

**MINUTES
CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
TUESDAY, FEBRUARY 23, 2021**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, February 23, 2021, at 6:00 P.M. at City Commission Chambers, 8 West Broadway Street, Fort Meade, Florida, and via Zoom Virtual Meeting.

1. CALL TO ORDER:

The Meeting was called to order at 6:00 PM by Mayor Berrien.

2. ROLL CALL:

| | | |
|--------------|-------------------|---------|
| Mayor | Samuel Berrien | Present |
| Vice Mayor | Robert Elliott | Present |
| Commissioner | Richard Cochrane | Present |
| Commissioner | Petrina McCutchen | Present |
| Commissioner | James Watts | 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 |
| Library Director | Jacqueline Rose | Present |
| HR Director | Beisy Hernandez | Present |
| Water/Sewer Supervisor | Tommy King | Present |
| Community Center | Tory Dewdney | Present |
| Code Enforcement Officer | Marvin Haynes | Present |
| Fire Chief | Roc Eiland | Present |
| Electric Director | Jan Bagnall | Present |
| Streets/Stormwater | Mike Cagle | Present |

Also, present PCSO Sgt. Warren Burgess.

3. INVOCATION AND PLEDGE TO THE FLAG

Pastor Juan Rivera, Church of God Pentecostal led the invocation. Mayor Berrien led the pledge to the flag.

4. ADDITIONS AND/OR DELETIONS

- A. Add Item 9.D. - Polk County Sheriff's Proposal for Law Enforcement and Fire Dispatch Services – *Danielle J. Judd*

Motion Vice Mayor Elliott, second Commissioner Watts to add Item 9.D. to the agenda.

Motion to add Item 9.D. to the agenda passed by a unanimous vote of 5-0.

5. PRESENTATIONS/AWARDS/REPORTS

- A. *Special Presentation: Mittauer & Associates, Inc. Wastewater System Improvements, Effluent Disposal Feasibility Study, and Streetscape Capital Projects – Tommy King, Jackie Cannon, Greg Lang, VP Community Development, Mittauer & Associates, Inc.***

Mr. Greg Lang presented a PowerPoint presentation giving an overview of three major projects the city has been working on.

First, the city has applied for a CDBG grant to upgrade the old and deteriorating wastewater system starting with the backbone of the system. Some of the wastewater lines and manholes are over 100 years old and have extreme infiltration.

Next, the city has applied for a grant from SWFMD to conduct a feasibility study on the reuse water disposal. An agreement with Mosaic, where the effluent currently goes ends in August 2021 requiring a new disposal site. The city owns an alternate and permitted disposal site that will be used in the interim while the other two options are being explored.

Finally, the city has applied for a CDBG grant in the amount of \$700,000 for a streetscaping project for West Broadway and Southwest Martin Luther King St. The application self-scored highly and the preliminary ranking indicates the application will be funded.

After some discussion, the commission received the report and commended staff for a job well done.

Commissioner Cochrane stated this was the best presentation he has ever seen.

6. PUBLIC FORUM:

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

Mr. E.J. King, 108 SW 3rd St., Fort Meade asked Mr. Lang if they would be hiring minorities for the projects mentioned. Mr. Fox responded as Mr. Lang left the meeting. Mr. Fox stated that this is a requirement of DEO for CDBG grants.

Mr. King stated he has not received the commissioners written response to the six questions that he sent to them.

Ms. Teresa Isaac, 701 S. Hendry Ave., Fort Meade stated that she had concerns with the grant and asked what it would bring to the community. Ms. Isaac asked if there was a grant for housing, education, or businesses.

Mr. Fox replied that the grant that the city has applied for is for revitalization of West Broadway and West Dr. Martin Luther King St. Mr. Fox explained each of the four categories of the CDBG grants program.

7. PUBLIC HEARINGS:

- A.** Second and Final Reading Ordinance 21-03 Establishing visiting hours for cemeteries – *Danielle J. Judd, Thomas Cloud*

Mayor Berrien opened the Public Hearing.

Ms. Teresa Isaac, 701 S. Hendry Ave., Fort Meade, asked what the visiting hours would be?

Ms. Judd replied the hours would be from sunrise to 9:00 pm.

With no one else wishing to speak, Mayor Berrien closed the Public Hearing.

Motion Vice Mayor Elliott, second Commissioner Watts to adopt Ordinance 21-03 on 2nd and Final Reading.

Motion to adopt Ordinance 21-03 on 2nd and Final Reading passed by a unanimous vote of 5-0.

- B.** Second and Final Reading Ordinance 21-04 Pole Attachment Auto Rate Inclusion – *Danielle J. Judd, Thomas Cloud*

Mayor Berrien opened the Public Hearing. With no one wishing to speak Mayor Berrien closed the Public Hearing.

Motion Commissioner Cochrane, second Commissioner Watts to adopt Ordinance 21-04 on 2nd and Final Reading.

Motion to adopt Ordinance 21-04 on 2nd and Final Reading passed by a unanimous vote of 5-0.

