

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 15, 2016 – 6:00 P.M.**

The Callaway Commission met in workshop session with Bob Pelletier, Mayor, Pam Henderson, Mayor Pro tem, and Commissioners Melba Covey (via telephone), Ron Fairbanks and Joseph Townsend in attendance. Also present was J. Michael Fuller, City Manager; Kevin Obos, City Attorney; Janice L. Peters, City Clerk; Beverly Waldrip, 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 Pelletier, followed by an invocation and the Pledge of Allegiance. He recognized Mr. Roger Williams, a long-time dedicated employee of Public Works, who lost his battle with Cancer on November 10th.

PRESENTATIONS

Employee of the Month – Jackie Patterson

City Manager Fuller read the letter of recommendation in which Mr. Patterson was commended on his work ethic and ability to work with other groups and departments. Commission presented Mr. Patterson with the Certificate of Recognition.

Code Enforcement Board Report

Chairman Mullinax informed the Commission of the outcome of the cases heard by the Code Enforcement Board and changes in timelines for fines at their meeting on October 27, 2016.

Mayor Pelletier asked who set the policy to stop assessing the penalties on a daily basis. He thought the fines continue to accrue until paid. He asked that the policy be amended and brought to Commission for approval. Mr. Mullinax indicated the fines are being assessed, just on a shorter period in order to assess the liens. He was not aware of any policy setting how many days the fees will be assessed. City Manager Fuller will add the topic to the next agenda for discussion.

Commissioner Fairbanks asked if Code Enforcement is aware of the growth around the cell phone tower at Bertha and Boat Race. City Manager Fuller advised the owners have been contacted.

Commission consensus was to bring the issue before Commission.

Bay County Sheriff's Office Report

Sgt. Strickland reviewed statistics for the month of October as follows:

Miles Patrolled	- 14,814	Traffic Stops	- 64
Calls for Service	- 1,069	Citations Issued	- 44
Arrests Made	- 64	Traffic Crashes	- 40

He advised there were three robberies in October, which have been solved.

GFOA Certification of Achievement for Excellence in Financial Report (2015 CAFR)

Mayor Pelletier advised that the City of Callaway had received the GFOA's Certification of Achievement for Excellence in Financial Reporting and thanked the Finance division.

Mayor Pelletier made all aware of Item #14 Christmas Parade that was added at last night's workshop. There were no other add-ons or deletions.

PUBLIC PARTICIPATION

Steve Jordan, 257 Hugh Thomas Drive, advised he was on the Planning Board when the Arts & Conference building was constructed and referenced grant money received for a Farmers Market. He was not in favor of moving City Hall to this location but making repairs to the current City Hall building, which Mayor Pelletier reviewed. Mayor Pelletier advised that no decision has been made to move City Hall, it is just being discussed at this time.

Jean Champoux, 621 S. Berthe Avenue, asked the rationale behind moving the workshops to 10:00 a.m. Mayor Pelletier advised it was to alleviate two late-night meetings in a row.

She recommended researching thoroughly before moving City Hall and thought it viable because of traffic issues at the current location. Commission consensus was to add the workshop time to the agenda for further discussion.

George Smith, 8009 Highway 22, former Commissioner, referenced amenities/services available to the citizens of Callaway and objected to moving City Hall, stating the Arts & Conference Center was not built to make money.

Reverend, Dr. Rufus Wood, 1911 E. 10th Street, President of the Bay County Branch of the NAACP, was not in favor of moving the Callaway Arts & Conference Center as it is an important place for this and other communities to have their events. He gave Commission a letter from Rev. Leon A. Belton, President of the Bay County Democratic Black Caucus, which was later read into the record by Joyce Smith of Lynn Haven (Attachment A).

John Piercy, 325 Beulah Avenue, spoke of repairs needed at the current City Hall and was not in favor of moving. He felt the current City Hall to be in a good location and was in favor of leaving the Arts & Conference Center for the community to use.

John L'Heureux, 133 Lauren Lane, as well as others, reiterated that the asbestos at City Hall is not a threat unless it's disturbed. He thought Commission was going to make a decision on the move tonight, which Mayor Pelletier advised was not the case.

Brigid Johnson, 7509 Melody Lane, advised the Farmers Market, which was funded by grant money, was held but no one showed up. She wished more citizens would get involved in the issues regularly. She indicated the 1:00 workshop meetings would be more convenient but felt the current City Hall does not work.

Matt Shack, 1040 7th Court, Panama City, advised there are very few larger facilities in the area to accommodate events and urged Commission to rethink the City Hall move. He thought more people outside the City of Callaway use the facility than its citizens.

