

CITY OF CALLAWAY
BOARD OF COMMISSIONERS
REGULAR WORKSHOP MINUTES
FEBRUARY 27, 2017 – 1:00 P.M.

The Callaway Commission met in workshop session with Bob Pelletier, Mayor, Pam Henderson, Mayor Pro tem, and Commissioners Melba Covey, Ron Fairbanks and Joseph Townsend in attendance. Also present was Tim Legare, Interim City Manager; Kevin Obos, City Attorney; Janice L. Peters, City Clerk; Beverly Waldrip, Finance Director; Bill Frye, Zoning & Code Enforcement Officer; David Joyner, Fire Chief; and Oscar Martinez, Public Works Director.

The meeting was called to order by Mayor Pelletier, followed by a moment of silence and the Pledge of Allegiance.

Presentations/Proclamations

Panama City Rescue Mission - Representatives were not present.

Minutes

Mayor Pelletier asked that the minutes be added to the workshop for review. Commissioner Covey referenced items that had been requested to be brought back to Commission, as well as the following:

- A clarification on page 5 of the January 23, 2017, minutes under the Odor Control Study to reference AWT.
- Page 2 of the January 24, 2017 minutes, to reference that Commissioner Covey does not believe marketing is being done. City Clerk Peters will clarify via the recorded tape.
- Page 9 of the January 24, 2017, minutes, to clarify that Mayor Pelletier under the discussion of the Water Bill Adjustment request, that Mr. Purchis had not been given disabled status.

Commission consensus was given to add future minutes to the Workshop Agenda for review.

Additions/Deletions to the Agenda

Mayor Pelletier asked for additions/deletions to the Agenda.

Commissioner Covey requested the addition of a discussion of the Finance Director's job description as Item #22 and preparing the 2018 Budget, Item #23. She requested to pull Item #8, the Comprehensive Emergency Management Plan for a workshop to review, as well as Item #19, the Personnel Policy, added by the Mayor.

Consensus of the Commission was to schedule a Special Meeting on Thursday, March 9th at 10:00 a.m. for the Comprehensive Emergency Management Plan and the Personnel Policy reviews. A current copy of the Personnel Manual will be provided to Commission.

Mayor Pelletier asked that the renovation of City Hall issue to be added to the Agenda as Item #24. Commissioner Covey elaborated on the need to move forward with the process. Commission consensus was to add.

CONSENT AGENDA

Financial Update – “Budget-in-Brief”

Mayor Pelletier advised City Manager Legare that he would like to see a separate line item in the budget for the half-cent sales surtax revenue.

Surplus

Commissioner Townsend did not agree with giving the asphalt trailer to the City of Parker. City Manager Legare advised the item was already put on GovDeals and did not sell. Public Works Director Martinez indicated it had been sitting for a while. Following discussion of intergovernmental services Commissioner Henderson recommended listing on GovDeals a second time and if there is no interest Commission can readdress. Consensus of Commission was given. Discussion continued of the surplus items.

Interim City Manager Legare asked if Commission would approve the donation of all the old desks and file cabinets to a non-profit. Commission consensus was given.

Award of RFP No. CM2017-03 – CDBG Program Administration Services

City Manager Legare advised this is award of Program Administration Services for the CDBG grant funds.

Commissioner Covey asked about the income restriction to sit on the CDBG Committee. She was advised Mr. Dingman can address that issue.

Commissioner Henderson asked if there were other companies that provide these services and were they made aware of the RFP. City Clerk Peters advised at least twenty firms were notified and Summit Professional Services was the only RFP received. The DEO has approved the award.

Award of RFP No. CM2017-04 - CEI Services for Bob Little Sidewalk Project

City Manager Legare advised this is for Construction Engineering and Inspection of the Bob Little Sidewalk Project. Mayor Pelletier asked that Commission be provided the scoring Evaluation Committee's scoring of the firms.

City Clerk Peters advised the Evaluation Committee scoring had resulted in DRMP having the highest score. She will provide to Commission, along with the copies of the RFP's submitted. FDOT has approved negotiations to commence with DRMP and is reviewing the proposed agreement. Commission consensus was that if DRMP does not want to provide services for the amount allocated in the grant we move to negotiate with the second ranked firm.

