



**SPECIAL MEETING**  
CITY OF CALLAWAY BOARD OF COMMISSIONERS  
MONDAY, OCTOBER 18, 2021 – 9:00 A.M.  
CALLAWAY ARTS & CONFERENCE CENTER  
500 CALLAWAY PARK WAY  
CALLAWAY, FL 32404

MAYOR  
PAMN HENDERSON

COMMISSIONERS  
SCOTT DAVIS  
DAVID GRIGGS  
BOB PELLETIER  
FRANK MANCINELLI

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**AGENDA**

**CALL TO ORDER**

**INVOCATION & PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC PARTICIPATION**

- Speakers must come to the podium to be heard.
- Public Participation will be heard at the end of Commission discussion for each item and at the end of the meeting for non-agenda items.
- Comments are limited to three (3) minutes.

**SPECIAL AGENDA**

**Item #1    Resolution No. 21-41            State Appropriations Supplemental Agreement**

**ADJOURNMENT**

*Audra Boswell for Janice L. Peters*  
Janice L. Peters, MMC  
City Clerk

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding and such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact Callaway's City Clerk, at 6601 E. Highway 22, Callaway, FL 32404; or by phone at (850) 871-6000 at least five calendar days prior to the meeting.

If you are hearing or speech impaired, and you possess TDD equipment, you may contact the City Clerk using the Florida Dual Party Relay System, which can be reached at 1-800-955-8770 (Voice) or 1-800-955-7661 (TDD).

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DATE: 10/18/2021

ITEM: GAA SUPPLEMENTAL AGREEMENT: CHERRY STREET ROADWAY RESURFACING

1. PLACED ON AGENDA BY:  
Eddie Cook, City Manager

2. AGENDA:  
PRESENTATION   
PUBLIC HEARING   
OLD BUSINESS   
REGULAR

3. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES  NO

NA

4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)

There was a typo in the original agreement for state funding of the project and an addendum is required for final execution. The change presented is a reference from the "south" sidewalk to the "north" sidewalk.

ATTACHMENTS: GAA Supplemental Agreement

5. REQUESTED MOTION/ACTION: APPROVE CHANGE IN AGREEMENT AND EXECUTION BY THE CITY MANAGER.

**RESOLUTION NO. 21-41**

**A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, APPROVING A SUPPLEMENT TO THE STATE-FUNDED GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR ROAD IMPROVEMENTS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS** on February 5, 2021, the City of Callaway entered into an agreement with FDOT for allocated funds of up to \$1,000,000 in Federal Grants for Callaway Road Improvements – Phase II; and,

**WHEREAS** the City intends to apply these funds towards resurfacing of CR 3026 Cherry Street from SR 30A (US 98) Tyndall parkway to CR 2315 Star Avenue, to include drainage improvements, upgraded pedestrian features, signage, and pavement markings; and,

**WHEREAS** a supplement is needed to update the Scope in Exhibit A to the original agreement.

**NOW THEREFORE BE IT RESOLVED** by the City Commission of the City of Callaway as follows:

**SECTION 1.** That the Local Agency Program Supplemental Agreement is hereby approved with the Florida Department of Transportation for Road Improvements Phase II.

**SECTION 2.** That the City Manager is hereby authorized to execute the Supplemental Agreement, a copy of which is on file in the City Clerk’s Office.

**SECTION 3.** This resolution shall become effective upon adoption.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of October, 2021, by the CALLAWAY CITY COMMISSION meeting in regular session.

**CITY OF CALLAWAY, FLORIDA**

By: \_\_\_\_\_  
Pamn Henderson, Mayor

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

**VOTE OF COMMISSION:**

Davis \_\_\_\_\_  
Griggs \_\_\_\_\_  
Henderson \_\_\_\_\_  
Pelletier \_\_\_\_\_  
Mancinelli \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY  
FOR THE CITY OF CALLAWAY ONLY:

\_\_\_\_\_  
Kevin D. Obos, City Attorney

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE-FUNDED GRANT  
SUPPLEMENTAL AGREEMENT**

525-010-60  
PROGRAM MANAGEMENT  
12/18  
Page 1 of 1

SUPPLEMENTAL NO.

001

CONTRACT NO.

