

**TOWN OF CINCO BAYOU  
REGULAR COUNCIL MEETING MINUTES  
12 DECEMBER 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 Jeffrey McInnis, Engineer Ed Stanford, Angela Bryant and Bill Bruening of O'Sullivan Creel, and resident Jerry Carroll.

### **REGULAR BUSINESS**

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

**2. Consent Agenda:** Mayor Drabczuk asked for acceptance of the consent agenda. Councilman Carroll made a motion to approve the consent agenda. Councilman Koch seconded the motion. The motion passed unanimously.

### **ACTION ITEMS**

A. Angela Bryant of O'Sullivan Creel presented highlights of the yearly audit they performed for fiscal year 2000/01. She reported that revenues were consistent with expenditures. Councilman Carroll made a motion to accept the draft audit. Councilman Farley seconded the motion. The motion passed unanimously.

B. Councilman Carroll made a motion to consider employee Christmas bonuses in the amount of \$225 as given in previous years and a ham from Heavenly Hams. During discussion Councilman Frucci stated that he called other municipalities to see what bonuses they offered and the cost of a ham from Heavenly Hams. Councilman Koch felt it was not in the best interest of the town to offer bonuses at this time. Councilman Farley stated that he felt that it was the right amount. Councilman Frucci amended the motion to award bonuses in the amount of \$150 for Nell Webb, \$100 for Monika Gillette and \$50 for Keith Williams with no hams given. The bonus money was a gross amount with employees responsible for any taxes. Councilman Bainter seconded the motion. The motion passed with Councilmen Farley voting nea. Mrs. Webb stated that she felt Keith Williams should receive more of a bonus. Councilman Farley made a motion to leave distribution of the bonus money to the discretion of the town manager. Councilman Bainter seconded the motion. The motion passed unanimously. .

C. Town Engineer Ed Stanford addressed the council on a question posed to him at the previous council meeting. He was asked if the core samples would be valid for 36 months. He said that without drastic changes or damage the borings would probably be valid. Councilman Farley made a motion to proceed with the core boring for samples on Hughes Street. Councilman Frucci seconded the motion. The motion passed

unanimously. Attorney Jeff McInnis updated the council on the offer from Mr. Jay Odom to finance the paving of Hughes Street. Mr. McInnis said that the Town could borrow the money, but that the loan must be unsecured.

D. No motion was made to consider donation for Project Cheer sponsored by the Mental Health Association.

4. General Business:

A. Council members were reminded to turn in evaluation reports on the Town Manager/Clerk. Councilman Carroll stated that she felt the semi-annual evaluation reports for the Town Manager should have a common rating system. It was also stated that the questions should be more relevant to the Town. Mayor Drabczuk recommended that the issue of the evaluation be discussed at a future Vision Committee meeting.

5. Engineer's Report: Ed Stanford updated the Council on Hughes Street saying that the corings should be done in a couple of weeks and that it will identify the status of the road. He also updated the Council on the status of the Yacht Club drainage ditch saying that the issue is more sensitive than originally thought. He cautioned the Council that part of the Mr. Kirsch's property is under litigation and recommended pulling back the ditch design and cut the construction length in half. Attorney McInnis stated that anything done that causes sloughing of the sides of the ditch would be disastrous and asked if half of the channel could be done effectively. Councilman Farley stated his concern that the Town would lose economy of scale if only half of the ditch was done. Councilman Frucci made a motion for a partial fix of the Yacht Club ditch and dredging to relieve standing water. Councilman Carroll seconded the motion. The motion passed unanimously. Engineer Stanford stated that there should be an answer on the revised application to DEP in about 30 days.

6. Attorney's Report. None given.

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. No questions were asked.

9. Public Requests/Comments. None given.

10. Council Member's Comments/Reports:

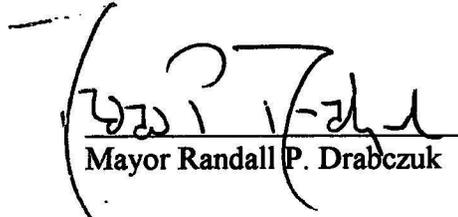
Councilman Farley complimented the staff on the Christmas decorations.

11. Mayor's Report – Mayor Drabczuk gave a reminder of upcoming meetings and holiday closing hours for Town Hall. Before adjournment, Attorney McInnis stated that Cardwell Consulting submitted a proposal for administering the CRA (Community Redevelopment Area). He stated that the firm was recommended by Betty Jordan of Jordan and Associates and was currently doing CRA consulting for the City of Fort Walton Beach. He stated that there was not a legal requirement to submit a request for bid for administration of the CRA and asked the Council if they wanted him to proceed with negotiations saying that perhaps the Town could benefit by Cardwell and Associates being in the area working with other municipalities. He said that the proposal submitted by Mr. Cardwell did not have a cap on expenses and he felt that expenses should be more clearly defined and a cap on fees should be written into the contract. Councilman Carroll made a motion for Attorney McInnis to proceed with negotiations with Cardwell and Associates. Councilman Farley seconded the motion. The motion passed unanimously.

