

**CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
TUESDAY, NOVEMBER 10, 2015**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, November 10, 2015, at the City Hall Commission Chambers, 8 West Broadway, Fort Meade, Florida.

1. CALL TO ORDER:

The Meeting was called to order at 7:02 PM by Mayor Nelson.

2. ROLL CALL:

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

Staff Present

City Manager	Fred Hilliard	Present
City Attorney	Tom Cloud	Present
Deputy City Clerk	Melissa Newman	Present
City Planner	April Brown	Present
Finance Director	James (Mel) Parker	Present
Public Works Director	Jackie Cannon	Present

Also present: Polk County Deputy Brandon Sackett

3. INVOCATION AND PLEDGE TO THE FLAG:

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

4. ADDITIONS AND/OR DELETIONS

None.

5. CONSENT AGENDA

A. Minutes of the October 13, 2015 Regular Commission Meeting.

Motion Commissioner Cochrane, second Commissioner Elliott to approve the Consent Agenda.

Motion to approve consent agenda passed by unanimous vote of 4-0.

6. PRESENTATIONS/AWARDS/REPORTS:

Ms. Thelma Chambers representing the Relay for Life Ft. Meade/Frostproof requested a donation to help with the event.

Motion Commissioner Manley, second Commissioner Elliott to donate \$500.00 to Relay for Life Ft. Meade/Frostproof.

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

City Manager, Fred Hilliard read the Chamber of Commerce report in the absence of Mr. Bill Whitener:

- John Singletary Bridge Project meeting at the CMHP Activity Center on Thursday, November 12, 2015 from 5:30pm to 7:00 pm.
- Recruiting event with Spherion Staffing at the Chamber office on Friday, November 13, 2015 from 10:00 am to 2:00 pm.
- Peace River Cleanup Committee met on November 5, 2015 and will meet again in January.
- Christmas Parade will be on Saturday, December 5, 2015.
- Mr. Whitener requested that the Mayor be the Grand Marshal in the parade and Mayor Nelson graciously accepted.

7. PUBLIC FORUM:

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

None.

8. UNFINISHED BUSINESS

A. City Manager's 360 Review

No comments

B. Morrison Cemetery Update.

Mr. Hilliard stated that there were a few options for the expansion of Morrison Cemetery one of which included the demolition of the pavilion and small interment sites.

Motion Commissioner Elliott, second Commissioner Manley to demo the pavilion at Morrison Cemetery and use the 5' x 10' interment sites and also to get an appraisal for Mr. Williams property adjacent to Morrison for expansion of the cemetery.

Motion passed by unanimous vote of 4-0.

9. NEW BUSINESS

- A. City Attorney Tom Cloud read the title to Resolution R15-17 Notice of Intent to use the uniform method of collecting special assessments.

A RESOLUTION OF THE CITY OF FORT MEADE, FLORIDA, RELATING TO NON-AD VALOREM ASSESSMENTS FOR STORMWATER MANAGEMENT WITHIN THE CITY; PROVIDING FINDINGS, INTENT AND NEED; ELECTING TO UTILIZE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS AUTHORIZED UNDER SECTION 197.3632, FLORIDA STATUTES; PROVIDING THE LEGAL DESCRIPTION OF THE PROPERTY SUBJECT TO THE LEVY; PROVIDING FOR COPIES OF THE RESOLUTION TO BE SENT TO THE PROPERTY APPRAISER, THE TAX COLLECTOR AND THE DEPARTMENT OF REVENUE; PROVIDING AN EFFECTIVE DATE.

Motion Commissioner Cochrane, second Commissioner Manley to approve Resolution R15-17 Assessments for Stormwater Management.

Motion to approve Resolution R15-17 passed by unanimous vote of 4-0.

- B. Approve Resolution R15-18 Accepting a new three-year maintenance agreement with FDOT.

A RESOLUTION OF THE CITY OF FORT MEADE, FLORIDA; ACCEPTING A NEW THREE-YEAR MAINTENANCE AGREEMENT WITH FLORIDA DEPARTMENT OF TRANSPORTATION; PROVIDING AN EFFECTIVE DATE.

Motion Commissioner Cochrane, second Commissioner Elliott to approve Resolution R15-18 agreement with FDOT.

Motion to approve Resolution R15-18 passed by unanimous vote of 4-0.

- C. City Attorney Tom Cloud read the title to Ordinance 15-11 Graves Annexation on 1st Reading.

