

MEETING MINUTES
REGULAR COUNCIL MEETING
December 12, 2013 ♦ 6:00 PM

Mayor Farley called the meeting to order December 12, 2013 at 6:00 p.m.

ROLL CALL:

MAYOR FARLEY	COUNCILWOMAN HOOD
MAYOR PRO-TEM CHUBB	COUNCILMAN SIEVERS
COUNCILMAN BRATTON	COUNCILMAN MYERS

Also present were Town Manager Nell Dykes, Town Attorney Jeffrey McInnis, Town Maintenance Manager Keith Williams, Deputy Clerk Linda Barringer, Town Planner Jack Dorman, Town Engineer Charlie Cotton. Also present: Stephanie Bailey, Katherine McInnis, Cinco Bayou residence's Carol Koch, Janet Chubb and Katherine Sievers.

REGULAR BUSINESS:

1. **Council Approval of Agenda:** Mayor Farley asked for approval of the Agenda. Councilwoman Hood made a motion to approve the Agenda for the December 12, 2013 meeting. Councilman Myers seconded the motion. *The motion passed unanimously.*
2. **Council Approval of Consent Agenda:** Mayor Farley asked for approval of the consent Agenda of the Meeting Minutes for the Regular Council Meeting on November 14, 2013, and the Budget Status as of November 30, 2013. Councilwoman Hood made the motion and Councilman Myers seconded the motion. *The motion passed unanimously.*

Action items:

1. **Council Action on Resolution 13-07 – Public Participation – as read by Town Attorney McInnis**

RESOLUTION 13-07

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CINCO BAYOU, FLORIDA PROVIDING FOR APPEARANCE OF THE PUBLIC BEFORE THE COUNCIL AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor asks Council/Public for comments or questions:

Councilman Sievers: made a referenced to Section 1 on Resolution 13-07- *Addressing the Town Council by Written Request. Any person or group wishing to address the Town Council shall file with the Town Clerk/Manager eight (8) days before the meeting at which an audience is desired, a written request asking to be placed on the agenda and giving the following information: Question: What if the request is made after the 8 day time period? Town Attorney McInnis replied: it is to the discretion of the Town Manager and Staff to decide if there is ample time to submit the request on the agenda. If not it may have to be submitted on the next month's agenda.*

Councilman Myers: are those business or calendar days: Town Attorney McInnis: Calendar days.

Town Planner Jack Dorman: Does the time limits apply to the public requesting variances? Town Attorney McInnis replied: No

Councilwoman Hood: in reference to section E. on Resolution 13-07: *An individual appearing before the Town Council shall be allotted three (3) minutes to make their presentation if speaking on their own behalf and five (5) minutes to make their presentation if speaking on behalf of a group or organization. Question: are the time limits applied to both members of the public and those with written request? Town Attorney McInnis: Yes. Even though someone goes over the time limit, are they allowed to continue to speak if the Mayor allows it. It will be the Mayors decision to let that person continue.*

No questions or comments from the Public.

Mayor Pro Tem Chubb made a motion to adopt Resolution 13-07. Councilwomen Hood 2nd the motion. *The motion passed unanimously.*

2. Council Action on Recommendations from the Community Redevelopment Agency for the 2013/2014 CRA Budget and Resolution 13-08 as discussed in the CRA Budget Meeting.

RESOLUTION 13-08

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE TOWN OF CINCO BAYOU, FLORIDA, OKALOOSA COUNTY, ADOPTING THE CRA BUDGET FOR THE TOWN OF CINCO BAYOU, FLORIDA, FOR THE FISCAL YEAR OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2014

Councilman Bratton makes a motion to approve Resolution 13-08. Councilman Myers seconded the motion. Roll call was taken for a vote:

Mayor asks Council/Public for questions: NONE

MAYOR PRO-TEM CHUBB Yes
COUNCILMAN SIEVERS Yes
COUNCILMAN BRATTON Yes
The motion passed unanimously

COUNCILWOMAN HOOD Yes
COUNCILMAN MYERS Yes

3. 1st Reading of Ordinance 230 – Attorney McInnis – Discussion Town Planner Jack Dorman

ORDINANCE 230

AN ORDINANCE OF THE TOWN OF CINCO BAYOU, FLORIDA, AMENDING, REVISING AND UPDATING THE LAND DEVELOPMENT CODE TO REFLECT CHANGED CONDITIONS AND CHANGES IN LAW; PROVIDING FOR AUTHORITY; PROVIDING FOR PURPOSE; PROVIDING FOR LEGISLATIVE FINDINGS OF FACT; PROVIDING FOR ADOPTION OF REVISED AND UPDATED LAND DEVELOPMENT CODE; PROVIDING FOR PRODUCTION AND DISTRIBUTION OF REVISED LAND DEVELOPMENT CODE; PROVIDING FOR INCORPORATION INTO CODE OF ORDINANCES; PROVIDING FOR CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This ordinance also covers the entire draft which includes all the redline version for the public who may want to see the changes. Adopting this ordinance you agree to the redline changes & corrections.

