

**MINUTES
CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
THURSDAY, JANUARY 30, 2020**

A Regular Meeting of the Fort Meade City Commission was held on Thursday, January 30, 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 6:25 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
Public Works Director	Jackie Cannon	Present
Finance Director	Breanna Smith	Present
CMHP Office Manager	Pat Wickersheim	Present
Human Resource Director	Beisy Hernandez	Present
Community Center Director	Tory Dewdney	Present

Also, present PCSO Sergeant Warren Burgess.

3. INVOCATION AND PLEDGE TO THE FLAG:

Commissioner Watts led the invocation. Mayor Watts led the pledge to the flag.

4. ADDITIONS AND/OR DELETIONS

A. Add item 5.B.

B. Add item 9.K.

Motion Commissioner Elliott, second Commissioner Cochrane to add items 5.B. and item 9.K. to the agenda.

Motion to add items 5.B. and 9.K. to the agenda passed by a unanimous vote of 5-0.

5. PRESENTATIONS/AWARDS/REPORTS

- A. Florida Public Utilities (FPU) Good will Donation. – *Ramiro “RJ” Sicre, FPU Government Relations Manager.***

Mr. Sicre, representing Florida Public Utilities, presented Mayor Watts with a check for \$20,000 as part of the agreement of the sale of the gas system and stated that FPU will continue to support our community with sponsorships for citywide events.

- B. Finance Team Certificates. – *Breanna Smith***

Ms. Smith stated that the finance members were being presented with certificates for achieving an overall collection rate of 99.53% in utility billing.

Ms. Hernandez presented certificates to Breanna Smith, Danelle Holder, Tracy Simmons, Olivia Spivey and Stephanie Green and thanked them for their efforts.

6. APPROVAL OF MINUTES

City Commission approval of the Minutes of January 14, 2020 Regular City Commission Meeting. – *Melissa Cannon*

Motion Commissioner Cochrane, second Commissioner Berrien to approve the minutes of the January 14, 2020 Regular City Commission Meeting.

Motion to approve the Minutes of the January 14, 2020 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).

Ms. Jacqueline Rose, Library Director, 75 E. Broadway St., Fort Meade, FL. invited all to the Women’s Suffrage Movie Event at the Fort Meade High School Auditorium on March 3, 2020.

8. PUBLIC HEARINGS:

- A. City Commission adoption of Ordinance 20-01 Text Amendment to the City of Fort Meade Unified Land Development Code. – *Jennifer Codo-Salisbury, Brenda Torres, CFRPC***

Attorney Cloud read the title of Ordinance 20-01 on 2nd Reading. Ms. Brenda Torres gave a PowerPoint presentation on the text amendment.

Mayor Watts opened the public hearing. With no one wishing to speak, Mayor Watts closed the public hearing.

Motion Commissioner Cochrane, second Commissioner Elliott to adopt Ordinance 20-01 on 2nd and Final Reading.

Motion to adopt Ordinance 20-01 passed by a unanimous vote of 5-0.

- B. City Commission adoption of Ordinance 20-02 Future Land Use Map Amendment. – *Jennifer Codo-Salisbury, Brenda Torres, CFRPC***

Attorney Cloud read the title of Ordinance 20-02 on 2nd Reading. Ms. Brenda Torres gave a PowerPoint presentation on the Land Use Map amendment.

Mayor Watts opened the public hearing.

There was some discussion of the retention pond being on a residential street and the need for a buffer.

Mr. Joe Rice, 504 N. Pine Ave., stated that the draft site plan is just preliminary, and they will look at relocating the pond or adding adequate landscaping. Mr. Rice stated he is willing to accommodate any concerns.

With no further comments, Mayor Watts closed the public hearing.

Motion Commissioner Elliott, second Commissioner Cochrane to adopt Ordinance 20-02 on 2nd and Final Reading.

Motion to adopt Ordinance 20-02 passed by a unanimous vote of 5-0.

- C. City Commission adoption of Ordinance 20-03 Rezoning. – *Jennifer Codo-Salisbury, Brenda Torres, CFRPC***

Attorney Cloud read the title of Ordinance 20-03 on 2nd Reading. Ms. Brenda Torres gave a PowerPoint presentation on the zoning map amendment.

Mayor Watts opened the public hearing. With no one wishing to speak, Mayor Watts closed the public hearing.

Motion Commissioner McCutchen, second Commissioner Elliott to adopt Ordinance 20-03 on 2nd and Final Reading.

Motion to adopt Ordinance 20-03 passed by a unanimous vote of 5-0.

