

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
FEBRUARY 28, 2017 – 6:00 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; 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.

Mayor Pelletier called for changes to the agenda.

**PRESENTATIONS/PROCLAMATIONS**

**Panama City Rescue Mission**

Rachel Duval and Alan Gram of the Panama City Rescue Mission gave a presentation outlining the works of the Mission and programs they offer.

Amber Biena, a resident of Bethel Village, the Missions program for women gave testimony of the help she has received in the program.

**Employee of the Month – Zachary Miller**

City Manager Legare read the letter of recommendation in which Mr. Miller was commended on his enthusiasm and work ethic. Commission presented Mr. Miller with the Certificate of Recognition.

**Code Enforcement Board Report**

Bill Frye, Code Enforcement Officer, informed the Commission of the outcome of the cases heard by the Code Enforcement Board at their meeting on February 23, 2017, as well as upcoming cases. He was commended for Code Enforcements work on abandoned vehicles.

**Bay County Sheriff's Office Report**

Sgt. Jeff Bennett reviewed statistics for the month of January as follows:

Miles Patrolled	-	15,000	Traffic Stops	-	87
Calls for Service	-	1,100	Citations Issued	-	81
Arrests Made	-	59	Traffic Crashes	-	37

Mayor Pelletier advised he had visited with the Sheriff to review procedures. Commissioner Covey expressed appreciation of the updates given regarding incidents.

Mayor Pelletier advised Commission consensus at the previous night's workshop deleted Item's 8, 16, 17, 19, and 21 for workshops.

Add on items included Item # 22 - 2018 Budget and Item #23 Renovation of City Hall.

**Motion:**

Motion was made by Commissioner Henderson and seconded by Commissioner Fairbanks to approve the addition of Items 22 and 23. Motion carried unanimously upon roll-call vote.

**PUBLIC PARTICIPATION**

Elizabeth Moore, 321 Magnolia Avenue, President of Anchor Engineering, introduced the company to Commission and expressed appreciation for what they do.

Vera Banks, 127 Lannie Rowe Dr., asked if there is any policy for drones and asked who one would be reported to. Mayor Pelletier advised there is nothing in our Code regarding them. City Attorney Obos advise he would make an inquiry. She asked if there are requirements for walking dogs. Mayor Pelletier advised they should be on a leash. She thanked the Sheriff's office for responding when she was pinned in her car by a stray animal.

Frank Owens, 244 Sukoshi, thanked the Mayor for having their community project picked up and Robert for meticulously cleaning up debris.

Ron Shaner, 5711 Kevin Circle, advised he attended the proposal by Gulf Power to raise rates and reviewed their proposal to drop the rate per kilowatt by one cent to offset the rate increase, which he felt are beyond ridiculous.

Commissioners Covey and Henderson advised they have been on the phone with officials and the Commission in Tallahassee, as well as Gulf Power's office and advised citizens and the remainder of Commission to call. Commissioner Covey indicated she has numbers if anyone is interested in calling.

Dennis Bernia, 208 S. Star Avenue, advised he has had three sewer backups at his home and on his property, advising the problem is the lift stations are not equipped to sound an alarm when the power is off. He also advised he'd sent a letter to the City asking about this and had not gotten a response. Mayor Pelletier advised the City is working on the issue.

**MINUTES**

**January 23, 2017** Regular Workshop

City Clerk Peters advised a reference to AWT was added on page 5 under the Odor Control Study discussion.

**January 24, 2017** Regular Meeting

City Clerk Peters advised, that on Page 2, the reference to the marketing of the Arts & Conference Center had been amended to read, "*Commissioner Covey advised Commission has been led to believe that marketing is being done.*"

On page 9, City Clerk Peters added verbiage to the Water Bill Adjustment Request to clarify that Mr. Purchis has not been approved for disabled status.

**February 1, 2017** Special Meeting

**Motion:**

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

**CONSENT AGENDA**

**Financial Update – “Budget-in-Brief”**

**Surplus – Multi-departmental**

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

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

City Clerk Peters advised negotiations with DRMP are not complete. She asked that this item be removed for inclusion in the March 9<sup>th</sup> Special meeting.

**Committee Appointments – Half Cent Surtax Oversight Committee**

City Clerk Peters clarified that the recommendation for appointment would be for the following:

- Brigid Johnson
- Lawrence Lyons
- Brandi Tagirs
- Mistique Woolsey
- Andrew Wiggins

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

**Motion:**

Motion was made by Commissioner Covey and seconded by Commissioner Fairbanks to approve the consent agenda excluding Item #4 as indicated. Motion carried unanimously.

**PUBLIC HEARING(S)**

**Mayor Pelletier opened the Public Hearing.**

**Resolution No. 17-04 – Budget Amendments**

City Attorney Obos read Resolution No. 17-04 by title as follows:

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY OF BAY COUNTY, FLORIDA, AMENDING THE FINAL BUDGET FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mayor Pelletier asked for public input. Having none, Mayor Pelletier closed the public hearing.

