

**TOWN OF CINCO BAYOU  
REGULAR COUNCIL MEETING MINUTES  
8 NOVEMBER 2001**

Mayor Drabczuk called the regular Town Council meeting to order at 6:00 P.M. Following a silent prayer and the pledge of allegiance, roll call was taken.

**Present:** Mayor Drabczuk  
Councilman Bainter  
Councilman Carroll  
Councilman Farley  
Councilman Frucci  
Councilman Koch

A quorum was present. Also present were Town Manager/Clerk Nell Webb, Assistant Monika Gillette, Community Officer Frank Hawley, Attorney Michelle Anchors, Engineer Ed Stanford, Jay Odom, John Dowd, Jr., and residents Rod DesGranges, Mr. & Mrs. Shorty Bryant and Mr. & Mrs. Perry Kirsch.

**REGULAR BUSINESS**

**1. Council Approval of Agenda** Mayor Drabczuk asked for acceptance of the agenda. Councilman Koch made a motion to accept the agenda with the change. It was seconded by Councilman Farley. The motion passed unanimously.

**2. Consent Agenda:** Mayor Drabczuk asked for acceptance of the consent agenda. Councilman Farley made a motion to approve the consent agenda. Councilman Carroll seconded the motion. Both Councilman Carroll and Koch asked for changes to the August 20<sup>th</sup> Vision Meeting minutes. The motion passed unanimously.

**ACTION ITEMS**

A. Attorney Michelle Anchors presented the first reading by title of Ordinance 189: AN ORDINANCE OF THE TOWN OF CINCO BAYOU, FLORIDA ESTABLISHING AN ADDITIONAL HOMESTEAD TAX EXEMPTION OF UP TO \$25,000 FOR CERTAIN PERSONS WHO HAVE ATTAINED THE AGE OF SIXTY-FIVE AND WHOSE HOUSEHOLD INCOMES DO NOT EXCEED \$20,000; PROVIDING FOR AUTHORITY; PROVIDING FOR DEFINITIONS; ESTABLISHING ADDITIONAL HOMESTEAD TAX EXEMPTION; PROVIDING EXEMPTION LIMITATION; PROVIDING FOR APPLICATION PROCEDURE; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.. Councilman Carroll made a motion to accept the first reading of Ordinance 189 as read. Councilman Koch seconded the motion. The motion passed unanimously.

B. Councilman Farley made a motion to approve a semi-annual rating of the Town Manager by the Town Council as distributed in their packet. Councilman Carroll seconded the motion. During discussion, it was decided that each council member would complete their evaluation independently. The motion passed unanimously.

C. Councilman Bainter made a motion to allow the Town Manager and the Attorney to prepare and advertise for a request of proposal from governmental planning firms for planning and qualifying for a CRA (Community Redevelopment Agency) designation. Councilman Farley seconded the motion. The motion passed with Councilmen Bainter, Farley and Carroll voting for and Councilmen Frucci and Koch voting nay.

D. For discussion purposes, Councilman Koch made a motion to consider resolution House Bill #113, which

would require the use of non-CCA (chromated copper arsenate) treating methods in publicly funded playground equipment as requested by the Chairman of the Judicial Oversight Committee. Councilman Frucci seconded the motion. The motion failed with all council members voting nay.

E. Jay Odom, owner of the Crystal Center and Uptown Station, approached the council to request paving of Hughes Street. Councilman Frucci stated his concern of trucks tearing up the street. Mr. Odom stated that the road had not been repaved in at least 15 years and has gone beyond its service life. Councilman Bainter asked if there were different levels of paving and stated the use by Cinco Bayou was residential only and not commercial and questioned why the City of Fort Walton Beach would not help. Mr. Odom explained that it is a collector road, as designated by the Department of Transportation, and must be paved to those standards. Engineer Stanford agreed with Mr. Odom's statement. Councilman Frucci suggested that the engineer perform a detailed study to determine the condition and material of the current base, the type of road it is and the cost of repaving. Mayor Drabczuk stated that no motion was required since no decision could be made at tonight's meeting and recapped that most council members agreed that the road should be paved and recommended that costs should be presented along with financing options at the next council meeting. Mr. Odom offered to fund the project for three years at no interest to facilitate the project.

