

**MINUTES  
CITY OF FORT MEADE  
REGULAR CITY COMMISSION MEETING  
TUESDAY, JUNE 23, 2020**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, June 23, 2020, at 6:00 P.M. via Zoom Virtual Meeting.

**1. CALL TO ORDER:**

The Meeting was called to order at 6:01 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
Finance Director	Breanna Smith	Present
Public Works Director	Jackie Cannon	Absent
Fire Chief	Roc Eiland	Present
CMHP Manager	Pat Wickersheim	Present
Library Director	Jacqueline Rose	Present
HR Director	Beisy Hernandez	Present
Community Center	Tory Dewdney	Present

Also, present PCSO Sgt. Warren Burgess.

**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: Stormwater Master Plan – *Kevin Albrechtpe, P.E., Chastain-Skillman, Inc.*

Mr. Albrechtpe presented a PowerPoint presentation of the Stormwater Master Plan focusing on some of the key areas. Mr. Albrechtpe stated that some of the

problem areas are on Hwy 98 where there is no stormwater system and on US Hwy 17 where the stormwater system is undersized. Mr. Albrechtpe identified several other areas.

Mr. Albrechtpe presented a concept of the improvement areas for a stormwater collection area as well as stormwater treatment.

**Motion Commissioner Elliott, second Commissioner Cochrane to accept the Stormwater Master Plan as presented.**

**Motion to accept the Stormwater Master Plan passed by a unanimous vote of 5-0.**

**6. PUBLIC FORUM:**

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

Ms. Priscilla Perry, 3975 Old Bowling Green Rd., Fort Meade asked the commission if there was an ordinance prohibiting residents from doing private fireworks on the 4<sup>th</sup> of July.

Fire Chief Eiland stated he does not have a problem with people having fireworks if they are doing it safely.

After much discussion, City Attorney Cloud stated that the City Code does not address fireworks, therefore the Polk County Code Article 4 would apply.

Ms. Judd stated that if anyone is going to have a private show, they should notify the Sheriff's Office.

**7. PUBLIC HEARINGS:**

**8. CONSENT AGENDA:**

- A. Extension of Lease Agreement: East Coast Migrant Head Start Project. ***Danielle J. Judd***
- B. Revenues and Expenditures Report Ending March 31, 2020 – ***Breanna Smith***
- C. Budget Workshop Schedule for Fiscal Year (FY) 2021 – ***Danielle J. Judd***
- D. Approval of Revised Job Description for Parks Maintenance Supervisor – ***Beisy Hernandez***
- E. Approval of the Revised Job Description for Parks Maintenance Worker I – ***Beisy Hernandez***

- F. Approval of Revised Job Description for Parks Maintenance Worker II – ***Beisy Hernandez***
- G. Approval of Revised Job Description for Master Gardener – ***Beisy Hernandez***
- H. Modification No. 3 to the Interlocal Agreement of Fire/Rescue 9-1-1/ Dispatch Calls – ***Melissa Cannon***
- I. Polk County Sheriff's Office Interagency Agreement – ***Melissa Cannon***
- J. Electric Inventory for Storm Preparations – ***Jan Bagnall***
- K. Electric Transformer Inventory Replenishment – ***Jan Bagnall***
- L. Ratify Purchase Order to Lakeland Paving Company dba Hubbard Construction: Lowest and Responsive Bidder for Peace River Park Resurfacing on Main Roadway – ***Danielle J. Judd***
- M. Minutes of May 12, 2020, Minutes of May 26, 2020, and Minutes of June 9, 2020 Regular City Commission Meetings – ***Melissa Cannon***

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

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

**9. NEW BUSINESS:**

- A. Update to Consider Reduction of Code Enforcement Lien and Fines – 822 S. French Ave – ***Marvin Haynes***

Mr. Haynes gave an overview of the Code Enforcement case on 822 S. French Ave.

Ms. Judd stated that this case is being presented to the commission again because the representative stated he was unable to connect to the previous zoom meeting.

Ms. Judd stated that staff has provided additional information pertaining to the sale of this property as well as the condition. There was no official lien search done on this property.

Attorney Justin Ortega, representing Nation Star Mortgage stated his client took ownership in January 2020 but did not have a lockout until March 7, 2020. Mr. Ortega requested a reduction down to the 25 days that it took to evict the tenants and reclaim the property.

Ms. Judd asked Mr. Haynes if the notices were properly sent and the property properly posted, and Mr. Haynes replied yes.

