

TOWN OF CINCO BAYOU  
REGULAR COUNCIL MEETING  
MARCH 2, 1993

Mayor Laginess called the Town Council Meeting to order at 6:02 PM.

SILENT PRAYER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL Present: Mayor Laginess  
Councilman Broxson  
Councilman Gage  
Councilman Kendrick  
Councilman Skelly

Absent: Councilwoman Balsley (arrived 6:05 PM)

Also Present: Attorney McInnis            Manager Borchik    M. Cummins  
Secretary Kelley            Engineer King      R. Tate  
W. Sullivan

REGULAR BUSINESS

1. Minutes - February 2, February 18, 1993 - Councilman Gage made a motion to approve the minutes of February 2, February 18, 1993, seconded by Councilman Kendrick. The motion carried unanimously.

2. Financial Report - February 1993 - Councilman Skelly made a motion to approve the Financial Report for February 1993, seconded by Councilman Gage. The motion carried unanimously.

3. Creel, Bryan & Gallagher Audit Proposal - Mrs. Cummins, Creel, Bryan & Gallagher, was present to ask the Council to consider renewing the contract for audit services for three years; FYE 93, FYE 94 & FYE 95. Mrs. Cummins advised the Council that the fee and conditions for services under the proposed contract would remain the same as the current contract. Councilman Skelly made a motion to accept the Creel, Bryan & Gallagher audit proposal to extend the contract for the next three years, seconded by Councilman Kendrick. (Councilwoman Balsley arrived at this time, 6:05 PM.) The motion carried unanimously.

4. Environmental Waste Systems Franchise - Mr. Roger Tate, Environmental Waste Systems, was present to discuss renewing the garbage franchise and recycling. Following a short discussion on the recycling participation in the Town, Mr Tate stated that EWS would agree to release the Town from the current recycling contract and allow residents to subscribe to the recycling program on an individual basis at the present rate of \$1.65 per month. Recycling customers would purchase a "tag" to be placed on

their container. Following a short discussion on the garbage franchise, Mr. Tate asked the Council to consider the renewal of the current garbage and trash franchise for a three year period with no residential rate increase and to be effective July 1, 1993. Councilman Skelly made a motion to prepare an ordinance directing Environmental Waste Systems to renew the garbage contract for three years with the following stipulations: (a) No rate change; (b) Recycling become voluntary as of the effective date of the contract with a three year price of \$1.65 per month per voluntary applicant; (c) The remainder of the contract to remain as is, seconded by Councilman Gage. Following a discussion concerning the present "tag & bag" system and service, the motion was approved 4 to 1 on a roll call vote, with Councilman Kendrick voting "Nay".

5. Code Enforcement Board Nominations - There were no nominations at this time.

#### COUNCILMEMBERS REPORTS/COMMENTS

##### Councilman Skelly

a. Asked about the status of the Fred Astaire Dance Studio parking lot. Manager Borchik explained that Mr. Pulliam is willing to comply with the Town's requirements and suggested that Mr. Pulliam consult with an engineer to provide information on drainage, specifically, how and where the parking lot will drain. Mr. Pulliam will also need to identify an entrance from Luverne Street and comply with landscaping requirements.

b. Reported that the SBA Tree Grant proposal was prepared and sent in on time along with five letters from Town residents endorsing the proposal.

c. Commented that the presider of the Chair should remain neutral on issues during the meeting.

Councilman Gage asked about the activity at the old Wickes building. Manager Borchik explained that the owner, Mr. Jay Odom, Crystal Beach Development, is in the process of renovating the building. Mr. Odom's plans include a general clean-up of the lot, painting the building, repairing the roof and patching the parking lot. He is working with the County and the OCWFD on renovation requirements for the inside of the building.

Councilwoman Balsley requested that the Town meetings be announced in the newspaper. Manager Borchik assured her that the meetings are supposed to be announced under the "Public Notices" section of the paper.

Councilman Gage read an extract from the Okaloosa League of Cities Board of Directors meeting minutes of February 18, 1993 concerning Revenue Sharing. The Council took no action on this matter.

