

**MINUTES
CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
TUESDAY, MARCH 24, 2020**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, March 24, 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	Present

Staff Present

City Manager	Danielle Judd	Present
City Attorney	Tom Cloud	Present via Zoom
Deputy City Clerk	Melissa Cannon	Present

Also, present PCSO Sgt. Warren Burgess and Jennifer Codo-Salisbury, CFRPC via Zoom.

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

6. PUBLIC FORUM:

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

7. PUBLIC HEARINGS:

A. Emergency Ordinance 20-07 Relating to Electronic Attendance by Elected and Appointed Officials at City Meetings. *Thomas Cloud*

City Attorney Cloud read the title to Emergency Ordinance 20-07.

Motion Commissioner Cochrane, second Commissioner Elliott to adopt Emergency Ordinance 20-07 Relating to Electronic Attendance by Elected and Appointed Officials at City Meetings.

Motion to adopt Emergency Ordinance 20-07 Relating to Electronic Attendance by Elected and Appointed Officials at City Meetings passed by a unanimous vote of 5-0.

B. Emergency Ordinance 20-08 Relating to Civil Emergencies. *Thomas Cloud*

City Attorney Cloud read the title to Emergency Ordinance 20-08.

Motion Commissioner Elliott, second Commissioner Cochrane to adopt Emergency Ordinance 20-08 Relating to Civil Emergencies.

Motion to adopt Emergency Ordinance 20-08 Relating to Civil Emergencies passed by a unanimous vote of 5-0.

C. Declaration of State of Emergency Resolution R20-05. *Danielle J. Judd, Thomas Cloud*

Ms. Judd presented some emergency changes she has implemented due to COVID-19: As of March 23, 2020, all city buildings are closed to the public, personnel are working onsite. Smart Notice is being utilized to inform residents of changes and updates. Utilities – no late fees being assessed and disconnects will be extended. Closely monitoring cash flow. Citywide refunding all rentals at parks, community center and activity center from March 23, 2020 to the end of April. May rentals are on hold. Permits - no change, mailbox installed for drop off and pick up of plans. Point n Pay has been contacted to implement credit card payments on website. Accelerate IT in commission chambers for virtual meetings and presentations. No travel for employees. Will continue weekly conference calls and situation reports. Following social distancing.

There was much discussion on closing city parks. The consensus of the commission was to follow the Governors Orders.

Motion Commissioner Cochrane, second Commissioner Elliott to adopt Emergency Resolution R20-05 Declaring a State of Emergency in Fort Meade.

Motion to adopt Emergency Resolution R20-05 Declaring a State of Emergency in Fort Meade passed by a unanimous vote of 5-0.

D. Second and Final Reading Ordinance 20-04: Non-Exclusive Commercial Solid Waste Collection – *Danielle J. Judd*

City Attorney Cloud read the title to Ordinance 20-04 on 2nd and Final Reading.

There was much discussion of solid waste service and exclusive and non-exclusive franchises. Staff was directed to winddown negotiations with Republic Services and inquire about extending the current contract for 1-2 years and bring back to the April meeting.

Motion Commissioner Cochrane, second Commissioner Elliott to table Ordinance 20-04 Non-Exclusive Commercial Solid Waste Collection to a date to be determined.

Motion to table Ordinance 20-04 Non-Exclusive Commercial Solid Waste Collection to a date to be determined passed by a unanimous vote of 5-0.

E. First Reading Ordinance 20-05: Text Amendments relating to Fencing – *Jennifer Codo-Salisbury, CFRPC*

City Attorney Cloud read the title to Ordinance 20-05 on 1st Reading.

Motion Commissioner Cochrane, second Commissioner Elliott to approve Ordinance 20-05 relating to fences on 1st Reading and set 2nd Reading for April 14, 2020.

Motion to approve Ordinance 20-05 relating to fences on 1st Reading and set 2nd Reading for April 14, 2020 passed by a unanimous vote of 5-0.

F. First Reading Ordinance 20-06: Text Amendments relating to Farmworker Housing – *Jennifer Codo-Salisbury, CFRPC*

City Attorney Cloud read the title to Ordinance 20-06 on 1st Reading.

Motion Commissioner Elliott, second Commissioner Berrien to approve Ordinance 20-06 relating to farmworker housing on 1st Reading and set 2nd Reading for April 14, 2020.

Motion to approve Ordinance 20-06 relating to farmworker housing on 1st Reading passed by a unanimous vote of 5-0 and set 2nd Reading for April 14, 2020.

8. CONSENT AGENDA:

Commissioner Berrien requested pulling the Altec item and all job descriptions for the consent agenda. Commissioner Cochrane stated to pull all items and discuss them separate.

A. Minutes of March 10, 2020 Regular City Commission Meeting. – *Melissa Cannon*

Motion Commissioner Cochrane, second Commissioner Elliott to approve the minutes of March 10, 2020 Regular Commission Meeting.

Motion to approve the minutes of March 10, 2020 Regular Commission meeting passed by a unanimous vote of 5-0.

B. Approval of revised job description – Library Director – *Beisy Hernandez*

Ms. Judd gave an overview of the revised job descriptions.

Commissioner Berrien stated he would like the commission to focus on the 2nd phase of the pay plan implementation and if there is room in the budget for these job descriptions.

Ms. Judd stated that each job description is a budgeted, authorized and filled position of the approved pay plan and no new job titles are being created and no increase in rates are being imposed.

