

MINUTES
CITY COMMISSION MEETING
October 9, 2023

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 T. Browning IV
City Clerk	:	Tammy Johnson
City Attorney	:	Hayward Dykes
Police Chief	:	Joe Hart
Asst. Fire Chief	:	Matthew Webster
Public Works Director:		Nathan Kelley (camera)
Library Director	:	Hope Willis
Recorder	:	Beth Millsaps

Others in attendance: (Not Inclusive): Kelly Irwin, Patrick Palmer, Julia Weitzel, Trisha Rowe, Terry Griffin, Bryan Griffin, Les Chambers

APPROVAL OF MINUTES

COMM. HAMILTON MADE A MOTION TO APPROVE THE MINUTES FROM SEPTEMBER 11, 2023, WORKSHOP AS SUBMITTED. COMM. CROSBY SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE 5 TO 0.

COMM. HAMILTON MADE A MOTION TO APPROVE BOTH SEPTEMBER 12 AND 25 SPECIAL MEETING MINUTES AS SUBMITTED. COMM. CROSBY SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF 5 TO 0.

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

Mr. Bryan Griffin, 336 Lincoln Avenue, asked when Adams Avenue would be paved. Mrs. Johnson said contracts have been signed this evening, our engineer will pick them up in the morning.

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

Ms. Julia Weitzel, representative from the Senior Community Center, said that they've had some new members come over from Niceville. She said people have the most problem with being able to locate the center and asked if we would put a sign out. Mayor Smith said we had some donors who donated last year, and he will reach out to see if they can donate again. Chief Hart suggested a small thing like posting the name on John Sims and at the corner of Okaloosa and the cross street. Chief Hart said he doesn't know if that would work because people don't pay attention like they should, but it would give someone direction. Ms. Weitzel said the center is happy and growing and she can ask for donations if she needs to. Mr. Kelley, Public Works Director, said they could put the signs up on the post, like Chief Hart suggested. They will have it done within a couple of days.

1. ACTION ITEMS – Added Agenda Items

1 Mrs. Johnson said she received an email from the city engineer, Ms. Beth Brant, to add Kake
2 Cottages to the meeting. **COMM. BROWNING MADE A MOTION TO ADD KAKE**
3 **COTTAGES TO THE AGENDA. COMM. WASDIN SECONDED THE MOTION, WHICH**
4 **PASSED BY UNANIMOUS VOTE OF 5 TO 0.**

5 Chief Hart said according to the email for this PUD we are not responsible for streets. Mr.
6 Dykes said no, accepting sewer and water, have a retention pond for stormwater, all other things will
7 be done by the HOA. Chief Hart said what about parking. Mr. Dykes said the HOA will also be in
8 charge of the parking, will not be enforced by the Valparaiso police department. Mr. Dykes said Ms.
9 Brant has made it clear that the city is only accepting water and sewer facilities, she is requesting to
10 sign off on the PUD. **COMM. WASDIN MADE A MOTION TO APPROVE ACCEPTING THE**
11 **WATER AND SEWER FACILITIES IN THE PUD. THEY HAVE BEEN INSPECTED BY**
12 **THE ENGINEERING STAFF, ALL DEFICIENCIES CORRECTED AND THEY'VE BEEN**
13 **CLEARED FOR USE BY FDEP. COMM. BROWNING SECONDED THE MOTION, WHICH**
14 **PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

15 **2. ACTION ITEMS – Approve 2024 Library Interlocal Agreement**

16 Ms. Hope Willis, Library Director, said there had been no changes made to the agreement, just
17 the same as last year, with the allocation increase of 4%. Comm. Hamilton said she couldn't be prouder
18 of Ms. Willis; she does an outstanding job. **COMM. WASDIN MADE A MOTION TO APPROVE**
19 **2024 LIBRARY INTERLOCAL AGREEMENT AS PRESENTED. COMM. HAMILTON**
20 **SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF THE**
21 **COMMISSION 5 TO 0.**

22 **3. ACTION ITEMS- Senior Center/Comm. Center Building Use**

23 Mrs. Johnson said there is a letter in the package from Elder Services of Okaloosa County that
24 they were awarded the federally funded Older American Act Grant for Jan. 1st to Dec. 31st, 2024, and
25 they would like to use the Senior Center on Glenview Ave as a multi-purpose center for their
26 Congregate Meals Program. **COMM. BROWNING MADE A MOTION TO ACCEPT. COMM.**
27 **WASDIN SECONDED THE MOTION.** Chief Hart asked how that would affect those in the
28 building now. Chief Hart asked how long seniors were down there, Ms. Weitzel said three to four
29 hours for three days a week. **THE MOTION PASSES BY A UNANIMOUS VOTE OF**
30 **COMMISSION, 5 TO 0.**

