

TOWN OF CINCO BAYOU
REGULAR MEETING
NOVEMBER 16, 1981

The regular meeting of the Town of Cinco Bayou Town Council was called to order by Mayor Usrey at 7:00 P.M.

SILENT PRAYER

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Councilwoman Kelley Councilman Peek
 Councilman Davis Councilman Hamby

Absent: Councilman Perry (Councilman Perry
 was absent for Roll Call but did
 arrive at 7:10 P.M.)

Also Present: Town Attorney Powell Town Clerk Borchik
 Town Engineer Burt Town Recorder Drane
 Mrs Tyner Paul Howard
 Janette Howard

1. MINUTES. Councilwoman Kelley moved to accept the minutes of October 12 and 19, seconded by Councilman Davis. The motion carried unanimously.

2. FINANCIAL REPORT - OCTOBER 1981. Councilman Davis moved to accept the financial statement - October 1981, seconded by Councilwoman Kelley. The motion carried unanimously.

REGULAR BUSINESS

1. COMMUNITY CRIME WATCH PROGRAM - DEPUTY SHERIFF McDOWELL. Mayor Usrey introduced Deputy Sheriff McDowell to the Council and visitors. Deputy McDowell outlined the purpose of the Crime Watch Program and emphasized the need for Cinco Bayou to have an organized neighborhood program. Mayor Usrey appointed Councilman Davis to chair the Crime Watch committee. The Mayor invited Deputy Sheriff McDowell to attend the Town's picnic on November 17, 1981 to brief the guests on the Crime Watch Program.

2. BUILDING CODE FOR TOWNHOUSES. After a short discussion on the need for establishing a building code for Townhouses, Mayor Usrey appointed Councilman Hamby to chair the committee to draft an ordinance establishing the criteria, limitations and restrictions for townhouse and condominium construction in Cinco Bayou.

3. PURCHASE POLICY REVISION. After a short discussion, Councilman Peek moved to adopt the Purchase Policy revision, seconded by Councilman Perry. The motion carried unanimously.

PUBLIC REQUESTS

1. Mr. Paul Howard and Ms Janette Howard appeared before Council to object to being billed for the cleaning of Lot 4, Block 23, Cinco Bayou Subdivision, and the manner in which part of Lot 4 was cleared before Mr. Howard stopped the work. After a lengthy discussion, Mayor Usrey appointed a committee consisting of Councilman Perry, Councilwoman Kelley, and Town Clerk Borchik to investigate their allegations.
2. Mrs. Tyner reported to Council that the street lights are out on Kelly in front of Morgan's.
3. Councilwoman Kelley reported to Council that Salamander Security appears to patrol the Town at regular intervals and suggested they be requested to vary their patrol activities.

COMMITTEE REPORTS

1. Streets/Sidewalks - Councilman Davis. After a short discussion, Councilman Davis moved that the Council meet at 9:00 A.M. on Tuesday, November 17, 1981 and walk and inspect the sidewalks and if acceptable, pay Mr. Hunt \$11,516.85 (95% of contract cost), seconded by Councilwoman Kelley. The motion carried unanimously. Mayor Usrey advised Council that Mr Hunt must advertise that the project has been completed before he can be paid the final 5%.
2. Parks/Beautification/Environment - Councilwoman Kelley. No report.
3. Finance - Councilman Peek. No report.
4. Waterfront/Bayou/Health - Councilman Perry. No report.
5. Utilities - Mayor Usrey. Mayor Usrey advised Council that nothing further can be reported concerning the Water and Sewer. Clerk Borchik advised Council that a telephone conversation with Commissioner Peebles disclosed that the County had contacted Fort Walton Beach to find out what could be sold or what could be made available to the County. Fort Walton Beach advised Commissioner Peebles that they believed they were still negotiating with Cinco Bayou. Commissioner Peebles requested a letter from Cinco Bayou stating that we are no longer negotiating with Fort Walton Beach. The Council agreed that this letter should be written to Commissioner Peebles.

CORRESPONDENCE

1. ENGINEER BURT'S LETTER OF RESIGNATION. Mayor Usrey queried Engineer Burt as to whether the letter of resignation was from Mr. Burt as the Town Engineer, or Polyengineering. Mr Burt advised Council that the letter of resignation was from Polyengineering who he represents. He advised Council that Polyengineering would

be available for any additional phases of the sidewalk project. Councilman Davis advised Council that he did not believe the Town needs a consulting engineer. After a lengthy discussion, Councilman Peek moved to accept Mr Burt's resignation, seconded by Councilman Davis. The motion carried four to one with Councilman Perry voting "No".

