

**TOWN OF CINCO BAYOU
REGULAR COUNCIL MEETING MINUTES
10 JANUARY 2002**

Mayor Drabczuk called the regular Town Council meeting to order at 6:00 P.M. Following a silent prayer and the pledge of allegiance, roll call was taken.

Present: Mayor Drabczuk
Councilman Bainter
Councilman Carroll
Councilman Farley
Councilman Frucci
Councilman Koch

A quorum was present. Also present were Town Manager/Clerk Nell Webb, Assistant Monika Gillette, Community Officer Frank Hawley, Attorney Jeffrey McInnis, Engineer Ed Stanford, and residents Jerry Carroll, Mike Ioveno, Perry Kirsch, and Jim Bratton.

REGULAR BUSINESS

1. **Council Approval of Agenda** Mayor Drabczuk asked for acceptance of the agenda. Councilman Carroll made a motion to accept the agenda as submitted. It was seconded by Councilman Koch. The motion passed unanimously.
2. **Consent Agenda:** Mayor Drabczuk asked for acceptance of the consent agenda. Councilman Farley made a motion to approve the consent agenda. Councilman Carroll seconded the motion. The motion passed unanimously.

ACTION ITEMS

- A. Councilman Farley made a motion to authorize engineering services to begin FRDAP grant work for Glenwood and Laguna Parks. Councilman Carroll seconded the motion. During discussion, Councilman Frucci voiced his concern that the engineering costs were not listed in the proposal submitted by JEA. Councilman Farley accepted a friendly amendment to his motion to include adding items 7 and 8 to reflect the engineering costs in the proposal. Several council members questioned building a seawall. Mrs. Webb and Ed Stanford cautioned the council that the grant was given based on a point system and that making changes could effect the grant qualifications, but said that since it was early in the design process perhaps a substitute could be made in lieu of the seawall. The motion passed unanimously.
- B. Councilman Farley made a motion to approve the proposal submitted by David Cardwell of Cardwell and Associates for administering a CRA application. Councilman Carroll seconded the motion. During discussion Councilman Farley explained the concept of a CRA (Community Redevelopment Area) and answered questions from other council members and the audience. Attorney McInnis stated that the funding of the consultant would be paid if the Town does or does not receive the CRA designation. The motion passed with Councilmen Bainter, Carroll and Farley voting yea and Councilmen Frucci and Koch voting nay.
- C. Councilman Koch made a motion to grant Mr. Larry Lorton's request to place 4 small signs on the East and West sides of Eglin Parkway on the weekends for his business, Rub-A-Dub Car Wash. Councilman Bainter seconded the motion. During discussion Councilman Carroll thought that granting his request would open the flood gate to other requests. Councilman Frucci suggested a time limit to the request. Attorney McInnis

cautioned the council that they would be breaking the Town's codes if the request is granted and suggested that Mr. Lorton approach the council again for a variance request. Councilman Koch withdrew her motion.

D. Councilman Carroll made a motion to authorize the Town Manager/Clerk to place a notice in the newspaper for the first reading of an ordinance for the franchise renewal with Okaloosa Gas. Councilman Farley seconded the motion. The motion passed unanimously.

4. Engineer's Report: Ed Stanford updated the Council on the Yacht Club drainage ditch stating he had submitted the modified plans to the Department of Environmental Protection. He said the permit was submitted on December 28, 2001. Mr. Stanford also updated the Council on Hughes Street referring to a proposal he had submitted to them in their packet. He said of the three options given, he recommends Option 1 which would require milling the road down to 3 inches. The cost would be approximately \$40,000 and would not include any curbing. He stated the other two options were the least recommended. Council members discussed addressing replacing the curbs at the same time. Mr. Stanford stated that an approximate cost for also doing the curbing could be \$75,000. The council directed Mrs. Webb to research financing options to present at the next council meeting.

5. Attorney's Report. None given.

6. Community Officer's Report. None given.

7. Town Manager's Report. Town Manager/Clerk Webb submitted a written report.

8. Public Requests/Comments. Resident Jim Bratton updated the Council on the bat house, which he is proposing be placed under the Cinco Bayou Bridge. Councilman Farley stated that funds would need to be raised as there is no money in the budget. Mr. Bratton stated that he and his wife would do the engineering plans, but would need the Town to submit the permit application to Florida Department of Transportation. The council directed Mrs. Webb and Mr. Stanford to facilitate the permit application process.