F. Consideration to participate in Florida League of Cities 9-11 donations died due to lack of a motion.

G. Consideration to execute a proclamation naming Cinco Bayou a supporter of Covenant Hospice in observance of National Hospice Month died due to lack of a motion.

4. General Business:

A. Councilman Farley updated the Council on the status of the Vision Committee. He suggested that the meetings be recessed for November and December and make a decision at the January council meeting for when and how often meetings will be resumed. Councilmen Farley and Koch agreed to independently review the surveys and write a summary.

B. Town Manager/Clerk Webb stated that the Tree/Beautification members have resigned and suggested that the committee be disbanded. She asked Attorney Anchors if a new ordinance was required to disband the committee. She stated that after a brief look at the ordinance she felt that a tree committee was not required and a new ordinance was not needed. Councilman Frucci suggested that council members recruit volunteer. Councilman Frucci asked that this be revisited at the next regular council meeting.

5. Engineer's Report: Ed Stanford stated that he talked with the Department of Environmental Protection and has scheduled a meeting with them on November 16 at 9am. He said he had discussed the design in a telephone conversation and that there did not seem to be any objections. He said that after the meeting the design will be finalized and prepare a dredge and fill permit completed. He stated he would report to Town Manager/Clerk Webb after the meeting. Mr. Kirsch approached the Council and stated that he had not yet cut his new seawall into land. He stated that he did not want to cut the Town's filter fabric since it may adversely affect his property. He asked Engineer Stanford if he thought the ditch would be completed by Spring.

6. Attorney's Report. Attorney Anchors updated the council on their request to research fire ordinances and referred to a draft ordinance given to them in their packet as a starting point. Councilman Frucci stated that he had talked with Mr. Kendrick and questioned the need of an ordinance. Councilman Koch suggested that the review of the fire ordinance be turned over to the Vision Committee.

7. Community Officer's Report. None given.

8. Town Manager's Report.

A. Town Manager/Clerk Webb submitted a written report and asked if any council members had any questions. She addressed the council with a request to research changing the phone service to SunCom, a service offered by the State of Florida. The phone system would remain the same, but the town would be eligible for receiving state rates. After a one-time cost of \$230, the Town Manager/Clerk stated that she feels that the Town could save \$850 per year. The council suggested that she go ahead with the project.

9. Public Requests/Comments: Mr. Perry Kirsch of 55 Yacht Club Drive addressed the council and stated he was having a problem with boar beetles that were destroying trees on his property and adjacent properties. Town Manager/Clerk Webb stated she would check with county forester and report back to the council. She stated she was meeting with master gardeners from the Audubon Society at Glenwood Park and asked permission from Mr. Kirsch if she could go on his property to look at the trees. He stated they were able to look at the trees and gave the location of where some were located.

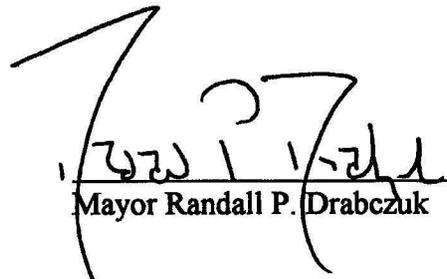
10. Council Member's Comments/Reports:

Councilman Bainter complimented the letter sent to the Audubon Society and asked status of the bat houses presented by Jim Bratton.

