

**TOWN OF CINCO BAYOU
REGULAR COUNCIL MEETING MINUTES
JULY 9, 1998**

Mayor Drabczuk called the Regular Town Council meeting to order at 6:02 PM. Following a silent prayer and the Pledge of Allegiance to the Flag, roll call was taken.

PRESENT: Mayor Drabczuk
Councilwoman Carroll
Councilman Kendrick
Councilman Payne
Councilman Skelly
Councilman Williams

ALSO PRESENT: Town Manager Turner, Attorney McInnis, Secretary Payne Diego Saine, Jim Bratton, Bryan Beard, Eli Skelly and Ed Connors .

Regular Business

1. **COUNCIL APPROVAL OF AGENDA** - Mayor Drabczuk asked that an item, 3 J, Town Security, be added to the agenda. Councilman Payne made a motion to approve the Agenda as amended, seconded by Councilman Williams. The motion was unanimously approved.

2. CONSENT AGENDA

- A. Minutes, Council Meetings of June 11, 1998
- B. List of Checks and Status of Funds, June 30, 1998
- C. List of Deposits - June 1998

Councilman Williams made a motion to approve the Consent Agenda, seconded by Councilman Payne. Councilwoman Carroll asked about check no. 11425 inventory labels for \$398.55. Manager Turner said that was for labels to inventory all the furniture and equipment in the Town Hall and Storage Shed. Councilman Payne inquired about check no. 11453 to Oscar's Computer for \$40.00. Mr. Turner explained that one of the computers lost all the memory for the 2nd time and had to be restored again. The motion was unanimously approved.

3. ACTION ITEMS

A. Homepage presentation -Town Manager introduced James Saine from Oscar's Computer. Mr. Saine presented a homepage he had designed for the Town and explained that all the businesses in Cinco Bayou who wanted to advertise their business would be linked to the town's web page. The cost to the town for that web page would be \$70.00 every two years for the registration fee of the e-mail domain. The balance of the cost would be paid for by local business in town that want to advertised on the internet. After Council discussion, Councilwoman Carroll made a motion to accept the Town's internet access, seconded by Councilman Payne. The motion was 4-1 with Councilman Williams voting no.

B. Status of Street Paving Project: Engineer Griswold was not present so Town manager Turner spoke on his behalf. Manager Turner reported that there had been no date set to start the paving project.

C. Status of funding for Street Paving Project: Manager Turner explained to the Council that he received two offers one from Ready Bank and Compass Bank. Manager Turner said he accepted the offer from Ready Bank because it was a better offer for the Town. Ready Bank offered a 5, 7 and ten (10) year pay back at a rate of 5.5%. Manager Turner said he opted for the ten (10) year plan. The annual pay back would be for \$12,000.00 on the principle and \$6,600 payment on the interest for the first year with the interest decreasing each year on a 10 year payback. There were no conditions attached to the plan that was

selected. The offer from Compass was 5.44% the first four (4) years and after that it would be two (2) points over prime with conditions attached to that offer. Attorney McInnis addressed item I on the agenda, that item being approval to retain Pat Lott, CSG and firm of Miller, Canfield, etal, as special Finance Counsel for the road improvement loan. Attorney McInnis explained to the Council that certain requirements have to be met when a Governmental Agency is applying for a loan and explained what those requirements were. Councilman Payne made a motion to accept Pat Lott, CSG and firm of Miller, Canfield, etal as special Finance Counsel with the fee not to exceed \$1,000.00, seconded by Councilman Williams. The motion was approved unanimously.

D. Status of Hazard Mitigation Strategy: Manager Turner reported that he met with County officials representing all the municipalities in Okaloosa County that signed the Memorandum of Agreement for Hazard Mitigation. There has been a letter submitted to them discussing the two areas that were identified as potential hazards in the Town of Cinco Bayou. The areas of concern are storm shutter for the Town Hall windows and present stormwater drainage and run-off systems improvements or redesign.

E. Status of Standing Committees: After Council discussion, Councilman Payne made a motion to reject having any standing committees at the present time, seconded by Councilwoman Carroll. The motion was 4-1 with Councilman Skelly voting "No"

F. Budget FY 1999 (Schedule work session in July if necessary): After Council discussion, Councilman Skelly made a motion to schedule a budget workshop session on July 25, 1998, at 9:00AM to discuss the Budget for FY 1999. The Council agreed.

G. 5 Year Capital Outlay Plan: After discussion the Council agreed that long range planning was necessary.

H. Request for 2 computers w/software and backup equipment from Oscar's Computers: Manager Turner explained the need for the two new computers and the tape backup system. The cost for the computers is \$4,200.00. Manager Turner also reported that the auditor's have suggested the Peachtree accounting program. After Council discussion, Manager Turner was asked to get two more estimates on the two computers and to check with the League of Cities and local cities and the states for a better price and bring the quotes to the August 13, 1998, Council meeting.

