

MINUTES  
CITY COMMISSION MEETING  
December 13, 2021

The City Commission met this date in regular session in the Commission Chambers. Comm. Denney gave the Invocation. Mayor Smith recited the Pledge of Allegiance. A quorum being present, the meeting was called to order at 6:00 PM with the following in attendance.

Mayor	:	Hubert B. Smith
Commissioners	:	Catherine Hamilton
	:	Christine Wasdin
	:	Edward Crosby
	:	Jay Denney
City Clerk	:	Tammy Johnson
City Administrator	:	Carl Scott
Police Chief	:	Joe Hart
Fire Chief	:	Tommy Mayville
Public Works Director	:	Nathan Kelley (camera)
Recorder	:	Beth Millsaps

Others in attendance: (not inclusive) David and Bonnie Nichols, Mike Griffith (Bay Beacon), Joe Cobb, Stephanie Merz, Daniel Irwin

**APPROVAL OF MINUTES**

**COMM. HAMILTON MADE A MOTION TO APPROVE THE MINUTES FROM NOVEMBER 8, 2021 AS SUBMITTED. COMM. CROSBY SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

**COMM. HAMILTON MADE A MOTION TO APPROVE THE MINUTES FROM NOVEMBER 17, 2021 AS SUBMITTED. COMM. CROSBY SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

**1. CITIZENS' CONCERNS (non-agenda items) Resident**

No resident citizens' concerns this evening.

**2. CITIZENS' CONCERNS (Non-Agenda Items) Non-Resident**

No non-resident concerns tonight.

**1. ACTION ITEMS – Added Agenda Items**

Nothing to add this evening.

**2. ACTION ITEMS – Resolution No. 12-12-13-21 Amend FY21 Sanitation Budget**

Mayor Smith read Resolution No. 12-12-13-21, a resolution amending the fiscal year 2021 budget of the city of Valparaiso, Florida; due to an increase in expenditures in the sanitation fund; authorizing revisions to be made to the monthly financial statements and providing an effective date. Capital Vehicle Purchase Account No. 43-10-534.644.00 Increase budgetary expenses figure from \$0 to \$145,000. \$145,000 from the Lease Purchase Proceeds Account No. 43-00-383.000.00. **COMM. CROSBY MADE A MOTION TO APPROVE RESOLUTION NO. 12-12-13-21 AS READ. COMM. HAMILTON SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION.**

1 **3. ACTION ITEMS – Resolution No. 13-12-13-21 Amend Employee Handbook**

2 Mayor Smith read Resolution No. 13-12-12-21, a resolution amending the City of Valparaiso  
3 personnel policies and providing an effective date. A rehired employee is able to accrue vacation based  
4 on prior service combined with current service. As long as the length of the break in service is less than  
5 or equal to ninety (90) days. If the break in service is greater than ninety (90) days rehired employees will  
6 be treated like newly hired employees – no credit for past service. **COMM. CROSBY MADE THE**  
7 **MOTION TO APPROVE RESOLUTION NO. 13-12-13-21, AS WRITTEN. COMM. HAMILTON**  
8 **SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF THE**  
9 **COMMISSION 5 TO 0.**

10 **4. ACTION ITEMS – Resolution No. 14-12-13-21 Interfund Transfer**

11 Mayor Smith read Resolution No. 14-12-13-21, a resolution authorizing a one-time non-cash  
12 transfer from the General Fund to the Communications Fund, that a non-cash transfer of \$162,000 be  
13 made from the General Fund to the Communications Fund to forgive the related interfund debt and that  
14 such transfer be made immediately upon receiving approval from the Commission. **COMM.**  
15 **HAMILTON MADE A MOTION TO APPROVE RESOLUTION NO. 14-12-13-21, AS WRITTEN.**  
16 **COMM. CROSBY SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF**  
17 **THE COMMISSION 5 TO 0.**

18 **5. ACTION ITEMS – Award CDBG Engineering Services**

19 Mrs. Johnson said the city had gone out for proposal for CDBG engineering services and only had  
20 one firm respond which was Mittauer and Associates, whom we have worked with in the past and have a  
21 good working relationship. **COMM. WASDIN MADE A MOTION TO AWARD THE CDBG**  
22 **ENGINEERING SERVICES TO MITTAUER AND ASSOCIATES WITH. COMM. DENNEY**  
23 **SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF THE**  
24 **COMMISSION 5 TO 0.**

