

**CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
TUESDAY, MARCH 13, 2018**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, March 13, 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 7:16 PM by Mayor Cochrane.

2. ROLL CALL:

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

Staff Present

City Manager	Fred Hilliard	Present
City Attorney	Tom Cloud	Absent
Deputy City Clerk	Melissa Wessell	Present
Public Works Director	Jackie Cannon	Present
Finance Director	Breanna Smith	Present

Also present: Polk County Deputy Cunningham.

3. INVOCATION AND PLEDGE TO THE FLAG:

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

4. ADDITIONS AND/OR DELETIONS

None.

5. PRESENTATIONS/AWARDS/REPORTS

None.

6. APPROVAL OF MINUTES

A. Minutes of the February 13, 2018 Regular Commission Meeting and the February 26, 2018 Regular Commission Meeting.

Motion Commissioner Manley, second Commissioner Elliott to approve the Minutes of the February 13, 2018 and February 26, 2018 Regular Commission Meeting.

Motion to approve the Minutes of February 13 and 26, 2018 passed by unanimous vote of 4-0.

7. **PUBLIC FORUM:**

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

Ms. Thelma Chambers, representing Fort Meade and Frostproof Relay for Life of South Polk, was requesting a donation for the event held on Friday, April 27th at Mosaic Park in Bartow.

Motion Commissioner Manley, second Commissioner Elliott to donate \$250.00 to Relay for Life.

Motion to donate \$250.00 to Relay for Life passed by a unanimous vote of 4-0.

Mr. Perry Brokaw, CMHP HOA President, 1034 SE 2nd Street, Fort Meade, FL. 33841, thanked City Manager Fred Hilliard for attending the last couple membership meetings and the information he provided. Fred has been working on the rules and regulations and they will be sent to all residents of the park and in 90 days it will be sent to Tallahassee to be approved. The lease agreement needs to be amended as well and they are working on that. Mr. Brokaw thanked Marcella Nelson and the residents for the cleanup Fort Meade program, and thanked the Commission and Fred for the golf course being repaired, the painting of the activity center, the front of the park and the laundry room.

Ms. Dorothy Lewis, 810 S Morrison Ave, Fort Meade, FL. 33841 would like to thank the City Commission and the City of Fort Meade for being there when they needed help for the Arts and Crafts festival which was a huge success.

Mr. E.J. King, 108 SW 3rd Street, Fort Meade, FL. 33841 stated he has received a small grant to purchase racquetball equipment and would like to work with the city and some of the youth to be able to use the racquetball courts at the community center.

Ms. Angel Mitchell, youth basketball coach, 308 S. Lanier Ave., Fort Meade, FL. 33841 stated she would like to see more supervised activities for the youth and more indoor activities.

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

8. **UNFINISHED BUSINESS**

None.

9. NEW BUSINESS

- 9.A.** Consider RFP 18-01 Grant Administrator award

Motion Commissioner Manley, second Commissioner Elliott to award RFP 18-01 Grant Administrator to Fred Fox Enterprises and to approve the contract for such.

Motion to award RFP 18-01 Grant Administrator to Fred Fox Enterprises and approve contract passed by unanimous vote of 4-0.

- 9.B.** City Manager Hilliard read the title to Ordinance 18-02 CRA Budget Amendment.

Motion Commissioner Nelson, second Commissioner Elliott to approve Ordinance 18-02 CRA budget amendment on 1st Reading with 2nd Reading on April 10, 2018.

Motion to approve Ordinance 18-02 passed by unanimous vote of 4-0.

- 9.C.** Status report on Lewis Elementary easements.

Mr. Hilliard stated that he has met with the principal and committee chairman and sent his comments School Board Attorney and is waiting on a response.

Ms. Beth Wilkins, 1033 NE 6th Street, Fort Meade, FL. 33841 stated that the concerns are being addressed and the easement documents are being amended. Ms. Wilkins requested to be on the April agenda to get this taken care of.

Motion Commissioner Elliott, second Commissioner Nelson to authorize the City Manager and City Attorney to expedite the finalization of the documents.

Motion to authorize staff to proceed with finalization of the documents passed by unanimous vote of 4-0.

- 9.D.** Consider right-of-way dedication for 14th Street.

