

MINUTES  
CITY COMMISSION MEETING  
September 12, 2022

The City Commission met this date in regular session in the Commission Chambers. Comm. Crosby 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
	:	Clark (Tom) Browning, IV
City Clerk	:	Tammy Johnson
City Administrator	:	Carl Scott
City Attorney	:	Hayward Dykes
City Engineer	:	Deziree Ramirez
Police Chief	:	Joe Hart
Library Director	:	Hope Willis
Public Works Director	:	Nathan Kelley (camera)
Recorder	:	Beth Millsaps

Others in attendance: (not inclusive) JD Cameron, Patrick Palmer, Donna Hastings, Jay Denney, Terry Griffin, CD Schuster, Jack Gill, Bryan Griffin

Mayor Smith welcomed everyone to the meeting this evening.

**APPROVAL OF MINUTES**

**COMM. HAMILTON MADE A MOTION TO APPROVE THE MINUTES AS SUBMITTED FROM AUGUST 1, 2022. 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 AS SUBMITTED FROM AUGUST 8, 2022. COMM. CROSBY SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

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

Mr. Schuster, 50 Jackson Avenue, said, last month the Community Development Block Grant (CDBG) was brought up he has now heard that they are going to be stocking fishponds and discussing skateboard parks, he feels the Commission is not putting out enough information. People are speeding down Wolverine and using it as a shortcut. Comm. Wasdin said the engineers working on the CDBG grant will have a presentation around the November time frame to go over how things are processing. She said the grant was for stormwater treatment and streets related to that. Comm. Wasdin said the Florida Wildlife Commission has offered to put fish in for free, and this should help with mosquitos. She said we cannot run stormwater off into the bayou without it being treated, all of these things take time. Comm. Wasdin said as far as Wolverine becoming a shortcut and problems with speeding, we can ask the police department to look into that and if they find the same results, we can look into placing speed bumps. Chief Hart said he would do his best, two officers down along with two

1 dispatchers. Chief Hart said it might be a good idea to have public works post a couple more speed  
2 signs to remind people of the speed along that road.

3 Mr. JD Cameron, 267 Bayshore Drive, said his wife Annie, has noticed that the medians are  
4 overgrown, she would like to organize a beautification of Valparaiso business owners. She would like  
5 to adopt a median island and keep it weed free. Mr. Cameron said they are not ready just yet but  
6 would like to within the next few months. Mr. Cameron said they do not want to add anything, they  
7 would just like to keep the medians in better shape. Comm. Wasdin said that is something the prison  
8 inmates use to take care of, where are we on their return? Mr. Kelley said he has been in touch with  
9 the Department of Corrections, right now we have them until Thursday for roughly eight hours a day,  
10 he said the medians are part of what they are working on. Mrs. Johnson asked if citizens would be able  
11 to work in the medians? Mr. Dykes said it is a state road most likely would have to sign an insurance  
12 waiver or something of the sort. He said the first step would be to find out what the DOT would allow.  
13 Mayor Smith said he knows that it would be a liability to have citizens working out in the median, Mr.  
14 Dykes said first step is to reach out to DOT, sounds like the group is wanting to work more on  
15 maintenance than planting. Mr. Kelley said the DOT is very particular about what they allow and what  
16 they do not, they actually come and inventory the trees that they have given to us.

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

18 No non-resident concerns tonight.

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

20 Mrs. Johnson said the fire department would like to add an item to the agenda a FEMA grant  
21 award. **COMM. WASDIN MADE A MOTION TO ADD FIRE DEPARTMENT FEMA GRANT  
22 AWARD TO THE AGENDA. COMM. HAMILTON SECONDED THE MOTION, WHICH  
23 PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

24 Chief Mayville said they were actually awarded from FEMA \$66,666.66 grant; our part would  
25 be around \$3,334. He would like for the Commission to approve the fire department to chase this  
26 grant, we have to respond within 30 days, it is for a breathing air cascade system. Mayor Smith said  
27 we have reserve money that could cover that. Chief Mayville said the fire department has been  
28 chasing grants, we have well exceeded \$100k in grants. **COMM. BROWNING MADE A MOTION  
29 TO ACCEPT THE AWARD OF THE FEMA GRANT, SUBJECT TO REVIEW BY MR.  
30 DYKES. COMM. HAMILTON SECONDED THE MOTION.** Mr. Dykes said looks to be  
31 standard documents, he will review. **VOTE OF COMMISSION 5 TO 0.** Comm. Hamilton said the  
32 fire department was also well represented at the Field of Valor opening ceremony. Mayor Smith said  
33 many kudos to Chief Mayville and the work he has done for the Valparaiso Fire Department. Chief  
34 Mayville said to see folks in Valparaiso and Niceville working together it is great to see.

