

**MINUTES
CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
TUESDAY, AUGUST 11, 2020**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, August 11, 2020, at 6:00 P.M. via Zoom Virtual Meeting.

1. CALL TO ORDER:

The Meeting was called to order at 6:01 PM by Mayor Watts.

2. ROLL CALL:

Mayor	James Watts	Present
Vice Mayor	Richard Cochrane	Present
Commissioner	Samuel Berrien	Present
Commissioner	Petrina McCutchen	Present
Commissioner	Robert Elliott	Present

Staff Present

City Manager	Danielle Judd	Present
City Attorney	Tom Cloud	Present
Deputy City Clerk	Melissa Cannon	Present
Finance Director	Breanna Smith	Present
Public Works Director	Jackie Cannon	Present
Fire Chief	Roc Eiland	Present
CMHP Manager	Pat Wickersheim	Present
Library Director	Jacqueline Rose	Present
HR Director	Beisy Hernandez	Present

Also, present PCSO Sgt. Warren Burgess.

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

5. PRESENTATIONS/AWARDS/REPORTS

- A. Main Street Application Committee Resolution R20-15 – *Representative Melony Bell*

Representative Bell along with Jennifer Codo-Salisbury gave a presentation of the downtown boundaries that were outlined in the downtown vision plan. The

committee has decided to apply for a main street grant to begin the improvements that were identified in that plan. The committee has requested a letter of support from the City of Fort Meade.

Motion Commissioner Elliott, second Commissioner Berrien to approve Resolution R20-15.

Motion to approve Resolution R20-15 passed by a unanimous vote of 5-0.

B. Special Presentation: Smart Cities – Resolution R20-17– *Commissioner Berrien*

Commissioner Berrien thanked Ms. Judd and all who helped with this initiative. Commissioner Berrien stated he feels this initiative will be beneficial to everyone in the city and recommends forming a committee to begin the Smart Cities initiative and asked for help to craft said committee.

Ms. Judd recommended between 9 and 11 members for a core task force committee and invite the City of Bartow to participate as they currently have fiber in the city.

Motion Commissioner McCutchen, second Commissioner Cochrane to approve up to nine members with seven being a quorum, ask City of Bartow to participate and commission to develop a charge for the committee in Resolution R20-17.

Motion to approve up to nine members with seven being a quorum, ask City of Bartow to participate and commission to develop a charge for the committee in Resolution R20-17 passed by a unanimous vote of 5-0.

6. PUBLIC FORUM:

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

Sharith Grace, 709 N Hendry Ave., Fort Meade, FL. asked for an explanation of personnel wages and Mayor Watts asked her to see the City Manager on this topic.

7. PUBLIC HEARINGS:

8. CONSENT AGENDA:

A. Minutes of July 27, 2020 Regular City Commission Meeting. *Melissa Cannon*

B. FEMA Project Status per request from the July 27, 2020 Commission Meeting – *Breanna Smith*

C. Approval of Revised Job Description of Facilities Maintenance Technician – *Beisy Hernandez, Jackie Cannon*

- D. Approval of Revised Job Description for Public Works Director – *Beisy Hernandez, Jackie Cannon*
- E. Approval of Revised Job Description for Warehouse Clerk – *Beisy Hernandez, Jackie Cannon*
- F. Resolution 20-16 Authorizing a Grant Application to Florida Department of Agriculture & Consumer Services Urban and Community Forestry Program– *Danielle J. Judd*

Motion Commissioner Elliott, second Commissioner McCutchen to approve the consent agenda.

Motion to approve the consent agenda passed by a unanimous vote of 5-0.

9. **NEW BUSINESS:**

- A. Citizens Advisory Task Force – *Melissa Cannon*

Ms. Cannon stated that the city is looking to apply for a CDBG grant with applications due on October 5, 2020. One of the requirements for the application is to have a Citizen's Advisory Task Force to receive public comment.

Motion Commissioner Berrien, second Commissioner Cochrane to authorize the administration to advertise for 3 vacancies on the CATF and report back with applicants on the August 25th agenda for appointment to ensure we can meet the October deadline for a grant application.

Motion to authorize the administration to advertise for 3 vacancies on the CATF and report back with applicants on the August 25th agenda for appointment to ensure we can meet the October deadline for a grant application passed by a unanimous vote of 5-0.

- B. Fire Level of Service and Funding – *Danielle J. Judd, Chief Roc Eiland*

Ms. Judd presented a draft letter requesting technical assistance from Polk County Fire.

