

**MEETING MINUTES  
CINCO BAYOU  
REGULAR TOWN COUNCIL MEETING  
AUGUST 14, 2014 6:00 p.m.**

MAYOR JEAN HOOD CALL THE MEETING TO ORDER, MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

**ROLL CALL:**

MAYOR JEAN HOOD  
COUNCILMAN BRATTON  
COUNCILMAN KOCH

MAYOR PRO TEM CHUBB (ABSENT)  
COUNCILMAN MYERS

Also in attendance was Town Manager Nell Dykes, Town Attorney Jeff McInnis, Town Maintenance Manager Keith Williams, Town Deputy Clerk Linda Barringer, Town Planner Jack Dorman, Town Engineer Cliff Knauer. Ted Corcoran, Cinco Bayou residents: Martin Peuler, Brook & Maria McLean, Val Canales, Don Hood, Ginger and Clay Lewis, Daren Reeder, Marie Napier, Dianne & Bob Hrehor, Joe Gooter.

**REGULAR BUSINESS:**

**1. Council Approval of Agenda:** Mayor Hood asked for the approval of the Agenda. Councilman Koch made a motion to approve the Agenda. Councilman Bratton seconded the motion.

*The Motion passed unanimously.*

**2. Council Approval of Consent Agenda:** Mayor Hood asked for the approval of the consent agenda for: Meeting Minutes for the July 10, 2014 Regular Council Meeting, Meeting Minutes on the Line Item Budget Workshop July 29, 2014 and the Budget Status as of July 31, 2014. Councilman Koch made a motion to approve the Agenda. Councilman Bratton seconded the motion.

*The Motion passed unanimously.*

1. Ted Corcoran of the Okaloosa Chamber of Commerce addressed the council to discuss with the council the FDOT Bridge study and Resolution 2014-01. Attorney Jeff McInnis read Resolution 2014-01.

Resolution 2014-01

A RESOLUTION OF THE TOWN OF CINCO BAYOU SUPPORTING THE FLORIDA DEPARTMENT OF TRANSPORTATION PROJECT DEVELOPMENT AND ENVIRONMENTAL STUDIES FOR THE REPLACEMENT OF THE BROOKS BRIDGE, AND THE STUDY TO EXAMINE THE NEED FOR A SECOND BRIDGE BETWEEN FORT WALTON BEACH AND OKALOOSA ISLAND.

Councilman Bratton made a motion to approve Resolution 2014-01. Councilman Myers seconded the motion.

*The Motion passed unanimously*

2. Mayor Hood asked to move one of the Manager's report items "**BBVA COMPASS BANK offer to the Town to buy the two vacant lots adjacent to the boat launch**" to the front of the meeting. Town Manager Dykes directed the Council to look over the drawings/diagrams created by an architect firm in 2002 of possible uses for the parking lot.

Mayor Hood asked if anyone from the public would like to speak on the possible purchase of the lots?

Cinco Bayou Resident Daren Reeder: 10-A Lucille Street, expressed his opposition to Town buying the vacant lot and expanding the parking for the boat launch.

Cinco Bayou Resident Ginger Lewis 12 E. Lucille Street, also expressed her opposition to Town buying the vacant lot and expanding the parking for the boat launch.

Town Engineer Cliff Knauer explains the drawings are not sufficient to determine true options for the lots. He suggested that his firm design/draft sketches that would be a smart design, buffering the sound for the neighboring Captiva Cove as well as storm water drainage, preservation of trees can be taken into account. We do not need to do a full survey but could do some sketches. February is the time to apply for the Boater Improvement grants and Town Engineer Knauer will apply for the grant at no charge.

Councilman Bratton would like to see the Town Engineer do some sort of smart design/conceptual sketches/drawings.

Councilman Myers made a motion to table the discussion of the purchase and the development of the vacant lot at the corner of Lucille and Sea Way Street. Councilman Koch seconded the motion.

*The Motion passed unanimously.*

#### **Action Items:**

**1.** Council action on Line Item Adjustments in the amount of (\$17,005.00) for FY 2013/2014 Budget. This item has been discussed in the Budget Workshop Meeting on July 29, 2014. There was no action taken by the council at this time.

**2.** Council discussion and action on the vacant council member seat and the letter received to fill the vacancy. The Council recommends that we should follow our process as we have in the past and advertise the vacancy in the paper.

Councilman Bratton made a motion to advertise in the paper for the vacant council seat as we have done previously when needing to fill a seat and to be voted on and be sworn in at the beginning of the September 11, 2014 meeting. Councilman Koch seconded the motion.