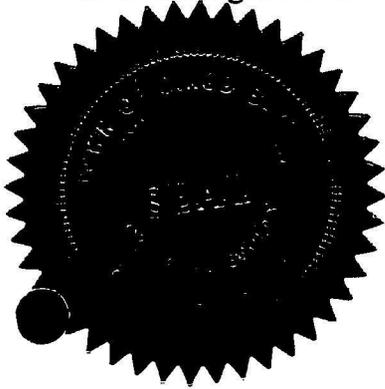
12. **Adjourn** – There being no further business, the meeting adjourned at 7:25 p.m.

ATTEST:

  
\_\_\_\_\_  
Nell Webb  
Town Manager/Clerk

  
\_\_\_\_\_  
Mayor Randall P. Drabczuk

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TOWN OF CINCO BAYOU

General Ledger

For the Period From Dec 1, 2001 to Dec 31, 2001

Filter Criteria includes: 1) IDs from 01.101220 to 01.101220. 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
01.101220	12/1/01			Beginning Balance			3,825.05
VANGUARD BANK	12/7/01	14229	CDJ	CONNECT WITH FLO		99.00	
	12/7/01	14230	CDJ	KILLINGSWORTH PE		54.00	
	12/7/01	14231	CDJ	OSULLIVAN CREEL		4,000.00	
	12/7/01	14232	CDJ	KELLY TEMPORARY		38.80	
	12/7/01	14233	CDJ	PREFERRED GOV INS		165.00	
	12/7/01	14234	CDJ	ADVANCED LAWN C		85.00	
	12/7/01	14235	CDJ	JONES EDMUNDS &		80.86	
	12/7/01	14236	CDJ	NEWMAN TRAFFIC SI		28.22	
	12/7/01	14237	CDJ	COX BUSINESS SERV		160.00	
	12/7/01	14238	CDJ	OKALOOSA COUNTY		2,270.50	
	12/7/01	14239	CDJ	UNITED LIGHTING &		171.43	
	12/7/01	14240	CDJ	BANKCARD CENTER		48.27	
	12/7/01	14241	CDJ	BANKCARD CENTER		438.33	
	12/7/01	14242	CDJ	BANKCARD CENTER		311.97	
	12/7/01	14243	CDJ	VANGUARD BANK		2,137.16	
	12/7/01	40174876	CRJ	STATE OF FLORIDA	1,865.25		
	12/7/01	41086	CRJ	OK CTY TAX COLLE	2,349.37		
	12/7/01	CASH	CRJ	BAUGHN ALIGNMEN	60.00		
	12/7/01	MM TRA	GEN	TRANSFER	10,000.00		
	12/12/01	14259	CDJ	RANDALL DRABCZU		100.00	
	12/12/01	14260	CDJ	CAROL KOCH		50.00	
	12/12/01	14261	CDJ	DAN FARLEY		50.00	
	12/12/01	14262	CDJ	HUGH BAINTE		50.00	
	12/12/01	14263	CDJ	NORM FRUCCI		50.00	
	12/12/01	14264	CDJ	SARA CARROLL		50.00	
	12/13/01	14244	PRJ	AGNES J. WEBB		1,002.45	
	12/13/01	14245	PRJ	KEITH D. WILLIAMS		634.09	
	12/13/01	14246	PRJ	MONIKA GILLETTE		538.73	
	12/13/01	14247	PRJ	URSEL BEHNKEN		27.70	
	12/13/01	14248	CDJ	NEECY RIDGE		125.00	
	12/13/01	14249	CDJ	KELLY TEMPORARY		77.60	
	12/13/01	14250	CDJ	OKALOOSA COUNTY		4,541.00	
	12/13/01	14251	CDJ	CITY OF FT. WALTO		47.99	
	12/13/01	14252	CDJ	SPRINT		127.40	
	12/13/01	14253	CDJ	SAM'S CLUB		348.58	
	12/13/01	14254	CDJ	TOWN OF CINCO BA		58.45	
	12/14/01	ALCOHO	GEN	ALCOHOL LICENSE F	948.28		
	12/14/01	14266	PRJ	AGNES J. WEBB		138.52	
	12/14/01	14267	PRJ	MONIKA GILLETTE		100.00	
	12/14/01	14268	PRJ	KEITH D. WILLIAMS		50.00	
	12/14/01	14269	CDJ	HURLBURT SOUND SI		1,301.02	
	12/17/01		GEN	MM TRANSFER	10,000.00		
	12/20/01	14270	CDJ	ANCHORS, FOSTER,		436.50	
	12/20/01	14271	CDJ	JONES EDMUNDS &		436.25	
	12/20/01	14272	CDJ	AT & T BUSINESS SE		24.21	
	12/20/01	14273	CDJ	JONES EDMUNDS &		665.92	
	12/20/01	14274	CDJ	CHEVRON PRODUCT		18.35	
	12/20/01	14275	CDJ	AT&T WIRELESS		57.66	
	12/20/01	14276	CDJ	KELLY TEMPORARY		101.85	
	12/26/01	COMM S	GEN	LOCAL COMM SER T	1,668.16		
	12/26/01	1/2 C SA	GEN	1/2 CENT SALES TAX	1,928.22		
	12/27/01	14277	PRJ	AGNES J. WEBB		1,002.45	
	12/27/01	14278	PRJ	KEITH D. WILLIAMS		630.26	
	12/27/01	14279	PRJ	MONIKA GILLETTE		486.14	
	12/27/01	14280	CDJ	GULF POWER COMP		841.35	
	12/27/01	1462	CRJ	AMERICAN INTERIO	10.00		
	12/27/01	2819	CRJ	GULF POWER	143.00		
	12/27/01	CASH	CRJ	DISTRIBUTOR APPLI	10.00		
	12/27/01	7034	CRJ	RAVAN INS. AGENCY	120.00		
	12/27/01	45708	CRJ	CITY OF VALPARAIS	252.00		
	12/27/01	77004247	CRJ	CITY OF NICEVILLE	84.00		
	12/27/01	40191671	CRJ	STATE OF FLORIDA	1,865.25		
	12/27/01	41397	CRJ	OKALOOSA COUNTY	43.18		
	12/27/01	41408	CRJ	OK CTY TAX COLLE	299.00		
	12/27/01	069790	CRJ	CITY OF CRESTVIEW	63.00		
	12/27/01	20200647	CRJ	NEWMAN C. BRACKI	323.84		
	12/27/01	2477	CRJ	DAN/CINDI FARLEY	50.00		
	12/27/01	LOCAL	GEN	LOCAL OPTION GAS	832.22		

