help them get grants and low interest loans to open a new grocery store.

12. CITY COMMISSION COMMENTS:

12A. Vice Mayor Cochrane
None.

12B. Commissioner Nelson

12C. Commissioner Elliott
None.

12D. Commissioner Watts

Commissioner Watts stated he would like to see the CMHP project moving forward. Mr. Watts stated he would like to see a list of fire hydrants that need to be repaired or installed.

12E. Mayor Manley
None.

13. **STAFF REPORTS**

None.

14. **ADJOURNMENT**


There being no further business to conduct, Motion Commissioner Watts second Commissioner Elliott to adjourn the Regular Commission meeting of July 11, 2017 at 8:45 P.M.

Motion to adjourn passed by unanimous vote of 4-0.

ATTEST:



Melissa Newman, Deputy City Clerk



Barbara Manley, Mayor