

December 12, 2016

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, Rudd and Roddenberry.

The minutes from the previous meeting were approved as presented by the Clerk. Motion by Rudd, second by Roddenberry, passed 3/0.

Public Works Director, Leonard Tarrt, reported all the field staff attended a state mandated flagging class and are now current with their certification.

Eric Westbrook, University of Florida/IFAS, Wakulla County Extension Office, made a presentation about the Wakulla County 4H Program. Commissioner Roddenberry is associated with the Wakulla County Extension Office and would like to work with Mr. Westbrook in starting a 4H program in Sopchoppy, beginning with a poultry club. It was asked if the City would like to be a partner/sponsor of this club. The Council gave permission for Mr. Westbrook and Mr. Roddenberry to use the SVFD meeting building for club activities and come back with the sponsorship needs once they have determined the costs.

Commissioner Lewis joins the meeting at this time (6:45).

Clerk, Ashley Schilling, presented the Council with **Resolution 2016-03** – A RESOLUTION OF THE CITY OF SOPCHOPPY, FLORIDA, AMENDING THE CITY OF SOPCHOPPY ADMINISTRATIVE MANUAL/EMPLOYEE BENEFITS SECTION; ADDING A PAY INCENTIVE POLICY; ADDING AN UNUSED LEAVE POLICY; AND PROVIDING AN EFFECTIVE DATE. A motion to adopt the resolution was made by Rudd, second by Lewis, passed 4/0.

A motion was made by Lewis to increase employees Dale Rushton and Derek Allen's pay by 2%, beginning with the December pay period, for distribution licenses obtained in FY 10/11. This increase is to correct the incentive given to them at that time. Second by Roddenberry, passed 4/0.

Based on the newly adopted resolution for certification pay, a motion was made by Lewis to give Tommy Barton a 2.5% increase for the distribution license he obtained in October 2016. Second by Roddenberry, passed 4/0. This increase is also effective with the December pay period.

Attorney Dan Cox read **Ordinance 2017-01** by title only. This ordinance provides an updated list of the Capital Improvement Plans for 2015-2020. The 2<sup>nd</sup> public hearing and adoption will be held at the January 2017 meeting.

Attorney Cox has acquired copies of the tax certificates that are held for the Beasley property located adjacent to the Depot Park. He indicated if we can make contact with one of the holders, and purchase at least one of the certificates, we can proceed with trying to purchase the property. Mr. Cox will send notices to the certificate holders.

Commissioner Rudd exits the meeting at this time (7:15).

Attorney Cox and Public Works Director, Leonard Tartt, will work on identifying Talquin Electric's and the City of Sopchoppy's franchise areas in Crawfordville by mapping out the existing water lines. Mr. Cox will have Lesley Cox work up a GIS map.

Dan Cox will bring back to the January meeting the time and cost involved in resolving the grinder pump issue with DEP.

The Depot Committee requested permission to appoint Debra Jay to the committee. A motion was made to make the appointment by Lewis, second by Roddenberry, passed 3/0.

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

Clerk Schilling spoke to Lew Moore, Prime Meridian Bank, regarding the **city hall loan**. Mr. Moore indicated the loan could be paid off using the CD that is held as collateral. As of December 7, the CD's value was \$391,083.29, and the loan balance was \$366,681.87. A motion was made by Lewis to pay off the loan at the next payment date, using the CD, and transfer the excess amount into the Money Market account. Second by Roddenberry, passed 3/0.

Clerk Schilling presented the need to upgrade the City's bandwidth. Cale Langston, City IT consultant, has indicated this is a significant need as we are currently working at a speed comparable to a dial-up modem. The City is outgrowing the current bandwidth and this option will allow for future growth and changes. The cost for this upgrade will be additional \$185.00/mo.

The Council requested Clerk Schilling report back in January with reasonable costs associated with online payments. The Board also would like Cale Langston to explore other utility billing software companies that will satisfy our needs, while expediting the online payment process.

With the absence of 2 board members from this meeting, Mayor Lara Edwards would like to schedule a workshop for the Council to discuss changes to position descriptions as well as salaries. Clerk Schilling to coordinate with all Councilmembers and schedule the workshop.

Public Works Director, Leonard Tartt, reported the City received payment from the insurance company of the driver involved in the Lawhon Mill Road Bridge damage.

Mr. Tartt reported on various water projects. The 319 realignment is close to completion, bike path has begun at Dollar General in Medart, going south on 98, and the Casora Drive water main upgrade is ongoing and in the process of gathering information to go out to bid.

Commissioner Lewis reported the Billy Graham, My Hope America ministry has expressed interest in possibly holding a family friendly, public event at the Depot Park, showing a movie and making a presentation about My Hope America. The Council was in agreement in allowing the function. The ministry will contact the City after the first of the year if they are still interested.

With no further business, the meeting adjourned at 8:25 p.m. Motion by Lewis, second by Roddenberry.