

**MINUTES
CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
TUESDAY, FEBRUARY 9, 2021**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, February 9, 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	Absent
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 Bill Baldwin, First United Methodist Church led the invocation. Mayor Berrien led the pledge to the flag.

4. ADDITIONS AND/OR DELETIONS

5. PRESENTATIONS/AWARDS/REPORTS

A. Special Presentation: Waste Corporation America (WCA) – Landfill Expansion–
Danielle J. Judd, Michael Gabbert

Mr. Gabbert gave a PowerPoint presentation on the proposed expansion of the existing WCA landfill in the northern part of the city.

Mr. Gabbert explained that they are going to install a liner system under the expanded site that will collect water that comes in contact with trash that will be disposed of off-site to create less environmental impact. Mr. Gabbert stated that the site will accept construction and demolition debris, and yard waste and land clearing debris as permitted by FDEP. No hazardous materials will be accepted.

Mr. Gabbert stated that they will accept 7,500 yds of the city’s land clearing debris for free annually. WCA will pay .12 cents per yard to the city that is accepted at the site.

After some discussion, the commission received the report.

6. **PUBLIC FORUM:**

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

Mr. Jorge Monterrey, 10 Langford St., Fort Meade, stated he would like to request the lights at the racquetball courts be replaced or new lights installed with a timer.

Ms. Suzie Whitener, Chamber Director, 214 W. Broadway St., invited all to the first Chamber Luncheon of the year at Peace River Park on Wednesday, February 17, 2021.

Mr. EJ King, 108 SW 3rd St., Fort Meade, addressed the Mayor stating he had six questions that he would provide in writing and requested a written response from each commissioner.

7. **PUBLIC HEARINGS:**

None.

8. **CONSENT AGENDA:**

A. Minutes January 26, 2021 Regular City Commission Meeting – *Melissa Cannon*

B. Resolution No. R21-02 requesting temporary street closing permit from the Florida Department of Transportation One Stop Permitting for the “Our Home Town” Moving Forward Together Community Arts and Crafts Festival – *Melissa Cannon*

- C. Water leak Northbound Highway 17 emergency repairs performed by Killebrew – *Tommy King, Jackie Cannon*

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

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

9. **NEW BUSINESS:**

- A. Unaudited FY 2020 Revenues and Expenditures Report for the Fiscal Year ended September 30, 2020 – *Breanna Smith*

Ms. Smith gave an overview of the unaudited FY 2020 Revenues and Expenditures for each fund. Ms. Smith stated that the Fire Fund has exceeded expenditures over revenues in part due to increased call responses related to COVID 19 stating that this is a relatively young fund, and the city will need to review the rate structure. Ms. Smith stated that the Electric Fund has had a significant increase in system repairs and overall, this fund is doing well. Ms. Smith stated that the Solid Waste Fund has exceeded expenditures over revenues in part due to the city absorbing the rate increase before passing it on to the residents and legal fees related to the RFP that was issued and therefore there will be no transfer out to the General Fund. Ms. Smith stated that the Sewer Fund has exceeded revenues over expenditures in the amount of \$207,401.64 for the first time in many years which is in part due to the sewer bond refunding and the settlement of the Biosolids lawsuit. Ms. Smith congratulated all for their efforts in making this happen. Ms. Smith stated that all the Pension Funds are all doing well. Ms. Smith wanted to call out a typo in the report with the correct amount on page 23: “The General Employees’ Pension Fund revenues exceeded expenditures by \$139,925.46.”

Ms. Judd stated the official audited report will be presented to the commission on March 9, 2021.

- B. Request for tax relief from the Fort Meade Community Health Board – *Melissa Cannon, Larry Black - Fort Meade Community Health Board President*

Mr. Black presented his request asking the commission to donate the 2020 city taxes back to the Board in the amount of \$2,167.47.

Mayor Berrien asked that when this request comes forward to request a donation instead of a tax relief.

Motion Commissioner Cochrane, second Commissioner Watts to honor the request for donation in the amount of \$2,167.47.

Motion to honor the request for donation in the amount of \$2,167.47 passed by a unanimous vote of 4-0.

- C. First Reading Ordinance 21-03 Establishing visiting hours for cemeteries –
Danielle J. Judd, Thomas Cloud

Ms. Judd stated this request was brought to the city at the request of the Polk County Sheriff's office due to vandalism occurring in the cemeteries.

Ms. Judd stated that staff is preparing information to send to the commission regarding violations of the cemetery rules with structures and fences being constructed, trees being planted, lighting and other violations that will need to be tended to.

The commission was in favor of addressing these issues.

