

**CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
TUESDAY, JUNE 26, 2018**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, June 26, 2018, at 7:00 P.M. at the Fort Meade CMHP Activity Center, 1046 SE 2nd Street, Fort Meade, Florida.

1. CALL TO ORDER:

The Meeting was called to order at 7:01 PM by Mayor Cochrane.

2. ROLL CALL:

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

Staff Present

City Manager	Fred Hilliard	Present
City Attorney	Robert Harding for Tom Cloud	Present
Deputy City Clerk	Melissa Cannon	Present
Public Works Director	Jackie Cannon	Present
Finance Director	Breanna Smith	Present
Employee Relations	Sheryl Williams	Present

Also present: Polk County Sergeant Burgess.

3. INVOCATION AND PLEDGE TO THE FLAG:

Commissioner Manley led the invocation. Mayor Cochrane led the Pledge to the Flag.

4. ADDITIONS AND/OR DELETIONS

4.A. Delete Item 5.A. Ms. Killebrew cannot make it due to fire in Lakeland

4.B. Amend Item 9.F. to include Ordinance 18-06 pertaining to Items 9.F. and 9.H.

4.C. Delete Item 9.H.

4.D. Add Item 9.J. Resolution R18-09

4.E. Add Item 10.A. Right of Way Agreement and Deed

Motion Commissioner Elliott, second Commissioner Watts to approve adding Item 10 A and Item 5 A. to the agenda.

Motion to add Item 10A and Item 5A to the agenda passed by a unanimous vote of 4-0.

5. PRESENTATIONS/AWARDS/REPORTS

5.A. Item removed from the agenda

6. APPROVAL OF MINUTES

A. Minutes of the June 12, 2018 Regular Commission Meeting.

Motion Commissioner Campbell, second Commissioner Watts to approve the Minutes of the June 12, 2018 Regular Commission Meeting.

Motion to approve the Minutes of June 12, 2018 passed by unanimous vote of 4-0.

7. PUBLIC FORUM:

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

None.

With no one else wishing to address the Commission, Mayor Cochrane closed the public forum.

8. UNFINISHED BUSINESS

8.A. City Attorney Harding read the title to Ordinance 18-03 on 2nd and Final reading.

Mayor Cochrane opened the Public Hearing.

Mayor Cochrane closed the Public Hearing with no one wishing to comment.

Motion Commissioner Elliott, second Commissioner Watts to approve Ordinance 18-03 amending the FY 17-18 budget on 2nd and Final Reading.

Motion to approve Ordinance 18-03 passed by unanimous vote of 4-0.

8.B. City Attorney Harding read the title to Ordinance 18-04 on 2nd and Final reading.

Mayor Cochrane opened the Public Hearing.

Mayor Cochrane closed the Public Hearing with no one wishing to comment.

Motion Commissioner Watts, second Commissioner Elliott to approve Ordinance 18-04 amending the FY 17-18 budget on 2nd and Final Reading.

Motion to approve Ordinance 18-04 passed by unanimous vote of 4-0.

8.C. City Attorney Harding read the title to Ordinance 18-05 on 2nd and Final reading.

Mayor Cochrane opened the Public Hearing.

Mayor Cochrane closed the Public Hearing with no one wishing to comment.

Motion Commissioner Elliott, second Commissioner Watts to approve Ordinance 18-05 amending the FY 17-18 budget on 2nd and Final Reading.

Motion to approve Ordinance 18-05 passed by unanimous vote of 4-0.

9. **NEW BUSINESS**

9A. Audit Exit Interview

9.1. Ms. Brenda Boyd and Ms. Tiffany Mangold representing Purvis Gray & Company, LLP. presented the final financial audit for fiscal year ending September 30, 2017 stating that this has been an eventful year beginning and ending with hurricanes that caused an increase in expenses. Ms. Boyd stated that she has seen improvement in the internal controls over the last few years stating everything is now documented and all the recommendations for internal controls have been resolved. As far as the audit, they have issued an unmodified opinion which is the highest level of assurance that the auditors can give which means you can rely on the numbers in the financial statement packet. Ms. Boyd touched on some of the financial items recommending an increase in reserves. Ms. Boyd stated that in the management letter there were two repeat findings, the sewer fund loses and the clarification of the power cost adjustment ordinance that is being address on the agenda tonight. Ms. Boyd thanked the commission, management, finance and staff.