G1U49

FPN

445851-2-54-01

Recipient: City of Callaway

This Supplemental Agreement ("Supplemental"), dated \_\_\_\_\_ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on February 5, 2021 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

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The parties agree that the Agreement is to be amended and supplemented as follows:

Exhibit A

Exhibit D

Reason for this Supplemental and supporting engineering and/or cost analysis:

The reason for this Supplemental Agreement is to update the Scope in Exhibit A. No financial changes will be made.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:  
City of Callaway

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name: Tim Smith, P.E.

Title: Director of Transportation Development

Attested: \_\_\_\_\_

Janice L. Peters, City Clerk

Legal Review: \_\_\_\_\_

Legal Review: \_\_\_\_\_

Kevin Obos, City Attorney

**EXHIBIT A****PROJECT DESCRIPTION AND RESPONSIBILITIES**FPN: 445851-2-54-01

This exhibit forms an integral part of the Local Agency Program Agreement between the State of Florida, Department of Transportation and

City of Callaway (the Recipient)

**PROJECT LOCATION:**

- The project is on the National Highway System.
- The project is on the State Highway System.

**PROJECT LENGTH AND MILE POST LIMITS:** 1.504 Miles

**PROJECT DESCRIPTION:** This project is for construction of the City of Callaway Roadway Repair – Phase II. The project will consist of the resurfacing of CR 3026 Cherry Street from SR 30A (US 98) Tyndall Parkway to CR 2315 Star Avenue. In addition to the resurfacing the project will include drainage improvements, upgraded pedestrian features, signage, and pavement markings. Construction of sidewalks on the north side of Cherry Street and utility relocation will be included in the construction contract, but will be covered in full by the City of Callaway. Project funding will not participate in those aspects of the project

**SPECIAL CONSIDERATIONS BY RECIPIENT:**

The Recipient is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department. For each reimbursement submittal, the Agency understands and agrees that the reimbursement amount shall not exceed fifty percent (50%) of the total actual eligible costs submitted for reimbursement up to the maximum amount as specified in paragraph 4.B. and as more fully described in Exhibit "B" of this Agreement.

The Agency is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

In accordance with Section 10.c. of this Agreement, the Parties agree as follows:

The Department hereby notifies the Recipient that for projects that are not located on the Department's right-of-way, the Recipient is required to hire a contractor prequalified by the Department.

In accordance with Section 10.d. of this Agreement, the Parties agree as follows:

For the provision of Construction Engineering Inspection (CEI) services, the Recipient is required to hire a Department pre-qualified consultant in the appropriate work type.

In accordance with Section 10.e. of this Agreement, the Parties agree as follows:

The Recipient is required to hire a Department pre-qualified consultant in the appropriate work type for the design phase of the Project.

The Recipient shall be responsible for all permitting activities related to the project and notify the Department prior to

commencement of any right-of-way activities.

The Recipient shall provide a copy of the design plans for the Department's review and approval prior to advertisement. Plans shall be submitted at 90% along with the engineer's cost estimate, Utility Certification, Permit Certification, Right of Way Certification, Railroad Certification, and a complete set of draft bid documents in PDF (Portable Document Format). The Recipient shall be responsible for addressing all plan review comments in the Department's Electronic Review Comments (ERC) System.

The Recipient shall submit to the Department the bid tabulations and award intent for review and concurrence prior to award and will submit the signed construction contract for records upon execution of the final document.

Off the State Highway System (Off-System) construction projects must be administered in accordance with latest version of the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways Florida (also known as the Florida Greenbook).ent, and notify the Department prior to commencement of any right-of-way activities.

The Recipient shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by .
- b) Design to be completed by .
- c) Right-of-Way requirements identified and provided to the Department by .
- d) Right-of-Way to be certified by .
- e) Construction contract to be let by .
- f) Construction to be completed by March 31, 2022 .

If this schedule cannot be met, the Recipient will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of funding.

**SPECIAL CONSIDERATIONS BY DEPARTMENT:**

The Department will issue a Notice to Proceed to advertise for construction to the Recipient after final plans, bid documents, construction estimate, and all nesscary certifications have been reviewed and approved.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE-FUNDED GRANT AGREEMENT**

**EXHIBIT D**

**RECIPIENT RESOLUTION**

The Recipient's Resolution authorizing entry into this Agreement is attached and incorporated into this Agreement.