

**MINUTES  
CITY OF FORT MEADE  
REGULAR CITY COMMISSION MEETING  
TUESDAY, DECEMBER 10, 2019**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, December 10, 2019, at 6:00 P.M. at the City Hall Commission Chambers, 8 West Broadway Street, Fort Meade, Florida.

**1. CALL TO ORDER:**

The Meeting was called to order at 6:20 PM by Mayor Elliott.

**2. ROLL CALL:**

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

**Staff Present**

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

Also, present PCSO Sergeant Warren Burgess.

**3. INVOCATION AND PLEDGE TO THE FLAG:**

Commissioner Berrien led the invocation. Mayor Elliott led the pledge to the flag.

**4. ADDITIONS AND/OR DELETIONS**

**A. Add Item 9.F. Emergency Purchase Order**

**Motion Commissioner Watts, second Commissioner Cochrane to accept the addition of Item 9.F.**

**Motion to add Item 9.F. passed by a unanimous vote of 5-0.**

**5. PRESENTATIONS/AWARDS/REPORTS**

**A. Retirement Recognition of Marcella Nelson. – *Danielle J. Judd***

Ms. Judd read a letter to be presented to Ms. Nelson, presented her with a gift box along with a gift card and thanked her for her years of service with the City and wished her well on her retirement.

**B. Retirement Recognition of Cora Thompson. – *Marcella Nelson***

Ms. Nelson read a letter to be presented to Ms. Thompson. Ms. Judd presented her with a gift box along with a gift card and thanked her for her years of service with the City and wished her well on her retirement

**C. Years of Service Recognition, Roc Eiland- *Danielle J. Judd***

Ms. Judd presented Mr. Eiland with a plaque in recognition of 30 years of service with the City and thanked him for his service.

**6. APPROVAL OF MINUTES**

City Commission approval of the Minutes of November 21, 2019 Regular City Commission Meeting. – *Melissa Cannon*

**Motion Commissioner Cochrane, second Commissioner Watts to approve the minutes of the November 21, 2019 Regular City Commission Meeting.**

**Motion to approve the minutes of the November 21, 2019 Regular City Commission Meeting passed by a unanimous vote of 5-0.**

**7. PUBLIC FORUM:**

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

Mr. Curtis Bankston, 1370 Highway 17 N. Fort Meade, FL. complimented the Christmas Parade stating it was a great parade however it was too dark and there needed to be more lighting even if it was just during the parade.

**8. PUBLIC HEARINGS**

None.

**9. NEW BUSINESS**

- A. City Commission approval of Florida Department of Environmental Protection (FDEP) Loan Application for Wastewater Improvements: Project Number CW53112 Design Phase. – ***Danielle J. Judd, Mittauer & Associates, Inc.***

Ms. Judd introduced Mr. Greg Lang with Mittauer & Associates, Inc. who gave an overview of the loan process and the scope of work.

**Motion Commissioner Watts, second Commissioner Berrien to authorize the Mayor to execute the Loan Application with FDEP and adopt Resolution R19-18.**

**Motion to authorize the Mayor to execute the Loan Application with FDEP and adopt Resolution R19-18 passed by a unanimous vote of 5-0.**

- B. City Commission approval of Amendment to the Master Services Agreement with Data Integrity Services, Inc. – ***Breanna Smith, Sam Heard Data Integrity.***

Ms. Smith gave an overview of the services included in the amendment to the Master Services Agreement with Data Integrity Services, Inc.

**Motion Commissioner Watts, second Commissioner Cochrane to approve the Amendment to the Master Services Agreement with Data Integrity Services, Inc. and authorize the Mayor to execute the agreement.**

**Motion to approve the Amendment to the Master Services Agreement with Data Integrity Services, Inc. and authorize the Mayor to execute the agreement passed by a vote of 5-0.**

- C. City Commission approval of Youth Council: Application, Enrollment and Schedule. – ***Commissioner Samuel Berrien***

Ms. Judd presented an application for review and discussion of enrollment and a schedule to begin with a Youth Council as recommended by Commissioner Berrien.

Commissioner Berrien stated he would like a selection committee including himself, the chamber director and the library director to review the applications.

After discussion, there was a consensus to have a not to exceed eight (8) member Youth Council. Ms. Judd stated the applications should be turned in by January 10, 2020 for selection and she will bring back a resolution defining the criteria for the Youth Council to the next meeting.

**Motion Commissioner Berrien, second Commissioner Watts to approve the application for the Youth Council, determine 8 as the capacity enrollment for the first session, set the date for first session in January.**

**Motion to approve the application for the Youth Council, determine 8 as the capacity enrollment for the first session and set the date for first session in January passed by a vote of 5-0.**

- D. City Commission approval of *New Agreement* with Polk County Sheriff – Law Enforcement and Communications Services. - *Danielle J. Judd*

Ms. Judd presented the new agreement from the Polk County Sheriff's Office for Law Enforcement and Communications Services. Ms. Judd explained that she confirmed that the current radios used will be sufficient and will not need to be replaced right away. ✓

**Motion Commissioner Watts, second Commissioner Berrien to authorize the Mayor to execute the new agreement with the Polk County Sheriff's Office.**

**Motion to authorize the Mayor to execute the agreement with the Polk County Sheriff's Office passed by a unanimous vote of 5-0.**

- E. City Commission approval of Valmont Newmark, Inc. – Agreement to Secure Municipal Road and Landscape Improvements. – *Danielle J. Judd, Thomas A. Cloud*

**Motion Commissioner Watts, second Commissioner McCutchen to authorize the Mayor to execute the agreement with Valmont Newmark, Inc. in a form similar thereto.**

**Motion to authorize the Mayor to execute the agreement with Valmont Newmark, Inc. in a form similar thereto passed by a vote of 5-0.**

- F. City Commission approval of Emergency Purchase Order – Cobb Site Development, Inc. for Installation of Four (4) Fire Hydrants

**Motion Commissioner Watts, second Commissioner McCutchen to approve the emergency purchase order in the amount of \$55,898.36 to Cobb Site Development, Inc. for four (4) hydrant installations.**

**Motion to approve the emergency purchase order in the amount of \$55,898.36 to Cobb Site Development, Inc. for four (4) hydrant installations passed by a vote of 5-0.**

10. **CITY ATTORNEY COMMENTS:**

None.