J. Town Security: Mayor Drabczuk informed the Council about a break-in and rape on Opp Blvd. on the 3rd or 4th of July. Mayor Drabczuk reported that he had contacted American Security and asked them to step up patrols in town. Manager Turner said he had spoken with Mose Stanley and asked them to patrol 2/3 in the residential areas and 1/3 in the business areas. Manager Turner suggested that the citizens form a neighborhood community watch. Mayor Drabczuk suggested asking American Security to be present at the next Council meeting to discuss some issues. Councilman Payne said he knew Mr. Mose Stanley, president of American Security, and suggested that with concurrence of the Town Manager and Council approval, that he would meet with Mr.. Stanley to discuss the security problem in town and report back to the Manager.

4. Engineer's Report - No Report

5. Attorney's Report - Attorney McInnis said, in reference to Councilman Skelly's question at a previous meeting, regarding a definition of light manufacturing, "no set definition for light manufacturing exists in the State of Florida instead it is call light industrial and explained the current definitions. After Council discussion, Attorney McInnis said he would check more on current definitions and send a copy of what he found to Councilman Skelly.

6. Town Manager's Report

- A. Reported the plaque for Tom and Carolynn Leach is in and the tree has been planted.
- B. Duck crossing signs have been received.
- C. Suggested a review of ordinance on setting the cost to owners who obtain building permits in the town requiring engineering so that the town could recover costs.
- D. Suggested revision of the ordinance setting fines for the cutting of protected trees from \$50.00 per diameter and a maximum fine of \$499.00 to \$75.00 per diameter inch to a minimum fine of \$300.00 for each separate offense, with each tree being a separate offense..
- E. Reported a need to draw up new contracts for the Town Attorney and Town Engineer.
- F. Suggested moving town funds to earn more interest the town. Asked the Council to consider moving the Town's savings account at 2.99% from Barnett Bank to Compass Banks and combine with an existing C.D. where it will earn 5.65 %; Also moving the Town's Visa Card from Barnett Bank where there is a \$30.00 annual fee, to Ready Bank with no annual fee. After Council discussion, Councilwoman Carroll made a motion to approve the Town Manager moving the Town funds to earn more interest, seconded by Councilman Skelly. The motion was approved unanimously.
- G. Suggested putting an Island at Kidd Street and Yacht Club Drive for traffic safety reasons. Manager Turner said that it had been suggested that we plant a palm tree in the center and dedicate the Island to Albert Borchik for the years of service he gave to the town. After discussion, the Council asked Manager Turner to get some cost figures and have the Engineer draw up a scale plan and present it at a later date.

7. Public Requests/Comments -

- A. Mr. Bryan Beard asked where we are on security. Mayor Drabczuk explained that they are going to check with the Sheriff's Department and see if they want to incorporate Cinco Bayou in one of their zones to patrol and American Security will be asked to step up their patrols in the residential areas.
 - B. Eli Skelly asked how the dedication for Tom and Carolynn Leach be would be handled. Manager Turner suggested they do the dedication during the monthly picnic.
- Mrs. Skelly also inquired on the burned out trailer at 23 Yacht Club Drive in the Oakland Trailer Park and asks if there could not be something done to get it moved. Manager Turner said he would contact both the Fire and Health Department and see if the trailer is in violation of any codes and then mail a notice to the owner of Oakland Trailer Park of that violation.

Mayor Drabczuk read a letter from a concerned citizen, Patti Gonzo, that addresses the cat problem on Opp Blvd. Ms. Gonzo feels that it is not her responsibility to trap the cats and then call Paws to pick them up because half of the time people let them out before she gets home from work.. She asked if the town can get with Paws and see if there is another solution to the problem. Manager Turner said he would speak with Paws concerning the problem.

8. Councilmember Reports/Comments

A. Councilman Skelly.

1. Inquired if we had found out any more about the run-off waste that dumps in the park from the Enterprise car wash. Manager Turner explained that by former Town Manger Al Borchik's comments in the minutes, the runoff was legal and there was no more to be done.
2. Inquired on the graffiti at the rear of the old Kelley's store. Manager Turner reported that it had been painted over.
3. Commented on the work being done at Keith & Company Hair Design 237 Troy Street and wanted to know if they should have gone before the council before the work started ? Manager Turner

read a letter dated March, 1997 from Engineer Griswold and stated that they were in compliance with the ordinances of the town. Manager Turner said Keith was being very cooperative.

B. Councilman Williams.

1. Stated he is also concerned with the cat problem on Opp Blvd.
2. He also expressed concern with the time frame in which EWS picks up the trash.

