

May 9, 2016

The meeting was called to order at 6:30 p.m. by Mayor Lara Edwards. In addition, Councilmembers Rudd, Lewis and Nichols were in attendance.

The meeting was opened with a salute to the flag and prayer.

The minutes from the previous meeting were approved as presented by the Clerk.

Tracy Ackroyd-Howe, President, Florida Association of City Clerks and Linda Bridges, Executive Director, read and presented retiring City Clerk, Jackie Lawhon, with a resolution honoring her 37 years of service with the City of Sopchoppy. Other City Clerks in attendance included Kelly Koos, Lee Mathes, and Gwen Keough-Johns.

Sharon Berrian, Director, Membership Relations, Florida League of Cities, was also present to honor Jackie Lawhon for her years of service, dedication, and passion for the City. Clerk Lawhon was presented a Letter of Recognition by Ms. Berrian along with Linda Bridges.

Jackie Lawhon gave a report on the FRDAP grant. The Governor has signed the list approving the budget for grant applications that included the City of Sopchoppy in the amount of \$50,000. The City has not received a contract and funds will not be released until after July.

Ashley Schilling reported that an application for SCOP funds was submitted in a timely manner. The application addressed paving Clermont Avenue and Winter Street.

Glenn Rudd made a motion to enter into a revised Sewer Billing Agreement between the City of Sopchoppy and Wakulla County. This agreement reduces the invoice for services on customers billed from \$2.50 to \$1.50. Motion seconded by Fred Nichols, passed 4/0.

Fred Nichols made a motion the City enter into a Memorandum of Agreement between the State of Florida, Department of Economic Opportunity and the City of Sopchoppy. The purpose of this MOA is to document the terms and conditions of the implementation of the Northwest Rural Area of Opportunity (RAO) designation. REDI works with organizations on the growth and development of communities to find ways to enhance the local economy and resolve issues while balancing local environmental and growth management needs. Motion seconded by Glenn Rudd, passed 4/0.

The Clerk discussed with the Council the wording in Section 1A, of Ordinance 2014-01, *the remaining Council Members shall appoint a replacement to fill the seat until the next regular election of Council Members. Provided however, if the time remaining until the next election at which the vacated seat would be at contest is less than six months, the Council may elect to leave the vacated seat open.* Due to the fact the Council seats are at-large, and not numbered, the wording should read, **appointed to fill the unexpired term**. After discussion, the Council determined to hold two public hearings to amend Ordinance 2014-01, to read "appointed to fill the unexpired term."

Ashley Schilling requested the Council approve the hiring of Lori Allen as Customer Service Rep with the City. A motion was made to approve the hiring by Nathan Lewis, seconded by Fred Nichols, passed 4/0.

Staff requested the 2004 Ford Explorer be listed as surplus property and the Council approve the purchase of a vehicle to replace it. Ashley Schilling produced information on 4 different vehicles of equal size listed on state contract. Council requested that staff test drive the vehicles and provide them with a recommendation.

In response to advertisement for cleaning services, staff received 2 proposals. After reviewing the proposals, staff recommended hiring Nejline Bryan at \$125.00/week. Motion by Fred Nichols, seconded by Glenn Rudd, passed 4/0.

Ashley Schilling gave a report to the Council regarding web based water/sewer payments. To provide customers with this service, the City will need to add a web module to our IMS billing program at a one-time cost of \$3,495.00. There will be a monthly TPA support charge to the City of \$19.95. A motion to purchase the module was made by Fred Nichols, seconded by Glenn Rudd, passed 4/0.

Attorney Dan Cox set Saturday, June 4, 8-12 for ethics training.

The financial and adjustment reports were approved on a motion by Glenn Rudd, seconded by Nathan Lewis, approved 4/0.

City Clerk, Jackie Lawhon, reported a coil on an A/C unit located at city hall had to be replaced at a cost of \$2,140.

Baskerville-Donovan has submitted a proposal for engineering and permitting of the Cas-Ora project. Leonard Tartt will further discuss the projected cost with Baskerville-Donovan.

Fred Nichols asked that the City continue to work on a logo.

Motion to adjourn was made by Nathan Lewis, seconded by Glenn Rudd. Meeting adjourned at 7:40 p.m.