

DeFuniak Springs City Council
Regular Meeting
October 12, 2015

The following members were present: Mayor Bob Campbell, Mayor Pro-Tem Henry D Ennis, Sr., Councilman Ron Kelley, Councilwoman Janie Griffith, Councilman Kermit Wright, Councilman Mac Carpenter, City Attorney Clayton Adkinson, City Manager Sara Bowers, Finance Director Joe Brown and City Clerk Loretta Laird.

Mayor Campbell called the meeting to order at 6 p.m. with Councilman Kermit Wright providing the invocation and the Pledge of Allegiance was recited.

Mayor Campbell noted the following addition to the agenda under "Assistant City Manager/Public Works Director Tilman Mears" as item 7b titled "*Gulf Coast Utility Contractors agreement*".

Meeting minutes

September 28, 2015 fiscal year 2016 budget adoption hearing meeting minutes

The September 28, 2015, fiscal year 2016 budget adoption hearing meeting minutes were presented for approval.

Councilman Wright made a motion to approve the minutes as presented, seconded by Councilman Ennis. Motion carried 5-0.

September 28, 2015 regular meeting minutes

The September 28, 2015, regular meeting minutes were presented for approval.

Councilwoman Griffith made a motion to approve the minutes as presented, seconded by Councilman Ennis. Motion carried 5-0.

Citizen Comments

There were no citizen comments.

Request to be on agenda

Florida Recreation Development Assistance Program Presentation – Jason Cutshaw

Jason Cutshaw, Topsoil Park Manager, presented a check to the city in the amount of \$50,000 for the skate park renovation project. No action by the council was taken.

Annual Hometown Hero's Banquet fee waiver request – Anna Cramer, Walton High School

Keara Bogart, Walton High School Anchor Club Liaison, requested permission to hold the fifth annual "Hometown Heroes Project" veterans banquet on November 10, 2015, with the ceremony beginning at 6 p.m. Bogart requested the use of the main room, meeting room, and kitchen at the Community Center from 9 a.m. to midnight.

Discussion occurred relating to school staff contacting the city prior to May 2016, to receive information to be included in the 2017 fiscal year organization budget request.

Councilman Wright made a motion to allow the request be waived at the city's cost, seconded by Councilman Ennis. Councilman Ennis withdrew his second. Councilman Wright withdrew his motion.

Councilman Carpenter made a motion to approve the request for the use of the Community Center on November 10, 2015, to host the fifth annual "Hometown Heroes Project" veteran's banquet contingent is the request be included in the 2017 fiscal budget process, seconded by Councilman Wright. Motion carried 3-2 with Councilman Kelley and Councilwoman Griffith the nay votes.

Annual Walton High School Homecoming Parade road closure request – Anna Cramer, Walton High School

Keara Bogart, Walton High School Student Council President, requested approval to close Baldwin Avenue on October 23, 2015, from 1 p.m. to 4:30 p.m. beginning at 11th Street through 6th Street and Circle Drive for the annual homecoming parade.

Councilman Kelley made a motion to authorize the road closure of Circle Drive and Baldwin Avenue (6th Street to 11th Street) on October 23, 2015, from 1 p.m. to 4:30 p.m. for the Walton High School homecoming parade, seconded by Councilman Carpenter. Motion carried 5-0.

Facility fee waiver request – Julie Elio, Walton High School Band Parent Association
Julie Elio, Walton High School Band Parent Association member, requested permission to waive the facility fees for use the Community Center on May 7, 2016, for the first annual formal band banquet. The request is to use the main room and kitchen from noon to 10 p.m.

Stewart Duncan, Ch2M representative, stated the fee will be paid for through his organization, therefore no council action is required.

Planning Director Kelly Schultz

2015-VAR-02 James Wesley

Planning Director Kelly Schultz presented a variance request from James Wesley for his property located at 170 North 11th Street. Schultz requested permission to set a public hearing date for November 23, 2015, and authorization to advertise for the public hearing.

Councilman Kelley made a motion to authorize advertisement for the public hearing scheduled for November 23, 2015, seconded by Councilman Ennis. Motion carried 5-0.

Assistant City Manager, Tilman Mears

Andrew Anderson pay increase

Assistant City Manager Tilman Mears requested a \$0.25 per hour increase for Andrew Anderson for successfully completing the Diagnostic Trouble Code training. The certification is beneficial as it expedites the accurate diagnosis of city-owned equipment.

Councilwoman Griffith made a motion to approve the \$0.25 pay increase for Andrew Anderson for obtaining his Diagnostic Trouble Code training and certification effective October 12, 2015, seconded by Councilman Carpenter. Motion carried 5-0.

Calvin Miller pay increase

Assistant City Manager Tilman Mears requested a \$0.25 per hour increase for Calvin Miller for successfully completing the Diagnostic Trouble Code training. The certification is beneficial as it expedites the accurate diagnosis of city-owned equipment.