25 **6. ACTION ITEMS – Niceville Valparaiso Regional WWTF Billing Agreement**

26 Comm. Denney said the Niceville – Valparaiso Regional board has always operated under this billing  
27 agreement which is Niceville 80% and Valparaiso 20% split. It is the stated policy of the Board that any  
28 capital expenditure which exceeds \$500,000.00 shall be excluded from the normal operating budget and  
29 shall be paid for at this 80/20 proportion. If either City needs additional capacity the City in need of  
30 additional capacity shall pay all costs associated with increasing the capacity and the 80%/20%  
31 proportion shall be adjusted accordingly. **COMM. DENNEY MADE A MOTION TO APPROVE**  
32 **THIS BILLING AGREEMENT. COMM. HAMILTON SECONDED THE MOTION, WHICH**  
33 **PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

34 **7. ACTION ITEMS – Approve Increased Purchase Price for 2022 Crane Truck**

1 Mrs. Johnson said that Mr. Kelley had asked for this to be on the agenda, the Commission approved  
2 \$125,000 for a Crane Truck but the price has increased, and vehicle prices are continuing to increase  
3 daily. He is requesting \$136,491.40 to purchase the Crane Truck from Ingram Equipment Company.  
4 **COMM. HAMILTON MADE A MOTION TO APPROVE THE REQUEST INCREASE FROM**  
5 **\$125,000 TO \$136,491.40 FOR A CRANE TRUCK TO BE PURCHASED FROM INGRAM**  
6 **EQUIPMENT COMPANY. COMM. CROSBY SECONDED THE MOTION, WHICH PASSED**  
7 **BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

8 **8. ACTION ITEMS – Interlocal Agreement with Okaloosa County Building Dept.**

9 Mr. Scott wants permission that would allow him along with Mr. Dykes to get with the county to  
10 see if an agreement could be worked out with the County Building Department in case something was to  
11 happen to him in the capacity as the building inspector. **COMM. DENNEY MADE A MOTION TO**  
12 **APPROVE MR. SCOTT AND OUR ATTORNEY TO TRY TO WORKOUT AN INTERLOCAL**  
13 **AGREEMENT WITH OKALOOSA COUNTY BUILDING DEPARTMENT. COMM. CROSBY**  
14 **SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF THE**  
15 **COMMISSION 5 TO 0.**

16 **9. ACTION ITEMS – Proclamation City Election**

17 Mayor Smith read Proclamation that the term of office of the Mayor and two (2) City Commission  
18 seats will expire at 12:00 Noon on March 15, 2022, necessitating a General Election to fill the said  
19 vacancies. Mayor Smith read that general election will be held on 8<sup>th</sup> of March 2022 at the New Hope  
20 Baptist Church, 108 Aurora Street. Qualification forms will be available at the City Hall and will be  
21 accepted by the City Clerk/Deputy City Clerk from 12:00 noon, December 27, 2021, until 5:00 PM,  
22 December 30, 2021.

23

24 **1. OLD BUSINESS – Tom’s Bayou Bridge Utilities Update**

25 Comm. Hamilton said she is excited things are very close to being complete. She has had some  
26 calls about the lighting on the sides of the bridge, question of who will maintain those lights the city or  
27 Gulf Power. Mr. Kelley said we are aware the lights are out, we own the lights, Gulf Power will relamp  
28 lights for us at no charge, Gulf Power is now Next Era Power they are proposing to change all lights to  
29 LED at our cost, they would accept responsibilities of the lights. Chief Hart said we are next in line to  
30 receive the relamp on John Sims Parkway. Chief Hart and Mr. Kelley will work together in getting  
31 everything in order.

32 **2. OLD BUSINESS – Property Foreclosure Update**

33 Mr. Dykes was unable to attend this evening, Mr. Scott contacted him by cell phone to get a report  
34 on the property foreclosure. Mr. Dykes said there is a hearing set for January on the property. Mrs.

1 Turner has been sent a notice as she hold 2/3 interest in property, we own 1/3. He said her portion has a  
2 date of foreclosure and can be sold if someone wants to bid on Mrs. Turner's portion.