PUBLIC REQUESTS WILL BE HEARD AT THIS TIME - Mayor Laginess acknowledged receipt of Mr. Tom Leach's letter to the Council. Mr. Leach was present and asked the Council to try to improve communication between the Town and the businesses in Town in order to promote compliance of Town codes and ordinances. Councilman Kendrick suggested forming a committee to explore ways to hide or eliminate the "eyesores" in Town. Following a discussion concerning problem areas in Town, Councilman Kendrick made a motion to approach Cinco Baptist Church authorities and instruct the Town Manager to approach paragraphs #1 and #2 (see Mr. Leach's letter dated 2/26/93) and set up a committee to address these items, seconded by Councilman Skelly. Councilman Gage suggested that the motion be amended to allow residents and business owners to also sit on the committee, seconded by Councilman Skelly. Mayor Laginess asked if anyone would like to volunteer to sit on the committee, and Mr. Tom Leach volunteered. The amended motion carried unanimously. Mayor Laginess called for a vote on the main motion. The motion carried unanimously.

#### COMMITTEE REPORTS

1. Administrative Committee - No Report.
2. Finance & Budget Committee - No Report.
3. Comprehensive Plan Committee - No Report.

#### CORRESPONDENCE

1. Letter, Crestview - Spring Dinner Meeting, 3/25/93- Mayor Laginess asked the Councilmembers to contact the Town Secretary if they planned to attend the Okaloosa League of Cities dinner meeting in Crestview.
2. Recycle Report - 4th Qtr 1992 - No action required.

#### TOWN MANAGER'S REPORT

1. Received several calls asking if the Town is planning a Spring Clean-up. Most callers stated that they preferred using the dumpsters instead of curbside pick-up. The Town Manager will obtain additional information on this item.
2. Recommended removing the stop signs on Troy Street at the Troy Street/Garnett Avenue intersection. Also recommended that the stop sign for south bound traffic on Opp Boulevard be moved from in front of Councilman Gage's house to the corner across the street from Councilman Skelly's house. This should help control traffic in that area. The Council was in favor of these actions.
3. All tree planting areas are now being prepared and irrigation taps are being placed in three areas where they are needed. The trees must be planted by May 1 in order to be in the ground at least 60 days before state inspection.
4. The second tree grant has been submitted. Estimated date for announcing selected applications is March 12, 1993.
5. Three proposals for a sound system have been received ranging in price from \$1,500.00 to \$6,500.00. No action was taken at this time.

6. The Town Hall needs painting and the deck is in need of minor repair and sealing. These items will be advertised for bid.

7. Informed the Council that the Town has a vagrant problem. American Security and the Sheriff's department will be notified of this problem.

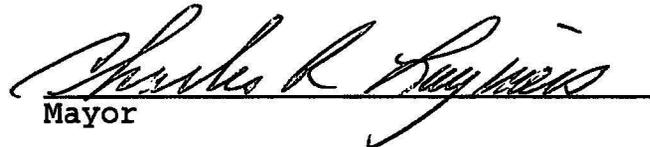
8. The lot owned by Mr. Etheredge at 201 Troy Street has finally been cleaned up.

9. There is a problem with trucks making deliveries to K-Mart disturbing the right-of-way along Luverne Street. This needs to be resolved before trees and shrubbery are planted in this area.

Mayor Laginess asked the Town Engineer if he had a report. Engineer King reported that he had checked the drainage around Town and it appears that the storm water retention areas in Frances Park and on Yacht Club Drive are working satisfactorily. In reference to Mr. Leach's letter, water runoff from the Cinco Baptist Church's parking area is not causing the problem on the west side of Kidd Street.

MAYOR'S ANNOUNCEMENTS - Mayor Laginess reminded everyone of the Town picnic on Tuesday, March 16, 1993 at 6:30 PM.

There being no further business, the meeting was adjourned at 7:40 PM.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Town Manager/Clerk

NOTE: A mechanical recording has been made of the foregoing proceedings, of which these minutes are a part, and is on file in the office of the Town Manager/Clerk.

RECEIVED  
2/9/93  
ASB

# CB&G

CERTIFIED PUBLIC ACCOUNTANTS

**GREEL, BRYAN & GALLAGHER**

J. STEVE JAY, C.P.A.  
JIMMY D. MESSICK, C.P.A.  
MARJORIE L. CUMMINS, C.P.A.  
GENE G. BARKER, C.P.A.  
JOSEPH W. HENDERSON, C.P.A.