9. Council Member's Comments/Reports:

Councilman Koch stated she reviewed half of the resident/commercial surveys conducted by the Vision Committee and submitted a written report to the Council members. Councilman Farley also submitted his review of the other half of the surveys.

Councilman Frucci asked Mrs. Webb if the Town would be responsible to pay in full the cost of the next Town election. Mrs. Webb stated she had talked to the Supervisor of Elections that the election would be piggy backed with another and to plan on a cost of approximately \$1,000. Councilman Frucci stated he had several names of residents interested in working on the tree committee.

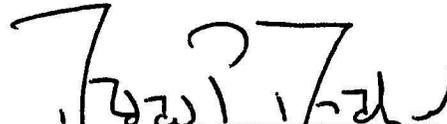
Councilman Carroll stated that during the last Okaloosa County League of Cities the decrease in revenue sharing was decreased and asked Mrs. Webb to research the approximate decrease that the Town would face.

10. Mayor's Report – Mayor Drabczuk gave a reminder of upcoming meetings and holiday closing hours for Town Hall. He also announced the eligibility period for the upcoming Town election and stated his, Councilman Frucci and Councilman Carroll seats would be up for election.

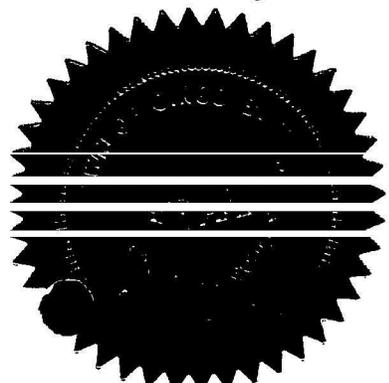
Adjourn – There being no further business, the meeting adjourned at 8:15 p.m.

ATTEST:


Nell Webb
Town Manager/Clerk


Mayor Randall P. Drabczuk

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to get a good image



TOWN OF CINCO BAYOU
Account Register
For the Period From Jan 1, 2002 to Jan 31, 2002
01.101220 - VANGUARD BANK CHECKING