31 **4. ACTION ITEMS – Ordinance No. 722 City Manager**

32 Mayor Smith read the title to Ordinance No. 722, an ordinance of the City Commission of the
33 City of Valparaiso, Florida, establishing the office of the city manager of Valparaiso, Florida;
34 establishing terms of appointment, removal, compensation, and residency requirements; establishing
35 authority duties, and qualifications for city manager; providing for abolishment of the office of the city

1 manager; providing for severability; providing for repeal of conflicting ordinances; providing for
2 codification; and providing for an effective date. Mr. Dykes said there haven't been any changes to the
3 ordinance since the last workshop. Mr. Dykes said as of October 1, 2023, there is a new law regarding
4 business impact estimates, you are required to prepare and post on the city website there are some
5 exemptions, but this ordinance does not fall under one of those exemptions. Mr. Dykes said if an
6 ordinance is required for state law, issue of refinance debt, deals with budgets or budget amendments
7 business impact estimates do not have to be done on those. He also stated if ordinance is applied to
8 enter contract or agreement, if emergency ordinance dealing with procurement, bids and what not,
9 other ones dealing with CRA, community redevelopment district, Florida fire prevention code, Florida
10 building code will not have to do business impact estimates. Mr. Dykes said outside of those things,
11 we will have to do business impact estimates. Mr. Dykes said we do not need to go out and hire an
12 economist or accounting firm, the state allows this to be done by staff level. Mr. Dykes said at first
13 this will be a little cumbersome but within time it will be just part of the procedure.

14 Chief Hart said this ordinance is written that basically city administrator will no longer exist;
15 his job duties will be taken over by the city manager. How will this affect Mr. Scott? Mr. Dykes said
16 once selected as who will be city manager all of city administrator duties are under the manager title, if
17 Mr. Scott doesn't apply for manager, then duties will be taken away from him. Chief Hart said we are
18 just getting rid of Mr. Scott? Mayor Smith said no, he will be a building official and code enforcer.
19 Chief Hart said those duties fall under the administrator, once that position is closed that is why he
20 asked about Mr. Scott. Mayor Smith said they will make a title for Mr. Scott. **COMM. HAMILTON**
21 **MADE A MOTION TO APPROVE ORDINANCE NO. 722 TO SECOND READING NEXT**
22 **MONTH. COMM. CROSBY SECONDED THE MOTION.** Mr. Terry Griffin, 253 Grandview,
23 said he had one question it says the manager at his discretion can appoint people to jobs. He asked will
24 the city manager have the discretion to kick Mr. Scott to the curb. Mayor Smith said it also says in the
25 ordinance the Commission can override any decision the city manager makes that they are not in
26 agreement with. Mr. Griffin said Mr. Scott is protected. Mayor Smith said that's right. Mrs. Johnson
27 said along with everyone else. She said the manager could not do anything with the chartered
28 employees, her position, and the Chief of Police. **THE MOTION PASSES BY A VOTE OF, 4 TO 1**
29 **WITH COMMISSIONER BROWNING VOTING IN THE NEGATIVE.**

30
31 **5. ACTION ITEMS – Ordinance No. 723 Municipal Election Date**

32 Mayor Smith read the title to Ordinance No. 723, an ordinance of the City of Valparaiso
33 revising article xii. Electors and elections, section 7, of the Valparaiso code of ordinances and
34 providing for (1) findings, (2) severability, (3) repeal of conflicting ordinances, and (4) an effective
35 date. **COMM. WASDIN MADE A MOTION TO APPROVE ORDINANCE NO. 723 FOR**

1 **SECOND READING. COMM. HAMILTON SECONDED THE MOTION, WHICH PASSED**
2 **BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

3 **6. ACTION ITEMS – Proclamation National Pedestrian Awareness Month**

4 Mayor Smith read a proclamation for pedestrian safety month in the month of October. Mayor
5 Smith read October will be pedestrian safety month in the City of Valparaiso and encourage all
6 pedestrians and motorist to be more aware of their surroundings and cognizant about the dangers
7 pedestrians face so that injuries and fatalities can be reduced on our roadways.

8 **7. ACTION ITEMS – Resolution No. 14-10-09-23 Appoint & Reappoint Board Members to**
9 **FMPTF**

10 Mayor Smith read **Resolution No. 14-10-09-23**, a resolution reappointing and appointing
11 volunteers to the board of trustees for the firefighters and police officers' retirement and trust plan and
12 providing an effective date. Police Officer Bonham and firefighter Suarz are appointed with term
13 expiration dates of September 30, 2025.