Town Planner Jack Dorman addressed the Council: This is the attachment "A" in the ordinance, which includes a series of notes: we are deleting the title "NOTES TO REVIEWERS" which will now say "NOTES" in the one page introduction: 8 paragraphs is now cut down into 6 paragraphs. We are trying to get rid of some of the information and language not needed. When making your motion please state: *1st reading, changing the introduction from "Note to Reviewer's to "NOTES". Refer the changes to the LDC to the LPA (Local Planning Agency)and scheduling the next meeting to begin 15 minutes before the next scheduled regular council meeting. Authorizing the next Public Hearing which will be displayed in an ad in the local paper.*

Councilwoman Hood made a motion to approve of the 1st reading of Ordinance 230 of the Land Development Code deleting the word "to reviewers" after Notes, accepting the editorial changes in the introductory and referring this ordinance to the LPA.

Mayor Pro Tem Chubb seconded the motion.
The motion passed unanimously

Reports:

1. Town Manager's Report – Town Manager Dykes asked the Council if they had any questions regarding the written report she had submitted? No comment from the Council.
Town Manager Dykes and staff presented the new Town of Cinco Bayou banner to the Mayor, Council and those in attendance. Manager Dykes also mentioned that we are working on the newsletter for the next quarter, if you have anything to add please get it to Linda as soon as possible.
Manager Dykes would like for all the residences to be aware of a suspicious well dressed and polite man knocking on doors asking for money for gas from several of the residences.
2. Attorney's Report – Jeff McInnis: None

3. Town Planner's Report – Jack Dorman: None
4. Engineer's Report – Charlie Cotton: Since the last meeting we have reviewed a set of plans for the house to be built at 90 Yacht Club Drive which has passed our review. We have also reviewed the plans for Rick's Crabtrap's addition. I have sent my findings to the Town Manager and it is our recommendation to retro activate the permit for the addition. Keith and I have also looked at the boat launch. Florida Boater Improvement program opens up February 1st. We would like to assist in getting funds from the grant. I will send to Nell the scoring criteria to get the application started for that funding and will bring to the next Council Meeting.

Public Request/Comments: None

Council Member's Comments/Request:

Councilwoman Hood: I would like to commend Keith on getting all of the lights up on the poles and the Holiday Banners in place, you can definitely tell we are the Town of Cinco Bayou. Also, the new Town stationary with the Purple Heart emblem...it is a very nice addition.

Councilman Bratton: Stated that one of the new "NO WAKE" signs is down on one of the poles and another is just barely on the post and it is potentially a hazardous situation for boaters out at night and this needs to be fixed as soon as possible. Mr. Bratton suggested Keith and he ride out on the boat during the holidays to reattach the sign. Councilman Bratton made a motion to give the staff a \$100.00 Christmas Bonus, Mayor Pro Tem Chubb 2nd the motion, Roll call for a vote was taken:

MAYOR PRO-TEM CHUBB Yes
 COUNCILMAN SIEVERS Yes
 COUNCILMAN BRATTON Yes
The motion passed unanimously

COUNCILWOMEN HOOD Yes
 COUNCILMAN MYERS Yes

Mayor Pro Tem Chubb: also commending the Town staff for the interior holiday decorations. He also observed a truck and a boat unloading fish into the truck probably for resale which constitutes commercial business which they should have a license/permit. Manager Dykes added if anyone sees any suspicious activity to please take pictures.

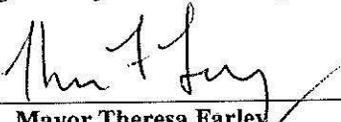
Mayor Farley: Thank the staff for the banner display on Eglin Parkway and Yacht Club Drive it looks very nice, as well as the interior decorations. I also commend the staff for a great year especially with a smooth transition in personnel and staff this year.

Mayor's Comments/ Announcements

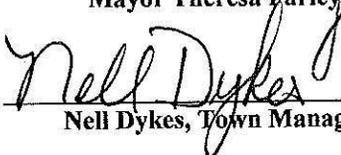
Dates to Remember: Town Hall to be closed December 24-25th in observance of the Christmas Holidays and January 1, 2014 in observance of the New Year Day.

Adjourn: After no further business the meeting was adjourned at 6:34 p.m.

ATTEST:



 Mayor Theresa Farley



 Nell Dykes, Town Manager/Clerk

