

**MINUTES  
CITY OF FORT MEADE  
REGULAR CITY COMMISSION MEETING  
THURSDAY, SEPTEMBER 10, 2020**

A Regular Meeting of the Fort Meade City Commission was held on Thursday, September 10, 2020, at 6:00 P.M. via **Zoom Virtual Meeting**.

**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	Absent

**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
CMHP Manager	Pat Wickersheim	Present
Library Director	Jacqueline Rose	Present
HR Director	Beisy Hernandez	Present
Water/Sewer Supervisor	Tommy King	Present
Code Enforcement	Marvin Haynes	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**

A. Add Item 9.D. Emergency Ordinance 20-19 Continuation of Face Coverings.

**Motion Commissioner Cochrane, second Commissioner McCutchen to approve the addition of Item 9.D. to the agenda.**

**Motion to add Item 9.D. to the agenda passed by a unanimous vote of 4-0.**

**5. PRESENTATIONS/AWARDS/REPORTS**

**A. Proclamation proclaiming September 11, 2020 as Patriot Day – *Melissa Cannon***

Ms. Cannon presented a proclamation proclaiming September 11, 2020 as Patriot Day.

**B. Special Presentation: Recognition of COI Energy Services Donation of Wi-Fi Service – *Jacqueline Rose***

Ms. Rose presented COI Energy Services with a certificate and a thank you letter, thanking them on their one-year anniversary for their generous donation of Wi-Fi services for 3 years to the patrons of the Fort Meade Library.

Ms. Sara Parvez accepted the certificate and letter on behalf of COI Energy Services.

Commissioner McCutchen thanked Ms. Parvez and COI Energy for their continued support to the City of Fort Meade Library and stated their donations have not gone unnoticed.

The Commission agreed and thanked Ms. Parvez and COI Energy for their generosity.

**6. PUBLIC FORUM:**

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

Mr. Lorenzo McCutchen, Fort Meade Neighborhood Development Project, thanked Ms. Judd and the commission for the work that has been done at the Community Center but asked if the bathrooms and the kitchen would be remodeled.

**7. PUBLIC HEARINGS:**

**A. First Public Hearing and First Reading on Ordinance 20-13 Adopting the Tentative Millage Rate for Fiscal Year 2020-2021 and establish September 22, 2020 at 6:00 PM as the Final Public Hearing. – *Danielle J. Judd, Breanna Smith.***

Ms. Smith presented an overview of the millage dynamics and what the millage rates would be over the rolled back rate for Fiscal Year 2020-2021.

City Attorney Cloud read the title to Ordinance 20-13.

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

**Motion Commissioner Cochrane, second Commissioner Berrien to approve Ordinance 20-13 adopting the tentative millage rate of 7.8899 which is 5.53% over the rollback rate and set September 22, 2020 for final hearing.**

**Motion to approve Ordinance 20-13 adopting the tentative millage rate of 7.8899 which is 5.53% over the rollback rate and set September 22, 2020 for final hearing passed by a unanimous vote of 4-0.**

- B.** First Public Hearing and First Reading on Ordinance 20-14 Adopting the Tentative Budget for Fiscal Year 2020-2021 and establish September 22, 2020 at 6:00 PM as the Final Public Hearing. – *Danielle J. Judd, Breanna Smith.*

Ms. Smith gave an overview of the tentative budget for Fiscal Year 2020-2021.

City Attorney Cloud read the title of Ordinance 20-14.

Mayor Watts opened the Public Hearing. With no one wishing to speak, Mayor Watts closed the Public Hearing.

**Motion Commissioner Cochrane, second Commissioner Berrien to approve Ordinance 20-14 adopting the tentative budget of \$16,879,253 for FY 2020/2021 and set September 22, 2020 for final hearing.**

**Motion to approve Ordinance 20-14 adopting the tentative budget of \$16,879,253 for FY 2020/2021 and set September 22, 2020 for final hearing passed by a unanimous vote of 4-0.**

- C.** Fair Housing Workshop – *David Fox, Fred Fox Enterprises, Inc.*

Mr. David Fox presented a PowerPoint Presentation on the Fair Housing Requirements. Mr. Fox read all the rules and requirements for the Fair Housing Act stating that it prohibits discrimination due to race, color, religion, national origin, sex, familial status, or disability.