- C.** First Public Hearing on the Department of Economic Opportunity Small Cities Community Development Block Grant in the Coronavirus

application cycle. ***Danielle J. Judd, Jacqueline Rose, Fred Fox, President, Fred Fox Enterprises Inc.***

Mr. Fox gave a PowerPoint presentation on the CDBG-CV Grant and the requirements. Mr. Fox stated the purpose of the Public Hearing is to notify residents that the City is eligible to apply for a CDBG grant in the special Corona Virus category. Mr. Fox explained that the project activities must meet the LMI National Objective and must prevent, prepare for, or respond to the coronavirus. Mr. Fox also explained the examples of some of the activities funding can be requested for.

Mayor Berrien opened the Public Hearing.

Ms. Teresa Isaac, 701 S. Hendry Ave., Fort Meade asked if there was a grant writer to apply for housing, education, and businesses.

Mr. Fox explained all four categories of the Small Cities Community Development Block Grants and the requirements of each. Mr. Fox stated that this grant is wholly related to coronavirus relief for projects explained in the sample activities.

Mr. Lorenzo McCutchen, 100 SE MLK, Fort Meade stated that he is involved in bringing the Boys and Girls Club to the city and asked if the grant could be used to fund this.

Mr. Fox stated that this grant is only related to the coronavirus and funding a Boys and Girls Club would not be eligible.

With no one else wishing to speak, Mayor Berrien closed the Public Hearing.

City Manager Judd recommended applying for Broadband to be brought into the city for the primary use of the internet service for remote learning and/or working from home.

Motion Vice Mayor Elliott, second Commissioner Watts to direct Fred Fox Enterprises, Inc. to proceed with the pre-application for a Broadband project.

Motion to direct Fred Fox Enterprises, Inc. to proceed with the pre-application for a Broadband project passed by a unanimous vote of 5-0.

- D.** First Public Hearing and First Reading on Ordinance 21-05 amending the Fort Meade Comp Plan, Residential Element to allow Duplexes in R1-C –

Thomas Cloud, Jeff Schmucker, Program Manager, Central Florida Regional Planning Council

Mr. Jeff Schmucker gave a PowerPoint presentation on allowing duplexes as a single-family project in R-1C zoning on Items 9.D, text amendments to the Comp Plan and 9.E text amendments to the Land Development Code.

Mayor Berrien opened the Public Hearing.

Mr. Richard Cason 115 N. Pine Ave., Fort Meade expressed his concerns and was not in favor of approving Ordinance 21-05 and Ordinance 21-06.

Ms. Laquista Coon, 815 S. French Ave., Fort Meade who owns a piece of property that she would like to build a duplex on stated that she is trying to provide housing for families and is in favor of approving Ordinance 21-05 and Ordinance 21-06.

Ms. Teresa Isaac, 701 S. Hendry Ave., Fort Meade, and Mr. Lorenzo McCutchen, 100 SE MLK St., Fort Meade were in favor of approving Ordinance 21-05 and Ordinance 21-06.

With no one else wishing to speak, Mayor Berrien closed the Public Hearing.

After much discussion, Motion Vice Mayor Elliott, second Commissioner Watts to follow the Planning and Zoning Boards' recommendation to deny Ordinance 21-05.

Motion to follow the Planning and Zoning Boards' recommendation to deny Ordinance 21-05 passed by a vote of 3-2 with Commissioner McCutchen and Mayor Berrien opposed.

- E. First Public Hearing and First Reading on Ordinance 21-06 amending the Land Development Code to allow Duplexes in R1-C– ***Thomas Cloud, Jeff Schmucker, Program Manager, Central Florida Regional Planning Council***

Motion Vice Mayor Elliott, second Commissioner Watts to follow the Planning and Zoning Boards' recommendation to deny Ordinance 21-06.

Motion to follow the Planning and Zoning Boards' recommendation to deny Ordinance 21-06 passed by a vote of 3-2 with Commissioner McCutchen and Mayor Berrien opposed.

- F.** First Public Hearing and First Reading on Ordinance 21-07 Amending the Land Development Code to add/delete uses in the Historic District – *Thomas Cloud, Jeff Schmucker, Program Manager, Central Florida Regional Planning Council*

Mayor Berrien opened the Public Hearing.

Ms. Teresa Isaac, 701 S. Hendry Ave., Fort Meade asked if this ordinance was pertaining to historic structures or a certain spot in the city.

It was explained that this ordinance pertains to the Historic Downtown District.

Ms. Pricella Perry requested that Main Street be involved concerning the Historic Downtown District.

With no one else wishing to speak, Mayor Berrien closed the Public Hearing.

Motion Vice Mayor Elliott, second Commissioner Watts to approve Ordinance 21-07 on 1st Reading and set 2nd Reading for March 9, 2021.

Motion to approve Ordinance 21-07 on 1st Reading and set 2nd Reading for March 9, 2021 passed by a unanimous vote of 5-0.

