

February 10, 2014

The City Council of the City of Sopchoppy met for the regular monthly meeting. In attendance were Mayor, Martha Evans; Councilman Nathan Lewis and Councilman Glenn Rudd.

The meeting was opened with a salute to the flag and prayer led by Nathan Lewis.

The **minutes** from the previous meeting were approved in written form on a motion by Glenn Rudd, seconded by Nathan Lewis.

Committee Reports:

Park Committee has met and gone over a layout of the Downtown Park, adding perimeter walking trails and discussing split-rail and lime-rock fencing to be placed on the property lines. The committee is looking at a building design that would be low maintenance and in keeping with the natural look of the park.

Public Hearing – the second public hearing on Ordinance 2014-02 – AN ORDINANCE OF THE CITY OF SOPCHOPPY SUBMITTING TO THE ELECTORS OF THE CITY OF SOPCHOPPY A PROPOSED AMENDMENT TO THE CITY CHARTER PERTAINING TO THE LENGTH AND THE COMMENCEMENT DATE OF THE TERM OF OFFICE FOR EACH MEMBER OF THE CITY COUNCIL; CALLING A SPECIAL ELECTION FOR THAT PURPOSE; AND SPECIFYING AN EFFECTIVE DATE FOR THE AMENDMENT IF IT IS APPROVED BY A MAJORITY OF THE ELECTORATE. No one from the public sector had any comments or questions.

Nathan Lewis made a motion to **Adopt Ordinance 2014-02** which sets a referendum date of Tuesday, April 1, 2014, for the electorate of Sopchoppy to vote on changing the length of office for each member of the Council and to change the election date to coincide with General Elections, seconded by Glenn Rudd and passed by the Council on a 3/0 vote.

Public Hearing – the second public hearing on Ordinance 2014-01 – AN ORDINANCE OF THE CITY OF SOPCHOPPY PROVIDING FOR THE APPOINTMENT OF A TEMPORARY COUNCIL MEMBER TO FILL VACANCIES CAUSED BY THE DEATH, RESIGNATION OR REMOVAL FROM OFFICE OF INCUMBENT COUNCIL MEMBERS AND FOR APPOINTING A REPLACEMENT CANDIDATE IN THE EVENT OF VACANCIES IN CANDIDACY CAUSED BY DEATH, WITHDRAWAL OR REMOVAL FROM THE BALLOT OF A QUALIFIED CANDIDATE FOLLOWING THE END OF THE QUALIFYING PERIOD AND WHICH LEAVES FEWER THAN TWO CANDIDATES FOR AN OFFICE, PROVIDING THAT THE SEAT HELD BY THE TEMPORARY COUNCIL MEMBER SHALL BE AT CONTEST IN THE NEXT SCHEDULED CITY ELECTION CYCLE AND THAT THE WINNER OF THAT ELECTION SHALL FILL ONLY THE UNEXPIRED TERM OF THE SEAT VACATED; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. No one from the public sector had any comments or questions.

Nathan Lewis made the motion to **adopt Ordinance 2014-01** which provides the means to fill a vacancy in office. The motion was seconded by Glenn Rudd and passed 3/0 by the council.

Public Hearing – **CDBG 2nd Public Hearing** - Andy Easton conducted the public hearing providing an overview of the CDBG program and describing the proposed project. A hand-out was provided that described the project and gave a break-out of the proposed cost for each grant element. Mr. Easton

shared that the Council had previously held the 1st public meeting and that the Citizens Advisory Task Force meeting has already been held. After requesting comments from the public, the meeting closed.

CDBG Fair Housing Meeting for the General Public and Elected Officials was conducted by Andy Easton. A hand-out was available for those in attendance which provided information about fair housing regulations and practices to the General Public and Elected Officials. Mr. Easton gave an overview of the Fair Housing Act and provided examples of housing discrimination. The hand-out contained Housing Information Sources and points of contacts for complaints and/or investigation issues.

General Business:

Glenn Rudd made the motion to adopt **Resolution 2014-01- A RESOLUTION OF THE CITY COMMISSION OF SOPCHOPPY, FLORIDA AUTHORIZING THE MAYOR TO MAKE APPLICATION TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT SPONSORED BY THE CITY OF SOPCHOPPY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**, the motion was seconded by Nathan Lewis and passed 3/0 by the Council.

Glenn Rudd made the motion to adopt **Resolution 2014-02 – Committing the City of Sopchoppy to \$110,000 in cash to be used as a local match with the \$600,000 CDBG grant and committing \$15,000 in monetary value of the undeveloped park land for a total local match of \$125,000**, the motion was seconded by Nathan Lewis and passed 3/0 by the Council.