**Motion Commissioner Berrien, second Commissioner McCutchen to accept the presentation.**

**Motion to accept the presentation passed by a unanimous vote of 4-0.**

- D.** CDBG Application from CATF Recommendation. *Danielle J. Judd, David Fox, Fox Enterprises, Inc.*

Mr. David Fox explained that Fred Fox Enterprises, Inc. was the Grant Administrator and gave an overview of the Small Cities Community Development Block Grant program, how it works and how it is funded.

Mr. Fox explained the application process starting with appointing a CATF, and holding a public meeting, which was done on September 1, 2020 and receiving recommendations on which category to apply for. Next, conduct a fair housing workshop which was done tonight, September 10, 2020. Then hold two public hearings, one of which is being held tonight, September 10, 2020 and the final public hearing is set for September 22, 2020.

Ms. Judd stated that the CATF, as well as staff, have recommended applying for the commercial revitalization category of the grant.

Commissioner Berrien asked if there was plan with the recommendation.

Mayor Watts opened the public hearing.

Mr. James Spivey, 731 N. Cleveland Ave., Ft. Meade, asked if the city applied for the commercial revitalization grant what would the plan be and what would the match be.

Ms. Judd stated there is a need for streetscaping and infrastructure in the downtown area and an engineer will aide in the cost estimates to determine what can be done and the City is proposing a \$50,000.00 match.

Mr. Fox stated the plan will be outlined in the application that will be presented at the second public hearing.

**Motion Commissioner Berrien, second Commissioner McCutchen to accept the recommendation of the CATF and staff to proceed with the CDBG application in the Commercial Revitalization category.**

**Motion to accept the recommendation of the CATF and staff to proceed with the CDBG application in the Commercial Revitalization category passed by a unanimous vote of 4-0.**

- E. Second and Final Reading Ordinance 20-10 Solid Waste Franchise Agreement– *Danielle J. Judd*

**Motion Commissioner Cochrane, second Commissioner Berrien to adopt Ordinance 20-10 on 2<sup>nd</sup> and Final Reading.**

**Motion to adopt Ordinance 20-10 on 2<sup>nd</sup> and Final Reading passed by a unanimous vote of 4-0.**

8. **CONSENT AGENDA:**

- A. City Commission approval of the Minutes of August 11, 2020 Regular City Commission Meeting, August 13, 2020 Budget Workshop, August 18, 2020 Budget Workshop, August 20, 2020 Budget Workshop, and August 25, 2020 Regular City Commission Meeting – *Melissa Cannon*
- B. Approval of Revised Job Description of Streets/Stormwater Supervisor position – *Beisy Hernandez, Jackie Cannon*
- C. Approval of Revised Job Description of Streets Maintenance Worker I position – *Beisy Hernandez, Jackie Cannon*
- D. Adoption of Resolution No. R20-21 – Authorizing a Grant Application to Florida Department of Economic Opportunity (DEO) under its Community Development Block Grant (CDBG) Mitigation Infrastructure (MIT) Program – *Danielle J. Judd*
- E. Adoption of Resolution No. R20-22 – Authorizing a Grant Application to Florida Department of Economic Opportunity (DEO) under its Community Development Block Grant (CDBG) Mitigation Infrastructure (MIT) Program – *Danielle J. Judd*
- E. Adoption of Resolution No. R20-23 – Authorizing a Grant Application to Florida Department of Economic Opportunity (DEO) under its Community Development Block Grant (CDBG) Mitigation Infrastructure (MIT) Program – *Danielle J. Judd*
- G. Purchase of Sewer Clarifier for Wastewater Treatment Plant – *Jackie Cannon, Tommy King*

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

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

9. **NEW BUSINESS:**

- A. Request for lien reduction - 20 N. Cherokee Ave– *Marvin Haynes*

**Motion Commissioner Cochrane, second Commissioner Berrien to utilize the Lien Policy reducing the lien by 50% from \$900.00 to \$450.00.**

**Motion to utilize the Lien Policy reducing the lien by 50% from \$900.00 to \$450.00 passed by a unanimous vote of 4-0.**

- B. First Reading Ordinance 20-15–Rate Increase for Residential Solid Waste Customers - *Danielle J. Judd, Thomas Cloud*

**Motion Commissioner Cochrane, second Commissioner Berrien to approve Ordinance 20-15 on 1<sup>st</sup> reading and set 2<sup>nd</sup> reading for September 22, 2020.**

**Motion to approve Ordinance 20-15 on 1<sup>st</sup> reading and set 2<sup>nd</sup> reading for September 22, 2020 passed by a unanimous vote of 4-0.**