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			12,483.91
1/1/02	14340	Withdrawal	VANGUARD BANK			11,030.03
1/3/02	1/3/02	Deposit	GULF POWER	1,749.17	1,453.88	12,779.20
		Deposit	GULF POWER	1,278.35		14,057.55
		Deposit	OKALOOSA COUNTY GAS	167.85		14,225.40
		Deposit	TOWN OF SHALIMAR	168.00		14,393.40
		Deposit	CITY OF DESTIN	126.00		14,519.40
1/8/02	1/8/02	Deposit	OKALOOSA LEAGUE OF C	2.72		14,522.12
		Deposit	BRALEY INC	10.00		14,532.12
		Deposit	JONES EDMUNDS & ASSO	150.00		14,682.12
		Deposit	JONES EDMUNDS & ASSO	50.00		14,732.12
		Deposit	CITY OF FT. WALTON BEA	273.00		15,005.12
1/10/02	14273V	Withdrawal	JONES EDMUNDS & ASSOC., INC.		-665.92	15,671.04
1/10/02	14282	Withdrawal	VANGUARD BANK		1,487.79	14,183.25
1/10/02	14284	Withdrawal	KEITH D. WILLIAMS		634.09	13,549.16
1/10/02	14285	Withdrawal	AGNES J. WEBB		1,002.45	12,546.71
1/10/02	14286	Withdrawal	MONIKA GILLETTE		538.73	12,007.98
1/10/02	14287	Withdrawal	J&R LAWN CARE SOUTH		1,125.00	10,882.98
1/10/02	14288	Withdrawal	STANFORD PRINTING		32.00	10,850.98
1/10/02	14289	Withdrawal	JONES EDMUNDS & ASSOC., INC.		189.29	10,661.69
1/10/02	14290	Withdrawal	UNITED LIGHTING & SUPPLY COMPA		50.84	10,610.85
1/10/02	14291	Withdrawal	GATLIN LUMBER & SUPPLY CO.		14.04	10,596.81
1/10/02	14292	Withdrawal	SPRINT		160.81	10,436.00
1/10/02	14293	Withdrawal	ANCHORS, FOSTER, MCINNIS & KEE		591.45	9,844.55
1/10/02	14294	Withdrawal	OKALOOSA COUNTY SHERIFF		2,270.50	7,574.05
1/10/02	14295	Withdrawal	PANHANDLE ANIMAL WELFARE SOCIE		311.54	7,262.51
1/10/02	14296	Withdrawal	PREFERRED GOV INSURANCE TRUST		663.25	6,599.26
1/10/02	14297	Withdrawal	COX BUSINESS SERVICES		160.00	6,439.26
1/10/02	14298	Withdrawal	OKALOOSA COUNTY LOC		150.00	6,289.26
1/10/02	14299	Withdrawal	SOUTHER EARTH SCIENCES, INC		1,000.00	5,289.26
1/10/02	14299V	Withdrawal	SOUTHER EARTH SCIENCES, INC		-1,000.00	6,289.26
1/10/02	14300	Withdrawal	ADVANCED LAWN CONTROL, INC.		85.00	6,204.26
1/10/02	14301	Withdrawal	METROPOLITAN LIFE INSURANCE CO		71.20	6,133.06
1/10/02	14302	Withdrawal	BLUE CROSS/BLUE SHIELD OF FL		626.80	5,506.26
1/10/02	14303	Withdrawal	KELLY TEMPORARY SERVICES		116.40	5,389.86
1/10/02	14304	Withdrawal	OSULLIVAN CREEL		2,150.00	3,239.86
1/10/02	14305	Withdrawal	SAM'S CLUB		18.79	3,221.07
1/10/02	14306	Withdrawal	BANKCARD CENTER		301.86	2,919.21
1/10/02	14307	Withdrawal	BANKCARD CENTER		180.37	2,738.84
1/10/02	14308	Withdrawal	RANDALL DRABCZUK		100.00	2,638.84
1/10/02	14309	Withdrawal	SARA CARROLL		50.00	2,588.84
1/10/02	14310	Withdrawal	HUGH BAINTER		50.00	2,538.84
1/10/02	14311	Withdrawal	DAN FARLEY		50.00	2,488.84
1/10/02	14312	Withdrawal	NORM FRUCCI		50.00	2,438.84
1/10/02	14313	Withdrawal	CAROL KOCH		50.00	2,388.84
1/10/02	TRANSFER	Other	TRANSFER	10,000.00		12,388.84
1/16/02	1/16/02	Deposit	CITY OF LAUREL HILL	231.00		12,619.84
		Deposit	CITY OF MARY ESTHER	252.00		12,871.84
		Deposit	OKALOOSA GAS DISTRICT	2,904.92		15,776.76
		Deposit	ABBY TYNER	10.00		15,786.76
		Deposit	NATHAN JONES ROOFING	10.00		15,796.76
1/16/02	1/3/02	Deposit	RANDY DRABCZUK	21.00		15,817.76
1/17/02	14314	Withdrawal	AT & T BUSINESS SERVICE		26.91	15,790.85
1/17/02	14315	Withdrawal	CHEVRON PRODUCTS COMPANY		22.71	15,768.14
1/17/02	14316	Withdrawal	CITY OF FT. WALTON BEACH		74.80	15,693.34
1/17/02	HWY 85	Other	HWY 85 MAINTENANCE	592.17		16,285.51
1/22/02	14318	Withdrawal	AGNES J. WEBB		1,002.45	15,283.06
1/22/02	14319	Withdrawal	KEITH D. WILLIAMS		634.09	14,648.97
1/22/02	14320	Withdrawal	MONIKA GILLETTE		498.13	14,150.84
1/22/02	14321	Withdrawal	URSEL BEHNKEN		92.35	14,058.49
1/24/02	1/24/02	Deposit	CITY OF FT. WALTON BEA	7,158.47		21,216.96
		Deposit	CITY OF FT. WALTON BEA	1,282.06		22,499.02
		Deposit	VIRGIL E PAYNE	42.00		22,541.02