Commissioner Covey asked how the evaluation committee is selected. City Clerk Peters advised the City Manager appoints. Commissioner Covey asked if Commission needs to set a procedure in place to ensure that Evaluation Committee members are familiar with the subject matter. City Clerk Peters will provide the statute referencing the issue to Commission.

Commissioner Covey asked, and Commission consensus was given, that in the agenda item summary recommendations "staff" be identified. City Attorney Obos advised it is always the City Manager and director of the department relevant to the item.

Committee Appointments – Half Cent Surtax Oversight Committee

City Clerk Peters advised one additional application had been received from Brandi Tagirs on Friday afternoon. She relayed that although Mrs. Champoux had applied she indicated that if five other applications were received she wished to withdraw her application for appointment.

Commissioner Covey asked if any funds had been received. City Manager Legare advised no funds have been received but should be received monthly beginning in March. She asked for information regarding the separate line item in the budget for this item.

PUBLIC PARTICIPATION

David Griggs, 7111 Winona Street, advised “staff” is made up of a collaborative review of any number of staff members, not just the City Manager alone. He also spoke of things that are included in infrastructure, such as failure or planned maintenance, as well as preventive maintenance, paving, etc. He advised the money cannot be used for raises, etc., although it does free up revenue that would have been used for infrastructure.

Modification of Development Order for the Grove at Bridge Harbor – Modification of Staging/Scheduling.

City Manager Legare reviewed the background of the request, stating this modification will accelerate the construction of Development I Stage III, the Grove, with minimum deviation from the original development order in place. This modification request is in accordance with the Land Development Regulations, Section 15.645, which gives the City Commission the authority to grant alterations, changes and or amendments to an approved development project after consideration of the departmental recommendations. City staff has reviewed the proposed modifications to the original development order executed April 3, 2012, and finds no issues or concerns and determined changes would be within the parameters of the Land Development Regulations.

Mike Harper, of Buchanan & Harper, reviewed the proposed changes to accelerate the subdivision construction to the next phase.

PUBLIC HEARING(S)

Resolution No. 17-04 – Budget Amendments

It was noted these amendments incorporates changes as approved by Commission for the FY16/17 budget.

Commissioner Covey again requested “staff” in the recommendation area of the item summary be specified.

OLD BUSINESS

Comprehensive Emergency Management Plan

Pulled for further review at a Special Meeting on March 9th.

REGULAR AGENDA

Resolution No. 17-05 Liens for Fines

Commissioner Townsend advised he came across another abandoned vehicle and was referred to the City Manager. Commissioner Fairbanks referenced possible hardships of the owners of these properties, which he had spoken with the City Manager about. He agreed with moving forward with the placement of the proposed liens.

Mayor Pelletier expressed concern for the hazards of the 7016 Benton Drive property and asked City Attorney Obos what can be done. City Attorney Obos advised a notice of abatement can be sent followed by steps to secure the property. Commissioner Henderson asked if the City would be responsible if someone got hurt on the property. City Attorney Obos advised all the steps have been taken and it's unlikely the City would be held responsibility.

Commissioner Covey asked if there was an ordinance requiring fencing around hazardous conditions. City Attorney Obos advised an ordinance can be prepared. Commissioner Covey asked about nuisance abatements to be listed on tax rolls. City Attorney Obos reviewed that those are listed on the tax roll as an assessment and indicated those are listed in the next item. He clarified that liens get filed against the property; abatements get filed against the property and are placed on the tax roll.

Resolution No. 17-06 – Liens for Abatement

Discussed in conjunction with the prior item.

PUBLIC PARTICIPATION

David Griggs, 7111 Winona Street, who is a member of the Code Enforcement Board, further reviewed foreclosure statistics and the process of abatements. Discussion continued.

Resolution No. 17-07 – Commission Salaries

City Attorney Obos reviewed that FRS found no prohibition for having two different salaries for Commission depending on whether FRS is chosen or not. He also added insurance language.