C. Approval of revised job description – Library Clerk I – *Beisy Hernandez*

D. Approval of revised job description – Library Clerk II – *Beisy Hernandez*

E. Approval of revised job description – City Mobile Home Park Manager – *Beisy Hernandez*

F. Approval of revised job description – Finance Director – *Beisy Hernandez*

Motion Commissioner McCutchen, second Commissioner Elliott to approve Items B-F.

Motion to approve Items B-F passed by a unanimous vote of 5-0.

G. Letter of Request – Fort Meade Community Health Care Board. *Danielle J. Judd*

Motion Commissioner Elliott, second Commissioner Cochrane to approve the donation to the Fort Meade Community Health Care Board in the amount of \$1,970.43.

Motion to approve the donation to the Fort Meade Community Health Care Board in the amount of \$1,970.43 passed by a unanimous vote of 5-0.

H. Zambelli Fireworks Agreement. *Melissa Cannon*

Motion Commissioner Berrien, second Commissioner Elliott to approve the Zambelli Agreement.

Motion to approve Zambelli Agreement passed by a unanimous vote of 5-0.

I. Ratification of the emergency purchase of a 2020 Altec Bucket Truck Model AA55 for the Electric Department. *Breanna Smith.*

Ms. Judd explained the need for the purchase and the terms of the loan.

Motion Commissioner Elliott, second Commissioner Cochrane to ratify the emergency purchase of the 2020 Altec Bucket Truck.

Motion to ratify the emergency purchase of the 2020 Altec Bucket Truck passed by a unanimous vote of 5-0.

9. NEW BUSINESS:

A. USDA Refinance Loan – *Danielle J. Judd*

Ms. Judd requested to explore options for refinancing the USDA revenue bonds at a lower interest rate and report the findings back to the commission for approval.

Motion Commissioner Elliott, second Commissioner Cochrane to authorize the City Manager to explore refinance options for the revenue bonds series A & B.

Motion to authorize the city manager to explore refinance options for the revenue bonds series A & B passed by a unanimous vote of 5-0.

10. CITY ATTORNEY COMMENTS:

Attorney Cloud stated his only comment is he prays everybody gets through this safe and healthy.

11. CITY MANAGER COMMENTS:

Ms. Judd stated that Duke Energy has been out at Peace River Park for over a year now and the city has sent them a list of items to complete before they are done, including fixing the roads.

Ms. Judd stated that staff will be working on computers and Zoom for virtual meetings.

Ms. Judd stated she received notice from Mosaic stating the most they are offering is a 1-year extension on the effluent line. Ms. Judd stated that there are already negotiations with Duke to move the effluent line.

Ms. Judd stated that in regard to streetlights as requested by Commissioner McCutchen, the electric department has begun trimming trees and should be complete next week, stating this is the main reason for low lighting in this area.

Ms. Judd stated she has contacted a Professor to conduct a retreat for the mission and vision statements in May but will now bump it back to the fall.

12. CITY COMMISSION COMMENTS:

- A.** Commissioner McCutchen stated she has noticed the work being done on the tree trimming and gave kudos to the electric department.

Commissioner McCutchen stated she reached out to Dorrell Nelson regarding any grants she could help with and has received no response.

Ms. Judd stated that she researched a federal cycle that was open and was due to close in a few days and sent an email to the Fire Chief and Mr. Nelson asking if there was anything they wanted to explore. A week later she received a reply stating they may want to look at purchasing a new vehicle, but nothing was done.

Commissioner Berrien asked if it was the Fire Departments responsibility to get their own grants.

Ms. Judd stated that it is her expectation that if there is a grant out there for a department and she brings it to their attention, that the Director investigate and research the grant and bring that information back to her.

Commissioner McCutchen stated that she requested Mr. Nelson to send her the information to research any grants available so she could assist in doing a grant and received no response.

Commissioner Berrien stated that the commission needs to establish how to move forward with the fire dept. and that a workshop was supposed to be setup to discuss how this will be accomplished and this has not happened.

After much discussion, it was the consensus of the commission to have the fire department workshop on May 12, 2020 in lieu of the regular commission meeting.

B. Commissioner Berrien thanked Ms. Judd for continuing to help with the Youth Council, stating that the speakers included Pastor Cornelius, Mr. Neil Duncan, Sports Marketing and Jennifer Codo-Salisbury, CFPRC. Commissioner Berrien commended Ms. Codo-Salisbury for her presentation.

Ms. Judd asked if she should cancel the next youth council meeting due to the health concerns and it was decided yes, to cancel the next meeting.

C. Vice Mayor Cochrane made a **Motion to cancel the commission workshop on March 26, 2020, second Commissioner Berrien with all in favor.**

D. Commissioner Elliott thanked Commissioner Berrien for his leadership of the Youth Council.

E. Mayor Watts thanked staff for their diligence during this crisis.

13. **STAFF REPORTS**

14. **ADJOURNMENT**

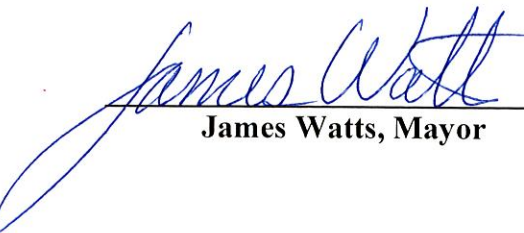
There being no further business to conduct, Motion Commissioner Elliott, second Commissioner Cochrane to adjourn the Regular Commission meeting of March 24, 2020 at 7:45 PM.

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

ATTEST:



Melissa Cannon, Deputy City Clerk



James Watts, Mayor