

September 18, 2017

The meeting was called to order at 6:30 p.m. by Mayor Lara Edwards with prayer and salute to the flag. In attendance: Edwards, Lewis, Nichols, and Roddenberry.

The minutes from the previous meeting were approved as presented by the Clerk. Motion by Roddenberry, second by Nichols, passed 4/0.

Mayor Lara Edwards introduced a new procedure for public/citizen comments. Each person wishing to address the Council will fill out a speaker card; and once called, come to the podium where they will be given three minutes to speak.

Public Works Director, Leonard Tartt, as well as members of the Council, thanked employee Tom Barton, park attendant Frank Spears, and the DOC crew for their efforts in cleaning the City quickly in the wake of Hurricane Irma.

1st public hearing for Ordinance 2017-06 – AN ORDINANCE TO ADOPT THE OPERATING BUDGETS FOR THE GENERAL FUND OF THE CITY OF SOPCHOPPY AND THE WATER FUND FOR THE CITY OF SOPCHOPPY. TO PROVIDE A REASONABLE ANTICIPATED REVENUE AND EXPENDITURE SCHEDULE FOR THE 2017-2018 OPERATING YEAR.

Clerk Schilling informed the Council the City has been awarded the CDBG Stormwater Grant (drainage on Orange Avenue and playground equipment for the City Park) in the amount of \$600,000 with a \$25,000 match from City funds. This will be added to the budget for next year.

Councilmember Roddenberry requested \$10,000 added to the general fund, Depot Park project, for a water feature. Councilmember Lewis expressed his concern with additional funds for amenities and not necessities, when the City is researching water rates and whether or not they need to be raised. Councilmember Nichols asked if there are items that can be purchased before this fiscal year end to ease the impact next year. Approval was given to purchase trash receptacles, additional playground equipment, landscaping for the front entrance, and any other need that can be met before September 30, 2017. With this decision, no additional funds above the current budgeted amount will be added.

Public Works Director, Leonard Tartt, suggested the County could install road base on the Dickson Street entrance of Depot Park.

Clerk Schilling presented **Resolution 2017-09** – A RESOLUTION OF THE CITY OF SOPCHOPPY, FLORIDA, AMENDING THE POSITION DESCRIPTION FOR THE CITY CLERK AND PROVIDING AN EFFECTIVE DATE. The resolution requires continuing education in Governmental Accounting and Auditing for financial preparation, which must be maintained on a yearly basis. The Clerk must have the education upon hire, or the ability to obtain within one year of hiring. A motion was made by Nichols to adopt the recommended changes, second by Roddenberry, passed 4/0.

Councilmember Nathan Lewis requested Attorney Dan Cox return to the October meeting with recommended policy/fee/rate changes to the administrative manual. He also requested Ashley Schilling,

Leonard Tartt, and Dan Cox perform an in-house rate study, taking into consideration future projects (hwy 319 widening, well 4 land lease, etc.). If a water rate increase is needed due to future projects, citizen Maxwell Campbell asked the Council if the rates would be decreased once the projects are completed.

Attorney Cox recommended looking at future costs, and spend City water operating funds to pay for projects that benefit all water customers, and borrow money at a low interest for other projects, if needed. Cox also stated there are some changes needed in the Administrative Manual that he will be working on along with Mr. Tartt and Ms. Schilling.

The financial and adjustment reports were approved by signature of the Council.

Leonard Tartt, Ashley Schilling, and Lara Edwards met with Duke Energy regarding underground lighting for Depot Park. It's estimated to cost \$277.00/mo for approximately 9 lights to be installed and maintained by Duke Energy. The Council agreed to move forward with the lights.

In the August 2017 meeting, approval was given to the Wakulla County Sheriff's Office to work traffic detail in downtown Sopchoppy. Clerk Schilling reported WCSO has worked 17 shifts, performed 78 stops, and issued verbal warnings to all. The Council would like WCSO to continue working the detail until September 22, 2017.

Clerk Schilling spoke to the Council regarding the need for a new billing machine/folder. Staff continues to have a lot of issues with the current machine and the new billing software supports a pressure seal format which the new folder will have the capability of doing. Ms. Schilling received information on two different machines and **approval was given by the Council to purchase a new folder at a cost of \$4,525.00.**

Ms. Schilling also reported a preliminary conversion has been completed for the new billing software system and training should begin soon.

A discussion was held regarding the remaining funds in the water operating account at Centennial Bank. This account has remained open with a balance since the water account was moved to Prime Meridian. A decision was made by the Council to transfer the funds into a money market account.

Mr. Tartt updated the Council on the Casora Drive expansion project. The 6" main is installed, hydrants have been set, and the crew is beginning to run the laterals.

Also, Mr. Tartt is awaiting word from DEP as to where they are going to allow us to relocate our water lines in Medart on the left side of Hwy 98 for the bike trail installation.

Councilmember Fred Nichols submitted his resignation effective September 29, 2017. He thanked the Council for the opportunity to serve the citizens of Sopchoppy.

Councilmember Becton Roddenberry would like all public meetings and workshops to be recorded, bringing about more transparency and accuracy of meeting minutes. Clerk Schilling will research options and bring back information to the Council at the October meeting.

Mr. Roddenberry stated a citizen had asked him if they could close the City Park November 10-11 for a Veteran's Day Celebration. The Council was in agreement that the Park could not be closed, however, the pavilion could be reserved if they wanted to proceed with the celebration. Mr. Roddenberry will contact the citizen with the information.

With no further business, the meeting adjourned at 7:50 p.m. Motion by Lewis, second by Nichols.