14 **COMM. WASDIN MADE A MOTION TO APPROVE THE RESOLUTION AS PRESENTED.**
15 **COMM. BROWNING SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS**
16 **VOTE OF THE COMMISSION 5 TO 0.**

17 **1. OLD BUSINESS – Update New City Hall Renovations**

18 Comm. Hamilton said she was hopeful Mr. Scott would be in attendance this evening, but she
19 believes we are close to framing and still working on an elevator. Comm. Hamilton apologized that
20 Mr. Butler, General Manager of VBCS, was not here this evening, he is ill. She said at the beginning
21 of October linear cable and vesper ceased and there have been some customers that have been upset.
22 She said the announcement of this happening had been on the bills for over six months, it had been
23 advertised on local channel 2, social media, the website. Comm. Hamilton said it is simple to sign up
24 for streaming service, if residents need help our technicians will do that. She said that cable as it was,
25 is coming to an end, with Cox Communications moving into the area they are only offering streaming
26 services as well. Comm. Hamilton said Mr. Butler does a great job. Chief Hart said he would also like
27 to let her know how well Josh Whitford, communications most recently added employee, has done.
28 He has been the man upfront, and Chief Hart said he had seen for himself that Josh hadn't lost his
29 patience, very good to the public, tremendous help and a good employee for the communications
30 department.

31 Comm. Hamilton said with the communications department they are installing natural gas
32 generators, nine in total, for the plant and that should be completed by early November.

33 **2. OLD BUSINESS – Legal Update**

34 Mr. Dykes said other than what was discussed in the executive session, he had nothing to add
35 this evening.

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

2 Comm. Wasdin said she didn't have anything to report. There will be a chamber breakfast
3 Wednesday morning at 7:30am. Chief Hart said Mr. Scott and I have a phone conference with the
4 DOT regarding the area out front of Lewis and other areas. The DOT representative said even though
5 one contract had been "let"? there was another one and they were going to try and accommodate us as
6 much as they possible can. Chief Hart said he would be getting back with the city on those two
7 changes. Comm. Browning asked about the other area in front of Lewis? Chief Hart said yes,
8 extending making what he calls a suicide lane, commonly known as a two way turn lane. Comm.
9 Browning asked if it would be all the way to the bridge, Chief Hart said it would run up to Old Hwy
10 10.

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

12 As stated earlier, Mr. Scott is not here this evening.

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

14 Mr. Les Chambers, 114 Arrowpoint Cove, said that he and Mr. Scott attended a meeting on
15 base with leadership on the 28th of September. He said they discussed the strategic plan and the
16 twenty-two acres by the school. He said they have plans for another meeting with another base
17 representative soon. Mr. Chambers said they are working towards getting things done.

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

19 Comm. Crosby said Florida has a lot of lightning as we all know, he would like to let everyone
20 know the sewer plant is working really hard, they have panels they are redesigning for lightning
21 protection. Comm. Crosby said the board has the money to do this and they are making it happen,
22 working really hard.

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

24 Mr. Bob Bachelor, chairperson of the Planning Commission, said they have been tardy
25 updating the Comprehensive Plan, putting emphasis on that for next month. Mr. Bachelor said what
26 they have been working on is an ordinance for shipping containers. They have put together some dos
27 and don'ts for the containers for Valparaiso. He said they don't believe using shipping containers as
28 homes is a good idea. Mr. Bachelor said he had given a copy of the first draft of an ordinance this
29 evening to the Commission and attorney. Mr. Dykes asked if it could be emailed to him, so he can
30 manipulate as needed. Comm. Hamilton asked if they had looked at other cities? Mr. Bachelor said
31 yes, cities around the United States. Comm. Browning asked what about Okaloosa County? Mr.
32 Bachelor said he found nothing in Okaloosa County. Mr. Bachelor said these are just things that the
33 Planning Commission recommends. Comm. Wasdin said she liked the limitations. Comm. Hamilton
34 liked the idea of being able to use for mother-in-law cottages. Mr. Dykes said he can put it in
35 ordinance form, do a workshop if necessary. Mr. Dykes said he can put in form for first reading, that

1 way the Commission can comment on it, have a workshop if you think is needed. Mr. Dykes said what
2 was provided was information but in ordinance form to bring to Commission to review, make changes.
3 Comm. Browning asked if we could have by next month's meeting. Mr. Dykes said it shouldn't be a
4 problem.

5 Mr. Terry Griffin might suggest that the Planning Commission take a trip to the University of
6 Florida to the engineering and architecture department, they have one of the most beautiful homes he
7 has ever seen in Gainesville, and it is a container home. Mr. Griffin said in fact container homes got
8 started in Gainesville with the director of engineering. He said he has seen beautiful container homes,
9 doesn't know why we would restrict contraction materials for homes, just his opinion.