Fort Walton Beach, Florida  
February 9, 1993

R. BRENTWOOD BRYAN, C.P.A.  
CONSULTANT

To the Honorable Mayor and Members  
of the Town Council  
Town of Cinco Bayou  
10 Yacht Club Drive  
Fort Walton Beach, Florida 32548

Ladies and Gentlemen:

This letter will confirm our understanding of the arrangements to make an examination of the financial statements of the various funds and account groups of the Town of Cinco Bayou, Florida (hereinafter referred to as Town), for the fiscal years ending September 30, 1993, 1994, and 1995.

We shall examine the financial statements of the Town, including all funds and account groups, as of September 30, 1993, 1994, and 1995 and provide such accounting and auditing services as deemed necessary including a review of any capital expenditures made during the fiscal years, the preparation of appropriate year-end adjustments, and the preparation of the Annual Financial Report of Units of Local Government to be filed with the Florida Department of Banking and Finance.

We will also perform a financial and compliance audit in accordance with

- Government Auditing Standards, issued by the Comptroller General of the United States,
- the provisions of OMB Circular A-128, "Audits of State and Local Governments", and
- the Rules of the Auditor General, Chapter 10.550, applicable revision.

As part of our examination, we will make a study and evaluation of the system of internal accounting control of the Town to the extent we consider necessary to evaluate the system as required by generally accepted auditing standards and the standards for financial and compliance audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States; the provisions of OMB Circular A-128, "Audit of State and Local Governments"; and the Rules of the Auditor General, Chapter 10.550, applicable revision.

1101 NORTH PALAFOX STREET  
P.O. BOX 749  
PENSACOLA, FL 32594-0749  
(904) 432-8321  
FAX: (904) 432-7011

45 BEAL PARKWAY, N.E.  
P.O. BOX 1600  
FORT WALTON BEACH, FL 32549-1600  
(904) 244-5121  
FAX: (904) 684-2562

1234 AIRPORT ROAD, GULF PLACE  
SUITE 130, P.O. BOX 1489  
DESTIN, FL 32540-1489  
(904) 837-0398  
FAX: (904) 837-4583

1813 JOHN SIMS PARKWAY EAST  
P.O. BOX 82  
NICEVILLE, FL 32588  
(904) 678-3003

Our examination of the financial statements will be made in accordance with generally accepted auditing standards and will include such tests of the accounting records and such other procedures as we consider necessary in the circumstances and will be directed to the expression of our opinion on the fairness of presentation of the financial statements taken as a whole in conformity with generally accepted accounting principles applicable to municipal governments.

An examination directed to the expression of an opinion on the financial statements is not primarily or specifically designed, and cannot be relied upon, to disclose defalcations or other similar irregularities should any exist, although their discovery may result. However, we will inform you of any such matters that come to our attention.

Although we will prepare, or assist you in preparing, the financial statements to which our examination is directed, the responsibility for fairness of presentation of the statements in conformity with generally accepted accounting principles is yours. Consequently, prior to final completion of the financial statements, the City Clerk and/or other designees of the City Council will be given the opportunity to review them.

We will require the assistance of your office personnel to prepare schedules and confirmation requests or locate and submit to us invoices, vouchers, cancelled checks and other documents and records which we request. This will serve to reduce our time and expedite the earliest completion of our field work and the audit report.

Effective January 1, 1989, Government Auditing Standards, issued by the Comptroller General of the United States, requires the following continuing professional education related to governmental auditing engagements. Auditors responsible for planning, directing, conducting, or reporting on government audits should complete, every 2 years, at least 80 hours of continuing education and training which contributes to the auditor's professional proficiency. Individuals responsible for planning, directing, conducting substantial portions of the field work, or reporting on the government audit should complete at least 24 of the 80 hours of continuing education and training in subjects directly related to the government environment and to government auditing. We hereby advise that we have met this requirement as it relates to this engagement.

Our fee for the services enumerated above will be primarily dependent upon the time required to complete the engagement. Based upon our experience in auditing prior years for the Town, and subject to the books and records being up-to-date and maintained in accordance with generally accepted accounting principles, we estimate that our annual fee will range between \$4,400 and \$4,950. We will make every effort to keep our time at a minimum consistent with quality professional services required by the engagement. If, however, we should encounter unexpected problems and it becomes apparent that our bill will exceed the maximum costs of \$4,950, we will bring the matter to your attention immediately. Our bill will be due and payable upon receipt.

Whenever possible, we will attempt to use your personnel. This effort should reduce our time requirements and help you hold down audit fees.