Commissioner Elliott recused himself from this item 9.D. due to a conflict of interest as the owner of the property.

Motion Commissioner Manley, second Commissioner Nelson to accept the 100' right-of-way dedication for 14th Street.

Mayor Cochrane thanked Elliott Investments for the dedication of the right-of-way.

Motion to passed by a unanimous vote of 3-0.

9.E. Zambelli Fire Works proposal and contract.

Mr. Hilliard stated he brought this before the commission for approval due to budgetary restraints.

Motion Commissioner Nelson, second Commissioner Elliott to approve the contract with Zambelli Fire Works

Motion to approve the contract with Zambelli Fire Works passed by a unanimous vote of 4-0.

9.F. City Mobile Home Park

1. Removal of units from Broadway.

Mr. Hilliard stated that the mobile homes have been removed from the front row and commended the residents for the cleanup of the property.

2. Proforma preparation.

Mr. Hilliard stated that they are having discrepancies in the amount of lots being rented and the rent being collected and they are working on this.

3. Consider RFP 18-03 award for craft shack and laundry room

Mr. Hilliard stated that he received one bid on the repairs to the craft shack and the laundry room for approximately \$35,000 and presented it to the commission for review.

Mr. Hilliard stated that he was most concerned with the rafters stating that they had years of termite damage.

Mr. Hilliard requested authorization to develop a contract to proceed with the repairs and this would come from the CMHP budget, stating he believes that there are funds in the budget that can be used for this project.

Motion Commissioner Elliott, second Commissioner Nelson to authorize the City Manager to proceed with repairing the laundry room and craft shack.

10. CITY ATTORNEY COMMENTS:

None.

11. CITY MANAGER COMMENTS:

11.A. Mr. Bell requests the City to prepare a lease for the property at 301 N. Oak Ave.

Mr. Hilliard stated that he is working with the City Attorney to develop an easement lease agreement and Mr. Bell would be aware that he is responsible for any costs associated with this.

12.B. FMPA

Mr. Hilliard stated that he will be in Orlando tomorrow to discuss how the larger cities can help the smaller cities to help them reduce their rates. Mr. Hilliard will also be there on Thursday for the vote of the Vero Beach sale and the amendment to CROD agreement.

Mr. Hilliard stated that the market study for the outpost will be presented at the April meeting by Mr. Rod Markin.

12. CITY COMMISSION COMMENTS:

12.A. Commissioner Nelson thanked the City and the Sheriff's Office for the event they had on MLK for the cleanup and for the protection.

Ms. Nelson asked for an update on the grocery store. Mr. Hilliard stated that he was told that the owners had got the grant and were having a hard time finding a general contractor to do the work. Mr. Hilliard stated that Save a Lot is now interested in the site.

12.B. Commissioner Manley asked if Lowes has started the Fire Department project and Mr. Hilliard stated they had not started.

Ms. Manley asked if the Fire Assessment had been started. Mr. Hilliard stated that he is working with GSG to get a schedule and present it to the commission, the contract has been signed.

- 12.C.** Commissioner Elliott as if there were any updates on the expansion of the trail, stating that he has seen DOT out there surveying. Ms. Manley stated they starting surveying earlier because they are doing it in-house.

Mr. Elliott asked if there were any updates on O'Reilly's. Mr. Hilliard stated that staff has done the first site plan and submitted comments back. The building plans have been sent to Bartow and a new site plan should be back in the next two weeks, would assume construction should start within the next month.

- 12.A.** Mayor Cochrane stated that he has received a request from the family of Mr. Lowell Holten Jr. to allow a granite border filled with granite stone around his grave site in Evergreen Cemetery. Mr. Cochrane stated that the rules need to be amended or adjusted.

Motion Commissioner Nelson, second Commissioner Elliott to accept the request.

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

Mr. Cochrane asked if MaryJo was back to work. Mr. Hilliard stated that she was back and a new part time officer had been hired to work with her, Casey Riley.

13. STAFF REPORTS

None.

14. ADJOURNMENT

There being no further business to conduct, Motion Commissioner Manley second Commissioner Elliott to adjourn the Regular Commission meeting of March 13, 2018 at 8:08 P.M.

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

ATTEST:



Richard Cochrane, Mayor



Melissa Wessell, Deputy City Clerk