

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
SPECIAL MEETING MINUTES  
JUNE 15, 2020 – 11:00 AM**

The Callaway Commission met in special session with Pam Henderson, Mayor, David Griggs, Mayor Pro tem (via phone), and Commissioners Scott Davis, Bob Pelletier and Frank Mancinelli. Also present were Eddie Cook, City Manager; Janice L. Peters, City Clerk; Director Schultz, Director of Finance, and Lisa Mayo, Director of Utility Billing.

The meeting was called to order by Mayor Henderson, followed by an invocation and the Pledge of Allegiance.

**SPECIAL AGENDA**

**Utility Billing – Late Fees, Disconnects for May’s Bills**

City Manager Cook advised late fees and disconnection fees were waived for May and requested Commission provide direction regarding late fees and cutoffs for the month of June. He indicated an aging report had been provided for accounts up to 120 days past due, which was reviewed.

Finance Director Schultz advised staff recommendation is to waive fees and cutoffs for June except those in the 90-120 day past due category. He reviewed for Commissioner Mancinelli, the process of establishing utility accounts for rental properties when one tenant moves out and another applies for an account.

Commissioner Pelletier was not in favor of waiving further late fees or disconnects. Finance Director Schultz clarified that staff is asking only for waiving late fees for this month and returning to normal procedures in July. The specifics of disconnects were discussed, as well as the timing of billing and meter reading processes.

**Motion:**

Motion was made by Commissioner Mancinelli, and seconded by Commissioner Davis, for the waiving of late fees, delinquency fees, and disconnects for the May billing cycle, except for the 90-120 delinquent accounts, with normal procedures resuming for the June bill. Motion carried 4-1 upon roll-call vote, with Commissioner Pelletier voting in opposition.

Commissioner Pelletier requested he be provided with an analysis of what we are billed by the County for water usage compared to what we actually collect. He also asked for a review of the master meter issue. City Manager Cook advised a tremendous amount of work has been done on these issues and there is more to do.

**Payment Plans**

The revised Payment Arrangement Request form was reviewed, recommending 25% down payment and payment of the current bill due to be able to enter into a 30/60/90 day payment plan.

Discussion continued of repeat offenders of non-payment and meter tampering procedures.

**Motion:**

Motion was made by Commissioner Mancinelli, and seconded by Commissioner Pelletier, for approval of the 30/60/90 day payment plan with a 25% down payment of the past due amount and payment of the current bill. Motion carried unanimously.

**ADJOURNMENT**

There being no further business the meeting adjourned at 12:11 a.m.

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Janice L. Peters, MMC, City Clerk

Attest: \_\_\_\_\_  
Mayor

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