Nathan Lewis made the motion to adopt **Resolution 2014-03, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOPCHOPPY, FLORIDA ACCEPTING A CLARIFICATION OF THE DOWNTOWN OVERLAY DISTRICT AS SHOWN ON THE CITY OF SOPCHOPPY FUTURE LAND USE MAP; PROVIDING FOR SEVERABILITY, CONFLICT, AND AN EFFECTIVE DATE**, the motion was seconded by Glenn Rudd and passed 3/0 by the Council. Dan Cox advised that following the adoption of this Resolution, the City will need to hold two public hearings to adopt the code reflecting map changes, downtown over-lay, conservation districts, etc. and submit it to Municipal Code. The Clerk questioned the maps with regards to conservation land in the 100 year flood plain and requested that further examination be made to compare the city map to the FEMA maps.

Nathan Lewis made the motion to adopt **Resolution 2014-04, A RESOLUTION OF THE CITY OF SOPCHOPPY, FLORIDA, AMENDING THE CITY OF SOPCHOPPY ORGANIZATIONAL CHART; ADJUSTING THE SALARY RANGE FOR CLASS “A” POSITIONS; AMENDING THE POSITION DESCRIPTIONS FOR THE CUSTOMER SERVICE REPRESENTATIVE, ADMINISTRATIVE ASSISTANT AND DEPUTY CLERK; AND PROVIDING AN EFFECTIVE DATE**, seconded by Glenn Rudd, passed by the Council 3/0.

Legal Items:

Dan Cox reported on the following on-going legal items:

Creek Enterprises, next step mediation and/or trial

Beasley Property – The Geiger family was sent a certified letter regarding the city’s interest in the remaining “Beasley” property. The letter was rejected and returned. Attorney Cox indicated that he would attempt contact by phone or regular mail.

DOT Maintenance Yard – Contact was made with the State to let them know that we are interested in the lots but had concerns regarding and contamination issues. The State performed a Phase I study and

Phase 2 study and remediation on the property. He also prepared a letter to the Logan's offering \$2,500 for the lot and has not got an answer.

Nathan Lewis approved up to \$1,500 for Attorney Cox to arrange an appraisal on three parcels (Geiger, Early, and Logan), seconded by Glenn Rudd, approved on a 3/0 vote.

Clerk Items:

The Financial Reports were approved as presented on a motion Glenn Rudd, seconded by Nathan Lewis and passed 3/0.

The Clerk requested direction on the review of Sopchoppy Pizza's Condition Use and was instructed to send a letter requesting documentation of compliance with the Alcoholic Beverage Ordinance and to schedule a review for the March meeting.

Public Works:

Leonard Tartt shared his continued concerns regarding a TCC Wakulla Environmental Institute Geo-thermal well open loop system having a negative effect on existing Sopchoppy Water System Wells. Attorney Dan Cox suggested that the City ask Baskerville-Donovan to have their staff look at the plums of influence which would be affected by heat generated from a geo-thermal well and to stay in close communication to NFWWMD regarding concerns that we have.

The Council was informed that Panacea Area Water System has received a grant from NFWWMD in the amount of \$348,000 to inter-connect with Sopchoppy Water System. Contact was made by city staff to a PAWS board member who indicated that PAWS was not interested in inter-connecting and would not be accepting the matching grant.

The Council was also informed that this will be a large sampling year for the City.

Eddie Evans joined the meeting at this time.

The City Clerk informed the Council that 33 applications were received for the position of Customer Service Representative. Eleven applicants were interviewed by the Clerk and two other staff members. From the eleven interviews six (6) applicants were given excellent over-all scores by each staff member and these applicants were presented to the Council for consideration. Each council member was provided with a copy of the application, a summary of the interview and the scoring sheets and comments. The commissioners ranked the applicants as follows

1. Emmalee Hindle (1,1,1,3,5)
2. Amanda Wright (2,3,2,2,1)
3. Tiffany Barber (1,2,3,3,2)
4. Donna Kinsey (4,4,5,6,4)
5. Ashley Braswell (5,5,4,5,5)
6. Lyndell Maxwell (6,4,6,6,5)

Nathan Lewis made the motion to hire Emmalee Hindle, based on the rankings, second by Glenn Rudd, the motion passed 4/0

Linda Langston thanked the Council for her years of employment.

Martha Evans informed the council that she had been asked to attend and speak at a ceremony changing the name of Workforce Plus to Career Source, Capital Region. She will not be able to attend and asked if any member of the Council wanted to represent the City at the ceremony. No member of the Council was able to attend.

Nathan Lewis informed everyone that the building owned by the Methodist Church and know in the community as “the lighthouse” has been renovated and that the space is open to public use for community meetings and needs. Anyone interested in using the building should contact the Sopchoppy United Methodist Church.

Eddie Evans made the Motion to adjourn at 8:30 p.m., seconded by Glenn Rudd, meeting adjourned.