2. FORT WALTON BEACH LETTER STATING COST FOR FIRE PROTECTION FOR 1982.

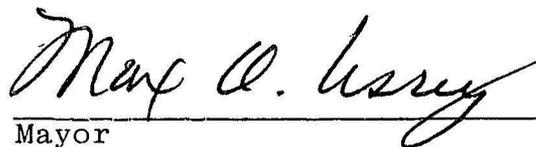
Mayor Usrey read a letter from the City of Fort Walton Beach informing the Town that the millage for fire protection for 1982 would be 3.25 mills. Clerk Borchik advised Council that if we pay in November we will receive a 4% discount. This cost will be approximately \$28,300. If we pay in December, we get a 3% discount. The cost then would be approximately \$28,600. We have \$29,000 budgeted. After a short discussion, Councilman Perry moved to pay for the fire protection in advance, seconded by Councilman Peek. The motion carried unanimously.

3. GLENWOOD TOWNHOUSE PLAT, PHASE 2. Councilman Hamby advised Council that he had a plat for the second phase of construction of the Glenwood Townhouses and the signatures of the Mayor and Town Clerk were required. After a short discussion, Councilwoman Kelley moved to approve the plat for recording, seconded by Councilman Davis. The motion carried unanimously. Upon the advice of the Attorney, the signatures of the dedicators, and the surveyor will be affixed prior to the Mayor's signing the approval.

CLERK'S REPORT

Lot Cleaning/Clearing. Mrs. Corpousis has received our certified letter advising her of the cost of cleaning her lot. The fifteen day period for her to clean the lot has expired and we have heard nothing from her. Clerk Borchik requested guidance from the Council. Mayor Usrey said to follow the ordinance as written.

There being no further business, the meeting was adjourned at approximately 9:05 P.M.



Mayor

Attest:



Town Clerk

NOTE: A mechanical recording has been made of the foregoing proceedings of which these minutes are a part, and is on file in the office of the Town Clerk.

PURCHASING POLICY #1

SUBJECT: PURCHASING POLICY #1 - PERTAINING TO THE AUTHORITY FOR, METHOD OF, AND ADMINISTRATIVE CONTROLS OVER PURCHASING BUILDING MAINTENANCE AND REPAIRS, PARK MAINTENANCE, EQUIPMENT SUPPLIES, AND SERVICE FOR THE TOWN OF CINCO BAYOU, FLORIDA.

TO: TOWN EMPLOYEES

1. This policy is to establish and implement the specific procedures to be used for all purchases for the Town of Cinco Bayou and for the payment of normal monthly operating expenses.

2. A Petty Cash fund of \$25.00 will be maintained in the Town Hall for the purpose of making small, general house-keeping, comfort and maintenance type purchases. The Petty Cash fund will be replenished as required and on the last day of the month by check written for an amount necessary to return the fund balance to \$25.00. A Petty Cash voucher system will be used for each withdrawal from the Petty Cash fund. Vouchers will be numbered in sequence, sales slip attached, and each voucher appropriately initialed.

3. Purchases of equipment, building materials, supplies or improvements to buildings, parks, streets or sewer systems, professional services, etc., valued at \$25.00 to \$200.00 shall be made by the Town Clerk by use of written purchase order countersigned by the appropriate committee chairman knowledgeable of the need and use of the item involved as well as the adequacy of budgeted funds.

4. Purchases of equipment, building materials, supplies or improvements to buildings, parks, streets or sewer systems involving funds in excess of \$200.00 shall be an agenda item for the Town Council meeting and shall be discussed to be approved or disapproved at that time. It shall then be purchased by use of a written purchase order countersigned by the Mayor or Mayor Pro-Tem, as appropriate.

5. All purchases (except Petty Cash) shall be paid for by check signed by the Town Clerk and countersigned by the Mayor or Mayor Pro-Tem.

6. All purchases shall be made only when mindful of amounts budgeted for various needs of the administration of the Town's affairs.

7. Normal monthly bills for utilities, professional services, etc., shall be paid by check, signed by the Town Clerk and countersigned by the Mayor or Mayor Pro-Tem.

8. Provisions of this policy may be amended at any time by the majority of the Council.

Adopted this 16th day of NOVEMBER 1981.

Approved:

Max A. Lessey
Mayor

Attest:

Albert Borchert
Town Clerk

TOWN OF CINCO BAYOU

35 KELLY AVENUE (CINCO BAYOU)
FT. WALTON BEACH, FLORIDA 32548
904-244-2712

November 19, 1981

Commissioner Peebles
Okaloosa County Board of Commissioners
Shalimar Courthouse
Shalimar, FL 32579

Re: Water and Sewer Service for the Town of Cinco Bayou

Dear Commissioner Peebles:

Thank you for your telephone call Monday, November 17th, pertaining to the status of the negotiations between the County and Fort Walton Beach and water service for Cinco Bayou.

During the Town Council meeting on November 16, I advised Council of our discussion and Council directed that I write this letter restating the Council's request for the County Water and Sewer Department to provide water service to the Town.

For your information, inclosed is a letter written to Mr. Sprague stating the Council's position on Fort Walton Beach's offer of water and sewer service for the Town.

Thank you for your assistance in this matter. Please call me if I can be of any assistance.

