

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
OCTOBER 13, 2020 – 6:00 P.M.**

The City of Callaway commission met in Regular Session on Tuesday, October 13, 2020. In attendance were Pam Henderson, Mayor, David Griggs, Mayor Pro tem and Commissioners Scott Davis, Bob Pelletier, and Frank Mancinelli. Also in attendance were Eddie Cook, City Manager, Kevin Obos, City Attorney, Janice L. Peters, City Clerk, David Schultz, Director of Finance, Tim Legare, Director of Leisure Services, Bill Frye, Director of Public Works, and Bonnie Poole, Director of Code Enforcement.

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

Mayor Henderson called for addition/deletions to the Agenda. City Manager Cook asked that a Tetra Tech Change Order for Debris Monitoring be added as Item #8, stating it is an extension only for time.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Davis to approve the addition to the agenda. Motion carried unanimously.

APPROVAL OF MINUTES

September 22, 2020 Regular Meeting
September 23, 2020 Final Budget Hearing

Commissioner Griggs requested that the City Manager reread the following excerpt from the September 22, 2020, regular meeting minutes:

Code Enforcement Process

He provided Commission a flow chart on the process.

- RV Extension
The RV Extension permits will expire on November 22nd. If the homeowner is not actively working on their home the RV will have to be removed. Further if the homeowner is waiting on insurance claims the City will require proof of filed insurance claims. If the home is not actively being worked on and there is no filed insurance claim, any PODs on the property need to be removed.
- Storage Pods
On November 1st, if the homeowner has moved back into their home it will be required to remove any Pods on the property.
- Mobile Home Skirting
Code Enforcement will also begin enforcement of mobile home skirting on November 1st.

City Clerk Peters advised that the leading paragraph for the Final Budget Hearing reads “First” and will be changed to “Final”.

Motion:

Motion made by Commissioner Griggs, and seconded by Commissioner Pelletier, to approve the minutes of Sept. 22nd and 23rd, 2020. Motion carried unanimously.

REGULAR AGENDA

Ordinance No. 1021 – Amending Section 10.5-21 Parks & Recreation

City Attorney Obos read Ordinance 1021 by headnote as follows:

AN ORDINANCE OF THE CITY OF CALLAWAY, FLORIDA, AMENDING SECTION 10.5-21 PARKS AND RECREATION - VETERANS PARK, REGARDING HOURS OF OPERATION; AUTHORIZING CODIFICATION; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

Commissioner Pelletier asked that Deputy McKenzie review issues that have taken place at the park after hours and asked for the time change of the park to be amended to close at dusk. Commissioner Pelletier also reviewed damages and noted that the park seems to be a destination for phone charging. Leisure Services Director Legare advised the pavilion power has been separated from the main power and is turned off but will look into further regarding the outlets in the restrooms.

Commissioner Davis asked if the bathrooms are locked at night. Director Legare advised they are not locked because of damages, which have resulted in the removal of the main doors. This has reduced the incidents of damage.

Mayor Henderson asked for Public Participation; there was none.

Motion:

Motion made by Commissioner Davis, and seconded by Commissioner Mancinelli, for approval of the 1st reading of Ordinance 1021. Motion carried unanimously upon roll-call vote.

Resolution No. 20-37 – TA Funding West Cherry Street Sidewalk

City Attorney Obos read Resolution No. 20-37 by headnote as follows:

A RESOLUTION BY THE CITY OF CALLAWAY, FLORIDA TO SUPPORT CONSTRUCTION OF SIDEWALK ON NORTH SIDE OF WEST CHERRY STREET WITH TRANSPORTATION ALTERNATIVE PROGRAM FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.

Resolution No. 20-38 - TA Funding – Yellow Bluff Sidewalk

City Attorney Obos read Resolution No. 20-38 by headnote as follows:

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

Resolution No. 20-39 - TA Funding – Berthe & Boat Race Sidewalks

City Attorney Obos read Resolution No. 20-39 by headnote as follows:

A RESOLUTION BY THE CITY OF CALLAWAY, FLORIDA TO SUPPORT CONSTRUCTION OF A SIDEWALK ON SOUTH BERTHE AVENUE AND

BOAT RACE ROAD WITH TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.

Resolution No. 20-40 TA Funding - Hickory Street (Both Sides)

A RESOLUTION BY THE CITY OF CALLAWAY, FLORIDA TO SUPPORT CONSTRUCTION OF A SIDEWALKS ON HICKORY STREET (BOTH SIDES) WITH TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.

City Manager Cook advised that all of these items are required for submission of applications to FDOT for LAP funding consideration, reviewing as follows:

- West Cherry Street from Tyndall to Bob Little (#1 project)
- Yellow Bluff for connectivity (3 project)
- Berthe and Boat Race to connect to Wallace to Boat Race via a 10-foot easement given to the City by Bridge Harbor (#2 project)
- Hickory Street – City Manager Cook advised this project no longer meets the criteria for award and recommended this project be removed.

Motion:

Motion was made by Commissioner Mancinelli, and seconded by Commissioner Pelletier, for approval of Resolution No. 20-37 through 20-39 and denial of Resolution No. 20-40.

Mayor Henderson called for Public Participation; there was none.

