

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
MAY 8, 2018 – 6:00 P.M.**

The Callaway Commission met in workshop session with Pam Henderson, Mayor, David Griggs, Mayor Pro tem, and Commissioners Scott Davis, Ron Fairbanks, and Joseph Townsend in attendance. Also present was Eddie Cook, City Manager; Kevin Obos, City Attorney; Janice L. Peters, City Clerk; David Schultz, Finance Director; Tim Legare, Leisure Services Director; Bill Frye, Zoning & Code Enforcement; David Joyner, Fire Chief; and Oscar Martinez, Public Works Director.

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

Commissioner Townsend advised he would be terminating his job as Commissioner effective immediately. He referenced the order of the City's organizational chart and added that he does not want the city to regress to when the City Manager ran the whole city. He advised the City Manager to remember who works for him and who he works for. With that, he stepped down.

Mayor Henderson called for changes to the agenda; there were none.

**PRESENTATIONS**

**Employee of the Month – Connie Cunniff**

City Manager Cook read the letter of recommendation in which Mrs. Cunniff was commended on her ongoing dedication. He advised since the nomination Mrs. Cunniff has accepted the position of Utility Billing Supervisor with the resignation of the current Supervisor.

**Municipal Clerk Week**

Mayor Henderson read the Proclamation in honor of Municipal Clerk Week, May 6-12, 2018, and presented to City Clerk Peters.

**MINUTES**

<b>April 20, 2018</b>	Special Meeting
<b>April 23, 2018</b>	Regular Workshop
<b>April 24, 2018</b>	Regular Meeting

Mayor Henderson advised non-substantive errors had been corrected.

**Motion:**

Motion was made by Commissioner Fairbanks and seconded by Commissioner Griggs to approve the minutes. Motion carried unanimously.

**PUBLIC HEARING**

Mayor Henderson opened the public hearing.

**Ordinance No. 984 – Solid Waste Placement (*Second Reading*)**

City Attorney Obos read Ordinance No. 984 by title as follows:

**AN ORDINANCE FOR THE CITY OF CALLAWAY, FLORIDA AMENDING THE CALLAWAY CODE OF ORDINANCES CHAPTER 9, ARTICLE I. GARBAGE, REFUSE AND WEEDS; AMENDING DEFINITIONS; ESTABLISHING A METHOD TO REGULATE HOW AND WHEN ITEMS MAY BE SET OUT FOR COLLECTION; PROVIDING FOR CODIFICATION; REPEALING ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

Commissioner Griggs clarified the difference between residential and apartment complex garbage pickups.

**Motion:**

Motion was made by Commissioner Fairbanks and seconded Commissioner Griggs for approval of Ordinance No. 984.

Mayor Henderson called for public participation.

Ron Shaner, 5711 Kevin Circle, commented on the limbs being put out for pickup protruding into the street, as well as apartment complexes needing fenced in areas for their garbage.

Motion carried unanimously upon roll-call vote.

Mayor Henderson closed the public hearing.

**REGULAR AGENDA**

**Resolution No. 18-12 – Speed Bump Policy**

City Attorney Obos read Resolution No. 18-12 by headnote as follows:

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA, ADOPTING A POLICY FOR THE INSTALLATION OF SPEED BUMPS; REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

Commissioner Davis asked which speed bumps are proposed. City Manager Cook advised the temporary speed bumps, which cost around \$650 per location. Permanent asphalt speed bumps cost between \$1,700 and \$2,500. City Manager Cook advised Commission will have the final say in any installation.

Commissioner Griggs advised his concern is for the emergency vehicles, which is addressed in the policy. He also pointed out that these will not be installed on arterial roads.

Fire Chief Joyner advised their main concern is safety and the speed bumps do slow down the truck as well as wear and tear on the vehicles.

Deputy McKenzie understands the safety issues but also the timely response to emergency calls. He felt the Sheriff's Office does a good job of keeping the community safe and did not feel there would be that many requests that will meet all the criteria in the policy.

Commissioner Fairbanks asked if an officer had been posted on Lake Drive to see if people were running the stop signs. Deputy McKenzie advised he had monitored the area and did not observe any violations. He also advised the department does not separately report how many tickets were for speeding.

Commissioner Griggs felt the policy to be thorough but wanted to be clear that when a request comes before Commission he will be looking at the safety issue. Commissioner Davis agreed.

Mayor Henderson called for public participation.

Ron Shaner, 5711 Kevin Circle, was still 100% against the use of speed bumps but was in favor of the asphalt ones if a choice had to be made.

Richard Fulton, 732 Miles Drive, recommended a speed bump off Kimbrel in the area of Cherry Street be removed.

**Motion:**

Motion was made by Commissioner Fairbanks and seconded Commissioner Davis for approval of Resolution No. 18-12. Motion carried 3-1 upon roll-call vote, with Mayor Henderson voting in opposition.

**Resolution No. 18-15 – Meeting Procedures Update**

City Attorney Obos read Resolution No. 18-15 by headnote as follows:

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA, ADOPTING COMMISSION MEETING PROCEDURES; REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Henderson advised this is taking the meetings back to twice a month with no workshops.

Mayor Henderson called for public participation.

Jean Champoux, 621 S. Berthe Avenue, asked if the reports for the Police and Code Enforcement Departments would still be provided.

Mayor Henderson advised those will be provided at the second meeting of the month.