11. Mayor's Report – Mayor Drabczuk gave a reminder about the Thanksgiving picnic, special Council meeting on November 29, 2001 at 5:30 pm for the second reading of Ordinance 189 and the upcoming Okaloosa League of Cities dinner hosted by the Town. Mayor Drabczuk readdressed the performance review of the Town Manager/Clerk. passed earlier and asked what time frame it should be completed. Councilman Farley suggested that the evaluation be done in December and June, with the first one being done by the next council meeting. Councilman Frucci suggested that the evaluations be open for review after the meeting for one month in an easily accessible file. Mrs. Webb stated they will then go to her personnel file, which is also open for review. Staff will provide the blank evaluation one month prior to them being due.

12. **Adjourn** – There being no further business, the meeting adjourned at 7:11 p.m.

ATTEST:  
  
Nell Webb  
Town Manager/Clerk

  
Mayor Randall P. Drabczuk

## MANAGERS REPORT – NOVEMBER 8, 2001

1. **STATUS OF FUNDS** Status report on the approximate **\$63K** balances of the checking and money market accounts as of September 30<sup>th</sup>. The bank balances reflect nearly **\$20,000.00** not spent that has been earmarked for the drainage ditch, which would leave approximately **\$43,000.00**. Our amended budget for fiscal year 2000/2001 was **\$395,532.00** with a contingency fund of **\$2,340.00** (*see copy in your packet*). We received **\$273,228.94** and spent **\$269,099.51** for a net profit of **\$4,129.00** (*see copy of actual to budgeted as September 30<sup>th</sup> before any year-end journal entries in your packet*). The difference in what we budgeted and the actual is **\$122,233.06** in income which includes **\$100,000.00** in grant funds not received yet and **\$19,644.51** (*which is earmarked for the drainage ditch*) of the **\$29,440.00** cash forward line item not used. The difference in expense budgeted to actual is **\$126,432.49** which includes **\$100,000.00** in grant funds not spent, the **\$15,000.00** drainage ditch construction and some miscellaneous items over/under budget. Cash accounts are not listed on the budget. Budgets are comprised of revenues and expenses anticipated during the budget period. Cash carried forward listed on a budget worksheet is for line item purposes used to balance the budget for unbudgeted expenses. This money is earmarked for the specific expensed item/s on the amended budget, but the cash stays in the bank account until spent. The construction for the ditch repair has not started as of this date. Revenues received August through September also reflect Occupational Licenses that actually are deferred by journal entry to the next fiscal year. They are collected in advance to be received by October 1<sup>st</sup> of the new fiscal year. That amount ranges from **\$5,000.00** to **\$7,000.00**. Another consideration is the bills that come in to be paid after the fiscal year ends. There are year-end closing journal entries to be made by the auditor that reflect revenues and expenses received/paid after the fiscal year ends. We transferred **\$10,000.00** in October from the money market to pay bills. The balances as of October 31, 2001 are **\$13,151.95** in checking and **\$41,108.90** in the money market. The modified accrual basis of accounting is used by all governmental fund types and agency funds as noted in the second paragraph on page 8 of the audit booklet given to us by the auditor. (*A copy is in the office if you did not receive one*)
2. **HUGHES STREET** I have written a letter to FWB requesting a time frame as to when they will start the repairs on water and sewer lines under the street (*see copy in your packet*). I spoke with Jay Odom's attorney as I mentioned in my email to you. They will be at the Council meeting to discuss means of funding repairs on Hughes Street.
3. **AUDUBON SOCIETY LETTER** A letter to the Audubon Society was hand delivered. We have spoken with their acting president and they are very positive. The letter will be presented to the Board Thursday night November 1<sup>st</sup>. They will be in touch with us with a response to the letter.
4. **STREET SWEEPING** I have written a letter to FWB referencing entering into an interlocal agreement (*see copy in your packet*). I have not had a response as of this date.
5. **CRA** The attorney has reviewed the packet sent to us from Eagle Lake (*see his memo in your packet*). He has given us some recommendations to consider.

TOWN OF CINCO BAYOU

General Ledger

For the Period From Nov 1, 2001 to Nov 30, 2001

Filter Criteria includes: 1) IDs from 01.101220 to 01.101221. Report order is by ID. Report is printed with Truncated Transaction Descriptions and in Detail Format.