10 Mr. Bachelor, in response to Mr. Griffin's comment, asked if the house in Gainesville was
11 large. Mr. Griffin said about 3,000 square feet, eight containers. Mr. Bachelor suggests everyone look
12 online there are some beautiful large container homes that do not look like containers at all. Online
13 you can also see \$6,000 or \$8,000 container homes that are basically painted boxes with a door and
14 window cut out. Mr. Bachelor said if you use containers for homes you have to have tight restrictions.

15 Chief Hart said in our code now we have a code for manufactured homes that specifies exactly
16 what Mr. Bachelor is talking about. It lays out specifics as to where in the city they can be placed. Mr.
17 Bachelor said years ago at a Commission meeting had a structure proposed to be built across the street
18 from Spencer's old boat works, on Bayshore Drive, just as Chief Hart said the ordinance was very
19 clear. He said you can not build anything that is not consistent to the neighborhood and yet, the
20 Commission and Mayor at the time, approved that 30' structure. Mayor Smith said 35-foot green
21 building. Mr. Bachelor said that is just awful, even though he pointed out to the Commission and
22 Mayor at the time in complete violation of the ordinance, which is what you have to be careful about.
23 Comm. Hamilton said did they get a variance at that time? Mayor Smith said no. Chief Hart said we
24 have another one like that in Valp fits the same bill on Cadillac. Comm. Hamilton said we didn't have
25 Mr. Scott as building inspector. Mrs. Johnson said yes, we did for the one on Cadillac. Comm.
26 Hamilton asked if he approved, Mrs. Johnson said yes. Mr. Bachelor just wants the Commission to be
27 very careful.

28 **6. REPORTS/CORRESPONDENCE/ANNOUNCEMENTS – Community Center Update**

29 Mr. Patrick Palmer, 266 Edge Avenue, said he had no idea how much work went into getting a
30 sign. He said he has been going back and forth with Accent Signs for some time now, he is going to
31 go tomorrow and look at what they have and get a quote. Mr. Palmer asked if we should have Public
32 Works install it or Accent Signs? Mayor Smith said he thought it would be best to have them quote for
33 both. He also stated they need Board Members. Mr. Palmer said regarding painting, he hasn't heard
34 back from the person Comm. Hamilton had recommended. Comm. Hamilton said she would give the
35 person's phone number to Mr. Palmer so he could reach out. Mr. Palmer said the community center

1 social media account has been deactivated. He is going to rebuild it and reestablish it that way, so we
2 have more traction. Mr. Palmer said it would help with Google Plus pages, it will give them the
3 address so that when it is plugged into GPS the map will take them to the address. Mr. Dykes asked if
4 it would be best to have the social media account go through city hall, so the city has control. Mr.
5 Palmer said that is what he would prefer. After a brief discussion, the Community Center's social
6 media will be handled similarly as the library's. The city would be in control of it so it could not be
7 deactivated by a member it will be controlled by the city. Mr. Palmer said they had a meeting but
8 couldn't approve minutes and there is also a creature problem. He needs someone to take a look at it.
9 Comm. Wasdin asked if we did in house or pest control company? Mrs. Johnson said we have pest
10 control on the building, but we can also let public works know. Mr. Palmer said he appreciates the
11 Commission responding so quickly and having the A/C repaired, it makes a world of difference.

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

13 Ms. Willis, Library Director, said she wanted to let everyone know they are proud to have a
14 capstone student from the collegiate college, shadowing the library. She said the profession is
15 definitely alive, people are interested in librarianship. Ms. Willis said the student will evaluate and do
16 a presentation at the end of the year. Comm. Hamilton said that was cool.

17 **8. REPORTS/CORRESPONDENCE/ANNOUNCEMENT – OCLOC Dinner Meeting,**
18 **October 19th**

19 Mrs. Johnson said the dinner is being hosted by Fort Walton Beach and she needs to know who
20 can make it so she can let them know.

21 **9. REPORTS/CORRESPONDENCE/ANNOUNCEMENT –**
22 **Disbursements**

23 **COMM. BROWNING MADE A MOTION TO PAY THE BILLS AS OUTLINED IN**
24 **THE FINANCIALS. COMM. HAMILTON SECONDED THE MOTION, WHICH PASSED BY**
25 **UNANIMOUS VOTE OF THE COMMISSION 5 TO 0,**

26 **ADJOURN**

27 There being no further business to be brought before the Commission, the meeting adjourned at
28 7:11 PM.

29
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31

32 _____
33 Hubert B. Smith
34 Mayor

35 _____
36 Catherine Hamilton
37 Chair, VCA

38 ATTEST:

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1 Tammy Johnson, CMC
2 City Clerk

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4 ***A recording of the October 9, 2023, Commission meeting will be kept on the City's secure
5 file server as a permanent part of these minutes.***

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