**Motion:**

Motion was made by Commissioner Covey and seconded by Commissioner Henderson for approval of Resolution No. 17-04. Motion carried unanimously upon roll-call vote

## **OLD BUSINESS**

### **Comprehensive Emergency Management Plan**

Pulled for further review at a Special Meeting on March 9, 2017, at 10:00 a.m.

## **REGULAR AGENDA**

### **Resolution No. 17-05 – Liens for Fines**

City Attorney Obos read Resolution No. 17-05 by title as follows:

**A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, APPROVING AMOUNTS TO BE LIENED ON CERTAIN PROPERTIES WITHIN THE CITY TO WIT: 7521 SARA LANE, 7016 BENTON DRIVE, 6518 LENAWEЕ STREET, 1139 S. COMET AVENUE, 524 SENECA AVENUE, 7636 SHADOW BAY DRIVE, 223 ELEANOR STREET, 111 S. KIMBREL AVENUE, 407 CAMELIA AVENUE, 6404 LANCE STREET, AND 6320 PRIDGEN STREET FOR FINES, FEES AND COSTS INCURRED IN FAILING TO COMPLY WITH THE CALLAWAY CODE OF ORDINANCES; AUTHORIZING THE APPROPRIATE OFFICERS OF THE CITY TO RECORD THE LIENS AND NOTIFY INTERESTED PARTIES OF SUCH LIENS; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.**

#### **Motion:**

Motion was made by Commissioner Townsend and seconded by Commissioner Henderson for approval of Resolution No. 17-05. Motion carried unanimously upon roll-call vote

### **Resolution No. 17-06 – Liens for Abatement**

City Attorney Obos read Resolution No. 17-06 by title as follows:

**A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, APPROVING AMOUNTS TO BE LIENED ON CERTAIN PROPERTIES WITHIN THE CITY TO WIT: 7636 SHADOW BAY DRIVE, 111 S. KIMBREL AVENUE, AND 240 BEULAH AVENUE FOR COSTS INCURRED IN THE ABATEMENT OF NUISANCES UPON SUCH PROPERTIES; AUTHORIZING THE APPROPRIATE OFFICERS OF THE CITY TO RECORD THE LIENS AND NOTIFY INTERESTED PARTIES OF SUCH LIEN; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.**

#### **Motion:**

Motion was made by Commissioner Covey and seconded by Commissioner Fairbanks for approval of Resolution No. 17-06. Motion carried unanimously upon roll-call vote

### **Resolution No. 17-07 – Commission Salaries**

City Attorney Obos read Resolution No. 17-07 by title as follows:

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA, ESTABLISHING THE COMPENSATION OF THE MAYOR AND COMMISSIONERS OF THE CITY; TAKING INTO ACCOUNT THE AVAILABILITY OF RETIREMENT BENEFITS; DETERMINING THE COST OF GROUP INSURANCE TO BE PAID BY THE CITY FOR ANY COMMISSIONER; REPEALING ALL**

**RESOLUTIONS OR PARTS THEREOF WHICH ARE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**Motion:**

Motion was made by Commissioner Covey and seconded by Commissioner Fairbanks for approval of Resolution No. 17-07. Motion carried unanimously upon roll-call vote

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

City Attorney Obos read Resolution No. 17-08 by title as follows:

**A RESOLUTION BY THE CITY OF CALLAWAY, FLORIDA TO CONTINUE TO SUPPORT CONSTRUCTION OF SIDEWALKS AND BIKE LANE ON WALLACE ROAD WITH TRANSPORTATION ALTERNATIVE PROGRAM FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Motion:**

Motion was made by Commissioner Henderson and seconded by Commissioner Fairbanks for approval of Resolution No. 17-08. Motion carried unanimously upon roll-call vote

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

City Attorney Obos read Resolution No. 17-09 by title as follows:

**A RESOLUTION BY THE CITY OF CALLAWAY, FLORIDA TO CONTINUE TO SUPPORT CONSTRUCTION OF SIDEWALKS AND BIKE LANE ON BOAT RACE ROAD WITH TRANSPORTATION ALTERNATIVE PROGRAM FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Motion:**

Motion was made by Commissioner Covey and seconded by Commissioner Fairbanks for approval of Resolution No. 17-09. Motion carried unanimously upon roll-call vote

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

City Attorney Obos read Resolution No. 17-10 by title as follows:

**A RESOLUTION BY THE CITY OF CALLAWAY, FLORIDA TO CONTINUE TO SUPPORT CONSTRUCTION OF SIDEWALKS ON YELLOW BLUFF ROAD WITH TRANSPORTATION ALTERNATIVE PROGRAM FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Motion:**

Motion was made by Commissioner Henderson and seconded by Commissioner Fairbanks for approval of Resolution No. 17-10. Motion carried unanimously upon roll-call vote