3 **3. OLD BUSINESS – City Manager**

4 Mr. Dykes said he will bring that along with charter amendments to the January meeting.

5 Mayor Smith said within the next couple of months we will be having our Commission meetings  
6 in the bank building. Mr. Scott said we have also had inquiries into buying the city hall properties.

7 **1. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – TPO/DOT**

8 Comm. Wasdin said nothing to report this evening.

9 **2. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Stormwater**

10 Mr. Scott has nothing to report this evening.

11 **3. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Community Liaison Report**

12 Comm. Wasdin said nothing new this evening.

13 **4. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Regional Sewer Update**

14 Comm. Denney said we discussed earlier; everything is going well.

15 **5. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Planning Commission Update**

16 Mr. Joe Cobb, Planning Commission member, said they have had a lot of good discussion. Most  
17 recently discussed prioritizing the streets that was requested by Comm. Wasdin. Mrs. Johnson said that  
18 information had been sent to Comm. Wasdin via email. Mr. Cobb said the Commission might not agree  
19 but they put in the time to discuss and prioritize, he said they also discussed the water issue behind the  
20 Goodwill that will need to be taken care of. Comm. Hamilton and Mayor Smith told Mr. Cobb that they  
21 appreciate the work of the Planning Commission and all that they do.

22 **6. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Department Updates**

23 Mr. Scott said we are continuing to grow, 17 new homes and we've had to reorder building permit  
24 books again, he'd written 400 over the last few months.

25 Chief Mayville said there was a joint investigation with Niceville and Valparaiso in apprehending  
26 an arsonist and he can't say enough good about both the city's police chiefs. They'd had 16 fires set and a  
27 bomb, Chief Hart and his folks were instrumental in saving people. Mayor Smith said kudos to all  
28 departments job well done. Comm. Denney said he would also like to say kudos to Eglin, Valparaiso,  
29 East Niceville, and Niceville fire departments for all their work. Mayor Smith said we are in the 21<sup>st</sup>  
30 century in safety and he appreciates all of them.

31 **7. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS - Disbursements**

32 **COMM. HAMILTON MADE A MOTION TO PAY THE BILLS AS OUTLINED IN THE**  
33 **MONTHLY FINANCIALS. COMM. CROSBY SECONDED THE MOTION, WHICH PASSED**  
34 **BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

35 **8 REPORTS/CORRESPONDENCE/ANNOUNCEMENTS- City Christmas Party**

1 Mayor Smith said the Christmas Party will be held in the old Synovus building, to be the new City  
2 Hall and Commission Chambers soon. The party will be held on December 17<sup>th</sup> at 6PM.

3 **1. ADMINISTRATIVE ITEMS – Employee Christmas Bonuses**

4 Mayor Smith said the 2021 Employee Christmas Bonuses full time with one year or more \$150,  
5 all part time with one year or more \$75, all full time with less than one year \$50, all part time with less  
6 than one year \$50 and on call employees \$50. In previous years, the city has decided to bear the expenses  
7 of the taxes and FICA, which would allow the employees to receive the full bonus amount approved by  
8 the Commission. The bonuses would be calculated so that the employees would receive close to the  
9 approve amount as possible. If approved total cost would be approximately \$9,000. **MAYOR SMITH**  
10 **MADE A MOTION TO APPROVE THE EMPLOYEE BONUSES. COMM. WASDIN**  
11 **SECONDED THE MOTION, WHICH WAS APPROVED BY THE COMMISSION 5 TO 0.** Mayor  
12 Smith said he has enjoyed his four years serving, feels we have come forward as a city. He feels the  
13 Commission has made great achievements and we have great staff and Commissioners. It has been his  
14 honor to serve. Mayor Smith said we are now working with Niceville as a sister city, great strides have  
15 been made there and with Eglin Air Force Base. Comm. Hamilton said she noticed the medians are  
16 looking good. Mayor Smith said we send our people where they are needed. He appreciates all public  
17 works employees and what they do.

18 **ADJOURN**

19 There being no further business to be brought before the Commission, the meeting adjourned at  
20 6:40 PM.

21  
22  
23 \_\_\_\_\_  
24 Hubert B. Smith  
25 Mayor

26  
27 \_\_\_\_\_  
28 Catherine Hamilton  
29 Chair, VCA

30 ATTEST:  
31 \_\_\_\_\_  
32 Tammy Johnson, CMC  
33 City Clerk