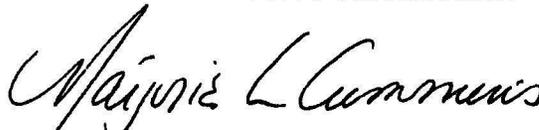
During the course of our engagement, we may observe opportunities for economy in or improved controls over your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

Please indicate your agreement with the arrangements discussed herein by signing and returning the enclosed copy of this letter.

We appreciate your confidence in again retaining us as your certified public accountants and look forward to a continuing professional relationship.

Sincerely,

CREEL, BRYAN & GALLAGHER  
Certified Public Accountants

  
Marjorie L. Cummins, CPA

MLC:dmc

Town of Cinco Bayou, Florida

Signature \_\_\_\_\_ Date \_\_\_\_\_



CITY OF CINCO BAYOU

1992

Original document is cut-off

MONTH:	OCTOBER	NOVEMBER	DECEMBER	TOTAL LBS
PLASTIC	<u>276</u> LBS	<u>268</u> LBS	<u>304</u> LBS	<u>848</u> LBS
PAPER	<u>942</u> LBS	<u>914</u> LBS	<u>1037</u> LBS	<u>2893</u> LBS
GLASS	<u>475</u> LBS	<u>461</u> LBS	<u>523</u> LBS	<u>1459</u> LBS
OTHER	<u>1556</u> LBS	<u>1510</u> LBS	<u>1713</u> LBS	<u>4779</u> LBS
TOTAL TONS	<u>1.62</u>	<u>1.58</u>	<u>1.79</u>	<u>4.99</u>

PERCENTAGE OF PARTICIPATION

<u>57.76</u> %	<u>51.48</u> %	<u>48.66</u> %
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Environmental Waste Systems  
P.O. Box 4490  
Fort Walton Beach, FL 32549  
904/862-7141



2/5/93 MSB

A Waste Management Company

**MEMORANDUM**

**TO:** Recycling Coordinator  
**FROM:** Cyndi Ruoss *CR*  
**DATE:** February 3, 1993  
**SUBJECT:** Recycling Figures

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Please find enclosed the recycling figures for Okaloosa County during the fourth quarter of 1992. If you have any questions or concerns, please do not hesitate to contact me.

RECEIVED  
2/23/93  
MSB

# CITY OF CRESTVIEW

OFFICE OF THE MAYOR  
P.O. DRAWER 1207  
Crestview, Florida 32536  
(904) 682-3812  
Fax (904) 689-4575



February 22, 1993

Mayor Charles Laginess  
Town of Cinco Bayou  
10 Yacht Club Drive  
Ft. Walton Beach, FL 32548-443

Dear Mayor Laginess:

The City of Crestview is pleased to host the Spring meeting of the Okaloosa County League of Cities scheduled for Thursday, March 25, 1993.

The dinner meeting will be held at The Holiday Inn on Highway 85 South beginning at 6:30 p.m. There will be a cash bar from 6:30 p.m. to 7:00 p.m. with dinner at 7:00 p.m. The dinner will be your choice of prime rib (\$12.00) or jumbo shrimp (\$10.00) with vegetable, tossed salad, coffee/tea and dessert.

Our guest speaker will be Ray Sansom, Chairman of the Okaloosa County Commission.

Please advise the Mayor's office at 682-3812 of the number of representatives from your municipality who will be attending and their entree choice by no later than noon March 18, 1993.

We look forward to seeing you on March 25th.

Sincerely,

*Ted H. Mathis*  
TED H. MATHIS  
Mayor

26 Feb 93

RECEIVED  
3/1/93  
ASB

Tom Leach  
254 Kidd St. N.E.  
Ft. Walton Beach, Fl 32548  
664-6559

Chuck Laginess  
Mayor, Town of Cinco Bayou

Dear Chuck;

I would greatly appreciate two items be added to the normal agenda for the March 2, 1993 town council meeting.

1. That something finally be required of Cinco Bayou Baptist Church concerning the control of run-off from the right of way they are currently using as parking spaces. I note that both Kidd Bayou Oaks and Bill Sullivan were required to firm up our individual parking lots with shell or a suitable substance in order that the curbs not be broken down. Not only is the curb breaking up at the Baptist church but now we are experiencing extraordinary amounts of soil deposits on our end of the street. I might also add I was super pleased with the work done on the park recently and the new retention area. That area is already filling up with the residue of the Baptist Church right of way parking and their parking lot.