9. NEW BUSINESS:

A. Florida Municipal Power Agency Peer Review Report. – *Danielle J. Judd*

Ms. Judd introduced Mr. Mike McCleary, FMPA representative. Mr. McCleary explained the concept of a peer review and how it works.

Ms. Judd stated that she was involved with the report and believes this to be a true characterization of the things that need to be worked on.

Ms. Judd stated that a new Electric Director has been hired and will begin on February 3, 2020.

The Commission thanked FMPA, Mr. McCleary and his team for conducting the peer review.

Motion Commissioner Cochrane, second Commissioner Elliott to accept the FMPA Peer Review Report

Motion to accept the Report passed by a unanimous vote of 5-0.

B. Recreation and Parks Facility Policies, Fees, and Amenities. – *Danielle J. Judd, Tory Dewdney*

Mr. Dewdney presented a PowerPoint presentation depicting other communities' parks and facilities as well as fees and policies and his goals for Fort Meade.

There was discussion of donations and property that could be used as a new shared use park in Fort Meade.

Motion Commissioner McCutchen, second Commissioner Berrien to accept the recreation and parks facility policies, fees and amenities update and recommendations.

Motion to accept the recreation and parks facility policies, fees and amenities update and recommendations passed by a unanimous vote of 5-0.

C. Request to publicize and accept bids for RFP #20-02 for Residential Curbside Solid Waste Service and Recycling Service. *Breanna Smith*

Ms. Smith gave an overview of RFP #20-02.

Motion Commissioner Elliott, second Commissioner Cochrane to authorize staff to publicize RFP #20-02 for residential curbside solid waste

service and recycling service and to accept bids in accordance with the RFP.

Motion to authorize staff to publicize RFP #20-02 for residential curbside solid waste service and recycling service and to accept bids in accordance with the RFP passed by a unanimous vote of 5-0.

- D. City Commission approval to publicize and accept bids for RFP #20-01 for Multifunction Copiers. *Breanna Smith*

Ms. Smith gave an overview of RFP #20-01.

Motion Commissioner Berrien, second Commissioner McCutchen to authorize staff to publicize RFP #20-01 for multifunction copiers and to accept bids in accordance with the RFP.

Motion to authorize staff to publicize RFP #20-01 for multifunction copiers and to accept bids in accordance with the RFP passed by a unanimous vote of 5-0.

- E. City Commission approval to publicize and accept proposals for RFQ #20-03 for a Continuing Services Contract for Architectural Services. – *Breanna Smith*

Ms. Smith gave an overview of RFQ #20-03.

Motion Commissioner McCutchen, second Commissioner Elliott to authorize staff to publicize RFQ #20-03 for continuing services contract for architectural services and to accept proposals in accordance with the RFQ.

Motion to authorize staff to publicize RFQ #20-03 for continuing services contract for architectural services and to accept proposals in accordance with the RFQ passed by a unanimous vote of 5-0.

- F. City Commission approval for utility bad debts in the amount of \$145,462.16 to be written off for the Fiscal Years Ended September 30, 2016, 2017, 2018, and 2019, as outlined in Resolution R20-03. – *Breanna Smith*

Ms. Smith gave an overview of the bad debt write-offs.

Motion Commissioner Elliott, second Commissioner McCutchen to approve Resolution R20-03 to authorize the Finance Department to write off for utility bad debts in the amount of \$145,462.16 for Fiscal Years ended September 30, 2016, 2017, 2018 and 2019.

Motion to approve Resolution R20-03 to authorize the Finance Department to write off for utility bad debts in the amount of \$145,462.16

for Fiscal Years ended September 30, 2016, 2017, 2018 and 2019 passed by a unanimous vote of 5-0.

- G. Duke Energy Reclaimed Water Pipeline Route Feasibility Study – Agreement with Mittauer & Associates, Inc. and Associated Task Order. – *Danielle J. Judd***

Ms. Judd stated that this item was brought before the commission in October 2019 and is ready for execution.

Motion Commissioner Berrien, second Commissioner Cochrane to accept progress report from the City Manager; Acknowledge Task Order with Mittauer & Associates, Inc. for that purpose; and Authorize Mayor to execute the attached Professional Services Agreement.

Motion to accept progress report from the City Manager; Acknowledge Task Order with Mittauer & Associates, Inc. for that purpose; and Authorize Mayor to execute the attached Professional Services Agreement passed by a unanimous vote of 5-0.

- H. Agreement with Mittauer & Associates, Inc. – Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) Wastewater System Rehabilitation Phase I Project No. WW 531122. – *Danielle J. Judd***

Ms. Judd stated this is the 2nd amendment to the original agreement for the wastewater system rehab project pending the SFR loan that has been applied for.

