

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

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, March 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	Present
Commissioner	Richard Cochrane	Present
Commissioner	Petrina McCutchen	Present
Commissioner	James Watts	Present

**Staff Present**

Interim City Manager	Beisy Hernandez	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
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 Alvin Mitchell, Friendship Baptist Church led the invocation. Mayor Berrien led the pledge to the flag.

**4. ADDITIONS AND/OR DELETIONS**

**5. PRESENTATIONS/AWARDS/REPORTS**

A. Proclamation proclaiming March 13, 2021 as Erma Lehr Day – *Melissa Cannon*

Melissa Cannon read the proclamation. Mayor Berrien presented the proclamation to Ms. Erma Lehr and the Commission wished her a happy birthday.

**B. Special Presentation: Finance Director, Breanna Smith Appreciation – *Beisy Hernandez***

Ms. Hernandez presented Ms. Smith with a certificate of appreciation and thanked her for her service with the city.

**C. *Special Presentation: Introduction of Interim Finance Director, Cheryl Pierstorff – Breanna Smith***

Ms. Smith introduced Accounts Receivable Clerk, Ms. Cheryl Pierstorff as the Interim Finance Director and congratulated her.

**6. PUBLIC FORUM:**

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

Mr. Charles Perry requested to move the POW Flag under the American Flag and hang the new Space Force Flag in its place at city hall.

**Motion Vice Mayor Elliott, second Commissioner Watts to approve the request to hang the Space Force Flag at city hall.**

**Motion to approve the request to hang the Space Force Flag at city hall passed by a unanimous vote of 5-0.**

Mr. E.J. King, 108 SW 3<sup>rd</sup> St., Fort Meade expressed concerns of the city commission.

**7. PUBLIC HEARINGS:**

**A. Second and Final Reading on Ordinance 21-07 Amending the Land Development Code to add/delete uses in the Historic District – *Thomas Cloud, Marissa Barnby, CFRPC***

Ms. Marissa Barnby gave an overview of the proposed additions and deletions of uses in the Historic Downtown District.

Attorney Cloud read the title to Ordinance 21-07.

**Mayor Berrien opened the Public Hearing. With no one else wishing to speak, Mayor Berrien closed the Public Hearing.**

**Motion Vice Mayor Elliott, second Commissioner Watts to adopt Ordinance 21-07 on 2<sup>nd</sup> and Final Reading.**

**Motion to adopt Ordinance 21-07 on 2<sup>nd</sup> and Final Reading passed by a unanimous vote of 5-0.**

**8. CONSENT AGENDA:**

- A. Minutes February 23, 2021 Regular City Commission Meeting and Minutes of February 25, 2021 Special Commission Meeting – *Melissa Cannon*
- B. FY 2020 Revenues and Expenditures Report for the quarter ended December 31, 2020 – *Mary Dimitroff, Breanna Smith*
- C. Resolution R21-04 Authorizing the submission of a Pre-Application to the Department of Economic Opportunity for the Small Cities Community Development Block Grant Corona Relief Funding (CDBG-CV) – *Melissa Cannon*

**Motion Vice Mayor Elliott, second Commissioner Watts to approve the consent agenda.**

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

**9. NEW BUSINESS:**

- A. Special Presentation: City of Fort Meade Annual Audit for the fiscal year ended September 30, 2020– *Breanna Smith, Barbara Boyd CPA Partner, Purvis, Gray and Company, LLP*

Ms. Tiffany Mangold, Senior Audit Manager, Purvis Gray and Company presented the FY 2020 Audit highlighting a few financial numbers. Ms. Mangold thanked Ms. Smith and staff for a job well done. Ms. Mangold stated that in the auditor's opinion the financial reports have been fairly stated as an unmodified opinion and that is the highest level you can get in an audit.

Ms. Smith brought to the attention of the commission the 2020-1 Inventory Controls audit finding and read the response from Ms. Judd into the record. Ms. Smith expressed the importance of correcting the discrepancies and inefficiencies related to tracking of poles, wires, and obsolete items as this is the second finding.

**Motion Vice Mayor Elliott, second Commissioner Watts to accept the FY 2020 annual audit as presented.**

**Motion to accept the FY 2020 annual audit passed by a unanimous vote of 5-0.**

**10. CITY ATTORNEY COMMENTS:**

Attorney Cloud stated thanked Ms. Judd and Ms. Smith for agreeing to be witnesses in the PRWC case.

Attorney Cloud stated that he has drafted a letter to the PRWC Executive Director putting them on notice of objecting to the proposed Peace River Surface Water Treatment Plant in the Fort Meade service area.

**11. INTERIM CITY MANAGER COMMENTS:**

None.

**12. CITY COMMISSION COMMENTS:**

A. Commissioner McCutchen – None.

B. Commissioner Cochrane – None.

C. Commissioner Watts – None.

D. Vice Mayor Elliott – None.

E. Mayor Berrien –

Mayor Berrien asked for a special meeting for the city manager search. The consensus of the commission was to have a special meeting on March 17, 2021 at 6:00 pm.

**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*  
Streets/Stormwater Dept. – *Mike Cagle*  
City Mobile Home Park – *Janette Diaz*  
Facilities Maintenance – *Jackie Cannon*  
Electric Dept. – *Jan Bagnall*

**Mayor Berrien received the staff reports.**

**14. ADJOURNMENT**

**There being no further business to conduct, Motion Vice Mayor Elliott, second Commissioner Watts to adjourn the Regular Commission meeting of March 9, 2021 at 6:44 PM.**

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

**ATTEST:**

  
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**Samuel Berrien, Mayor**

  
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**Melissa Cannon, Deputy City Clerk**