Motion carried unanimously upon roll-call vote.

Task Order #2 – Baskerville Donovan – Cherry Street Drainage

City Manager Cook reviewed the task order, which addresses three specific problem areas of Cherry Street drainage, advising it will be at a cost of \$135,170, which will be funded with Half-cent Sales Tax monies. He did not expect that there would be any further changes and it was noted that this should address all deficiencies associated with the Cherry Street Rehabilitation Project.

Mayor Henderson asked for Public Participation.

Willie Gainey, 833 W. Pierson Dr., provided a copy of a certified letter received regarding cleaning the ditch on his property in conjunction with the NRCS program. (Attachment A) Adding that he had not agreed to the General Release and Indemnity Agreement, however, the ditch was subsequently cleaned up. He also thanked staff for cleaning up the trash at the end of Omoko.

City Manager Cook advised that a letter was sent to Mr. Gainey advising that if flooding should occur because of debris in the ditch and damages were incurred to his property he would be responsible for repairs. It was cleaned as part of the NRCS project.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Griggs, and seconded by Commissioner Davis, for approval of the Baskerville-Donovan Task Order #2 for the Cherry Street Improvement Project. Motion carried unanimously.

City Hall Reopening

Commissioner Pelletier requested discussion of the reopening of City Hall to the public, as he is concerned for the safety of staff and social distancing.

City Manager Cook advised staff has been discussing protocol for reopening. Staff at this time is not refusing service to anyone. If a citizen knocks on the door, staff will assist them in the parking lot. No complaints have been received regarding the current process.

Protocols are being considered to bring in tables from the Conference Center to put in front of the windows at Customer Service for distancing. Commissioner Mancinelli felt temperatures and the names of visitors could be documented. Discussion continued of options with a consensus for opening on November 2nd.

City Manager Cook advised that Code Enforcement offices will remain closed until a schedule to coincide with EPCI is reached.

Mayor Henderson asked for Public Participation.

Don Hennings, 431 Tanya Pass, agreed with the discussions to reopen on November 2nd.

George Higuera, 8113 Heritage Woods Dr., also agreed with the plans to reopen.

Tetra Tech Change Order #6 – Time Extension for the Debris Monitoring Contract

City Manager Cook advised this is a request for a time extension through November 30, 2020 for the Debris Monitoring Agreement with Tetra Tech.

Commissioner Pelletier asked what happened between the last extension and this one. City Manager Cook advised the last extension was for Consulting and proceeded to review problems with the PPDR/CPDR/428 monies and the results of his meeting with the Federal Coordinating Officer of FEMA, Jeff Coleman. Mr. Coleman is the 4th FCO assigned to Callaway since the hurricane and is diligently working to solve the problems associated with the PPDR/CPDR programs. City Manager Cook is hopeful that he will have a game plan for moving forward in the near future.

Mayor Henderson asked for Public Participation; there was none.

Motion:

Motion made by Commissioner Griggs, and seconded by Commissioner Davis, for approval of Change Order #6 for the Debris Monitoring Contract time extension. Motion carried unanimously.

COMMISSION & STAFF COMMENTS

David Griggs, Commissioner Ward

Hurricane Michael Help

Commissioner Griggs and City Manager Cook reviewed help received from other Fire Departments who came during the aftermath of Hurricane Michael, advising two Callaway Firefighters have volunteered to go help the Gulf Coast with the Bay County Strike Team. Commissioner Pelletier recommended the information be added to the Newsletter.

Commissioner Griggs also noted that Palm Beach Gardens employees adopted the City of Callaway during the Hurricane Michael aftermath, providing assistance to employees and food for citizens as well during Thanksgiving. The City of Callaway was prepared to assist Palm Beach Gardens earlier in the summer when the hurricanes threatened their coast.

Pam Henderson, Mayor

Tyndall Ground Breaking

Mayor Henderson advised she attended the ground breaking for the Air Battle Manager Simulator at Tyndall AFB, the first of 44 buildings to be installed. Also, demolition of the housing along Highway 98 has begun and should be completed within 3-4 months.

Code Enforcement

Mayor Henderson thanked Code Enforcement for their continued efforts to clean up the City. She has noticed a lot of activity.

Janice L. Peters, City Clerk

Veteran's Day Parade

City Clerk Peters advised the Newsletter contained an error regarding the parade and indicated a retraction will be in the next newsletter as there will be no after parade festivities.

Eddie Cook, City Manager

CDBG-R Grant Administration

City Manager Cook indicated he and City Attorney Obos are working through the contract with Gouras for the submission of the application and administration of the process, which will be on the next agenda for approval.

Trash Truck Violations

Regarding discussions at the last meeting relating to possible OSHA violations, City Manager Cook advised he did speak with Sam Slay, the Risk Manager at the Florida League of Cities who advised no OSHA violations were committed. He reviewed Florida Statutes regarding the issue as provided in Attachment B. He did add that, although no violations were committed, the practice has since been eliminated.

PUBLIC PARTICIPATION

Mayor Henderson called for Public Participation; there was none.

ANNOUNCEMENTS

Mayor Henderson read the announcements.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:24 p.m. to the CRA Meeting.

Janice L. Peters, City Clerk

Attest: _____
Pamn Henderson, Mayor

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