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

City Attorney Obos read Resolution No. 17-11 by title as follows:

**A RESOLUTION BY THE CITY OF CALLAWAY, FLORIDA TO CONTINUE TO SUPPORT CONSTRUCTION OF SIDEWALKS (BOTH SIDES) ON CHERRY STREET**

**WITH TRANSPORTATION ALTERNATIVE PROGRAM FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Motion:**

Motion was made by Commissioner Covey and seconded by Commissioner Fairbanks for approval of Resolution No. 17-11. Motion carried unanimously upon roll-call vote

**City Manager Application Process**

Pulled

**RFP No. CM2017-01 – Banking Services Discussion**

Pulled

**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.

**Motion:**

Motion was made by Commissioner Henderson and seconded by Commissioner Fairbanks for the City Manager to notify OnSystems at the appropriate time to terminate their contract and to consult with the County regarding IT services. Motion carried unanimously upon roll-call vote.

**Personnel Manual**

Pulled for review at a Special Meeting on March 9, 2017, at 10:00 a.m., along with the Comprehensive Emergency Management Plan.

**Planning Contracts**

Commissioner Covey reviewed reiterated that the \$15,000 is already budgeted in Other Contractual Services. Money allocated to leverage the CDBG is not being used.

**City Manager Job Description - Pulled**

**Finance Director Job Description - Pulled**

**FY2017/18 Budget Process**

Commissioner Covey requested April be the starting point for the budget review with drafts numbered sequentially and that Commission appoint a Commissioner, she recommended Mayor Pelletier, to work with Finance on the budget.

City Attorney Obos recommended Commission individually set up appointments with the City Manager to meet about the budget and their own priorities.

Commissioner Henderson was in agreement with City Attorney Obos that City Manager Legare could handle the budget process.

Commissioner Townsend indicated he would appreciate being able to sit in on the process.

City Manager Legare advised the identical format used in the final 2016/17 budget will be used going forward.

## **PUBLIC PARTICIPATION**

Shannon Aufdencamp, 400 Beulah Avenue, asked if Commission is planning on doing this without a Finance Director. Mayor Pelletier advised there is an employee that will fill in in the interim.

Commissioner Covey advised the announcement has not been made that the Finance Director has resigned. Ms. Aufdencamp advised it was advertised.

Commission made no formal motion to appoint, instead taking the advice of the City Attorney to make appointments with the City Manager to sit in on budget discussions at separate times.

## **City Hall Renovations**

City Manager Legare felt the project definitely needs to move forward. He proposed that most of the work can be done in-house, thereby saving the City money. He has worked to reorganize the space. Commissioner Townsend asked if the design has changed. City Manager Legare advised he has ideas for a few changes to the floor plan and will bring back to the next meeting for review.

Mayor Pelletier felt the money saved doing the interior in-house can be used on the exterior. The asbestos issue will be addressed as well, which was a concern of Commission. It was pointed out that it is not a problem if it is not disturbed. City Manager Legare will bring back figures for all projects.

Mayor Pelletier felt the interior, exterior and IT server closet should all be separate projects. He also pointed out that the Code Enforcement building is a separate project, as well as the roof.

The item was added to the Special Meeting Agenda on the 14<sup>th</sup> for review.

## **COMMISSION COMMENTS**

Bob Pelletier, Mayor

### Utility Disconnects

City Manager Legare advised there were 152 disconnects. Possible solutions to reconnects on the same day as disconnects are processed when the bill is paid that day was discussed.

Oscar Martinez, Public Works Director, advised that this afternoon five employees worked on disconnects. Everyone that paid up until 4:00 p.m. was reconnected. Mayor Pelletier asked about the possibility of one employee coming in late on cutoff day and leaving at 6:00 pm. Director Martinez felt this would not be a problem.

Commissioner Covey pointed out that citizens know when their bill is due and most of the cutoffs are for repeat offenders of paying their bill late. She was not in favor of paying overtime for employees to work late for reconnects on the same day. Mayor Pelletier advised one employee would come in late on turnoff day to handle reconnects with no overtime. Discussion continued of after-hours calls being handled by the Fire Department.

Melba Covey, Commissioner

Soccer Fields

Commissioner Covey advised Bay County is opening a soccer field and asked will that affect our soccer field. City Manager Legare advised it will not.

Water Breaks

She would like the education of citizens that all breaks are not Callaway's fault because our lines are tied in to Springfield and Parker and if they don't flush their lines it throws sediment back into Callaway's lines.

Reports from IT

She asked if the sequence work being done by IT during the middle of the day affects computers. City Manager Legare advised it does not.

Workshop

Commissioner Covey requested a workshop to discuss miscellaneous issues, which was scheduled for March 16<sup>th</sup> at 1:00.

**ANNOUNCEMENTS**

Mayor Pelletier read the announcements.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:42 p.m.

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Janice L. Peters, MMC, City Clerk

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