9.2. Mr. Mike Brynjulfson, CPA stated he aids the city in closing the books in preparation for the audit and prepares statements for the audit. Mr. Brynjulfson stated he had nothing further to add to Ms. Boyds presentation.

Motion Commissioner Watts, second Commissioner Manley to approve the audit as presented.

Motion to approve financial audit passed by unanimous vote of 4-0.

9.B. Mayor Cochrane read the title to Resolution R18-08 Celebrating 50 Years of Home Rule.

Motion Commissioner Manley, second Commissioner Watts to approve Resolution R18-08.

Motion to approve Resolution R18-08 passed by unanimous vote of 4-0.

9.C. Consider Modification No. 1 to the interlocal agreement for Fire/Rescue 911/Dispatch between the City of Fort Meade and Grady Judd, as Sheriff of Polk County, Florida.

City Manager Hilliard stated that there is an increase from \$5,994 to \$6,293.

Motion Commissioner Watts, second Commissioner Elliott to approve Modification No. 1 to the interlocal agreement for Fire/Rescue 911/Dispatch.

Motion to approve Modification No. 1 passed by unanimous vote of 4-0.

9.D. Consider request from Duke Energy for a supplemental easement & temporary access & construction easement.

Mr. Hilliard stated that Duke Energy is requesting to purchase the easement of about 13.31 acres and purchase temporary access to another ½ acre parcel for \$91,515.

Motion Commissioner Watts second Commissioner Elliott to approve the Duke Energy request for easement.

Motion to approve Duke Energy easement request passed by unanimous vote of 4-0.

9.E. Consider inquires for professional recruiting service.

Ms. Sheryl Williams stated that she sent the commission an email with the results of her search for a professional recruiting service. The candidate recruitment would cost of \$15,000 - \$18,000. The expenses for the firm including background checks, hiring criteria, advertising, testing, etc. was estimated at \$7,500 - \$9,000. This was costs from three different firms. This would have to go through the procurement process which would make this process much longer.

The consensus of the commission was for staff to get in touch with a range rider to aide in the search and hire and to set a commission workshop for July 17, 2018 at 6:00 p.m.

The commission spoke of the committee to aide in the city manager search stating that some of the residents have reached out and requested to be on the committee. Some commissioners stated they would like to ask some additional residents to participate before forming the committee.

- 9.F.** Consider Ordinance 18-06 amending Chapter 24 of the code of ordinances pertaining to deletion of section 6 of 24-155 and the adding power cost adjustment language on 1st Reading.

Mr. Bill Herrington, 107 Island Dr., Howie-in-the-Hills, FL. gave an explanation of the amendments stating that it is just clarification of the language and that it does not affect any rates.

Motion Commissioner Watts, second Commissioner Elliott to approve Ordinance 18-06 on 1st Reading.

Motion to approve Ordinance 18-06 passed by unanimous vote of 4-0.

- 9.G.** Consider bad debt write-off for aging accounts over 90 days.

Motion Commissioner Elliott, second Commissioner Watts to approve writing off bad debt.

Motion to approve bad debt write off passed by unanimous vote of 4-0.

- 9.H.** This item was removed from the agenda.

- 9.I.** Consider contingency transfer to city hall.

Ms. Smith stated that additional contingency funding for city hall is being requested to cover the existing contingency items plus the re-pointing of city. The transaction will be a transfer from the fire department contingency fund to the city hall contingency fund and not an increase of the overall cost.

Motion Commissioner Manley, second Commissioner Elliott to approve the contingency transfer to city hall.

Motion to approve the transfer of contingency funds passed by unanimous vote of 4-0.

- 9.J. Approve Resolution R18-09 allowing alcohol to be sold at the Independence Day Celebration.