After much discussion, Motion Commissioner Elliott, second Commissioner Cochrane to follow the City Charter and allow Ms. Judd to do her job as all employees, including the Fire Department report to the City Manager.

Motion to follow the City Charter and allow Ms. Judd to do her job as all employees, including the Fire Department report to the City Manager passed by a unanimous vote of 5-0.

Mayor Watts directed Ms. Judd to present the letter to Polk County Fire as approved.

Commissioner Berrien made a public records request to have the documentation regarding the discussion of it being unlawful for an individual to receive two pensions and a hard copy of the City Charter be provided to him.

10. CITY ATTORNEY COMMENTS:

City Attorney Cloud stated that the PRWC has proposed to have the City, as well as other cities pay for water it cannot use and it has now come to a mediation. City Attorney Cloud requests the Commission appoint the City Manager and City Attorney as representatives for the meditation.

Motion Commissioner Berrien, second Commissioner McCutchen to appoint City Manager Judd and City Attorney Cloud as the City's representatives for mediation regarding the water co-op.

Motion to appoint City Manager Judd and City Attorney Cloud as the City's representatives for mediation regarding the water co-op passed by a unanimous vote of 5-0.

11. CITY MANAGER COMMENTS:

Ms. Judd gave an update on Patterson Park stating the park will reopen on Monday, August 19th. The canoe launch should be done this Friday and the fishing pier will be completed at a later date. The front part of the park has been open for about 2 months.

Ms. Judd stated that there are approximately 1 ½ cases of face masks left and they have been distributed at the HELP food distribution site and on Fridays at Citizen's Bank Drive Thru and will continue until supplies are depleted.

Ms. Judd stated that the Polk Vision Mayor's Roundtable will be an in-person meeting.

Ms. Judd reminded everyone of the Centennial Women's Suffrage at City Hall on August 18, 2020 at 6:00 pm and banners have been placed at all four corners of the intersection. Ms. Rose and her team have worked very hard putting this together, making sashes for everyone to wear and preparing to maintain social distance requirements.

12. CITY COMMISSION COMMENTS:

- A. Commissioner McCutchen thanked Ms. Judd and her team on a great job with the budget workshops.
- B. Commissioner Berrien stated that he feels like progress has been made tonight with clearing the air and making sure we are sending clear directives.

Commissioner Berrien thanked Ms. Judd for the job she has done.

Commissioner Berrien thanked the team of directors for being team players and moving forward.

Commissioner Berrien thanked Chief Eiland for his diligence in maintaining services under pressure.

Commissioner Berrien stated he was excited about the CATF for the CDBG projects, stating that this is progress and he is optimistic about moving forward.

- C. Vice Mayor Cochrane thanked staff for their efforts in providing monthly staff reports.

Commissioner Cochrane stated he might have a conflict with the August 13, 2020 Budget Workshop.

- D. Commissioner Elliott thanked Ms. Judd, Ms. Smith, and staff for their hard work in the budget process.

Commissioner Elliott stated he would especially like to thank Ms. Judd for her professionalism and dedication.

- E. Mayor Watts stated that the budget was tough this year, but it was well presented and thanked Ms. Judd and staff for a job well done.

13. STAFF REPORTS

Building Department – *Lisa Bolin*
Code Enforcement – *Marvin Haynes*
CMHP – *Pat Wickersheim*
Library – *Jacqueline Rose*
Sheriff's Office – *Jennifer Crews*
Streets/Stormwater – *Mike Cagle*
Water/Sewer – *Wiley Clark*
Community Center – *Tory Dewdney*
Electric – *Jan Bagnall*

Mayor Watts acknowledged the staff reports.

14. ADJOURNMENT

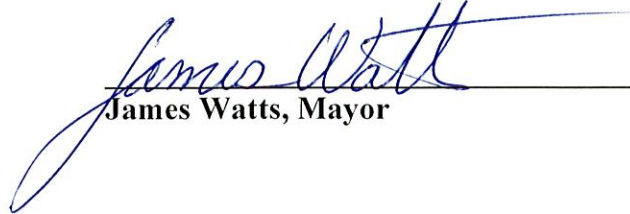
There being no further business to conduct, Motion Commissioner Elliott second Commissioner Berrien to adjourn the Regular Commission meeting of August 11, 2020 at 7:58 P.M.

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

ATTEST:



Melissa Cannon, Deputy City Clerk



James Watts, Mayor