Charlotte Marshall, 1303 Maryland Avenue, Lynn Haven, represented three organizations that use the Arts & Conference Center and urged Commission to keep it as is. She urged Commissioner Covey to watch her tone because she comes across as not wanting to hear what citizens want to say.

Anthony Williams, 6512 N. Lagoon Dr., PCB, stated the Arts & Conference Center is a training ground.

Ronald Shaner, 5711 Kevin Circle, felt if the asbestos is in City Hall Commission should be worried about the employees that work there. He was not in favor of moving City Hall to the Arts & Conference Center.

Kimberly Blount, 7547 Shadow Bay Dr., wanted to keep the Arts & Conference Center as is. She has a wedding scheduled for May and asked that Commission wait until after that time to make any moves.

Sharon Aufdencamp, 400 Beulah Ave., former Commissioner did not think it would be cost effective to move City Hall to Arts & Conference Center. She reviewed what she thought she remembered about the purchase of the current City Hall building and the donation of the land the Arts & Conference Center sits on.

Bill Brown, 6023 Howard Road, asked the Commission to consider decorating for Christmas.

Dr. Russell Wright, 5209 E. 11th Street, indicated the Arts & Conference Center is one of the nicest facilities in the county and urged Commission to keep it as is. He commended Mr. Cobb Wynn on his professionalism in handling the building and events.

MINUTES

October 21, 2016	Special Workshop
October 24, 2016	Regular Workshop
October 25, 2016	Regular Meeting

Motion:

Motion was made by Commissioner Fairbanks and seconded by Commissioner Henderson to approve the minutes as amended. Motion carried unanimously upon roll-call vote.

CONSENT AGENDA

Financial Update – “Budget-in-Brief”

Budget Cleanup Transfers – FY2016/17

Budget Amendment – Berthe Avenue Erosion Mitigation Project

Bid Award – Lift Station CA-4 Rehabilitation

Mayor Pelletier asked about the engineering fees related to services for the Lift Station Rehabilitation. City Manager Fuller advised there are three or four engineering firms with contracts with the City and their fees are listed in their contracts. Commissioner Covey advised she would like to contact the other firms about their fees. City Manager Fuller advised the City can go out for new RFPs for engineering firms in the early part of next year.

Fair Labor Standard Act – City Manager & City Clerk

Meter Replacement Program Large Size Meters

Letter of Commitment - NCBA Senior Community Service Employment Program

Commissioner Covey asked how the current employees will be able to train participants when they don't have enough time to do their own work. City Manager Fuller advised the participants will start out with simple tasks. He also advised that the participants are bonded through the program. They do not do a background check or drug screens but the City may if they wish.

Commissioner Henderson asked, with the reassignment of duties would that not free up time for training. City Manager Fuller hoped that would be the case.

Motion:

Motion was made by Commissioner Henderson and seconded by Commissioner Fairbanks to approve the consent agenda. Motion carried unanimously.

PUBLIC HEARING(S)

Second Public Hearing for FFY2016 CDBG Application Cycle

City Manager Fuller asked that the discussion of the \$50,000 leverage be put on the next agenda for formal action by the Commission.

Mr. Dingman reviewed the 1st Public Hearing held on October 27th, as well as the current 2nd Public Hearing in the CDBG Application process. A draft application had been prepared for a CDBG for Housing Rehabilitation as attached to the following resolution. He reviewed potential uses for the \$750,000 Housing Rehabilitation grant, of which \$622,500 will be used for construction, some will be used to assist participants with moving and storage, and \$112,500 will be for administration costs.

At a minimum, 11 low-to-moderate households will be helped, maybe more depending on the cost of rehabilitation of each home. This program will address all code related conditions. Participants must be a permanent resident of Callaway and must own their own home, which can be a manufactured home. Extra points are given on the applications for those 62 and older, as well as the handicapped.

Mr. Dingman advised the process will take approximately a year before citizens can apply. There will be public notices and workshops held to inform citizens.

Public Participation

George Smith, 8009 Hwy 22, spoke in support of the program as it increases value. Mr. Dingman advised three new houses were built last time and one was for a severely disabled citizen.

Brigid Johnson, 7509 Melody Lane, was in support of the program but wanted to make sure no one would be able to influence who gets the grants.

Mr. Dingman advised that those who previously applied are contacted to see if they want to submit an application and confirmed that the process is decided by points given for income, being 62 or over, and whether one has a handicap. The CATF nor Commission has any say or influence regarding who qualifies.

