

**MINUTES  
CITY OF FORT MEADE  
REGULAR CITY COMMISSION MEETING  
TUESDAY, FEBRUARY 25, 2020**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, February 25, 2020, 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 6:00 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	Absent

\*Left at 6:43 PM

**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
CMHP Office Manager	Pat Wickersheim	Present
Human Resource Director	Beisy Hernandez	Present
Community Center Director	Tory Dewdney	Present
Electric Director	Jan Bagnall	Present

Also, present PCSO Deputy Higginbotham.

**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. Special Presentation - Downtown Code Enforcement. *Marvin Haynes*

Code Enforcement Officer, Marvin Haynes presented a PowerPoint presentation showing the Historic Downtown District code issues that were discussed at a previous Commission Meeting. Mr. Haynes stated that City has some repairs that need to be done and presented a timeline for compliance.

Ms. Judd explained that after the review of the code enforcement concerns, violations will be issued and regarding the flyers Ms. Judd cited the city code for discussion.

After some discussion staff was directed to look into having a display or bulletin board downtown to display event flyers.

**6. APPROVAL OF MINUTES**

City Commission approval of the Minutes of February 11, 2020 Regular City Commission Meeting. – *Melissa Cannon*

**Motion Commissioner Cochrane, second Commissioner McCutchen to approve the minutes of the February 25, 2020 Regular City Commission Meeting.**

**Motion to approve the Minutes of the February 25, 2020 Regular City Commission Meeting passed by a unanimous vote of 4-0.**

**7. PUBLIC FORUM:**

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

Mr. Ray Acuff, 620 N. Polk Ave., Fort Meade, FL. asked that everyone speak into the microphones so that the audience can hear discussion.

Ms. Jacqueline Rose, Library Director reminded all of the Women's Suffrage Movement Movie on March 3, 2020 at 6:30 pm at the Fine Arts Auditorium. Ms. Rose stated beginning in March, the library would be open on Saturdays from 10:00 am to 12:00 pm.

Mr. Jordan Whatley, 801 NE 9th St., Fort Meade, stated his concern is that there is nothing for the youth to do in Fort Meade. Mr. Whatley also had concerns of code issues with city facilities.

**8. PUBLIC HEARINGS:**

None.

**9. NEW BUSINESS:**

**A. Fire Department – Level of Service. *Fire Chief Roc Eiland, Danielle J. Judd***

Fire Chief Eiland stated that when the Fire Assessment was in discussion of being initiated, that it was decided that the Fire Department would be funded by the General

Fund as well as the Assessment. Chief Eiland stated that he should not have to fight for equipment to protect our city.

Commissioner Cochrane agreed and discussion ensued. Commissioner McCutchen asked if there were any efforts from the fire department to research any federal aid or any state aid to help with the cost of some of the big items such as new fire trucks. Assistant Chief Nelson stated that he had conducted research for funds, but he is not a grant writer. Commissioner McCutchen stated she along with her fellow commissioners would do all they could to help get grants, so these discussions do not have to recur year after year.

Firefighter, Tyler Kenney, 525 E. Broadway, stated that all of the firefighters are committed, stating that he has paid for all of his training himself to ensure that he is certified in everything he needs to deliver the highest level of service to this community.

**No action was taken.**

**B. Adoption of Resolution R20-03: Recreation & Parks Facility Fees. *Danielle J. Judd, Tory Dewdney***

Ms. Judd and Mr. Dewdney presented the proposed recreation and parks facility fees for approval.

Commissioner Berrien asked about the non-profit groups using the facility, stating he has received several calls of concerns.

There was much discussion of staff, overtime, hours for use of the facility, partnerships, etc.

Ms. Judd recommended that we not treat one class of individuals different from another.

**Motion Commissioner Berrien, second Commissioner McCutchen to table this item until a date to be determined for a workshop.**

**Motion to table this item until a date to be determined for a workshop passed by a unanimous vote of 3-0.**

**C. Addition of 4 Refurbished: Dell Latitude E5250 Laptop i3 Dual Core 128 GB S SC Window Pro B V. WAA as a donation to the Fort Meade Library. *Jacqueline Rose***

Ms. Rose stated that with the launch of the Code Club, 21 students have enrolled in the program. The Friends of the Library have donated 4 laptops to be used in the library for the Code Club.