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FORT MEADE, FLORIDA; VOLUNTARILY ANNEXING CERTAIN PROPERTY INTO THE CORPORATE LIMITS OF FORT MEADE, FLORIDA, PURSUANT TO SECTION 171.044, FLORIDA STATUTES; REDEFINING THE BOUNDARY LINES OF THE MUNICIPALITY TO INCLUDE SAID PROPERTY; PROVIDING FOR PUBLICATION OF NOTICE OF THE PROPOSED ANNEXATION AND FILING OF A CERTIFIED COPY OF THIS ORDINANCE WITH THE CLERK OF CIRCUIT

**COURT IN AND FOR POLK COUNTY AND WITH THE
DEPARTMENT OF STATE; PROVIDING AN EFFECTIVE
DATE.**

**Motion Commissioner Manley, second Commissioner Elliott to
approve Ordinance 15-11 Graves Annexation on 1st Reading.**

Motion to approve Ordinance 15-11 passed by unanimous vote of 4-0.

- D.** City Attorney Tom Cloud read the title to Ordinance 15-12 Rezoning 18 N. Bloxham Ave on 1st Reading.

**AN ORDINANCE OF THE CITY OF FORT MEADE, FLORIDA,
AMENDING ORDINANCE NO. 97-2, BY AMENDING THE
ZONING MAP OF THE CITY CITYWIDE BY RE-ZONING
PROPERTY FROM FORT MEADE R-1C (SINGLE FAMILY
RESIDENTIAL) TO FORT MEADE R-2 (MULTI-FAMILY
RESIDENTIAL); PROVIDING FOR SEVERABILITY; PROVIDING
FOR A COPY TO BE KEPT ON FILE; REPEALING ALL
ORDINANCES IN CONFLICT HEREWITH; PROVIDING AN
EFFECTIVE DATE.**

**Motion to deny rezoning based on the staff report and public comment
made by Commissioner Elliott, seconded by Commissioner Cochrane.**

Motion to deny rezoning passed by unanimous vote of 4-0.

- E.** City Attorney Tom Cloud read the title to Ordinance 15-13 Rezoning 214 Palmetto Ave on 1st Reading.

**AN ORDINANCE OF THE CITY OF FORT MEADE, FLORIDA,
AMENDING ORDINANCE NO. 97-2, BY AMENDING THE
ZONING MAP OF THE CITY CITYWIDE BY RE-ZONING
PROPERTY FROM FORT MEADE R-1C (SINGLE FAMILY
RESIDENTIAL) TO FORT MEADE R-2 (MULTI-FAMILY
RESIDENTIAL); PROVIDING FOR SEVERABILITY; PROVIDING
FOR A COPY TO BE KEPT ON FILE; REPEALING ALL
ORDINANCES IN CONFLICT HEREWITH; PROVIDING AN
EFFECTIVE DATE.**

**Motion to deny rezoning based on the staff report and public comment
made by Commissioner Elliott, seconded by Commissioner Cochrane.**

Motion to deny rezoning passed by unanimous vote of 4-0.

- F.** City Attorney Tom Cloud read the title to Ordinance 15-14 Amending the Budget Allocations for FY 2014-2015 on 1st Reading.

**AN ORDINANCE OF THE CITY OF FORT MEADE, FLORIDA;
AMENDING THE BUDGET ALLOCATIONS FOR FISCAL YEAR
2014-2015 FOR THE CITY OF FORT MEADE; PROVIDING FOR
SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**Motion Commissioner Cochrane, second Commissioner Elliott to
approve Ordinance 15-14 amending the budget allocations for FY 2014-
2015.**

Motion to approve Ordinance 15-14 passed by unanimous vote of 4-0.

- G.** Approve bad debt write off for Fiscal Year ending 2014.

Finance Director explained that the adjustments were done when the audit was done in 2014 but was not approved to be written off.

**Motion Commissioner Manley, second Commissioner Elliott to
approve the 2014 bad debt write off.**

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

- H.** Approve loan for Finance/IT improvements

Mr. Parker stated that with the implementation of the new software there are some network switches that need to be upgraded and he would like to add this cost to the loan of the software and have one lump sum of \$166,500.00 being transferred from reserves to finance and to be paid back through debt services to reserves with 3% interest.

**Motion Commissioner Cochrane, second Commissioner Elliott to
approve the fund transfer of \$166, 500.00 for finance/IT improvements.**

Motion to approve fund transfer passed by unanimous vote of 4-0.

- I.** Approve Contract for Professional Services with Chastain-Skillman for WWTP permit.