Resolution No. 16-33 Enabling Resolution to execute the FFY2016 CDBG Application

City Attorney Obos read Resolution No. by title as follows:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA, AUTHORIZING THE MAYOR OR MAYOR PRO-TEM TO MAKE APPLICATION TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR APPROVAL OF THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT, AND TO ADOPT THE CITY'S COMPREHENSIVE PLAN AS ITS COMMUNITY DEVELOPMENT PLAN, PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

Motion:

Motion was made by Commissioner Henderson and seconded by Commissioner Fairbanks for approval of Resolution No. 16-33. Motion carried unanimously upon roll-call vote

REGULAR AGENDA

Resolution No. 16-34 Requesting the Legislature protect funding for North Florida's Water Resources

City Manager Fuller briefly reviewed the purpose of the Resolution.

City Attorney Obos read Resolution No. 16-34 by title as follows:

A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA URGING THE FLORIDA LEGISLATURE AND CABINET TO DEDICATE CONSERVATION FUNDS FOR WATER CONSERVATION PROJECTS IN THE ENVIRONMENTALLY SENSITIVE AREAS OF NORTH AND CENTRAL FLORIDA, AND OPPOSE ANY EFFORTS TO USE STATE CONSERVATION FUNDS TO PURCHASE FARM LANDS SOUTH OF LAKE OKEECHOBEE FOR WATER STORAGE; AND PROVIDING AN EFFECTIVE DATE.

Motion:

Motion was made by Commissioner Henderson and seconded by Commissioner Fairbanks for approval of Resolution No. 16-34. Motion carried unanimously upon roll-call vote.

Resolution No. 16-35 Employee Education and Certification Policy

City Manager Fuller reviewed changes made as directed by Commission at the previous night's workshop.

City Attorney Obos read Resolution No. 16-35 by title as follows:

A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA ESTABLISHING AN EMPLOYEE EDUCATION, TRAINING AND CERTIFICATION POLICY; INCORPORATING SAID POLICY AS PART OF THE CITY PERSONNEL MANUAL; REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH AND RECITING AN EFFECTIVE DATE.

Commissioner Covey asked for clarification that training would be directly related to requirements of the job. City Manager Fuller confirmed. Commissioner Covey was concerned that the city not pay for higher education not required for the position.

Motion:

Motion was made by Commissioner Townsend and seconded by Commissioner Henderson for approval of Resolution No. 16-35. Motion carried 4-1 upon roll-call vote with Commissioner Covey voting in opposition.

Arts & Conference Center Move

Following further discussion of the asbestos issue at the current City Hall, Commission consensus was for the City Manager to move forward with analysis of the asbestos issue at City Hall and compile figures from an architect regarding turning the Arts & Conference Center into City Hall offices for further discussion in January. Mayor Pelletier reiterated that if it happens, it will not be over night and no reservations will be cancelled that are already booked.

Lockbox Cancellation

City Manager Fuller reviewed the plan to cancel Lockbox. He is hoping that once the Bookkeeper position is filled by December, along with the reorganization of the other positions that have been implemented, the proper staff will be able to absorb those duties. He will send a written notice to the vendor cancelling the Lockbox services and recommended three consecutive notices to citizens of the address change to mail payments to beginning March 1, 2017.

Motion:

Motion was made by Commissioner Fairbanks and seconded by Commissioner Townsend for approval to cancel the Lockbox program effective March 1, 2017. Motion carried unanimously upon roll-call vote.

UBER Discussion

Commissioner Henderson advised Bay County has set a workshop for December 6th to accept input. She suggested as many as possible attend the workshop before determining what Callaway would want to do.

Christmas Festivities

Leisure Services Director Legare advised the plans have already been set and advertised for this year's Christmas Tree Lighting festivities. Commission consensus was to begin festivities at Veterans Park next year, to include a Christmas Parade and addressing concerns for vandalism.

COMMISSION COMMENTS**Joseph Townsend, Commissioner, Ward IV****New Meters**

Commissioner Townsend asked if there have been any defective new meters reported. Director Martinez advised that some built in 2014 had moisture damage but those have been replaced. Sensus warrants any defective units.

Cherry Street Lift Station Down Pipe

He asked if the down pipe installed at the Cherry Street Lift Station was to flush out residue in the bottom. City Manager Fuller advised the down pipe was not installed. The level of sewage was

raised to eliminate cascading or splashing into the wet well, eliminating the release of the H2S and reducing the ppm.

