

**MEETING MINUTES
TOWN OF CINCO BAYOU
REGULAR COUNCIL MEETING
April 14, 2016 * 6:00 p.m.**

MAYOR HOOD CALLED TO ORDER, THE REGULAR COUNCIL MEETING, THE MOMENT OF SILENCE AND THE PLEDGE OF ALLEGIANCE

ROLL CALL:

MAYOR JEAN HOOD
COUNCILMAN DRIVER
COUNCILMAN ANDREWS

COUNCILMAN KOCH
COUNCILMAN MYERS

Also present was Town Manager Keith Williams, Town Attorney Jeff McInnis, Town Planner Jack Dorman, Town Engineer Joe Rector and Town Staff Linda Barringer and Jerry McNamara as well as Cinco Bayou resident Nick Chubb.

SPECIAL BUSINESS:

The first items of special business were switched in the following order:

1. Town Attorney McInnis swore in Mayor Jean Hood and Councilman Carol Koch for another 2 year term ending in March 2018.
2. Councilman Paula Andrews made a motion to appoint Nick Chubb as Councilman for a term of 2 years ending in March 2018 after receiving his letter of intent.
Councilman Laura Driver seconded the motion. Roll call was taken:

Councilman Driver: Y Councilman Andrews: Y
Councilman Koch: Y Councilman Myers: Y
Motion passed unanimously.

Attorney Jeff McInnis swore Mr. Chubb in as Councilman who immediately was seated.

Regular Business

1. **Council Approval of Agenda:** Councilman Koch made a motion to approve the Agenda. Councilman Andrews seconded the motion. *Motion passed unanimously.*
2. **Council Approval of Consent Agenda:** Councilman Driver made a motion to approve the Meeting Minutes for the March 10, 2016 Public Hearings, the Regular Council Meeting and the Budget and Financial Statement as of March 31, 2016. Councilman Andrews seconded the motion.
Motion passed unanimously.

Action Items:

1. Councilman Driver made a motion to re-appoint Councilman Koch as Mayor Pro-tem. Councilman Myers seconded the motion. *Motion passed unanimously.*

2. Councilman Chubb made a motion to accept the bid from TAW to repair the generator. TAW is local a certified Kohler Power Distributor in Florida and gave the lowest bid. Councilman Myers seconded the motion. Roll call was taken:

Councilman Driver: Y

Councilman Andrews: Y

Councilman Koch: Y

Councilman Myers: Y

Councilman Chubb: Y

Motion passed unanimously.

Discussion Items:

1. Mayor Hood updated the Council on the Okaloosa County Transit Cooperative meeting.

Reports:

1. **Town Manager's Report** – Keith Williams – Written Report
2. **Town Attorney's Report** – Jeff McInnis stated he and Town Manager Williams are working on the Flood Plain Management Ordinance and will get it to the Council as soon as the review is completed.
3. **Town Planner's Report** – Jack Dorman stated the DOE will send us back the comment letter from our submittal. I have spoken to someone at the DOE and was given a briefing. There will be 4 corrections we will have to make. I have already sent them the corrected version but we have to wait to hear back from them.

Also, the legislature has changed the statues on the Coastal Management Element Contents. This will be a little more in depth than the Chapter 3 definitions, so we will be looking at probably \$2,000 more than the cost for the definitions in the next budget cycle. We will have to go through the State Coordinated review process which will be a bit more involved than the Chapter 3 definitions.

4. **Town's Engineer's Report** – Joe Rector stated the plans for the Sea Way Street boat launch improvements will be brought to Town Manager Williams this week. Also, be prepared to get the documents for bids for the Winn Davis/FRDAP Grant project for the contractors, as well as the project plans. Then we will do the same for the Yacht Club Drive/FEMA project. On both the Winn- Davis Park project and the Yacht Club Drive/FEMA project because of the dollar amount, we will have to put out for bid through advertisements as per the code because both fall above the \$35,000 thresholds. The Sea Way Boat Launch project falls below the threshold and does not require advertising.

Councilman Chubb made a motion to authorize Town Manager Williams to set the process and procedures in place once we receive the project plans and bid advertisements and to go forth with placing advertisements for bids for the Winn Davis and FEMA/Yacht club projects.

Councilman Koch seconded the motion. *Motion passed unanimously*

Mr. Rector also reported that Preble-Rish, Inc has merged/been acquired and is moving forward as Dewberry/Preble Rish, which will enhance our engineering functions expanding to structural engineering, mechanical engineering, architecture engineering to name a few. It's a good thing for all of us. The Dewberry Company has a strong background with NOAA and FEMA. There will be opportunities in the future that we were not even aware of in the past that will benefit the Town.

Public Comments: NONE

Council Member's Comments/Request:

Councilman Chubb: Thank you to the council for appointing me back. There was a speaker at the Government Affairs Meeting we had Darryl Boudreaux speak to us about the Estuary program and the grant for the master plan. We will have a resolution coming forward on the Estuary program.

Councilman Koch: I would like to thank you Mayor and the staff, for the newsletter, keeping the residents informed.

Mayor's Comments/Announcements: Thank you to Jerry for spending the day with the wrecked boat and making sure the appropriate utility companies were called. Mayor Hood also suggested we take a photo of the new council and send it to the paper. (a photo was submitted to the paper the following day).

DATES TO REMEMBER:

Thursday, April 21, 2016, OCLOC Dinner hosted by FWB, please RSVP to Linda.

Thursday, May 12, 2016 at 6:00 p.m. Regular Council Meeting

ADJOURN: After no further business the meeting was adjourned at 6:53

ATTEST:





Mayor Jean Hood



Keith Williams, Town Manager/Clerk