Motion Commissioner Cochrane, second Commissioner Elliott to authorize the Mayor to execute Amendment Number Two to our Engineering Services Agreement with Mittauer & Associates, Inc.

Motion to authorize the Mayor to execute Amendment Number Two to our Engineering Services Agreement with Mittauer & Associates, Inc. passed by a unanimous vote of 5-0.

- I. NW 14th Street Water Main Extension Improvements for Fire Flow – Agreement with Mittauer & Associates, Inc. and Associated Task Order. – *Danielle J. Judd***

Ms. Judd stated this item is to extend a waterline to the North of Hwy 17 on the West side of the road to provide fire protection to the new industrial business as well as the existing businesses.

Motion Commissioner McCutchen, second Commissioner Berrien to approve task order with Mittauer & Associates, Inc. to address this critical need in an amount not to exceed \$7,000; and authorize the Mayor to execute the attached agreement.

Motion to approve task order with Mittauer & Associates, Inc. to address this critical need in an amount not to exceed \$7,000; and authorize the Mayor to execute the attached agreement passed by a unanimous vote of 5-0.

J. Lobbyist Agreement – The Fiorentino Group. – *Danielle J. Judd*

Ms. Judd stated that this item is to secure a lobbyist to solicit funds from Tallahassee for projects needed in Fort Meade.

Motion Commissioner Elliott, second Commissioner Cochrane to receive proposed Lobbyist Agreement and Authorize the Mayor to execute the Agreement.

Motion to receive proposed Lobbyist Agreement and Authorize the Mayor to execute the Agreement passed by a unanimous vote of 5-0.

K. Agreement – Florida Department of Transportation (FDOT): Edgewood Drive North from US 98 to 9th Street NE Project No. 440356-1-52-01. – *Danielle J. Judd*

Mr. Ryan Weeks, FDOT representative, gave a quick update on the Hwy 98 E. Bridge project, stating that they are pushing to get the construction phase started earlier. Mr. Weeks stated he is working with the city manager and city attorney on some issues with the Edgewood trail project and together they will work it out. Mr. Weeks stated there will be a community meeting at the Activity Center on February 18, 2020 on the Hwy 98 E. Bridge project with renderings of what the bridge may look like.

No action taken.

10. CITY ATTORNEY COMMENTS:

Attorney Cloud stated that we have won the appeal in the BioSolids case and they have been ordered to pay all attorney fees. The next step is to set a deposition sometime in March.

11. CITY MANAGER COMMENTS:

Ms. Judd reminded everyone of the Community Workshop on the Peace River Bridge Project on February 18, 2020 at the CMHP Activity Center from 5:00 pm to 7:00 pm.

Ms. Judd stated that the new Electric Director has agreed to live in the utility service area.

Ms. Judd stated staff will present some RFQ's in February for continuing services.

Ms. Judd stated that the CMHP residents have been given until the end of January to sign their lot lease agreements. There has been some push back on this and it has been made clear that if they want to remain in the mobile home park, they will have to sign a lease.

Ms. Judd stated that she received a visit from the Historical Society about taking on the responsibility of the train that was donated by CSX. Ms. Judd stated that she has sent the information to the city attorney for review.

12. CITY COMMISSION COMMENTS:

A. Commissioner McCutchen – None

B. Commissioner Berrien stated that the trip to Polk County Day in Tallahassee went well and he met with the Florentio Group and was impressed. Commissioner Berrien stated that \$250,000 for the Peace River Park Project has been put on the docket in Tallahassee. Commissioner Berrien met with some college students from Fort Meade and had lunch with them in Tallahassee.

C. Vice Mayor Cochrane inquired about the Lunn Road Cemetery again, stating that would be a good expansion for city cemeteries.

Vice Mayor Cochrane stated he would like to see some regulations for the historic downtown district to require a more uniform décor.

Vice Mayor Cochrane stated the last FMPA review that was conducted in Fort Meade was for line loss and they used to get quarterly reports and he would like to see the reports brought back to the commission.

D. Commissioner Elliott – None

E. Mayor Watts - None

13. STAFF REPORTS

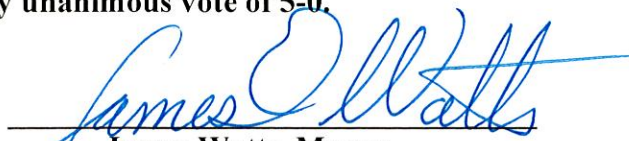
14. ADJOURNMENT

There being no further business to conduct, Motion Commissioner Cochrane, second Commissioner Elliott to adjourn the Regular Commission meeting of January 30, 2020 at 9:02 PM.

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

ATTEST:


Melissa Cannon, Deputy City Clerk


James Watts, Mayor