2. Secondly, I request that consideration be given to a new town ordinance that would require business property to shield unsightly material and general eye sores from the public. A positive example would be Hardee's dumpster which is hidden from public view. Another positive example is the roofing company in the old town hall that finally fenced in their area. Unfortunately, the negative examples abound in Cinco Bayou. Primarily those behind K-Mart with the "cardboard mountain", the auto repair units on Kelly Ave that pile up junk and wrecked autos and trucks, the areas directly behind the business units that front Beal St. between Irwin and Garnett. Very specifically leaving used oil in containers on the street side on Garnett along with auto engines and parts thrown about I consider not only unsightly, but unsafe. One only need look at Martin's Garage to find a positive example of how things could be. On the opposite side of Eglin Parkway a super positive example is the Nature's Garden. Right accoss the street from them is another commercial business that stacks junk up at regular intervals. I think the time has finally come for barrier requirements to shield these negative areas.

Thank you and the council for any help you can give in these areas.

Sincerely,



RECEIVED  
3/1/93  
NBS



**National Insurance Services, Inc.**

A wholly owned subsidiary of Pan-American Life

02/24/93

ALBERT BORCHIK  
TOWN OF CINCO BAYOU  
10 YACHT CLUB DRIVE  
FT. WALTON BCH. FL 32548

cc: MARLIN C. TOWNSEND  
321 PELHAM RD.  
FT. WALTON BCH FL 32547

Telephone No.: (904)862-3260

RE: Your Group Insurance Renewal Premiums

Dear Plan Administrator:

Good news! Your premiums are decreasing!  
We at National Insurance Services, and Pan-American Life Insurance Company appreciate your business and are committed to providing you stable and secure coverage through responsible pricing and efficient administration. As a result of these efforts, we are pleased to inform you that your premium will decrease EFFECTIVE WITH YOUR MAY BILL.

YOUR CURRENT TOTAL PREMIUM, EXCLUDING THE ADMINISTRATION FEE, IS \$437.48. YOUR NEW PREMIUM WILL BE \$363.79. (YOUR MONTHLY ADMINISTRATION FEE REMAINS \$25.)

This new premium amount will not change for 12 months, until your next renewal, unless ages, employees, or dependents change, or you move to a different rate area, or change your benefits. Also, keep in mind that some or all of your group may have satisfied the pre-existing conditions limitation period in your insurance plan, which now makes this plan more valuable to your employees.

Should you have any questions about your new premiums or other service concerns, please call one of our Customer Service representatives at 800-477-4647, EXT-2505. In the meantime, thanks for putting your trust in us.

Sincerely,

K. N. Lee  
Customer Service Manager

Case#: 68993 107



## TOWN OF CINCO BAYOU RESIDENTIAL RECYCLING

1992

CANS	3,423 LBS
PLASTIC	5,473 LBS
PAPER	18,960 LBS
GLASS	11,751 LBS

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TOTAL	39,600 LBS (19.8 TONS)
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CITY SAVINGS IN DISPOSAL FEES	\$ 1,148.40
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TREES SAVED BY PAPER RECYCLING	161.16
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GALLONS OF FUEL OIL SAVED BY GLASS RECYCLING	52.88
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TOWN RESIDENTIAL PARTICIPATION RATE	53.77%
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RECYCLING SUMMARY APRIL - DECEMBER 1992

<u>MONTH</u>	<u>CHARGE</u>		<u>% RATE</u>		<u>AMOUNT</u>	<u>DIFFERENCE</u>
APRIL 1992	\$390.55	X	43.42%	=	\$169.57	(\$220.98)
MAY 1992	\$390.55	X	45.87%	=	\$179.14	(\$211.41)
JUNE 1992	\$390.55	X	45.82%	=	\$178.95	(\$211.60)
JULY 1992	\$390.55	X	49.43%	=	\$193.04	(\$197.51)
AUGUST 1992	\$390.55	X	57.21%	=	\$223.43	(\$167.12)
SEPTEMBER 1992	\$390.55	X	54.45%	=	\$212.65	(\$177.90)
OCTOBER 1992	\$265.61	X	57.76%	=	\$153.41	(\$112.20)
NOVEMBER 1992	\$317.05	X	51.48%	=	\$163.21	(\$153.84)
DECEMBER 1992	\$317.05	X	48.66%	=	<u>\$154.27</u>	<u>(\$162.78)</u>
					\$1,627.67	\$1,615.34

**TOTAL AMOUNT PAID FOR RECYCLING - \$3,243.01**