Resolution No. 17-08 – TAP – Sidewalk/Bicycle Lane – Wallace Road

Resolution No. 17-09 – TAP – Sidewalk/Bicycle Lane – Boat Race Road

Resolution No. 17-10 – TAP – Sidewalks – Yellow Bluff Road

Resolution No. 17-11 – TAP – Sidewalks (Both Sides) – Cherry Street

City Manager Legare clarified that these are submitted every year until approved.

City Manager Application Process

City Clerk Peters updated Commission on the status of the process thus far. She reviewed an offer from Gleason & Associates for vetting of applications. Commission was not in favor of utilizing their services. Mayor Pelletier reviewed the process of elimination of applications as

well as a desire to have one-on-one interviews and a meet and greet with 3-5 finalists. The HR department will process the vetting of the finalists. Commission was in agreement with this process. Commissioner Covey advised she would be requesting amendment to the job description in a later item within this agenda.

PUBLIC PARTICIPATION

Greg Baker, 636 S. Berthe, asked if you have to live in the city to apply, to which Commission replied no. Regarding the lien on Benton Drive, he was informed Code Enforcement was already dealing with the issue.

RFP No. CM2017-01 – Banking Services Discussion

Commission consensus was to set a Special Meeting at 10:00 a.m. on Tuesday, March 14 for the Banking RFP with 10 minute presentations by each bank, followed by questions from Commission.

OnSystems, Inc. Agreement

Mayor Pelletier advised the County is willing to provide IT services as needed if Commission so agrees. Commissioner Covey agreed but would like to see what they will charge us. City Manager Legare will speak with the County Manager for costs. Mayor Pelletier asked that OnSystems, Inc. be notified of the termination of their contract. Commission consensus was given.

Personnel Manual

Pulled for review at a Special Meeting on March 9th at 10:00 a.m.

Planning Contracts

Commissioner Covey reviewed the minutes of the June 27, 2016, budget workshop wherein it was documented that the City Manager had not included the \$15,000 for Planning. She asked that the budget be amended to include these costs in order to utilize the four planning companies acquired by RFQ in 2015. She referenced the need for Code Enforcement to focus on the clean-up of the City, not planning.

Commissioner Henderson recommended amending the budget to include the \$15,000 for Planning. Commission consensus was to add to the budget, utilizing monies initially allocated to the CDBG for Leverage in Other Contractual Services.

PUBLIC PARTICIPATION

David Griggs, 7111 Winona Street, reminded Commission that the Comp Plan will be amended and recommended Code Enforcement Officer Frye be utilized. He also referenced the CRA which will need to be reviewed and felt some of the minor things can be reviewed by staff.

Commissioner Townsend about lien searches and was advised by the City Clerk that it is considered a records request, processed by the City Clerk department, which requests any past due utility bills and any liens placed on the property. Code Enforcement supplies lien information.

City Manager Job Description

Commissioner Covey felt the City Manager's job description needs to be updated. Commission consensus was to pull the current job posting and hold a special meeting on Friday, March 3rd at 10:00 a.m. for review of the City Manager and Finance Director job descriptions.

Finance Director Job Description

Pulled to be reviewed with previous item.

2018 Budget

Commissioner Covey asked if Commission could designate a Commissioner to assist the City Manager and Finance with the budget process this year. City Attorney Obos advised it would be acceptable as long as they did not offer opinions on what Commission will approve or not. She asked that each budget supplied to Commission for review be labeled Draft 1, Draft 2, etc., with the process to start in April.

City Manager Legare felt confident in his abilities to produce the budget.

Renovation of City Hall

Mayor Pelletier asked, and Commission consensus was given, for staff to issue an RFP for renovation of city hall with abatement of the Asbestos using existing plans.

COMMISSION COMMENTS

Commissioner Fairbanks

Commissioner Fairbanks advised he attended the Bay County League of Cities meeting on February 23rd wherein it was decided that their quarterly banquet will be held at Captain Andersons on March 13th at 6:00 p.m. RSVP is Sharon Churchwell at 872-3001. It was also discussed that the Florida Legislature wants to put forth a bill (17) to preempt Home Rule. He has a list of contacts for anyone wanting to express their opinions for or against.