Account ID	Date	Referenc	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
01.101220	11/1/01			Beginning Balance			13,055.74
VANGUARD BANK	11/1/01	14169	PRJ	AGNES J. WEBB		1,002.45	
	11/1/01	14170	PRJ	KEITH D. WILLIAMS		572.21	
	11/1/01	14171	PRJ	MONIKA GILLETTE		498.13	
	11/1/01	14172	CDJ	UNITED LIGHTING &		4.30	
	11/1/01	14173	CDJ	ETS COMPUTERS/AR		380.00	
	11/1/01	14174	CDJ	KELLY TEMPORARY		38.80	
	11/1/01	14175	CDJ	THE TROPHY CENTE		11.55	
	11/1/01	14176	CDJ	ROONEY COMPUTER		75.00	
	11/1/01	14178	CDJ	TOWN OF SHALIMAR		50.00	
	11/1/01	14179	CDJ	TOWN OF SHALIMAR		30.00	
	11/2/01	40157251	CRJ	STATE OF FLORIDA	1,865.25		
	11/2/01	3757	CRJ	FT. WALTON AUTO R	55.00		
	11/2/01	1371	CRJ	ABSOLUTE SEAMLES	10.00		
	11/2/01	3532	CRJ	CAR CONCEPTS	25.00		
	11/7/01	14178V	CDJ	TOWN OF SHALIMAR	50.00		
	11/8/01	14180	CDJ	VANGUARD BANK		1,466.92	
	11/8/01	14181	CDJ	DAILY NEWS OF NOR		109.89	
	11/8/01	14182	CDJ	RANDALL DRABCZU		100.00	
	11/8/01	14183	CDJ	HUGH BAINTER		50.00	
	11/8/01	14184	CDJ	CAROL KOCH		50.00	
	11/8/01	14185	CDJ	DAN FARLEY		50.00	
	11/8/01	14186	CDJ	SARA CARROLL		50.00	
	11/8/01	14187	CDJ	NORM FRUCCI		50.00	
	11/8/01	14188	CDJ	J&R LAWN CARE SO		1,125.00	
	11/8/01	14189	CDJ	ABC DISTRIBUTING,		9.96	
	11/8/01	14190	CDJ	COX BUSINESS SERV		128.00	
	11/8/01	14191	CDJ	SPRINT		199.29	
	11/8/01	14192	CDJ	KELLY TEMPORARY		38.80	
	11/8/01	14193	CDJ	WAYNE MANUFACT		169.37	
	11/8/01	14194	CDJ	COASTAL OUTDOOR		377.39	
	11/8/01	14195	CDJ	BANKCARD CENTER		514.64	
	11/8/01	14196	CDJ	BANKCARD CENTER		323.51	
	11/8/01	14197	CDJ	BANKCARD CENTER		21.33	
	11/12/01	927280	CRJ	NUGGET STORE #29	50.00		
	11/13/01	13624V	CDJ	JIM KENDRICK	50.00		
	11/13/01	STOP PA	GEN	STOP PAYMENT KEN		29.50	
	11/15/01	14199	PRJ	AGNES J. WEBB		1,002.45	
	11/15/01	14200	PRJ	MONIKA GILLETTE		559.04	
	11/15/01	14201	PRJ	URSEL BEHNKEN		69.26	
	11/15/01	14202	PRJ	KEITH D. WILLIAMS		634.09	
	11/15/01	14204	CDJ	CITY OF FT. WALTO		36.99	
	11/15/01	14205	CDJ	CHEVRON PRODUCT		46.34	
	11/15/01	14206	CDJ	SAM'S CLUB		254.78	
	11/15/01	14207	CDJ	CONNECT WITH FLO		50.00	
	11/15/01	14208	CDJ	AT & T BUSINESS SE		23.60	
	11/15/01	14209	CDJ	KELLY TEMPORARY		38.80	
	11/15/01	14210	CDJ	JIM KENDRICK		50.00	
	11/15/01	14211	CDJ	ANCHORS, FOSTER,		1,239.50	
	11/15/01	14212	CDJ	NELL WEBB		23.32	
	11/15/01	14213	CDJ	PATRICIA SIMMONS		35.00	
	11/15/01	CASH	CRJ	PUPPS & PURRS	55.00		
	11/15/01	60145884	CRJ	Cox Communications	726.00		
	11/15/01	1117	CRJ	ANTONIO J LARRAN	100.00		
	11/27/01	LOCAL	GEN	LOCAL OPT GAS TAX	945.97		
	11/27/01	1/2 CENT	GEN	1/2 CENT SALES TAX	2,017.91		
	11/28/01	1936	CRJ	GARY MECHANICAL	10.00		
	11/28/01	18677	CRJ	ANCHORS FOSTER M	125.00		
	11/28/01	20200386	CRJ	NEWMAN C. BRACKI	44.49		
	11/28/01	076574	CRJ	OKALOOSA COUNTY	140.61		
	11/28/01	40807	CRJ	OKALOOSA COUNTY	115.02		
	11/28/01	685443	CRJ	GULF POWER	1,364.90		
	11/28/01	685444	CRJ	GULF POWER	1,864.73		
	11/28/01	14214	PRJ	AGNES J. WEBB		1,002.45	
	11/28/01	14217	CDJ	JONES EDMUNDS &		348.07	
	11/28/01	14218	CDJ	JONES EDMUNDS &		1,892.00	
	11/28/01	14219	CDJ	KELLY TEMPORARY		38.80	
	11/28/01	14220	CDJ	LANCASTER DEVEL		934.00	
	11/28/01	14221	CDJ	METROPOLITAN LIF		71.20	