- C. First Reading Ordinance 20-16 Establishing a temporary Moratorium prohibiting the processing of any comprehensive plan amendments, rezoning or land use approvals, site plan approvals or building permits for development or construction of any non-residential facilities – *Danielle J. Judd, Thomas Cloud*

**Motion Commissioner Cochrane, second Commissioner Berrien to approve Ordinance 20-16 on 1<sup>st</sup> reading and set 2<sup>nd</sup> reading for September 22, 2020.**

**Motion to approve Ordinance 20-16 on 1<sup>st</sup> reading and set 2<sup>nd</sup> reading for September 22, 2020 passed by a unanimous vote of 4-0.**

- D. Emergency Ordinance 20-17 Continuation of Face Coverings – *Thomas Cloud*

**Motion Commissioner Cochrane, second Commissioner McCutchen to approve Emergency Ordinance 20-17.**

**Motion to approve Emergency Ordinance 20-17 passed by a unanimous vote of 4-0.**

**10. CITY ATTORNEY COMMENTS:**

Attorney Cloud stated the Main Street Fort Meade Incorporation is underway.

Attorney Cloud stated that he attended a preparation session today on the mediation for PRWC which will be tomorrow in Winter Haven. Mr. Cloud stated that 9 cities have formed a coalition that are against the phase 2 implementation agreement and they will address three key points at the mediation.

Ms. Judd stated she had a call with SWFMD this afternoon and they discussed a brand new concept that she will discuss with Attorney Cloud before the mediation and will bring to the commission as an agenda item on September 22, 2020.

**11. CITY MANAGER COMMENTS:**

Ms. Judd reminded everyone of the Mayors' Roundtable on September 16, 2020.

Ms. Judd stated that she and Attorney Cloud would attend the mediation in Winter Haven in the morning, September 11, 2020 at 10:00 am.

**12. CITY COMMISSION COMMENTS:**

- A.** Commissioner McCutchen asked if there could be in-person viewing for the City Commission meetings at the community center. Commissioner McCutchen stated she has had elderly residents express concerns of not having the capabilities to view virtual meetings.

Ms. Judd stated that these are the Governor's mandates for distancing requirements.

Ms. Judd stated this would require a setup and she will explore the options.

- B.** Commissioner Berrien stated in the past, the community center had the ability to utilize a projector with a screen.

Commissioner Berrien asked where the Fire Department was at if the grant was submitted successfully and if it has been awarded.

Commissioner Berrien stated that he received a complaint that customer service was not very supportive.

Commissioner Berrien stated that he is looking forward to moving forward with the CDBG grants.

Commissioner Berrien stated that a number of COVID-19 cases have been reported in the high school however, he has received information on an initiative for virtual youth councils.

Commissioner Berrien asked if we were still moving forward on the smart cities committee for October.

Ms. Judd replied regarding the Fire Department stating the letter to the County was hand delivered and they will work on it and be in touch. Ms. Judd stated regarding the grant, the grant was submitted and there were some additional questions that have answered.

Ms. Judd stated regarding the Youth Council, we can start that up in a virtual setting.

Ms. Judd stated regarding the Smart Cities Initiative committee, they can be setup towards the end of October. Ms. Judd has reached out to the City of Bartow and Data Integrity but has not had a chance to reach out to anyone else in the various other categories.

Commissioner Berrien stated he would like to work on the other categories along with Ms. Judd.

C. Commissioner Cochrane commended staff and the commission again on the excellent job with the budget process.

D. Mayor Watts stated he agreed with the success of the budget process.

Mayor Watts stated he would be attending the Mayors' Roundtable and one of the things he would like to hear is other cities ideas on the Smart Cities Initiative.

Mayor Watts stated he would also attend the Water Co-op meeting on the same day.

13. **STAFF REPORTS**

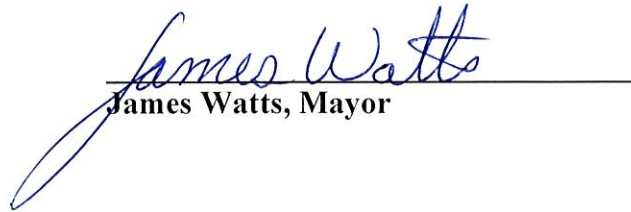
14. **ADJOURNMENT**

**There being no further business to conduct, Motion Commissioner Cochrane, second Commissioner Berrien to adjourn the Regular Commission meeting of September 10, 2020 at 7:48 PM.**

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

ATTEST:

  
Melissa Cannon, Deputy City Clerk

  
James Watts, Mayor