**Motion Commissioner Berrien, second Commissioner McCutchen to accept 4 refurbished dell latitude E5250 laptop i3 dual core 4GB 128GB S SD Window Pro B V WAA.**

**Motion to accept 4 refurbished dell latitude E5250 laptop i3 dual core 4GB 128GB S SD Window Pro B V WAA passed by a unanimous vote of 3-0.**

- D. Loan Agreement: Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) Wastewater System Rehabilitation Phase I Project No. WW 531120. – *Danielle J. Judd*

Ms. Judd gave an overview of the loan agreement with FDEP for the wastewater system rehabilitation.

**Motion Commissioner Berrien, second Commissioner McCutchen to authorize the Mayor to execute the Loan Agreement with FDEP for Project # WW 531120 for critical wastewater facilities improvements.**

**Motion to authorize the Mayor to execute the Loan Agreement with FDEP for Project # WW 531120 for critical wastewater facilities improvements passed by a unanimous vote of 3-0.**

- E. Revenue and Expenditures Report ending December 31, 2019. *Breanna Smith*

Ms. Smith gave an overview of the revenue and expenditures report ending December 31, 2019.

**Motion Commissioner Berrien, second Commissioner McCutchen to accept the revenue and expenditure report ending December 31, 2019.**

**Motion to accept the revenue and expenditure report ending December 31, 2019. passed by a unanimous vote of 3-0.**

- F. FEMA Project Status enclosed, per request from the February 11, 2020, Commission Meeting. – *Breanna Smith*

Ms. Smith gave an overview of the FEMA projects from Hurricane Irma.

After much discussion, City Manager Judd was directed to send a letter to our State and Federal Representatives.

**Motion Commissioner Berrien, second Commissioner McCutchen to accept the FEMA project status report.**

**Motion to accept the FEMA project status report passed by a unanimous vote of 3-0.**

**10. CITY ATTORNEY COMMENTS:**

Attorney Cloud stated that the agreement will be signed with a Minnesota firm for when the deposition is ready, to find out where the other banks are of BioSolids.

**11. CITY MANAGER COMMENTS:**

None.

**12. CITY COMMISSION COMMENTS:**

A. Commissioner McCutchen stated that she was informed that the Dr. Martin Luther King Jr. event went great over the weekend.

B. Commissioner Berrien stated he attended the Dr. Martin Luther King Jr. event and it went very well and thanked Mayor Watts, City Manager Judd, Community Center Director Dewdney, Polk County Sheriff's Office and the Fort Meade Fire Department for attending. Commissioner Berrien thanked all the staff that helped with preparations and cleanup.

Commissioner Berrien stated that in regard to a comment made about activities for the youth, the first meeting of the new Youth Council was conducted on February 24, 2020 and was nothing but impressive. Commissioner Berrien thanked Ms. Judd and Ms. Cannon for participating. Commissioner Berrien stated they are a great group of young adults and are very excited to be a part of this program.

Commissioner Berrien stated he would like to move forward to create a plan of action for the Fire Department, to decide on funding, staffing, the assessment and how the department would be run. Ms. Judd stated she would schedule a workshop and defer to the Chief to gather the required information relating to funding, staffing, and the direction in which the department will be run.

C. Vice Mayor Cochrane – None.

**13. STAFF REPORTS**

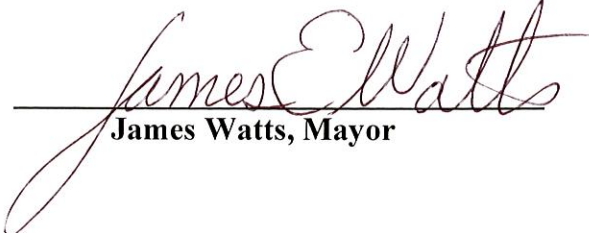
**14. ADJOURNMENT**

**There being no further business to conduct, Motion Commissioner Berrien, second Commissioner McCutchen to adjourn the Regular Commission meeting of February 25, 2020 at 7:58 PM.**

**Motion to adjourn passed by unanimous vote of 3-0.**

**ATTEST:**

  
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**Melissa Cannon, Deputy City Clerk**

  
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**James Watts, Mayor**