1 **2. ACTION ITEMS – Ordinance No. 716 Perils of Flood**

2 **MAYOR SMITH READ ORDINANCE NUMBER 716, AN ORDINANCE AMENDING**  
3 **THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR PURPOSE AND INTENT;**  
4 **PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY ON FILE; AND**  
5 **PROVIDING FOR AN EFFECTIVE DATE.** Mr. Scott said this is a required push to organize, sea  
6 levels rise, not a lot of Valparaiso impacted, have to modify Chapter 11 anything in the future to take  
7 into mind. Mr. Scott said this has already been approved by the Planning Commission. **COMM.**  
8 **HAMILTON MADE A MOTION TO APPROVE ORDINANCE NO. 716 PERILS OF FLOOD**  
9 **AS WRITTEN FOR A SECOND READING. COMM. WASDIN SECONDED THE MOTION,**  
10 **WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.** Final reading to  
11 take place at the October meeting.

12 **3. ACTION ITEMS – Ordinance No. 717 Future Land Use Map**

13 **MAYOR SMITH READ ORDINANCE NO. 717 AN ORDINANCE ADOPTING THE**  
14 **2022 FUTURE LAND USE MAP; AMENDING THE ADOPTED COMPREHENSIVE PLAN;**  
15 **PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR SEVERABILITY;**  
16 **PROVIDING FOR A COPY ON FILE; AND PROVIDING AN EFFECTIVE DATE.** Mr. Scott  
17 said this is part of the Planning Commission’s responsibilities. He had worked with Chair Bachelor,  
18 and they had worked with Poly Engineering to get a future land use map developed. Mr. Scott said  
19 they had a couple of small changes that were made, and the map was revised. Mr. Scott said once we  
20 have second reading next month, the future land use map will be sent to the state. **COMM.**  
21 **HAMILTON MADE A MOTION TO APPROVE ORDINANCE NO. 717 AS SUBMITTED**  
22 **FOR A SECOND READING. COMM. CROSBY SECONDED THE MOTION, WHICH**  
23 **PASSED BY UNANIMOUS VOTE OF 5 TO 0.** Final reading will be at the October meeting.

24 **4. ACTION ITEMS - Proclamation 235<sup>th</sup> Anniversary U S Constitution**

25 Mayor Smith read Proclamation proclaiming September 17<sup>th</sup> through September 23<sup>rd</sup> as  
26 Constitution Week. **COMM. HAMILTON MADE A MOTION TO APPROVE**  
27 **PROCLAMATION OF THE 235<sup>TH</sup> ANNIVERSARY OF THE U S CONSTITUTION THE**  
28 **WEEK OF SEPTEMBER 17<sup>TH</sup> TO SEPTEMBER 23<sup>RD</sup>. COMM. CROSBY SECONDED THE**  
29 **MOTION, WHICH WAS APPROVED BY UNANIMOUS VOTE OF THE COMMISSION 5**  
30 **TO 0.**

31 **5. ACTION ITEMS – City Attorney Rates**

32 Mr. Dykes said every few years we look at the rates we charge, every two to three years, last  
33 time rates were changed was in 2019. He requests an hourly rate increase to \$215 an hour and \$85 for

1 legal assistance, he has done this also with City of Mary Esther and has the request in with the City of  
2 Ft. Walton Beach, so he is not picking on anyone. Mr. Dykes said he would be happy to answer any  
3 questions the Commission might have. **MAYOR SMITH MADE A MOTION TO APPROVE**  
4 **THE INCREASE IN THE CONTRACT WITH THE ATTORNEY FROM \$180 AN HOUR TO**  
5 **\$195 AN HOUR FOR ATTORNEYS AND INCREASED THE RATE FOR SUPPORT STAFF**  
6 **FROM \$60 AN HOUR TO \$70 AN HOUR. COMM. HAMILTON SECONDED THE MOTION,**  
7 **WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.** Mr. Dykes said  
8 the new rate would begin 1 October.