*The Motion passed unanimously*

**3.** Cinco Bayou Town resident Martin Pueler of The Moorings discussed moving the A/C compressor pad to be constructed on 4 poles, 18 inches into/above the Town's easement next to the ditch/waterway that runs all the water from Glenwood Park. The A/C compressor unit affects units 8 & 9. Mr. Pueler submitted a drawing outlining the placement of the above ground view of the A/C unit. Keith Williams also spoke that he and Town Engineer Chance Powell also looked at the replacement of the A/C unit and said it does not aped his ability to mow the grass of the easement. The Homeowner and the Owners Association would like to have written permission to build the a/c slab to prevent anyone from coming back in the future and asking them to remove it.

Councilman Koch made a motion for Attorney Jeff McInnis to draft a license agreement giving permission to the Mooring's homeowners Association and to Mr. Peulers to build the AC pad/structure to hold the A/C unit.

Councilman Bratton seconded the motion.

*The Motion passed unanimously*

**4.** Council discussion and action on Town Manager's request for 4-6 weeks medical leave for back surgery.

Town Manager Dykes asks the Council to grant Keith the authority to oversee public works and daily operations of the town excluding signing checks and to have direct communication with the Town Attorney, Engineer and Planner, and the ability to make Town managerial decisions while Manager Dykes is gone. Manager Dykes also asked to approve Keith to hire a part time employee to help during the time Manager Dykes is gone.

Councilman Myers made a motion to approve Manager Dykes request for a 6 week medical leave of absence without compensation. Councilman Bratton seconded the motion.

*The motion passed unanimously*

Councilman Myers made a motion to grant Keith the authority to oversee: Public works, daily operations of the town excluding signing checks, to have direct communication with the Town Attorney, Engineer and Planner, and the ability to make managerial decisions while Manager Dykes is on leave of absence. Councilman Koch seconded the motion.

*The motion passed unanimously*

Councilman Bratton made a motion to authorize Keith Williams to hire a part time person to work - limited to 20 hours a week to help during the time of Manager Dykes absences. Councilman Myers seconded the motion.

*The motion passed unanimously*

Councilman Myers made a motion for Keith Williams to be the Code Enforcement Officer during the time of Manager Dykes leave of absent. Councilman Bratton seconded the motion.

*The motion passed unanimously*

5. Council discussion and clarification for reimbursement of "out of pocket expense" for employees as documented in the Meeting Minutes dated November 9, 2000.

Councilman Bratton made a motion that the policy of out of pocket expenses would remain in/as part of the employee policy/manual. Myers seconded the motion. Roll call was taken:

Councilman Bratton Y  
Councilman Myers Y  
*Motion in unanimous*

Councilman Koch Y

6. Council discussion to authorize the Town Engineer to collect bids for FEMA on the repairs to Yacht Club Drive for damages after the Spring 2014 Flooding.

Town Engineer Cliff Knauer addressed the Council: In relation to the FEMA work we need completed, we do not need to go out for bids; we have to write a P.W. (project worksheets). After the P.W. is written: (projects under \$150,000 is considered a small project) the P.W. which will also include FEMA authorize survey, permitting, design and oversight of the project. FEMA will send you a check for the amount of the project The process for completing the project could be anywhere from 2 to 6 months.

**Discussion Items:**

Council discussed with Town Engineer Knauer the list of projects that are possible to complete through the **FRDAP GRANT**. The D.E.P. is redoing all the rules for the FRDAP process the earliest the FRDAP will be open is in the November timeframe. They are changing almost every category and ask that everyone wait until the new rules come out. They are only accepting projects under \$50,000. Once the new rules are out then we can submit our project.

**Reports:**

1. Town Manager's Report – Nell Dykes – Written Report
2. Attorney's Report – Jeff McInnis- the subject of the Panhandling with in the county. We already have an ordinance in place to take care of that.
3. Town Planner's Report – Jack Dorman - No Report
4. Engineer's Report – Cliff Knauer - No Report

**Public Request/Comments: None**

**Council Member's Comments/Request: None**

**Mayor's Comments/ Announcements: None**

**DATES TO REMEMBER:**

August 26, 2014 Primary Election Day

August 28, 2014 5:30 p.m. Final Budget Workshop

September 1, 2014 Town Hall closed in observance of Labor Day Holiday

September 4, 2014 6:00 p.m. Okaloosa County Public Hearing on 2015 Budget

September 8, 2014 6:00 p.m. Okaloosa School Board Public Hearing on Budget

September 11, 2014 5:45 p.m. First Public Hearing and 6:00 p.m. Regular Council Meeting

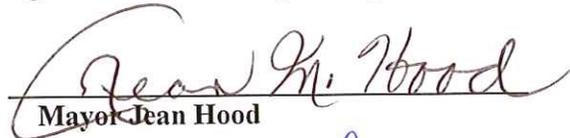
September 15, 2014 6:00 p.m. Okaloosa County Public Hearing on 2015 Budget

September 18, 2014 5:30 p.m. Second Public Hearing FY 14/15 Budget

**Adjourn:** After no further business the Regular Council Meeting was adjourned at 7:23.

**ATTEST:**



  
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Mayor Jean Hood

  
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Nell Dykes Town Manager/Clerk