City Manager Hilliard stated that the Wastewater Treatment Plant Permit is due and recommends Chastain-Skillman secure the permit, stating that they know our system and how it operates

**Motion Commissioner Elliott, second Commissioner Manley to
approve contract services for Chastain-Skillman.**

Motion to approve contract services passed by unanimous vote of 4-0.

- J.** Approve East Coast Migrant request for extension.

Mr. Hilliard stated that at the last meeting he got this agreement confused with another agreement and there was no motion on it. This agreement is to extend the East Coast Migrant Head Start project term for one year with the same agreement.

Motion Commissioner Elliott, second Commissioner Manley to approve the East Coast Migrant request for extension.

Motion to approve request for extension passed by unanimous vote of 4-0.

K. Update of the City of Fort Meade Mobile Home Park

Mr. Hilliard stated that there are some issues with some of the rules and regulations for the City Mobile Home Park, stating they do not have State approval. Mr. Hilliard is working with legal counsel to correct the issues and will bring back to the Commission for approval.

Commissioner Cochrane asked about the transfer from the CMHP to the General Fund.

Commissioner Manley asked what the status was for the remodel of the Activity Center.

Mr. Hilliard stated that they are going to go out for RFP and try to secure a loan to get the work done.

Mayor Nelson stated that some of the roads in the CMHP need to be improved.

Mr. Hilliard stated that he is aware of that and he and the crews have been over there working.

10. CITY ATTORNEY COMMENTS:

None.

11. CITY MANAGER COMMENTS:

A. Florida Public Utilities

Mr. Hilliard apologized for Ms. Aleida, representative of FPU, not being in attendance, there was a mix-up in the dates and she would be at the December meeting.

B. Cemetery Committee

Mr. Hilliard stated that the Cemetery Committee has had a very productive meeting and will they have another one soon.

C. FMPA

Mr. Hilliard stated that FMPA has been targeted with legislation again. Also they were members of the PGP and they voted to terminate the hedges. They will be receiving \$5,000,000.00 and have offered three options: To put the money back into the operating account, to pay off debt or to give the money back to the member cities.

The Commission agreed to vote to have the money returned to the member cities.

D. CDFC

Mr. Hilliard stated the CDFC will be holding a luncheon on December 8, 2015 at Lake Myrtle and would like to invite the commission to join.

E Fort Meade Neighborhood Development Project

Mr. Hilliard stated that the City has an old lawn mower that needs an alternator costing approximately \$180.00 and the mower is only worth approximately \$200.00. Mr. Hilliard asked the Commission if they would like to donate it to the Neighborhood Development Project and they would like to fix it up and they all agreed.

12. CITY COMMISSION COMMENTS:

Commissioner Manley stated that she would like to continue to receive the staff changes reports that Ms. Parker was providing.

Mr. Hilliard stated that he would provide the staff reports along with the Fire Department reports.

Commissioner Manley asked if the flyer in the utility bills are the current rates and Mr. Parker stated that they were the current rates with 2015-2016 increases.

Commissioner Elliott asked what the status was on the BioSolids accounts and if they were current.

Mr. Parker stated they were current but have not put up any deposits.

Commissioner Elliott asked if their process has slowed down at all.

Mr. Hilliard stated that it has not slowed down, in fact the flows are up and the solids are up but they are paying.

Commissioner Cochrane stated that the rates are dropping and asked if we were doing ok. Mr. Hilliard stated the FMPA's rates are dropping due to gas prices.

Commissioner Cochrane asked if we had generator capacity if it were needed for peak time and Mr. Hilliard stated that yes we did.

Public Works Director Jackie Cannon informed the commission that receptacles would be installed on the new light poles that FDOT are installing on Charleston and Broadway. The lights on Charleston will be LED and the ones on Broadway will be 250 watts.

Commissioner Elliott asked how the Hwy 98 project was.

Mr. Cannon stated they were at Keller Road and started tearing stuff down coming this way. There are approximately 12 more spots to change.

Mayor Nelson stated that she talked to Ms. Aleida from FPU about having a community workshop to discuss the \$20,000.00 economic development money and how it will help the citizens upgrade their services.

13. STAFF REPORTS


None.

14. ADJOURNMENT


There being no further business to conduct, Motion Commissioner Elliott second Commissioner Manley to adjourn the Regular Commission meeting of November 10, 2015 at 8:10 P.M.

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

ATTEST:



Melissa Newman, Deputy City Clerk



Maurice Nelson, Mayor