9

10 **1. OLD BUSINESS – Update Property Swap with Ruckel Properties, Glendale – Valastics**

11 Mr. Scott said he was asked to reach out to Marion at Ruckel Properties , property appraised at  
12 \$85k, they have agreed to accept \$50k and this will clear up any issues. **COMM. HAMILTON**  
13 **MADE A MOTION TO APPROVE. COMM. CROSBY SECONDED THE MOTION, WHICH**  
14 **PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

15 **2. OLD BUSINESS – Update New City Hall Renovations**

16 Mayor Smith said everyone had received a drawing this evening of the city hall renovations.  
17 Mr. Scott said this is a draft of what we anticipate City Hall looking like in the future, next step is to  
18 have the architect finish so we can go out for bid. Ms. Rameriz, with Poly Engineering, said they had  
19 received request to get involved on this project in April, we got on the architects schedule we met on  
20 site took measurements luckily, we had a set of plans. She said they had met with office staff and  
21 reviewed security; the new city hall will not be as open and vulnerable as we are right now. Ms.  
22 Rameriz said this is just a preliminary plan that was submitted for approval so we can move on to the  
23 next step. There is a lot more that will go into this for the bid specs mechanical, electrical, and  
24 plumbing drawings for instance. **COMM. HAMILTON MADE A MOTION TO APPROVE THE**  
25 **PRELIMINARY DRAWING PROVIDED BY POLY ENGINEERING. COMM. WASDIN**  
26 **SECONDED THE MOTION.** Mayor Smith said the drawing has everything we had asked for and  
27 the second floor is still a bit in limbo. Mr. Terry Griffin, 253 Grandview, said he was hearing all the  
28 preparation to be made, what is the idea of the cost. Comm. Hamilton said we would know after we  
29 can get the specs to go out on bid. Mr. Griffin said he had heard in the past we would not have to have  
30 an elevator, Mayor Smith said if we lease second floor, we will have to have the elevator. Mr. Griffin  
31 said this whole thing has been very ill prepared, bad preparation, bad planning, bad use of city funds,  
32 we are coming up on a year and no one is in the building we have been renting for almost a year.  
33 Mayor Smith said we have made enough on property taxes to cover the payment. Mr. Scott said the  
34 ideas have gone back and forth; with this layout we will be able to recover elevator money in two

1 months. Mr. Griffin are we going to recover all the money that was spent on this building that the city  
2 did not really need. I still believe you have wasted our tax money. Mrs. Johnson said the Commission  
3 Chambers will be open format, we need to add a bathroom, kitchenette, take one set of stairs out and  
4 put in new ones in and add an elevator. Ms. Ramirez said that on the first floor the walls are not full  
5 walls. Mrs. Johnson said it would be hard to have meeting in the Commission Chambers during city  
6 hall business hours. Comm. Wasdin said it is a start to getting the building modified. Mr. Scott said it  
7 was heading to a Circle K. Mr. Griffin asked Mr. Scott what he was talking about. Mr. Scott said one  
8 of the thoughts if the building were sold, it would have been sold to Circle K, and they would have  
9 demoed the building and put their business on that corner. Mr. Griffin said so that is why we leased  
10 this building to keep it from becoming a Circle K. **UNANIMOUS VOTE OF THE COMMISSION**  
11 **FOR APPROVAL OF MOTION 5 TO 0.**

12 **3. OLD BUSINESS – Update 363 Washington**

13 Mr. Scott said he has submitted a bid spec sheet, that he has borrowed from another city, get  
14 the money back on the Washington property, this appraisal also came in for \$85,000. Mr. Scott said no  
15 heartburn for the city, sell and get the money back into the city coffers. **COMM. HAMILTON**  
16 **MADE A MOTION TO APPROVE THE BID SPECIFICATIONS SALE FOR 363**  
17 **WASHINGTON AVENUE. COMM. CROSBY SECONDED THE MOTION.** Mr. Dykes said  
18 only one thing to add if the bids are not satisfactory to the Commission, will come back for new  
19 approval. **VOTE OF THE COMMISSION 5 TO 0 TO APPROVE.**

20 **4. OLD BUSINESS – Update on Property in Plat III next to water tower**

21 Mr. Scott said we have not received the appraisal for this property as of yet.

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

23 Comm. Wasdin said the DOT plans to repave John Sims Parkway, go to the FDOT website  
24 and you can view the plan.

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

26 Mr. Scott said he had two complaints recently, but both were privately owned sediment ponds,  
27 they have nothing to do with the city. One is at Carondolet subdivision and one at Arabelle Cove  
28 subdivision.

29 **3. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Senior Citizen Update**

30 Mr. Palmer said the board met and they will be doing a Fall Festival on October 8<sup>th</sup>, between 1  
31 and 5 PM. He said this will be at Perrine Park, looking into getting a few portable toilets, have about  
32 seven vendors interested, also have a chili cook off. Mr. Palmer said they would request \$600 from the  
33 Commission. Mr. Palmer said they are also looking into a new water heater forty gallon, looking at  
34 prices. Mr. Palmer said he also had a question with this event will they need to get insurance? And if