TOWN OF CINCO BAYOU
Account Register
For the Period From Jan 1, 2002 to Jan 31, 2002
01.101220 - VANGUARD BANK CHECKING

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
		Deposit	OKALOOSA COUNTY TAX	27.87		22,568.89
		Deposit	JONES EDMUNDS & ASSO	42.00		22,610.89
1/29/02	1/2 C SALE TAX	Other	1/2 C SALES TAX	1,915.91		24,526.80
1/29/02	1/29/02	Deposit	GULF POWER	1,197.27		25,724.07
		Deposit	GULF POWER	1,601.31		27,325.38
		Deposit	OKALOOSA COUNTY GAS	164.83		27,490.21
		Deposit	SAM TAORMINA	10.00		27,500.21
1/29/02	LOC OPT GAS	Other	LOC OPT GAS TAX	596.72		28,096.93
1/31/02	1/31/02	Deposit	OK CTY TAX COLLECTOR	5,622.10		33,719.03
		Deposit	CLIENTELLS MARKETING	34.00		33,753.03
1/31/02	14322	Withdrawal	WASTE MANAGEMENT		7,077.17	26,675.86
1/31/02	14323	Withdrawal	COX BUSINESS SERVICES		160.00	26,515.86
1/31/02	14324	Withdrawal	GULF POWER COMPANY		973.05	25,542.81
1/31/02	14325	Withdrawal	METROPOLITAN LIFE INSURANCE CO		230.71	25,312.10
1/31/02	14325V	Withdrawal	METROPOLITAN LIFE INSURANCE CO		-230.71	25,542.81
1/31/02	14326	Withdrawal	AT & T BUSINESS SERVICE		115.49	25,427.32
1/31/02	14327	Withdrawal	BLUE CROSS/BLUE SHIELD OF FL		1,567.00	23,860.32
1/31/02	14328	Withdrawal	FL UC FUND		1,498.00	22,362.32
1/31/02	14329	Withdrawal	J&R LAWN CARE SOUTH		1,125.00	21,237.32
1/31/02	14330	Withdrawal	NELL WEBB		89.37	21,147.95
1/31/02	14331	Withdrawal	METROPOLITAN LIFE INSURANCE CO		155.50	20,992.45
1/31/02	INTEREST	Other	INTEREST	3.63		20,996.08
1/31/02	LOC COMM	Other	LOCAL COMM SERV TAX	1,870.38		22,866.46
			Total	39,564.73	29,182.18	

TOWN OF CINCO BAYOU
Account Register
For the Period From Jan 1, 2002 to Jan 31, 2002
01.101221 - VANGUARD MO MKT

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			20,942.84
1/3/02	AD VEL TAX	Other	AD VEL TAX	34,379.45		55,322.29
1/8/02	OK TAX	Other	AD VEL TAX	14,553.14		69,875.43
1/10/02	TRANSFER	Other	TRANSFER		10,000.00	59,875.43
1/31/02	INTEREST	Other	INTEREST	49.54		59,924.97
			Total	48,982.13	10,000.00	

TOWN OF CINCO BAYOU

General Ledger

For the Period From Oct 1, 2001 to Jan 31, 2002

Filter Criteria includes: 1) IDs from 01.151120 to 01.151120. Report order is by ID. Report is printed with Truncated Transaction Descriptions and in Detail Format.

Account ID	Date	Referenc	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Account Description							
01.151120	10/1/01			Beginning Balance			100,000.00
CD - VANGUARD B	11/1/01			Beginning Balance			100,000.00
	12/1/01			Beginning Balance			100,000.00
	1/1/02			Beginning Balance			100,000.00
	1/31/02			Ending Balance			100,000.00