**TOWN OF CINCO BAYOU**  
**General Ledger**

**For the Period From Nov 1, 2001 to Nov 30, 2001**

Filter Criteria includes: 1) IDs from 01.101220 to 01.101221. Report order is by ID. Report is printed with Truncated Transaction Descriptions and in Detail Format.

Account ID Account Description	Date	Referenc	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
	11/28/01	14222	CDJ	BLUE CROSS/BLUE S		626.80	
	11/28/01	14223	CDJ	AT&T WIRELESS		81.93	
	11/28/01	14224	CDJ	CONVENTION COMM		150.00	
	11/28/01	14225	CDJ	VANGUARD BANK		20.00	
	11/28/01	14226	CDJ	J&R LAWN CARE SO		1,125.00	
	11/28/01	14227	CDJ	GULF POWER COMP		817.21	
	11/29/01	14215	PRJ	KEITH D. WILLIAMS		634.09	
	11/29/01	14216	PRJ	MONIKA GILLETTE		477.82	
	11/30/01	14228	CDJ	BIG CITY COFFEEHO		143.00	
	11/30/01	40882	CRJ	OK CTY TAX COLLE	437.95		
	11/30/01	41024	CRJ	OK CTY TAX COLLE	666.34		
	11/30/01	INTERES	GEN	INTEREST	1.72		
				Current Period Change	10,720.89	19,951.58	-9,230.69
	11/30/01			Ending Balance			3,825.05
01.101221	11/1/01			Beginning Balance			40,906.96
VANGUARD MO M	11/30/01	INTERES	GEN	INTEREST	23.32		
				Current Period Change	23.32		23.32
	11/30/01			Ending Balance			40,930.28

TOWN OF CINCO BAYOU  
General Ledger

For the Period From Nov 1, 2001 to Nov 30, 2001

Filter Criteria includes: 1) IDs from 01.151120 to 01.151130. Report order is by ID. Report is printed with Truncated Transaction Descriptions and in Detail Format.

Account ID	Date	Referenc	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Account Description							
01.151120	11/1/01			Beginning Balance			100,000.00
CD - VANGUARD B	11/30/01			Ending Balance			100,000.00