

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

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, July 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 Watts.

2. ROLL CALL:

Mayor	James Watts	Present
Vice Mayor	Barbara Manley	Present
Commissioner	Richard Cochrane	Present
Commissioner	Robert Elliott	Present
Commissioner	Maurice Nelson	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
Water/Wastewater Director	Robbie Ward	Present

Also present: Polk County Deputy Sean McClendon.

3. INVOCATION AND PLEDGE TO THE FLAG:

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

4. ADDITIONS AND/OR DELETIONS

None.

5. CONSENT AGENDA

A. Minutes of the Regular City Commission Meeting of June 14, 2016.

Motion Commissioner Cochrane 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. City Manager Fred Hilliard thanked staff for their efforts in the 4th of July event.
- B. City Manager Fred Hilliard introduced Ms. Jacqueline Rose, Library Director to the Commission.

7. **PUBLIC FORUM:**

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

Mr. Richard Greer, 1018 Wisconsin St., Fort Meade, FL. presented the commission with a few questions and concerns he had.

1. RFQ 16-01 for the CMHP operation and maintenance, can anything be told and will a firm be awarded in 2016?

Mr. Hilliard stated that they have received one response from Newby and they have been asked to provide a contract that will be reviewed and will be presented to the HOA president, Terry Booker.

2. Per the 2016 CMHP budget, there was money allocated to secure an architect, has one been hired and are they working on the expansion of the CMHP Activity Center?

Mr. Hilliard stated that a firm has not been hired and the money is going back into the CMHP budget, that proposal has been dropped.

3. Did the City take out a loan for the expansion of the CMHP Activity Center in 2016 and will it be released to the public pertaining to the amount, interest rate, how many years the loan was taken out for, what exactly will the loan be used for, what firm will oversee the construction and demolition and the official start of the project?

Mr. Hilliard stated that the City has not borrowed any money.

4. Has an architect been hired? Will one be hired?

Mr. Hilliard stated that an architect has not been hired. If there is a contract with Newby, they would be part the process.

Mr. Terry Booker, 1017 Indiana Street, Fort Meade, FL. stated that in the 2015/2016 \$51,000.00 was budgeted for the architect for the CMHP Activity Center project, will another \$51,000.00 be added to this year's budget?

Mr. Hilliard stated that it would be carried over from last year's budget and not duplicated.

Mr. Booker stated that \$10,000 was allocated to tree trimming in last year's budget and it was taken care of so he requested to allocate \$5,000 in this year's budget for to finish up the remaining trees.

Mr. Hilliard stated that he would like to see the whole \$10,000 to be in this year's budget to take care of some other concerns such as roads.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

A. Appointment of the Library Advisory Board Members:

Timothy Staton
Delores Avery
Thelma Sturgis
Katherine Belcher
Barbara Manley
Breanna Cagiano
April Johnson

Motion Commissioner Cochrane, second Commissioner Nelson to appoint the library board member as presented.

Motion to appoint library board members passed by unanimous vote of 5-0.

B. Approve Interlocal Agreement between Polk County and the City of Fort Meade for the collection of Polk County Impact Fees.

Motion Commissioner Cochrane, second Commissioner Nelson to approve the Interlocal Agreement Polk County and the City of Fort Meade for collection of Polk County Impact Fees.

Motion to approve Interlocal Agreement for collection of Polk County Impact Fees passed by unanimous vote of 5-0.

C. Approve Agreement to Extend Contract for Polk County fleet maintenance services.

Motion Commissioner Manley, second Commissioner Elliott to approve the Agreement to Extend Contract for Polk County fleet maintenance services.

Motion to approve Agreement to Extend Contract for Polk County fleet maintenance services passed by unanimous vote of 5-0.

- D. Approve proposal for Point & Pay services.

Commissioner Cochrane, second Commissioner Nelson to approve the proposal for Point & Pay services.

Motion to approve proposal for Point & Pay services passed by unanimous vote of 5-0.

- E. Update on BS&A software implementation costs and approval of Data Integrity Services proposal for IT support.

Mr. Hilliard stated that there are 9 new computers that need to be upgraded to optimize the new software system. Data Integrity presented a proposal for the upgrade of the computers and IT support of the system.

Motion Commissioner Manley, second Commissioner Elliott to approve the proposal for IT support with Data Integrity Services and the purchase of the new equipment.

Motion to approve proposal for IT support with Data Integrity and the purchase of the new equipment passed by a unanimous vote of 5-0.

- F. Approve BS&A implementation schedule

Mr. Hilliard requested to close the customer service counter on July 28th and 29th for training and conversion of the new BS&A software to be on schedule to go live on August 1st.

Motion Commissioner Elliott, second Commissioner Nelson to approve the BS&A implementation schedule.