**Motion Commissioner Elliott, second Commissioner Cochrane to follow the policy adopted in Resolution R19-07 reducing the lien 25% from \$24,927.50 to \$18,695.63.**

**Motion to follow the policy adopted in Resolution R19-07 reducing the lien 25% from \$24,927.50 to \$18,695.63 passed by a vote of 4-1 with Commissioner Berrien opposed.**

**B. Potential Acquisitions within the Downtown District – *Danielle J. Judd***

Ms. Judd stated that this is an item last discussed at the CRA meeting on the property owned by Citizens Bank.

Ms. Judd presented the offer from Citizens Bank at \$15,000 for the parking lot behind the Post Office and \$35,000 for the drive thru next to the Bank.

**Motion Commissioner Elliott, second Commissioner Cochrane to make an offer to secure the purchase of both properties starting at \$47,500.**

**Motion to make an offer to secure the purchase of both properties starting at \$47,500 passed by a unanimous vote of 5-0.**

**10. CITY ATTORNEY COMMENTS:**

Attorney Cloud stated he will be a part of the Florida Municipal Attorneys Association for a presentation on Emergency Ordinances on Thursday at 9:30 am.

**11. CITY MANAGER COMMENTS:**

Ms. Judd stated that the July 4<sup>th</sup> Fireworks show has been cancelled.

Ms. Judd stated the Health Department will be conducting COVID-19 testing at Peaceful Believers Church tomorrow morning.

Ms. Judd stated the State of Emergency Executive Order is set to expire on July 7<sup>th</sup> and she will be looking for direction.

Ms. Judd stated that the July meetings will be busy, and the proposed millage will need to be set by the last meeting.

Ms. Judd stated that the budget workshops were approved in the Consent Agenda for August and asked that everyone schedule accordingly.

**12. CITY COMMISSION COMMENTS:**

- A. Commissioner McCutchen thanked the utilities department for the work they have done on South Oak and South 9<sup>th</sup> with lighting, tree trimming and mowing.

Commissioner McCutchen stated she is glad to see a plan put into action regarding flooding issues.

- B. Commissioner Berrien asked if the lien policy was adopted prior to hiring the Code Enforcement Officer as he is curious to what his perspective is and asked if the policy can be revisited.

- C. Vice Mayor Cochrane asked about the paving at Peace River Park, will they be leveling the road?

Ms. Judd stated the road will be smoothed but not leveled.

- D. Commissioner Elliott asked for an update on the Fire Department.

Chief Eiland stated that due to COVID-19, the State is not letting anyone visit other departments at this time.

Commissioner Elliott asked about an outside review.

Chief Eiland stated he is only dealing with the State.

Commissioner Elliott stated that last Saturday, our Fire Department responded to a call outside the city limits on Pembroke Rd.

Chief Eiland stated that both the City and the County Fire Departments responded to the call because it was not clear whose service area it was.

There was much discussion of mutual aid. Chief Eiland stated to put it in writing and he will not respond outside the city limits.

Ms. Judd suggested that the clerk pull the mutual aid agreements that we have. There is what is known as a dispatch protocol within a combined communication center. Ms. Judd stated that there have been some blips as she was asked to intercede with the combined communication center to make sure they get the dispatch correct. Ms. Judd stated the answer should be, what is the dispatch protocol for certain areas versus mutual aid. Mutual aid is done when one agency asks that it be done.

Commissioner Elliott stated that maybe a presentation by the County's Safety Director to clarify the difference would help, because it is not fair to the citizens of Fort Meade to pay for services that the County collects fire tax on.

Ms. Judd stated again that there is a difference in mutual aid and the dispatch protocol with the combined communications center and would strongly advise getting both of those pieces of information before a decision is made.

Commissioner Berrien asked the Mayor how Chief Eiland should move forward.

Mayor Watts stated he would like to see the agreements and understand the protocol and would get back to the Chief.

- E. Mayor Watts stated he has received complaints of potholes in the City Mobile Home Park.

Mayor Watts asked if the commission wanted to consider enforce wearing face masks.

Commissioner Cochrane recommended following the County regulations.

Commissioner McCutchen recommended following Department of Health regulations.

### 13. STAFF REPORTS

Building Department – *Lisa Bolin*  
Code Enforcement – *Marvin Haynes*  
CMHP – *Pat Wickersheim*  
Library – *Jacqueline Rose*  
Sheriff's Office – *Jennifer Crews*

**Motion Commissioner Elliott, second Commissioner Cochrane to accept the staff reports.**

**Motion to accept the staff reports passed by a unanimous vote of 5-0.**

### 14. ADJOURNMENT

**There being no further business to conduct, Motion Commissioner Elliott, second Commissioner Cochrane to adjourn the Regular Commission meeting of June 23, 2020 at 7:29 P.M.**

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

ATTEST:

  
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Melissa Cannon, Deputy City Clerk

  
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James Watts, Mayor