GPS

Commissioner Townsend asked if the GPS systems are working. Director Martinez advised the last documents have been sent with everyone's permissions set.

Mechanic's Toolboxes

Commissioner Townsend asked if these have been ordered. Director Martinez indicated they have not.

Piping in Ditches

Commissioner Townsend asked if costs for this had been determined. City Manager Fuller advised staff is updating the stormwater infrastructure inventory plan and once it is done will be provided to Commission. He also advised the stormwater rate study is underway.

Code Enforcement Report

City Manager Fuller advised it will be forwarded to Commission.

Ron Fairbanks, Commissioner, Ward III

Veterans Parade

Commissioner Fairbanks thanked Leisure Services, Bill Frye and the City Manager and staff for their work on the Veterans Parade.

Pam Henderson, Commissioner, Ward II

Half Cent Surtax Oversight Committee

Commissioner Henderson advised the Half Cent Surtax did pass and she would expect an Oversight Committee will be appointed with projects to move forward on.

OnSystems Detailed Trip Report

Commissioner Henderson asked if a detailed report of expenses had been submitted. City Manager Fuller advised it had not been received yet. She requested an invoice before they are paid.

Training & Travel Expenses

She requested monthly details of travel and training expenses, which City Manager Fuller will provide to all of Commission.

Melba Covey, Commissioner, Ward I

Code Enforcement Concerns

Commissioner Covey requested the maps detailing which areas are covered monthly by the Code Enforcement Officers in order to be able to address citizen questions. City Manager Fuller advised the map is currently in the conference room at City Hall. He will try to get it digitally or a smaller version for Commission.

Janice L. Peters, City Clerk

Charter Review Committee

City Clerk Peters advised she is still accepting applications for the Charter Review Committee until November 28th. She indicated that four applications have been received and that blank applications were available at the meeting.

Michael Fuller, City Manager

Garbage Haulers

City Manager Fuller advised that on November 3rd he met with the garbage haulers to inform them of the notice of intent and discuss the issues and complaints the City has been receiving related to trash and garbage. It was a good meeting and all indicated what was being asked was not unreasonable. Improvements are expected.

CRA Façade Improvement Grant

Letters are being sent to all business owners within the CRA district informing them of the funds available.

Comprehensive Emergency Plan

City Manager Fuller advised staff is working on the update of the plan and a draft should be available for Commission in December.

Personnel Manual Update

He also advised staff is working on the update to the Personnel Manual and will be starting on the Financial Policy in the 2nd quarter of 2017.

Bob Pelletier, Mayor

Goodwill Ribbon Cutting

Mayor Pelletier advised he received an invitation to the ribbon cutting for the new Goodwill at 129 Tyndall Parkway at 9:00 a.m. on December 9th. He urged Commission to attend.

Regions Bank

Mayor Pelletier indicated he and City Manager Fuller had met with Regions Bank and will be making internal changes as far as bank scanners. City Manager Fuller referenced vault services offered through Brinks or Loomis who will provide a vault for deposits which will update the account immediately. Change will also be available via the vault thereby eliminating the need for an employee to go to the bank. New check scanners are being reviewed as well.

City Manager Fuller hoped to have a banking RFP advertised by the end of the month with a 30-day window.

Water Meters

Mayor Pelletier would like staff to look at the feasibility of antenna systems which would allow for turning systems on and off from City Hall without the need for staff to physically go do it. The City Manager and staff will work on further automation of the system with current technology. Director Martinez indicated the problem with this is the solenoid has a battery which must be replaced.

Mayor Pelletier requested the City Manager do a report on how many of the old mechanical meters were equipped with drive-by modules in past years and how the problem will be remedied.

Public Works Server Update

Mayor Pelletier asked if this has been done. Director Martinez advised it has been done but it is not what was ordered. Mayor Pelletier will visit and talk with the City Manager to find a solution to fix.

Veterans Parade

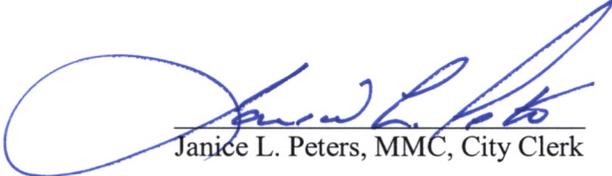
Mayor Pelletier expressed appreciation to staff on the Veterans Parade. He stated the banners looked fantastic and the Christmas banners will be installed.

ANNOUNCEMENTS

Mayor Pelletier read the announcements.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:20 p.m.



Janice L. Peters, MMC, City Clerk

Attest: 

Mayor