D. Councilwoman Carroll

1. Informed Council of incident with wave runners on July 2, 1998 at Frances Park..
Manager Turner said the Florida Marine Patrol had given them a ticket and they left the park immediately thereafter.

E. Councilman Payne

1. Welcomed Charles Turner, the new Town Manager/Clerk, to Cinco Bayou.
2. Inquired regarding the release from Elvin Bell. Manager Turner said the release had been signed notarized, delivered, and filed with a copy sent to the Town Attorney.
3. Inquired regarding the status of no parking signs that was discussed at the last Council meeting. The Manager replied that we are looking at a total package to solve the parking problems associated with the boat ramp.
4. Inquired if we need an ordinance to define the levy of fines.
5. Asked if the Town had entered into an agreement with a towing company and suggested Manager Turner contact V-Towing Company? Manger Turner said no we had not done so but that he would pursue a course of action after studying the matter further.
6. Reported that he had attended the LOC Dinner in Laural Hill and was glad to see the Mayor attend.

9. Correspondence

- A. Letter, Panhandle League of Cities - Breakfast Meeting August 15, 1998 - No action.
- B. Letter, Florida Recreation Development Assistance Program (FRDAP) - No action

10. Mayor's Comments/Announcements - Reminded everyone of the Town Potluck Dinner on Thursday, July 16, 1998, at 6:30 PM.

11. There being no further business, the meeting adjourned at 8:45 PM.

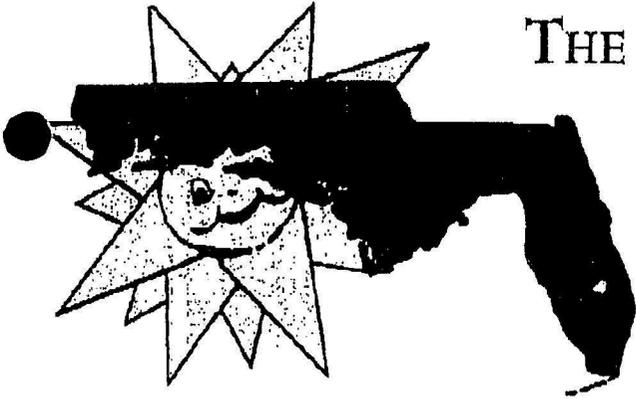
RANDALL P. DRABCZUK, Mayor

Attest:

Charles W. Turner Town Manager/Clerk

7-1-98

THE PANHANDLE LEAGUE OF CITIES



Brenda Hendricks, President and FLC Director
 City of Parker
Clay Ford, First Vice President
 City of Gulf Breeze
Samuel Hoyer, Second Vice President
 City of Crestview
Judy Whittle, Treasurer
 City of Callaway
Howard Milton, Jr., Past President
 City of Marianna

Rita E. Jones, Legislative Chair
 City of Panamaola
Guyton Williams, Legislative Vice Chairman
 City of Graceville
A.O. Campbell, Director and FLC Director
 City of Defuniak Springs
Scott Maddox, Director
 City of Tallahassee

NOTICE OF BREAKFAST MEETING AT THE FLORIDA LEAGUE OF CITIES CONVENTION AUGUST 15, 1998

- The Florida League of Cities will be holding its annual convention in Miami Beach this year, August 13-15. The Panhandle League of Cities will host a breakfast meeting the morning of Saturday, August 15. The meeting will begin at approximately 7:45 a.m.
- All representatives of member cities and associate members are invited to attend.
- The cost of the breakfast is \$10.00 per person. This charge is approximately one-half the actual cost of the breakfast, including tax and gratuity. (Note: Each associate member receives one breakfast at no charge.)
- The attached response form should be returned no later than July 24, 1998. Your city/firm will be billed for each person registered by or after this date. Cancellations after this date will be honored *only* if the guarantee to the hotel can be adjusted. Those not pre-registered are welcome to attend the breakfast on a space-available basis.
- For additional information, please call Jeff Hendry or De Ann Wilder at (904) 487-1870, or SUNCOM 277-1870.

*****RESPONSE REQUESTED BY CLOSE OF BUSINESS, JULY 24, 1997*****

THANK YOU!

Faye,
 Pls put in packets
 to determine if
 Councilman Payne or
 any other Council persons
 want to go with me
 to this
 VR
 [Signature]

Jeff Hendry, Executive Director
 Phone: (850)487-1870 • Fa

• Tallahassee, FL 32303
 mail: jhendry@mailbox.fsu.edu

CITY STRATEGIES, INC.