MANAGERS REPORT – JANUARY 10, 2002

1. **STATUS OF FRDAP GRANTS (GLENWOOD AND LAGUNA PARKS):** I have included a copy of the proposed scope of work and associated engineering services for the FRDAP grants work to begin from the Engineer. This is for the Council to review and authorize the engineering services to begin. Please note that the fees listed will be reimbursed from the Grant money already approved for the FRDAP projects via draw request that are made as the work is completed. These fees will not be an added expense to the Town.
2. **STATUS OF TREES IN GLENWOOD PARK:** I met with Maria Wilson, Okaloosa County Forester and Andrea VanLolan, Forest Biologist from Gainesville on the 19th of December to look at the trees in Glenwood Park. Ms. VanLolan took several soil samples and will give a report on the findings when the results are back from the lab. There doesn't appear to be any new damage to other trees at this point. The park will remain closed until we have the lab results and coordinate with DEP to have the trees removed. I have spoken to a couple of Tree services that may submit bids to remove the trees about recycling the chips from the trees once they are chipped to use them for the proposed hiking path noted in the FRDAP grant. If this is possible, it could save a little money to be used toward other parts of the FRDAP project.
3. **STATUS OF CRA:** I have included a copy of the proposal from David Cardwell of Cardwell Consultants for your review and approval. Mr. McInnis and myself have negotiated with Mr. Cardwell and have come to agreement with the language of the proposal and consider it to be in the best interest of the Town. I have also included an article from the Sun-Sentinel Newspaper from Ft. Lauderdale that may further help you understand the need for CRA. Betty Jordan of Jordan and Associates noted in her presentation to the Council for CDBG consultant, "the scoring in Commercial Redevelopment Category requires a CRA to be in effect to score enough points for funding." The deadline for the CDBG application to be submitted at this time is March 15th.
4. **RUB A DUB CAR WASH REQUEST:** Mr. Lorton approached me with this request before Christmas and as I explained to him, the Code of Ordinances disallows off premise signs. I told him that I personally had no problem with it but if I made an exception for him, I was concerned that it may be setting precedence, as I have not allowed other businesses this exception. He ask if he could present his request to Council. I told him I would put it on the January Agenda for Council consideration.
5. **STATUS OF HUGHES STREET CORINGS:** I have enclosed a copy of the report from Southern Earth Sciences as directed by the Council at the December Council meeting with the results of the core borings.
6. **STATUS SUN-COM PHONE SERVICE:** I submitted the application and have just this week-received verification that we have been approved for this service. We should be getting on line within the next few weeks. The Council will be notified when this happens.
7. **BIG-RIG TRACTOR-TRAILER PARKING:** I have included an email received in this office requesting help from local government officials for big-rig tractor-trailer parking. If any of you have ideas or suggestions for this person this shows his email address.
8. **OKALOOSA COUNTY VETERANS MEMORIAL:** I have included a copy of a letter from Mayor Whitehurst of Crestview requesting support of the memorial. Even though the Council voted not to support this project at the time of presentation, I was asked to pass this request along again in case there was a change of mind and also as a reminder that some of you stated that you as individuals would support this project.
9. **NEW YEAR'S EVE HOLIDAY:** Due to a posting error on the holiday calendar, New Year's Eve was inadvertently listed as an official holiday for the Town of Cinco Bayou. Therefore the Town Hall was closed both New Year's Eve and New Year's Day. To Prevent this from happening in the future, the official holidays listed in the Employee Manual and Administrative Policies has been posted in plain view on the bulletin board at the entrance to Town Hall, on the Assistant's bulletin board, the Town Manager's bulletin board and in the work room. Administrative action by the Town Manager/Clerk to correct this error. (unless directed otherwise by the Council) will be as follows: The Town Manager/Clerk and Assistant will each relinquish an accrued leave day and the Maintenance person will relinquish payment for Martin Luther King Day (an official Town Holiday). We apologize for this oversight and regret any inconvenience this may have caused the Mayor, Council and citizens of Cinco Bayou.
10. **MEETINGS:** I will be attending a Seminar sponsored by the Auditor General on the new local government financial condition assessment requirements on January 23rd in Pensacola. This will probably be an all day seminar and if any of you would like to attend with me, please let know. It is a free seminar and is a first come first serve basis for registration. I will be out of Town on January 24th and 25th to attend the International Institute of Municipal Clerks Region III Annual Meeting in Mobile, Alabama.

REGULAR TOWN MEETING SIGN IN SHEET

Name:	Jim Bratton		
Address:	288 Kuld		
Phone:	244-2453	Email:	

Name:	Jerry Cottrell		
Address:			
Phone:		Email:	

Name:			
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