8. CONSENT AGENDA:

- A.** Request for Proposal (RFP) 21-01: Federal Fiscal Year (FFY) 2019 Community Development Block Grant (CDBG) Administrative Services *Danielle J. Judd*
- B.** Minutes of February 4, 2021 Special Commission Meeting and February 9, 2021 Regular Commission Meeting – *Melissa Cannon*
- C.** Water Capital Equipment Reallocation – *Tommy King, Jackie Cannon*
- D.** Florida Department of Transportation request for Temporary Construction Easement for Peace River Bridge Project – *Jackie Cannon*

Motion Vice Mayor Elliott, second Commissioner Cochrane to approve the consent agenda.

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

9. NEW BUSINESS:

- A.** Engagement Task Order – The Lunz Group Architect for Phase I Conceptual Design Mobile Home Park (MHP) Recreation Hall Capital Project – *Danielle J. Judd, The Lunz Group*

Motion Vice Mayor Elliott, second Commissioner Watts to authorize the Mayor to execute the attached Task Order with the Lunz Group in the amount of \$10,000 for Phase I Conceptual Design of the Recreation Hall Capital Project.

Motion to authorize the Mayor to execute the attached Task Order with the Lunz Group in the amount of \$10,000 for Phase I Conceptual Design of the Recreation Hall Capital Project passed by a unanimous vote of 5-0.

- B.** Engagement Task Order – Pennoni for Community Development Block Grant (CDBG) Coronavirus (CV) Pre-Application Grant Conceptual Planning & Technical Assistance – *Danielle J. Judd, Steve Elias, P.E., Pennoni & Associates*

Motion Vice Mayor Elliott, second Commissioner Watts to authorize the Mayor to execute the attached Task Order with Pennoni to provide conceptual planning and funding application assistance in the amount of \$10,000 for submittal of a CDBG CV Pre-Application Grant to DEO on or before March 15, 2021.

Motion to authorize the Mayor to execute the attached Task Order with Pennoni to provide conceptual planning and funding application assistance in the amount of \$10,000 for submittal of a CDBG CV Pre-Application Grant to DEO on or before March 15, 2021 passed by a unanimous vote of 5-0.

- C.** Approve the Financing of 9 Motorola Portable APX Radios and Accessories for the Fire Department with Citizens Bank & Trust – *Breanna Smith*

Motion Vice Mayor Elliott, second Commissioner Watts to approve the financing of the 9 Motorola portable APX radios and accessories for the Fire Department with Citizens Bank & Trust.

Motion to approve the financing of the 9 Motorola portable APX radios and accessories for the Fire Department with Citizens Bank & Trust passed by a unanimous vote of 5-0.

- D.** Polk County Sheriff's Proposal for Law Enforcement and Fire Dispatch Services – *Danielle J. Judd*

After some discussion, the commission received the proposal.

The Commission requested a contract for review. Major Hall agreed to convey the message.

10. CITY ATTORNEY COMMENTS:

Attorney Cloud stated that the CFWI petition will be filed on March 1, 2021, The Central Florida Water Initiative (CFWI) is comprised of 12 local governments of which Fort Meade is one.

Attorney Cloud stated that the PRWC held a workshop today that was conducted much like a business meeting.

Attorney Cloud stated that the legislation is proposing a new bill on reuse discharge that would influence the city.

11. CITY MANAGER COMMENTS:

Ms. Judd stated that she has prepared informational books for the transition of the new administration that will be completed by midday tomorrow.

12. CITY COMMISSION COMMENTS:

A. Commissioner McCutchen – None.

B. Vice Mayor Elliott

Vice Mayor Elliott asked if consent agenda item 8.D. was a good thing.

Ms. Judd replied that FDOT has requested a temporary construction easement for the Peace River Bridge replacement and the recommendation was for the city attorney to negotiate the terms of the agreement with FDOT.

C. Commissioner Watts – None.

D. Commissioner Cochrane

Commissioner Cochrane asked if there was a timeline on the temporary construction easement.

Attorney Cloud replied that the timeline would be negotiated in the contract.

Commissioner Cochrane requested to start the process to have a pallet of colors regulation in the Historic Downtown district.

Ms. Judd replied that Main Street has expressed interest in this process and recommended that this project be directed to them for review and recommendation by the Board to be sent to the commission for legislative action.

Commissioner Cochrane stated that he was in favor of increasing the fire assessment as much as 50% to fund the fire department with an offset millage in the general fund.

D. Mayor Berrien –

Mayor Berrien asked about the green spaces at the City Mobile Home Park.

Ms. Judd replied that she would task the City Mobile Home Park Office Manager with getting this information to the commission.

Mayor Berrien requested the duties of the Youth Council be transferred to Community Center Supervisor, Tory Dewdney.

Ms. Judd stated she would get all the files to Mr. Dewdney.

13. STAFF REPORTS

14. ADJOURNMENT

There being no further business to conduct, Motion Commissioner Watts, second Vice Mayor Elliott to adjourn the Regular Commission meeting of February 23, 2021 at 9:03 PM.

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

ATTEST:



Melissa Cannon, Deputy City Clerk



Samuel Berrien, Mayor