Motion to approve the BS&A implementation schedule passed by a unanimous vote of 5-0.

- G. Revise pension ordinance to include pre-retirement death benefits

Mr. Hilliard stated that Mr. Carr, Pension Attorney, prepared an evaluation of a 50% pre-retirement death benefit for spouses.

Commissioner Manley asked how much we would have to pay in fees to revise the pension plan.

Mr. Hilliard stated it would be expensive.

Motion Commissioner Cochrane, second Commissioner Nelson to proceed with the ordinance to include 50% pre-retirement death benefit for spouses.

Motion to proceed with ordinance to include 50% pre-retirement benefit for spouse passed by a vote of 4-1 with Commissioner Manley opposed.

- H.** Approve temporary construction of outdoor structures to the Peace River Park for the reenactment of the Battle of Bowlegs

Mr. Dwight Dovel presented the commission with pictures of the structures that will be constructed for the reenactment in November.

Motion Commissioner Manley, second Commissioner Elliott to approve the construction of temporary structures for the Battle of Bowlegs.

Motion to approve the construction of temporary structures passed by a unanimous vote of 5-0.

- I.** Update on street closing of S.E. 1st Street

Mr. Hilliard stated that the person from the Polk County School Board was on vacation at the time of a meeting with the Sheriff's Department to discuss the closing of the street.

- J.** Consider Employee Health Care Options

Mr. Hilliard stated that the health insurance was up from last year. Last year the commission capped the city's contribution at the cost for option 3 plan #05630 which was paid 100% for employee at \$413.88 and paid 75% of the total employee/spouse/dependent. With the increase, for this plan that will require the employee to pay \$58.52 out of pocket a month.

Motion Commissioner Cochrane, second Commissioner Nelson to approve the health care option #3 at 100% for the baseline and 75% for dependent coverage.

Motion to approve health care option #3 at 100% for the baseline and 75% for dependent coverage passed by a unanimous vote of 5-0.

- K.** Consider donating the property at 609 N. Orange Ave to Habitat for Humanity.

Ms. Farish with the Habitat for Humanity stated they were very excited about the idea of obtaining the property located at 609 N. Orange

Avenue. Ms. Farish stated that they would relieve the city of responsibility for maintaining the property.

Motion Commissioner Manley, second Commissioner Elliott to approve donating 609 N. Orange Ave to Habitat for Humanity.

Motion to approve donating 609 N. Orange Ave to Habitat for Humanity passed by a unanimous vote of 5-0.

10. CITY ATTORNEY COMMENTS:

None.

11. CITY MANAGER COMMENTS:

- A. Mr. Hilliard stated that they would like to change the hours of operation for customer service, the doors will be open from 8-5 but they would only take payments from 8:30-4:30 and use the extra time to count money.

Commissioner Cochrane requested to be extremely accommodating for customers who come in within that hour.

Mr. Hilliard stated that Executive Board of Directors for FMPA has chosen a replacement for Nick, the CEO.

Mr. Hilliard stated that DEO was on-site to go through Cherokee lift station project and we should be receiving an offer on that.

Mr. Hilliard stated that we received an offer from Newby on the CMHP RFQ. The contract will be reviewed.

Mr. Hilliard stated that the RFQ's for the Peace River Equestrian Center will be reviewed for selection of a contractor.

Mr. Hilliard stated the Library hours would change from Wednesday to Thursday evening to encourage more patrons.

12. CITY COMMISSION COMMENTS:

Commissioner Manley stated that they had a library board meeting and met with the director.

Commissioner Manley wanted to thank staff on the good job for the 4th of July festivities.

Commissioner Manley stated that the unwelcome guest at the 4th of July was Biosolids and asked if they were leaving soon.

Mr. Hilliard stated the utilities were terminated and they were cleaning up and moving out.

Commissioner Nelson requested for the sign boards to be changed to a neutral color to blend in when people have events.

Commissioner Elliott asked if there was anything in the budget for the Community Center to look at this.

Commissioner Manley stated that she met with Ms. Aleida Socorras, FPU representative and Fred to discuss funding a stage at Patterson Park.

Commissioner Nelson suggested requesting a portable stage to be rented out.

Commissioner Cochrane asked when the burned down HELP building was going to be cleaned up and it was stated that the permit has been pulled and Code Enforcement is working on it. Commissioner Cochrane suggested sending a courtesy letter to the owner.

Mayor Watts wanted to express his appreciation to staff for their effort on the 4th of July festivities.

13. STAFF REPORTS

None.

14. ADJOURNMENT

There being no further business to conduct, Motion Commissioner Cochrane second Commissioner Nelson to adjourn the Regular Commission meeting of July 12, 2016 at 8:28 P.M.

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

ATTEST:



Melissa Newman, Deputy City Clerk



James Watts, Mayor

