

**MEETING MINUTES  
TOWN OF CINCO BAYOU  
REGULAR COUNCIL MEETING  
October 8, 2015, 6:00 p.m.**

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

**ROLL CALL:**

MAYOR JEAN HOOD  
COUNCILMAN DRIVER  
COUNCILMAN ANDREWS

COUNCILMAN CHUBB  
COUNCILMAN KOCH  
COUNCILMAN MYERS

Also present were Town Manager Keith Williams, Town Attorney Jeff McInnis, Town Planner Jack Dorman, Town Deputy Clerk Linda Barringer and Maintenance Man Jerry McNamara, sitting in for Town Engineer Joe Rector was Crystal Weatherington. Guests include Daniel Laird and his daughter and resident Don Hood.

**REGULAR BUSINESS:**

**1. Council Approval of Agenda:** Councilman Koch made a motion to approve the Agenda. Councilman Myers seconded the motion. *Motion passed unanimously*

**2. Council Approval of Consent Agenda:** Councilman Driver made a motion to approve the Meeting Minutes for the September 10, 2015 1<sup>st</sup> Public Hearing for the FY 2015-2016 Mileage rate and Budget, 1<sup>st</sup> Public Hearing the FY 2015/2016 CRA Budget and the Regular Council Meeting, the September 22, 2015 2<sup>nd</sup> Public Hearing for the FY 2015/2016 Mileage Rate and Budget and 2nd Public Hearing the FY 2015/2016 CRA Budget as well as the Budget and Financial Status as of September 30, 2015. Councilman Andrews seconded the motion. *Motion passed unanimously*

**Action Items:**

1. Mayor Hood introduced Mr. Daniel Laird from the Department of Environmental Protection Agency who graciously presented a check for \$50,000 awarded to the Town from the FRDAP Grant for needed improvements to Winn-Davis Park. Mayor Hood and Town Manager Keith Williams accepted the check on behalf of the Town Council, Staff and residents of Cinco Bayou.

2. Town Attorney Jeff McInnis gave the 1<sup>st</sup> Reading of Ordinance No. 233

**ORDINANCE NO. 233**

**AN ORDINANCE OF THE TOWN OF CINCO BAYOU, FLORIDA, AMENDING SUBPART B, RELATED LAWS, ARTICLE II. ELECTIONS; CREATING NEW SECTIONS 15 ENTITLED "2016 MUNICIPAL ELECTION DATE", SECTION 16 ENTITLED "QUALIFYING PERIOD FOR 2016 ELECTION DATE", AND SECTION 17 ENTITLED "BEGINNING DATE FOR TERM OF OFFICE"; ESTABLISHING MARCH 15, 2016 AS THE MUNICIPAL ELECTION DATE FOR 2016; ESTABLISHING THE QUALIFYING PERIOD FOR THE 2016 MUNICIPAL ELECTION; ESTABLISHING THE BEGINNING DATE FOR THE TERM OF OFFICE; PROVIDING FOR AUTHORITY; PROVIDING LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR A PURPOSE; PROVIDING FOR CREATION OF NEW SECTIONS 15, 2016 MUNICIPAL ELECTION DATE, SECTION 16, QUALIFYING PERIOD FOR 2016 ELECTION DATE AND SECTION 17 BEGINNING DATE FOR TERM OF OFFICE; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Councilman Andrews gave a motion to approve the first reading of Ordinance NO. 233. Councilman Driver seconded the motion. *Motion passed unanimously*

**Discussion Items:**

Mayor Hood updated the Council on the Okaloosa County Transit Cooperative meetings she has attended.

**Reports:**

1. Town Manager’s Report – Keith Williams – Written Report  
Town Manager Williams met with Preble-Rish concerning capital improvement projects and possible grants. We received notice of a possible Beautification Grant and with only a two week window to apply for the grant, I gave my approval to move forward.
2. Attorney’s Report – Jeff McInnis: NONE
3. Town Planner’s Report – Jack Dorman- The first part of the EAR process was completed in spring of this year. We informed the state of the update of the definitions which we will start next spring. There will be a Task Specific Agreement I will draw up and give to the Staff that we will bring before the Council at next months meeting.
4. Engineer’s Report – Crystal Weatherington : the FEMA project is underway as the survey has been taken. We are waiting to hear back on the grant for the ORAC/RESTORE money to help fund the Town’s Master Plan. In the event we do not receive funding for that, we are looking into other grants and will move forward either way. The 319 Grant through DEP we have applied for, it will be for the Glenwood Park storm water restoration. The FRDAP grant we just received the check for is moving forward, we have started the survey and we submitted the application for the submerged land lease for the dock. We are searching for grants at all times to try to get funding to complete some of the projects on the Capital Improvement list. The Beautification Grant includes signage, landscaping, flowers, shrubs etc. if we don’t receive the grants this year we would like to submit another application next year.

**Public Comments:** NONE

**Council Member’s Comments/Request:** Councilman Andrews asked Town Manager Williams if he would look into the Kidd Bayou Oaks Townhomes water line issue in which the lines under the brick paved driveway keep breaking. Town Manager Williams is aware of the issue and is working to find out more information on who is responsible for the repair of the lines and driveways.

**Mayor’s Comments/ Announcements:** Thanked the staff and Carol Koch for attending the Glenwood Park Nature Walk. Councilman Koch also stated that most of those who visited the park, gave concerns of not having adequate signage on the main roadways to direct those to the parks.

**DATES TO REMEMBER:**

- Monday, October 12, 2015, Town Hall closed in observance of Columbus Day.
- Thursday, October 15, 2015, OCLOC Dinner hosted by City of Crestview.
- Thursday, November 12, 2015 at 6:00 p.m. Regular Council Meeting.

**Adjourn:** After no further business the meeting adjourned at 6:32 p.m.

**ATTEST:**



*Jean M. Hood*  
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 Mayor Jean Hood

*Keith Williams*  
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 Keith Williams, Town Manager/Clerk