Motion Commissioner Watts, second Commissioner Elliott to approve Resolution R18-09 allowing alcohol sales at the Independence Day Celebration.

Motion to approve Resolution R18-09 passed by unanimous vote of 4-0.

10. **CITY ATTORNEY COMMENTS:**

- 10.A. Consider Right of Way Agreement and Deed

Commissioner Elliott abstained from the discussion and/or voting.

City Attorney Harding stated that this item was in respect to the Valmont project. Elliott Investments is requesting the City to accept a 100' right of way deed for access to the Valmont site and enter into a right of way agreement and give permission to allow counsel to work with Elliott Investments to secure joinders and consents of existing easements on subject property.

Motion Commissioner Manley, second Commissioner Watts to accept the right of way deed and enter into a right of way agreement and authorization to secure the joinders and consents.

Motion to accept the right of way deed and agreement and authorization to secure the joinders and consents passed by a unanimous vote of 5-0.

11. **CITY MANAGER COMMENTS**

- 11.A. FMPA

Mr. Hilliard stated that Mr. Williams noted a rate reduction policy for a 12-month period and the city should see it about 60% of the time. Mr. Hilliard stated that staff is changing the way they operate to reduce the cost as well

- 11.B. Board of Adjustments and Appeals

Mr. Hilliard stated Mr. Pemberton has requested to serve on the Board of Adjustments stating that there is a lack of members at this time. After some discussion it was suggested to consider folding the Board of Adjustments and incorporate it into the Planning and Zoning Board.

Motion Commissioner Watts, second Commissioner Elliott to appoint Mr. Pemberton to the Board of Adjustments.

11.C. Lakeland YMCA

Mr. Hilliard stated that he spoke with the director who stated he would be at the July 10th meeting.

12. CITY COMMISSION COMMENTS:

12.A. Commissioner Manley

Commissioner Manley requested that the Child Development Center, Fellowship Dining and the East Coast Migrant agreements be updated.

Commissioner Manley stated that she would like to see representatives from the Chamber of Commerce and HELP of Fort Meade for updates.

Commissioner Manley asked when the Fire Assessment would begin and it was stated that they will start coming in when the property taxes are paid, usually around November – December.

Commissioner Manley stated there was a budget meeting on July 10th and asked if there would be tentative numbers to review. Ms. Smith stated that they will have what the budget was, an amended budget to date, more budget amendments, a proposed three-year budget and a tentative millage rate for that meeting.

Commissioner Manley asked about US EcoGen. Mr. Hilliard stated that he is not sure what is going with them.

12.B. Commissioner Watts

Commissioner Watts asked what was going on with FEMA. Ms. Smith stated that we have been through a couple PDGM's and they are still working on it. Ms. Smith stated that she is fighting to get 100% of the utility restoration reimbursement for emergency protective measures.

12.C. Commissioner Elliott

Commissioner Elliott stated he concurs with Commissioner Manley about have representatives for the Chamber and HELP of Fort Meade.

Commissioner Elliott asked who makes the decision on what the CRA funds can be used for. Mr. Hilliard stated that should be discussed during the budget process but the commission makes those decisions.

12.D. Commissioner Campbell

None.

12.E. Mayor Cochrane

Mayor Cochrane asked if the sewer deficit was still related to Biosolids and Mr. Hilliard replied that it was.

Mayor Cochrane asked about using the generator to shave peak. Mr. Hilliard stated that the issue of the generator always gets shut down because FMPA over built the power and there is a power purchase agreement that is followed.

Mayor Cochrane asked about the grant to storm harden the Community Center and Mr. Hilliard stated they are still working on the grant and working with the Polk County.

Mayor Cochrane stated that there is not even one basketball goal in City for the community. Mr. Hilliard stated that the basketball court project is still in the process.

13. STAFF REPORTS

None.

14. ADJOURNMENT

There being no further business to conduct, Motion Commissioner Manley, second Commissioner Watts to adjourn the Regular Commission meeting of June 26, 2018 at 8:35 P.M.

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

ATTEST:



Melissa Cannon, Deputy City Clerk



Richard Cochrane, Mayor