1 so, how much? Mr. Dykes said the city has insurance that covers the parks, he recommends the city  
2 sponsor the event that way covered under that umbrella. Mr. Palmer said there would be thirteen tents  
3 max, two food trucks. Mr. Dykes said since the city has not yet approved the community center  
4 agreement, it is best for the city to sponsor, and he would suggest vendors be vetted and have their own  
5 insurance. Mr. Dykes said if city sponsors, once the ordinance to approve the board is approved, they  
6 will act as an arm of the city. **COMM. BROWNING MADE A MOTION THAT THE 8<sup>TH</sup> OF**  
7 **OCTOBER WE HAVE THE VALPARAISO FALL FESTIVAL/CHILI COOK OFF AND**  
8 **HAVE OUR VOLUNTEERS MANAGE THE PROCESS. COMM. HAMILTON SECONDED**  
9 **THE MOTION.** Comm. Hamilton said she does encourage the vendors being vetted. Mr. Palmer  
10 said the two food trucks are trucks that come to Niceville almost weekly. Chief Mayville said he  
11 would need to inspect the food trucks on sight.

12 Mrs. Johnson said it would be nice in the future to let the administration department know of these  
13 ideas beforehand. She said we had several calls and had no idea what to tell people, are not sure if  
14 they were charged correctly. We need to be informed of what to do. Mayor Smith said Mr. Palmer or  
15 someone on his board need to verify the insurance on trucks and let Mrs. Johnson know how they want  
16 to run things. **MOTION PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**  
17 **COMM. HAMILTON MADE A MOTION FOR THE BUDGET NOT TO EXCEED \$600 FOR**  
18 **THE FESTIVAL. COMM. BROWNING SECONDED THE MOTION, WHICH PASSED BY**  
19 **UNANIMOUS VOTE OF 5 TO 0.** Mr. Palmer said we have updated the lease agreement for the  
20 community center to be closed on all federal holidays, except this Thanksgiving the facilities have  
21 already been rented out to someone. He said also in the lease agreement to give employees and  
22 Valparaiso residents 25% off rental. Mr. Palmer asked when the board could expect something to  
23 review prior to the Commission Meeting. Mr. Dykes said he was going to review the paperwork and  
24 get back to them they should have it at least a week before the meeting.

25 **4. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Community Liaison Report**

26 Comm. Wasdin said she did not have anything this evening.

27 **5. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Regional Sewer Update**

28 Comm. Crosby said everything is going well at the sewer plant.

29 **6. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Planning Commission Update**

30 Mr. Palmer said that Chair Bachelor is out of town but that a meeting was held. He said they  
31 met and passed the variance on 407 James. Mr. Palmer said Chair Bachelor also had questions  
32 regarding the senior community center, he had concerns on the city fielding calls. Mr. Palmer believes  
33 it would be a minimal amount. He also stated the Mr. Bachelor had an issue with the small amount of  
34 parking at the center. Mr. Palmer does not feel that this will be a problem anytime in the near future.

1 **7. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Department Updates**

2 Chief Mayville said they are remodeling the inside fire department, cabinets, lighting, flooring.  
3 Comm. Hamilton said that broadband has had a couple of the problems in the last few weeks, a  
4 satellite fell out of orbit, so we lost some stations, only one station still off the air. Comm. Hamilton  
5 said they are also moving toward the IPTV, believes it is going to be an excellent service.

6 Mayor Smith said that Comm. Crosby sent him an email requesting the assigned duty of  
7 buildings be reassigned to someone else. He said with Comm. Crosby’s duties with the utility system,  
8 sewer board and fire department, he does not have the time. Comm. Hamilton volunteered to oversee  
9 buildings, she is a state licensed contractor herself.

10 **COMM. BROWNING MADE A MOTION TO REMOVE COMM. CROSBY FROM CITY BUILDINGS AND ADD THAT TO COMM.  
11 HAMILTON’S DUTIES. COMM. WASDIN SECONDED THE MOTION WHICH PASSED  
12 BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

13 **8. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS -Budget Hearing Sept 19th**

14 Mayor Smith announced the final budget hearing will be held Monday, September 19<sup>th</sup> at  
15 6PM.

16 **9. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Disbursements.**

17 **COMM. BROWNING MADE A MOTION TO APPROVE PAYING THE BILLS AS  
18 OUTLINED IN THE FINANCIALS. COMM. HAMILTON SECONDED THE MOTION,  
19 WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

20 **ADJOURN**

21 There being no further business to be brought before the Commission, the meeting adjourned at  
22 7:30 PM.

23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40

\_\_\_\_\_  
Hubert B. Smith  
Mayor

\_\_\_\_\_  
Catherine Hamilton  
Chair, VCA

ATTEST:

\_\_\_\_\_  
Tammy Johnson, CMC  
City Clerk

\*\*\*A recording of the Sept 12, 2022, Commission meeting will be kept on the City’s secure  
file server as a permanent part of these minutes.\*\*\*