Joe Townsend, 6412 Babby Lane, felt distribution of the packet on Friday for the Tuesday meeting would minimalize the time Commissioners and citizens have for review.

Mayor Henderson advised Friday distribution would allow for staff time to put the agenda together with two meetings per month. Plus Commission and citizens would also have Monday and Tuesday before the Tuesday night meeting.

**Motion:**

Motion was made by Commissioner Fairbanks and seconded Commissioner Davis for approval of Resolution No. 18-15. Motion carried unanimously upon roll-call vote.

## **Commission Non-City Board Appointments**

Commission agreed upon the following appointments:

- Bay County TPO Alternate Commissioner Davis
  - NW FL Water Management District Commissioner Fairbanks
  - NW Florida League of Cities Alternate Commissioner Davis
  - West FL Regional Planning Council Alternate Commissioner Griggs
- (Mayor Henderson advised this board now meets Quarterly at lunchtime in Defuniak.)*

Mayor Henderson called for public participation; there was none.

## **Code Enforcement Board Appointment**

City Clerk Peters advised that with the resignation of David Griggs, there was a vacancy on the board. Protocol is that the Alternate with the highest tenure is offered the full-time position. Vera Banks was contacted and indicated she would like to serve on the board in the full-time capacity. Appointment of Ms. Banks would leave an Alternate position vacant, which staff will advertise.

### **Motion:**

Motion was made by Commissioner Davis and seconded by Commissioner Fairbanks for approval of the appointment of Vera Banks to the Code Enforcement Board to fill the unexpired 3-year term ending December 31, 2019.

Mayor Henderson called for Public Participation; there was none.

## **Development Order – 6505 Cherry Street**

City Manager Cook reviewed the item, advising the Planning Board reviewed the Development Order at their May 1<sup>st</sup> meeting and recommended approval.

Mayor Henderson called for Public Participation; there was none.

### **Motion:**

Motion was made by Commissioner Davis and seconded by Commissioner Griggs for approval of the Development Order for 6505 Cherry Street. Motion carried unanimously.

## **COMMISSION COMMENTS**

### **Pamn Henderson, Mayor**

#### TPO Meeting

Mayor Henderson advised she and Commissioner Griggs attended the last TPO meeting and all the projects submitted for sidewalks, i.e., Boat Race Road, Wallace Road, Cherry Street, and Yellow Bluff Road, are in the top five for funding. She also advised she was appointed Chairman of that board for the next year.

### Safety Information

Regarding the card distributed by Deputy McKenzie to the residents of Claudia's Way, she asked for permission to use the same verbiage for the City's newsletter. Deputy McKenzie agreed and will provide. City Clerk Peters will add to the newsletter.

### Audit

Mayor Henderson asked where we stand in the Audit process. Director Schultz, Director of Finance, advised it should be provided by the end of the month.

### **Scott Davis, Commissioner Ward I**

Commissioner Davis indicated he is happy to see the progress on Tyndall Parkway.

### **David Griggs, Commissioner Ward II**

#### TPO Board

Commissioner Griggs commended Mayor Henderson and Joe Townsend for their work on the TPO board and advised he has copies of the projects approved for funding. He also thanked citizens who had signed the sheets recommending each specific project for funding. Mayor Henderson added that their Public Hearings are normally held here at the Arts & Conference Center.

Commissioner Griggs also indicated Robert Carroll, District II Commissioner for Bay County, is also the Co-Chair for TPO.

#### Employee Appreciation

He donated to the employee appreciation fund and urged other Commissioners to do the same.

#### Warm Weather Vermin

Commissioner Griggs advised that with the warmer weather there would be vermin in the ditches and urged citizens to be careful or stay out of them.

### **Ron Fairbanks, Commissioner, Ward III**

Commissioner Fairbanks advised he loves the City of Callaway and is not going anywhere as he strives to make it a better place for citizens.

#### Speed Bump Policy

Although it is a good policy, he advised Commission will not be eager to install in front of citizens' homes.

### **Eddie Cook, City Manager**

#### Eastern Shipbuilding Letter of Support

City Manager Cook advised a letter has been presented for Commission to sign in support of Federal funding for Eastern Shipbuilding's Nelson Yard for dredging.

**Janice Peters, City Clerk**

Commission Vacancy

City Clerk Peters asked for direction from Commission to accept application from citizens in Ward IV for the vacant seat.

Mayor Henderson thanked Joe Townsend for his service.

Commission agreed to solicit applications through 5:00 pm on June 1<sup>st</sup>.

**PUBLIC PARTICIPATION**

Mayor Henderson called for public participation.

Jean Champoux, 621 S. Berthe Ave., strongly suggested a ranking policy be implemented that is not confusing.

John Piercy, 325 Beulah Ave., recommended, with hurricane season coming up, that tree limbs hanging in the streets be trimmed.

David Agosta, 6609 Pridgen St., thanked Mr. Townsend for his service and belated congratulations to Commissioners Davis and Griggs. He announced that he would apply for the vacant Commission seat.

**ANNOUNCEMENTS**

Mayor Henderson read the announcements.

City Clerk Peters advised the Half-cent Oversight Committee is changed to Monday, May 14<sup>th</sup> because the Planning Board will meet on the 15<sup>th</sup>.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:02 p.m.

\_\_\_\_\_  
Janice L. Peters, MMC, City Clerk

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