Councilwoman Griffith made a motion to approve the \$0.25 pay increase for Calvin Miller for obtaining his Diagnostic Trouble Code training and certification effective October 12, 2015, seconded by Councilman Carpenter. Motion carried 5-0.

Gulf Coast Utility Contractors agreement

Assistant City Manager Tilman Mears requested permission to have services performed from Gulf Coast Utility Contractors (GCUC) to upgrade the existing eight-inch water main on U.S. Hwy 331 South from Whataburger restaurant to Coy Burgess Loop-South. The contractor services will include the water main upgrade, with engineering services being provided by HDR Engineering, Inc. as approved by the city council on July 13, 2015.

Councilman Kelley made a motion to approve the contract with Gulf Coast Utility Contractors for an amount of \$435,000 to replace the existing eight-inch water service line to a ten-inch water service line, seconded by Councilman Ennis. Motion carried 5-0.

City Manager Sara Bowers

Council member appointments

City Manager Bowers stated at the September 28, 2015, regular meeting, the council voted to appoint Councilman Carpenter to the Northwest Florida Regional Transportation Planning Organization and the West Florida Regional Planning Council. Bowers continued by stating an alternate was not appointed and the alternate appointment for the Military Sustainability Partnership Executive Committee should be changed from City Clerk Loretta Laird to Planning Director Kelly Schultz.

Councilman Ennis stated the two organizations Carpenter was appointed to typically meet at 1:30 p.m. and 3:30 p.m. in various locations.

Councilman Ennis made a motion to nominate Councilwoman Griffith as the alternate for both the Northwest Florida Regional Transportation Planning Organization and the West Florida Regional Planning Council and to change the alternate for the Military Sustainability Partnership Executive Committee alternate to Planning Director Kelly Schultz, seconded by Councilman Kelley. Motion carried 5-0.

Councilman Wright noted if a primary or alternate appointment is unable to attend a designated meeting, he would like to be contacted to attend the meeting in their absence.

Finance Director Joe Brown

Request approval to pay bills

Finance Director Joe Brown requested the council's permission to pay all the bills that are in order.

Councilman Wright made a motion to pay all bills that are in order, seconded by Councilman Ennis. Motion carried 5-0.

Bill Ratification Request

Finance Director Joe Brown requested the ratification of the bills that have been paid since the previous council meeting.

Councilman Kelley made a motion to ratify all bills that have been paid since the previous council meeting, seconded by Councilman Carpenter. Motion carried 5-0.

2016-BA-01 Budget Amendment Request

Finance Director Joe Brown requested a budget amendment to transfer \$100,000 from the general fund reserve to the matching grant fund line item as approved at the September 28, 2015, regular meeting for the 2016 fiscal year budget to assist with enhancing future grant opportunities.

Councilwoman Griffith made a motion to approve 2016-BA-01, which will provide a matching grant fund line item in the 2016 fiscal year budget for \$100,000 to assist with enhancing future grant opportunities, seconded by Councilman Carpenter. Motion carried 5-0.

Public Works Reports

Assistant City Manager Tilman Mears Introduced Travis Donaldson Jr. to the council. Donaldson thanked the council for giving him the opportunity to serve the citizens of DeFuniak Springs. No comments were made relating to Mears council update.

City Manager Report

City Manager Sara Bowers reminded the council of the Request for Qualifications received for Airport Engineering Services and stated the council is to provide their rankings by Monday, October 19, 2015, so the ranking can be determined at the council's October 26, 2015 regular meeting. The council can then decide whether or not to hold verbal presentations before providing a final ranking, as well as, whether the council or staff will negotiate a price.

Council Comments and Committee Reports

Councilman Wright

Councilman Wright reminded the council of WZEP's Diamond Jubilee being held on Friday, October 16, 2015. Wright further requested prayers for some medical concerns he is currently having.

Councilman Carpenter

Councilman Carpenter thanked WZEP for continuing to serve the DeFuniak Springs community and city staff for their efforts on obtaining the FRDAP skate park renovation/improvement grant.

Councilman Ennis

Councilman Ennis had no comments.

Councilwoman Griffith

Councilwoman Griffith thanked WZEP for their service to the community and city staff for assisting with the Walton County Fair. Griffith stated she received an inquiry in reference to why the natural gas notices are sent out in both Spanish and English. City Manager Bowers stated it is a federal law to send the notices in both English and Spanish. Councilwoman Griffith further asked if Finance Director Brown needing any assistance. Brown stated everyone is cooperating and he has no concerns at this time.

Councilman Kelley


Councilman Kelley congratulated WZEP on their continuing service to the community. Kelley further thanked all staff members for their monthly reports.

Mayor Campbell

Mayor Campbell inquired about Wayne's Farms a/k/a the feed mill being moved to Enterprise, Alabama. Assistant City Manager Mears stated he would contact them to find the status of a potential move.

There being no further business, Mayor Campbell adjourned the meeting at 6:32 p.m.

ADOPTED on this 28th day of October, 2015.



Robert "Bob" Campbell, Mayor

ATTEST:



Loretta A. Laird, City Clerk