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Account ID Account Description	Date	Referenc	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
	12/31/01	INTERES	GEN	INTEREST DEC 01	2.10		
				Current Period Change	32,916.87	24,258.01	8,658.86
	12/31/01			Ending Balance			12,483.91

TOWN OF CINCO BAYOU

General Ledger

For the Period From Dec 1, 2001 to Dec 31, 2001

Filter Criteria includes: 1) IDs from 01.101221 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
01.101221	12/1/01			Beginning Balance			40,930.28
VANGUARD MO M	12/7/01	MM TRA	GEN	TRANSFER		10,000.00	
	12/17/01		GEN	MM TRANSFER		10,000.00	
	12/31/01	INTERES	GEN	INTEREST DEC 01	12.56		
				Current Period Change	12.56	20,000.00	-19,987.44
	12/31/01			Ending Balance			20,942.84

## MANAGERS REPORT – DECEMBER 12, 2001

1. **STATUS OF TREES IN GLENWOOD PARK:** I met with Maria Wilson, Okaloosa County Forester on the 21<sup>st</sup> of November to look at the trees in Glenwood Park and on Mr. Kirsch and Mr. Bryant's property. Her observation of Mr. Kirsch and Mr. Bryant's is that the trees were damaged by fill dirt that had been brought in on Mr. Kirsch's property covering the root system and on Mr. Bryant's property the tree was damaged when the driveway was put in by covering the root system. When the trees become weakened the bark beetles come in and invest the trees. The beetles did not kill the trees. Her observation in Glenwood Park was that something had caused the trees to die and the beetles invested them. It is nature's way of getting rid of the sick trees. It was first thought that maybe there was some sort of pollution causing the trees to die. I met with Art Leskowich of DEP and Ed Stanford, Engineer on the 28<sup>th</sup> of November. Their thought after investigation of the park and surrounding area is that the trees are diseased and it is primarily the Sweet Bay species that is affected. I called the Forester back and she is contacting a Botanist to come look at the trees and offer an opinion. We have closed the park indefinitely for safety purposes. The Council will be updated as I get information.
  
2. **STATUS OF CRA:** I have not gone out for bids for a CRA consultant. Betty Jordan had ask me to hold Off. She was trying to get in touch with person from Orlando that specializes in CRA's and was the one Ft. Walton Beach used. She thought we may be able to save some money. He called me earlier this week and is sending me some information. As soon as I get the information, I will get with Attorney McInnis.

# REGULAR TOWN MEETING SIGN IN SHEET

Name:	Jerry Carroll		
Address:			
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