Motion Commissioner Cochrane, second Commissioner McCutchen to approve Ordinance 21-03 on 1st Reading and set 2nd Reading for February 23, 2021.

Motion to approve Ordinance 21-03 on 1st Reading and set 2nd Reading for February 23, 2021 passed by a unanimous vote of 4-0.

- D. First Reading Ordinance 21-04 Pole Attachment Auto Rate Inclusion –
Danielle J. Judd, Thomas Cloud

Motion Commissioner Cochrane, second Commissioner Watts to approve Ordinance 21-04 on 1st Reading and set 2nd Reading for February 23, 2021.

Motion to approve Ordinance 21-04 on 1st Reading and set 2nd Reading for February 23, 2021 passed by a unanimous vote of 4-0.

- E. Resolution No. R21-03: Adopting a Language Access plan for Limited English Proficiency for Community Development Block Grant (CDBG) Projects – *Danielle J. Judd*

Motion Commissioner Watts, second Commissioner McCutchen to adopt Resolution R21-03 adopting a language access plan.

Motion to adopt Resolution R21-03 adopting a language access plan passed by a unanimous vote of 4-0.

- F. City Naming or Renaming Guidelines for City Parks, Facilities & Buildings
– *Beisy Hernandez*

Motion Commissioner Watts, second Commissioner McCutchen to adopt the renaming guidelines policy.

Motion to adopt the renaming guidelines policy passed by a unanimous vote of 4-0.

- G. Interlocal Agreement between the City of Fort Meade and the School Board of Polk County – *Danielle J. Judd*

Ms. Judd gave an overview of the parameters in the proposed draft agreement with the Polk County School Board. Ms. Judd would recommend removing Lanier Park, as there is a lease agreement with the East Coast Migrant Head Start Project and Monument Park due to unmarked gravesites from the shared use portion of the agreement.

The consensus of the commission was to have emphasis on citizens use of the track at the football added to the agreement.

No action taken.

10. CITY ATTORNEY COMMENTS:

Attorney Cloud stated that the city has been asked to join a common interest agreement, with no financial impact to the city, for the sharing of testimony in the Peace River Water Co-op suite. Mr. Cloud requested authorization to execute the agreement.

The consensus of the commission was to authorize City Attorney Cloud to execute the common interest agreement on behalf of the City of Fort Meade.

11. CITY MANAGER COMMENTS:

Ms. Judd stated that the city has received a temporary construction easement and potential land swap proposals from the Department of Transportation pertaining to the Peace River Bridge project. Staff is reviewing the requests and will present as an agenda item to the commission at the next meeting.

Ms. Judd stated that Main Street has been doing some fundraisers and the city has participated by purchasing a banner that will be hung in front of city hall with the city logo and Valentine's Day heart yard signs that have been placed in front of city hall.

Ms. Judd stated that she has begun the process to engage the architect under contract to get the Mobile Home Park Office Manager acclimated and moving on the capital project that is in the current year budget.

Ms. Judd stated that there is a potential request that may come before the commission for a joint workshop with the Plan Board.

Ms. Judd stated a CRA meeting will be held on February 23, 2021.

Ms. Judd stated there will be several major special presentations on February 23, 2021: reclaimed water, wastewater and the retirement of Master Gardener, Mario Carrillo.

12. CITY COMMISSION COMMENTS:

A. Commissioner McCutchen – None.

B. Commissioner Watts – None.

C. Commissioner Cochrane –

Commissioner Cochrane requested to discuss shelters at the parks where the tree coverage has been lost, stating the people of the community can use them.

Commissioner Cochrane requested to be on the tree selection committee, if there is one to select trees for the Tree Grant the city has been awarded.

D. Mayor Berrien – None.

13. STAFF REPORTS

Code Enforcement – *Marvin Haynes*

Building Dept. – *Lisa Bolin*

Sheriff's Office – *Sgt. Burgess*

Water/Wastewater – *Tommy King*

Library – *Jacqueline Rose*

Community Center – *Tory Dewdney*

Electric Dept. – *Jan Bagnall*

Streets/Stormwater Dept. – *Mike Cagle*

City Mobile Home Park – *Janette Diaz*

Facilities Maintenance – *Jackie Cannon*

Mayor Berrien recognized the staff reports and announced the upcoming meetings.

14. ADJOURNMENT

There being no further business to conduct, Motion Commissioner Watts, second Commissioner Cochrane to adjourn the Regular Commission meeting of February 9, 2021 at 7:40 PM.

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

ATTEST:



Melissa Cannon, Deputy City Clerk



Samuel Berrien, Mayor