11. **CITY MANAGER COMMENTS:**

Ms. Judd was requested by the Chamber of Commerce to thank the City and volunteers for the Christmas Parade and the Christmas decorations.

Ms. Judd along with Ms. Wickersheim attended the CMHP HOA meeting and there were no asks of the City at this time.

Ms. Judd passed out save the date cards for the retirement celebration for Ms. Nelson and Ms. Thompson on December 27, 2019 at the Community Center.

Ms. Judd stated that the employee Christmas celebration would be on Friday, December 13, 2019 and city facilities will close at noon.

Ms. Judd stated that some of senior staff would be in Tallahassee for Polk County Days on January 28, 2020.

Ms. Judd stated that the FMPA Peer Review report was back and would be presented to the Commission in January. She has requested Mr. McCleary to meet individually with any Commissioner who would like before the meeting.

Ms. Judd stated that a bill has been presented to limit municipal electric utility transfers to the general fund. There will be a conference call on this in the morning.

Ms. Judd stated city facilities will be closed on Christmas Eve, Christmas Day and New Year's Day.

Ms. Judd stated that she has received a request from Mosaic to not receive any reuse water for a 30-day period.

Ms. Judd stated that regarding the accident at Representative Bells' office, the city vehicle has been totaled and the property owner has been made whole on loss of income. There have been a couple walk-throughs of the building but no decision on whether the building can be rehabbed.

Ms. Judd stated interviews for the Electric Director and both Community Center positions are being conducted.

Ms. Judd wished everyone a Merry Christmas and Happy New Year.

The consensus of the Commission was to change the second meeting of January 28, 2020 to Thursday, January 30, 2020 due to Polk County Days in Tallahassee.

## **12. CITY COMMISSION COMMENTS:**

### **A. Commissioner McCutchen thanked the Chamber for a great Christmas parade.**

Commissioner McCutchen asked about the sidewalks for school's project stating that there are major gaps in the sidewalks on S. Oak to Lewis Elementary as well as poor visibility.

Commissioner McCutchen stated that there were no lights on SE 8<sup>th</sup> St. to SE 9<sup>th</sup> St. and asked if this area was in the CRA. Commissioner McCutchen asked who determines the boundaries of the CRA. City Attorney Cloud stated that the CRA Board makes that determination and there would need to be an approval from Polk County for any amendments since they also contribute to the fund, but he does not recommend making amendments.

### **B. Commissioner Berrien stated that a concerned citizen had a complaint of excessive speeding on SE 3<sup>rd</sup> St. as well as Orange Ave.**

Commissioner Berrien stated that a concerned citizen had a complaint of the vegetation around Patterson Park being in the way of them fishing.

Commissioner Berrien stated that the decorative light at the corner of Hwy 17 and C.R. 630 is not working. Ms. Judd stated she is aware of it and there is a problem with the underground wiring and the decorative lights are extremely old and outdated.

Commissioner Berrien stated that regarding the partitions at the Community Center, he would like to see at least getting one of the permanent partitions to separate the fellowship dining area from the other rooms. Commissioner Berrien stated that the fees for renting rooms at the Center need to be adjusted accordingly.

Commissioner Berrien stated he had a blast in the Christmas Parade and wished he could have watched it, stating he has received a lot of compliments. Commissioner Berrien stated that a new resident approached him after the event complimenting the parade and activities that followed and stated she likes this small City.

- C. Commissioner Cochrane wished all a Merry Christmas and Happy New Year.
- D. Vice Mayor Watts wished all a Merry Christmas and thanked everyone for the Christmas parade.
- E. Mayor Elliott thanked the City for the Christmas Parade and stated he would change the date for his Christmas party so he can attend next year. Mayor Elliott stated he has received positive feedback.

Mayor Elliott asked for an update on the code enforcement case on NE 9<sup>th</sup> St. Ms. Judd stated that the extermination has posed some challenges, but the City is moving forward.

Mayor Elliott wished all a Merry Christmas and thanked staff for their hard work all year.

**13. STAFF REPORTS**

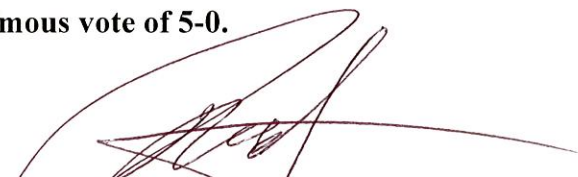
**14. ADJOURNMENT**

**There being no further business to conduct, Motion Commissioner Watts, second Commissioner Berrien to adjourn the Regular Commission meeting of December 10, 2019 at 8:22 PM.**

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

**ATTEST:**

  
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**Melissa Cannon, Deputy City Clerk**

  
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**Robert Elliott, Mayor**