He commended City Manager Legare on the job he's doing.

City Attorney Obos

AWT Study

City Attorney Obos advised the study on AWT had been received from Bowker and distributed to Commission. The results will be shared with the County. He advised a bid will need to be issued based upon the recommended specifications, which were in line with what Webster had done.

City Attorney Obos advised there will be a meeting at the County Attorney's Office on Thursday to follow up on the AWT Interlocal changes discussed last year.

Mayor Pelletier

McDonalds Ribbon Cutting

Mayor Pelletier advised he, City Manager Legare, and the Fire Chief attended the ribbon cutting at McDonalds for their grand re-opening and learned that they added 40 additional jobs and are the highest volume McDonalds in Bay County.

Fire Department Pole Barn

He advised the Fire Departments' Pole Barn is complete and Public Works is also installing one to protect the city's equipment from the sun and elements.

Collections Report

Mayor Pelletier also expressed disappointment that the report is running 2-3 months behind and should be done monthly. City Manager Legare will look into it.

City Manager Tim Legare

City Manager Legare indicated it has been an interesting couple of weeks since filling in as Interim City Manager, advising we have good employees and they are able to function in the interim. He is working on several things to help with operations.

Job Descriptions

City Manager Legare was in agreement that the statement "other duties as required" to be a needed inclusion.

Commissioner Henderson

AWT

Commissioner Henderson asked if we are under any obligation for the County to approve anything. City Attorney Obos indicated they were told the information would be shared with them as it will eventually be turned over to the County to operate. She asked if the County can hold the process up any further. City Attorney Obos advised they cannot stop the process.

Florida League of Cities Webinar – Medical Marijuana

Commissioner Henderson advised she listened to the webinar on medical marijuana and that it was a wealth of information. She clarified that apparently the product can be administered at the facilities. City Attorney Obos indicated zoning regulations will need to be set and included in the LDR. The Planning Board will need to further review.

TPO – Trolley Revenue

Commissioner Henderson advised she will be participating on a committee that will review advertising to be placed on the trolley to generate revenue. One of the issues is the different municipalities has various ordinances regulating advertising on commercial vehicles. Royal American has committed to fund three covered trolley stops. The TPO currently funds ten a year.

Commissioner Covey

Bill 17 – Home Rule

Commissioner Covey referenced an e-mail that referenced a sentiment that municipalities are an arm of the state. She urged all to voice their opposition.

Gulf Power Increase

She advised she has contacts citizens can call to voice their opinions.

Water Breaks

She referenced that the city’s water is connected with surrounding municipalities and dirty water is sometimes related to others not flushing their lines following an incident. She requested the Department of Public Works to write about the infrastructure of water works for the newsletter.

Prison Crews

Commissioner Covey asked if we are utilizing prison crews. Mayor Pelletier advised we are and would like a letter of appreciation sent to the Sheriff.

Finance

She asked for clarification that the Bookkeeper would be covering for the Finance Director in her absence. City Manager Legare confirmed.

Engineering Proposals

Commissioner Covey asked how many proposals we had received. City Clerk Peters advised the RFQ closes on March 1st.

Font Size

She requested that the font size be enlarged on items presented to Commission.

Code Enforcement Status Report

Commissioner Covey advised she was very disappointed in the report, which she felt was mundane and did not show where staff had been. She also advised there is no backup for the Code Enforcement report at tomorrow’s meeting. She also thought it had been requested that Code Enforcement Frye present that report to Commission. City Manager Legare did not see a problem with that.

David Griggs advised the minutes of the Code Enforcement Board meeting are online.

Commissioner Townsend

Commissioner Townsend remembered that previous City Manager was supposed to pursue information pertaining to the bed tax and consideration of extending the days for paying the utility bills. Mayor Pelletier was not in favor of extending the days for paying utility bills, which had been discussed previously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:10 p.m.

Janice L. Peters, MMC, City Clerk

Attest: _____
Mayor