Sincerely,


ALBERT S. BORCHIK, JR.
Town Clerk

1 Incl
Cy of Ltr to Mr.
Rick Sprague

*Same the same Mas
25% net*

POLYENGINEERING OF FLORIDA

"A Corporation of Registered Professional Engineers and Surveyors"

November 10, 1981

Mr. Max O. Usrey, Mayor
Town of Cinco Payou
35 Kelly Ave.
Ft. Walton Beach, Fla.

Dear Mr. Usrey,

Due to the pressure of other business I would like to resign my position of consulting engineer for the town of Cinco Payou effective November 30, 1981.

It has been a pleasure to work for the town for several years and I will treasure the friendship and association I have had with the town council.

Yours very truly,

Miller Burt

H. Miller Burt, PE

City of Fort Walton Beach

P. O. Box 4009 • Fort Walton Beach, Florida 32549

Telephone (904) 243-3141

November 10, 1981

Mr. Albert Borchik, Jr.
Town Clerk
Town of Cinco Bayou
35 Kelly Avenue
Fort Walton Beach, FL 32548

Dear Mr. ^{AL}~~Borchik~~:

Based upon City cost of fire protection, the millage for the current fiscal year is 3.25 mills. This millage rate is based upon City cost of operating the Fire Department for the fiscal year which will end September 30, 1982. In order to compute the amount due the City, multiply your tax base times 3.25 mills.

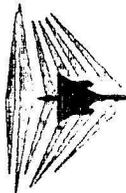
Sincerely,



CHARLES H. EVANS
City Clerk-Finance Director

sa

11-12-81



HOME OF THE

Janie Bann

TOWN OF CINCO BAYOU

35 KELLY AVENUE (CINCO BAYOU)
FT. WALTON BEACH, FLORIDA 32548
904-244-2712

December 17, 1981

Mr. Charles H. Evans
City of Fort Walton Beach
P. O. Box 4009
Fort Walton Beach, Florida 32549

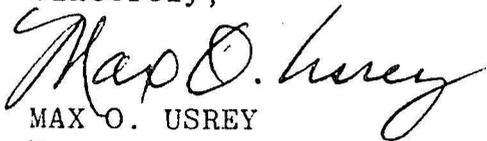
Dear Mr. Evans:

Enclosed is our check 1995, dated December 17, 1981, in the amount of \$28,690.82 for fire protection for the period October 1, 1981 through September 30, 1982.

Breakdown is as follows:

\$ 9,100,971.00	Assessed Evaluation
3.25	Fire Protection Millage
<hr/>	
\$ 29,578.16	
887.34	Less 3%
<hr/>	
\$ 28,690.82	Total

Sincerely,



MAX O. USREY
Mayor

FORM 4 MEMORANDUM OF VOTING CONFLICT

LAST NAME — FIRST NAME — MIDDLE NAME Hamby, Dennis Steven	AGENCY is unit of: <input type="checkbox"/> STATE <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> MUNICIPALITY <input type="checkbox"/> OTHER	DATE ON WHICH VOTE OCCURRED November 16, 1981
MAILING ADDRESS 106 Opp Boulevard		NAME OF PERSON RECORDING MINUTES Jo Drane
ZIP COUNTY Ft. Walton Beach, 32548 Okaloosa		TITLE OF PERSON RECORDING MINUTES Town Secretary
NAME OF AGENCY Town Council of Cinco Bayou, Florida		SPECIFY Town of Cinco Bayou

MEMORANDUM OF CONFLICT OF INTEREST IN A VOTING SITUATION [Required by Florida Statutes §112.3143 (1979)]

If you have voted in your official capacity upon any measure in which you had a personal, private, or professional interest which inures to your special private gain or the special private gain of any principal by whom you are retained, please disclose the nature of your interest below.

1. Description of the matter upon which you voted in your official capacity:

Approval of subdivision plat for Glenwood Townhomes Phase II - 12 units. Project to be constructed according to plans previously approved.

2. Description of the personal, private, or professional interest you have in the above matter which inures to your special private gain or the special private gain of any principal by whom you are retained:

Stockholder in Quatre, Inc., The Development/Construction Corporation for the project.

3. Person or principal to whom the special gain described above will inure:

a. Yourself b. Principal by whom you are retained: _____ (NAME)

SIGNATURE 	DATE ON WHICH FORM 4 WAS FILED WITH THE PERSON RESPONSIBLE FOR RECORDING MINUTES OF THE MEETING AT WHICH THE VOTE OCCURRED: <p style="text-align: right; font-size: 1.2em;">11/17/81</p>
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FILING INSTRUCTIONS

This memorandum must be filed within fifteen (15) days following the meeting during which the voting conflict occurred with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the meeting minutes. This form need not be filed merely to indicate the absence of a voting conflict. Florida law permits but does not require you to abstain from voting when a conflict of interest arises; if you vote, however, the conflict must be disclosed pursuant to the requirements described above.

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317 (1979), A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$5,000.