

**CITY OF FORT MEADE, FLORIDA  
WORKSHOP MEETING  
SATURDAY, MAY 18, 2013**

A Workshop Meeting of the Fort Meade City Commission was held at 8:00 AM Saturday, May 18, 2013 at the City Hall Commission Chambers, 8 West Broadway, Fort Meade, Florida.

**1. CALL TO ORDER:**

The Meeting was called to order at 8:00 PM by Mayor Cochrane.

**2. ROLL CALL:**

|              |                |         |
|--------------|----------------|---------|
| Mayor        | Rick Cochrane  | Present |
| Vice Mayor   | Bob Elliott    | Present |
| Commissioner | Barbara Manley | Present |
| Commissioner | Maurice Nelson | Present |
| Commissioner | Jim Watts      | Present |

**Staff Present**

|                         |                  |         |
|-------------------------|------------------|---------|
| City Manager            | Fred Hilliard    | Present |
| City Planner            | April Brown      | Present |
| Deputy City Clerk       | Melissa Newman   | Present |
| Finance Director        | James Mel Parker | Present |
| Electric Superintendent | Jackie Cannon    | Present |
| Water and Wastewater    | David Wooten     | Present |
|                         | Robbie Ward      | Present |
| Code Enforcement        | Frank Ramos      | Present |
| Gas Superintendent      | Winston Russell  | Present |

**3. WATER AND WASTEWATER DEPARTMENT**

City Manager Fred Hilliard opened the discussion with the Water and Wastewater Operations.

Mr. David Wooten, on wastewater, stated there were some electrical wiring and two impellers that needed to be replaced at the wastewater plant that have been completed.

Mr. Wooten stated that one of the goals for the wastewater facility would be to look into future expansion of the facility due to the increase of capacity with the operation of Ag Products. DEP regulates at what capacity a wastewater treatment facility should operate and staff would like to have a plan for the future.

Mr. Wooten added that the wastewater facility was in need of a commercial lawn mower to maintain the grounds to remain in compliance with DEP and not put an added burden on the Parks Department.

Mr. Robbie Ward stated they would like to tie the water plant into well #2. The water plant is already associated with well #1 and #3.

Staff would like to look into standardizing system equipment such as pumps, valves and control systems to ensure the parts necessary would be on hand.

#### **4. ELECTRIC DEPARTMENT**

Mr. Jackie Cannon presented the Commission with a three phase plan to replace the lines going out 98 East to improve line loss and the electric system itself.

Mr. Cannon informed the Commission that two (2) of the four (4) breakers in the sub-station in need of replacement have been ordered. He hopes to replace the other two (2) next year.

Mr. Cannon stated they would like to extend the electric system out Highway 17 North. The electric system already has been set up to add another circuit for future use.

Mr. Cannon added that the existing auger truck they have is not efficient enough to set more than one or two poles at a time and is in need of being replaced. He would also like to look into one-man bucket truck for callout.

Mr. Cannon updated the Commission on the 1000 kw generator stating the concrete pad has been poured, the fuel tank has been set on the pad, the enclosure has been ordered and will be installed and the fence will be extended. He stated that the City is saving money running this generator.

#### **5. PUBLIC FACILITIES – Parks and Streets & Stormwater**

City Manager Hilliard presented information provided by Mr. Roc Eiland on the amount of mowing the department does and information provided by Mr. Mike Bolin on the streets and stormwater department.

City Manager Hilliard informed the Commission of the CSX project on Patterson Park, stating they will do a make-over of the Park.

City Manager Hilliard stated the department was in need of two (2) mowers at \$10,000 each and five (5) weed eaters at \$289.00 each and the department head was in need of a new truck.

City Manager Hilliard stated the cemeteries are close to meeting capacity and they need to consider what needs to be done if anything.

City Manager Hilliard stated there are some equipment needed in the Street and Stormwater Department such as a cement mixer, plate compactor, front end loader, bucket truck forks, tripod and a flatbed truck.

The repairs needed in the department are in the sign room, repairing city sidewalks and stormwater infrastructure.

**6. CODE ENFORCEMENT**

Mr. Frank Ramos talked about continuing the cleanup of the City and trying to collect existing fines and liens.

Mr. Ramos advised of strengthening the City ordinances to have more options for enforcing the code.

**7. PLANNING**

Ms. April Brown informed the Commission of Zoning and Land Use Amendments coming up on Highway 17 North and Highway 17 South and explained the reason for the change.

Ms. Brown touched on working with CSX at Patterson Park and with FDOT at the Peace River Park.

Ms. Brown talked about making some adjustments to the Land Development Code Standards Table to make it more user-friendly.

Ms. Brown expressed her wish to one day purchase software and a printer to accommodate making maps to keep city maps up-to-date.

Ms. Brown stated she would be working on the City's sign ordinance.

**8. GAS**

Mr. Winston Russell presented some information on Florida Public Utilities and TECO. He stated that FPU had courted the City in expressing their interest in buying the gas system. TECO is a much bigger company who would also like to purchase the system.

Mr. Russell stated gas is a service that is an option not a necessity, it needs to be sold as a service.

**9. FINANCE**

Mr. James Parker stated he would like more options for customers to pay utility bills. He is currently working on getting credit card payments and bill pay online.

Mr. Parker stated that we are currently using new cemetery software but are in need of someone to actually walk the cemetery and enter the past data.

Mr. Parker stated that we need to look into new billing and accounting software due to the lack of customer support and problems with the system.

**10. ADJOURNMENT**

Motion Commissioner Manley, second Commissioner Nelson to adjourn the workshop meeting of the Fort Meade City Commission on Saturday, May 18, 2013 at 10:06 A.M. Motion carried with all yeas.

  
\_\_\_\_\_  
**Rick Cochrane, Mayor**

**ATTEST:**

  
**Melissa Newman, Deputy City Clerk**