GOVERNMENTAL AFFAIRS CONSULTANT TO THE PUBLIC AND PRIVATE SECTORS

7798
(66)

July 6, 1998

Chuck Turner, Town Manager/Clerk
City of Cinco Bayou
10 Yacht Club Drive
Fort Walton Beach, FL 32548

Dear Chuck:

Thank you for taking the time to meet with me last Thursday. It was a pleasure meeting you and discussing grants and FEMA disaster recovery. At the conclusion of our meeting you advised me that you would need to check with the City Council prior to any grant work authorization. I fully understand the importance of keeping the the Council informed.

I would like to bring to your attention that applications for the Florida Recreation Development Assistance Program (FRDAP) that we discussed are due no later than August 31, 1998. The applications require research into the City's comprehensive plan, previous budgets, and several other information sources. While there is still adequate time to apply for these grants, beginning the process is essential.

City Strategies, Inc. will complete the FRDAP grant applications for Cinco Bayou for a fee based on seven and one-half five percent (7.5%) of the grant amount.

Please advise me as soon as possible what the City Council's direction is on this opportunity.

Thank you again for your time and interest.


Robert T. Mearns
City Strategies, Inc.

6-26-98

READY BANK
OF WEST FLORIDA
71 N. BEAL PARKWAY
P.O. BOX 4400
FORT WALTON BEACH, FLORIDA 32549
PHONE: (850) 243-7447 • FAX: (850) 243-7335

June 25, 1998

Town of Cinco Bayou
10 Yacht Club Drive
Ft. Walton Beach, FL 32548
c/o Mr. Charles Turner, Town Manager

Dear Council Members,

Ready Bank of West Florida has committed to extent credit to the Town of Cinco Bayou under the following terms:

LOAN AMOUNT AND TERM: \$120,000 for a period of five, seven or ten years, for the purpose of Road Improvement. Payments will be due annually on a simple interest basis without any pre-payment penalty.

RATE AND FEES: The rate will be fixed at 5.5% assuming a tax exempt basis. There are no lender fees associated with the loan; however, the Town of Cinco Bayou would be responsible for any fees incidental to loan closing. Any such fees may be added to the loan amount if the Town desires and the Council ratify the increase of the request.

OTHER CONDITIONS: The loan must close with an attorney acceptable to the bank to insure that the loan is granted under the terms and conditions authorized by the Town Council. Additionally, the loan must be in compliance with the proper tax code with an opinion from Council regarding tax exemption.

This commitment will expire 60 days from the date of this letter.

A proposed re-payment schedule is attached based on a loan amount of \$120,000. As you can see, it is in the best interest of the Town to pay off the debt as soon as possible. My recommendation would be to take the ten year term and apply early payments as the Town sees fit based on actual revenues.

Please feel free to call if you have any questions.

Respectfully,



J. Steve Burks
Sr. Vice President

RECEIVED
6-26-98

[Handwritten signature]

LOAN PRESENTATION FOR TOWN OF CINCO BAYOU				
INTEREST RATE	5.50%			
LOAN AMOUNT	\$120,000.00			
	<u>5 YEARS</u>	<u>7 YEARS</u>	<u>10 YEARS</u>	
ANNUAL PRINCIPAL	\$24,000.00	\$17,142.86	\$12,000.00	
ANNUAL INTEREST				
YEAR 1	\$6,600.00	\$6,600.00	\$6,600.00	
YEAR 2	\$5,280.00	\$5,657.14	\$5,940.00	
YEAR 3	\$3,960.00	\$4,714.29	\$5,280.00	
YEAR 4	\$2,640.00	\$3,771.43	\$4,620.00	
YEAR 5	\$1,320.00	\$2,828.57	\$3,960.00	
YEAR 6		\$1,885.71	\$3,300.00	
YEAR 7		\$942.86	\$2,640.00	
YEAR 8			\$1,980.00	
YEAR 9			\$1,320.00	
YEAR 10			\$660.00	
TOTAL INTEREST PAID	\$19,800.00	\$26,400.00	\$36,300.00	
ASSUMPTIONS	Principal payments are made at the end of each annual period.			
	No prepayments are made during the year.			

SUGGESTED STANDING COMMITTEES

Town Beautification

Councilperson Williams, Liaison
Ms. Eli Skelly, Chairperson
Ms. Betty Horvath, member
Ms. Pinky Ward, member

Long Range Planning(Visions)

Councilperson Kendrick, Liaison
_____, **Chairperson**
_____, **member**

Finance & Budget

Councilperson Carroll, Liaison
_____, **Chairperson**
_____, **member**

Codes & Ordinances

Councilperson Payne, Liaison
_____, **Chairperson**
_____, **member**

Hazard Mitigation & Security(Storm Recovery)

Councilperson Skelly, Liaison
_____, **Chairperson**
_____, **member**