

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
APRIL 11, 2023 – 6:12 P.M.**

The City of Callaway commission met in Regular Session on Tuesday, April 11, 2023. In attendance were Pam Henderson, Mayor, David Griggs, Mayor Pro tem, and Commissioners Bob Pelletier, Scott Davis and Kenneth Ayers. Also in attendance were Eddie Cook, City Manager, Jennifer Shuler, City Attorney; Janice L. Peters, City Clerk; David Schultz, Director of Finance; Bill Frye, Public Works/Planning Director; Tim Legare, Leisure Services Director; and Bonnie Poole, Code Enforcement Director.

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

**PRESENTATIONS**

**BCSO Statistics**

Deputy McKenzie reviewed statistics for March 2023.

**Presentation – BCSO Kip McKenzie**

Deputy McKenzie presented Certificates of Appreciation to Tim Legare and Richard DeoCampo of Leisure Services, Commissioners Pelletier, Griggs, Davis, and Mayor Henderson for their contributions to the Sheriff's Office Kite Day Event.

**Proclamation – Joseph H. Smith Day**

Mayor Henderson read the proclamation in its entirety, which was presented by all of Commission to Mr. Smith in honor of 60 years of military service.

**MAYOR'S INSTRUCTIONS** - Call for Additions/Deletions to the Agenda; there was none, although City Manager Cook pointed out the agenda had been amended to add Item #4, the RFQ Award for the Hugh Thomas N. Spine Road Engineering, prior to the meeting.

**APPROVAL OF MINUTES/REVIEW OF FINANCIALS**

**March 14, 2023                      Regular Meeting**

**Motion:**

Motion made by Commissioner Pelletier and seconded by Commissioner Ayers to approve the minutes of March 14. Motion carried unanimously.

**Financial Statements – Period ending February 28, 2023 – No discussion**

Mayor Henderson advised the CAFR is not complete due to delay of the joint venture information.

**REGULAR AGENDA**

**Ordinance No. 1077 – Amending Chapter 11, Article II, Sec. 11-18**

City Attorney Shuler read the Ordinance by headnote as follows:

**AN ORDINANCE OF THE CITY OF CALLAWAY, FLORIDA AMENDING THE  
CALLAWAY CODE OF ORDINANCES CHAPTER 11, ARTICLE II, SEC. 11-18 -**

**SOLICITATION, PEDDLING AND CANVASSING; AMENDING REGISTRATION FEES; PROVIDING FOR CODIFICATION; REPEALING ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

City Manager Cook reviewed the amendment to the fees.

Mayor Henderson called for Public Participation; there was none.

**Motion:**

Motion made by Commissioner Davis and seconded by Commissioner Griggs for approval of Ordinance No. 1077. Motion carried unanimously upon roll-call vote.

**Development Order – Subdivision - 257 Seneca Avenue**

Director Frye reviewed the Development Order advising Will Thompson of Panhandle Engineering has submitted an application to develop an 18-unit single family subdivision. The Public Works Department and Fire Department have reviewed the plans and have no outstanding issues or concerns. The Planning Department has found that the plans meet the requirements of the LDR, and Comprehensive Plan and recommends approval.

The Planning Board reviewed the DO on April 4, 2023, and recommended approval.

Mayor Henderson called for Public Participation; there was none.

**Motion:**

Motion made by Commissioner Davis and seconded by Commissioner Griggs for approval of Development Order at 257 Seneca Avenue. Motion carried unanimously.

**Variance Request – Parking Requirements of the LDR**

Director Frye reviewed, stating Hersh Rai of Tyndall Development, LLC has requested that City Commission allow for a variance from the Parking requirements of the Land Development Regulations.

Currently the development has a development order from the city with a total of 293 spaces provided with 290 of them being required by City LDR, however, 113 of the spaces are located on the 100 feet wide Florida Power & Light easement running along the east side of the property. FPL does not allow “required” parking on their easements. Therefore, the developer is requesting that the 113 spaces on the FPL easement be deemed as “not required”. Discussion ensued wherein it was clarified that no parking will be eliminated.

Commissioner Pelletier requested the item be tabled until the next meeting.

**Award of RFQ No. CM2023-04 – Hugh Thomas N. Spine Road Engineering**

City Clerk Peters advised the city was awarded CDBG-DR grant money for Engineering of the Hugh Thomas N. Spine Road in conjunction with the grant received for the Sandy Creek Wastewater Rehabilitation. Staff published a Request for Qualifications on February 15, 2023. Four (4) submissions were received, from:

1. CPH, Inc.
3. Baskerville-Donovan
3. Gortemoller Engineering
4. Panhandle Engineering

Panhandle Engineering received the highest-ranking from the Evaluation Committee and following negotiations, FDEO has approved award of the contract to Panhandle for the negotiated price not-to-exceed \$285,188.50.

Mayor Henderson called for Public Participation; there was none.

**Motion:**

Motion made by Commissioner Ayers and seconded by Commissioner Pelletier for approval of the Award of Bid to Panhandle Engineering. Motion carried unanimously.

**COMMISSION/STAFF COMMENTS** - The following were points of discussion:

**Kenneth Ayers, Commissioner, Ward IV**

- Events attended

**Bob Pelletier, Commissioner, Ward III**

- Gore Park Sidewalk
- Interior update of Community Center
- Murals
- Service Flags
- Street Sign at Camellia & Hwy. 22

**David Griggs, Commissioner Ward II**

- Demolition Status – Code Enforcement
- Street Striping

**Scott Davis, Commissioner, Ward II**

- RV's – Code Enforcement
- Bankshot Court
- Beacon Point Plaza
- Lift Station Gates

**Janice L. Peters, City Clerk**

- Bids Jan & Genevieve
- Berthe Drainage Ditch
- CEI for the Beacon Pt. Plaza
- RE-evaluation Committee – Sandy Creek Engineering

**Eddie Cook, City Manager**

- Quarterly Reports
- Lift Station Rehabilitation
- Berthe Bridge - Permit Issued
- Berthe Bridge Lift Station - Completed
- HMGP Generator Project Ongoing
- Pier at Berthe Bridge
- Veterans Park Bank Stabilization
- HMGP Wind Retrofit Awaiting Specs
- Roundabout
- Callaway/Parker Tyndall Median
- Cemetery Drainage
- Gore Park
- Cherry Street Project May 26<sup>th</sup> Start
- Flagpole at City Hall - Ordered

## PUBLIC PARTICIPATION

Mayor Henderson asked for Public Participation.

- Paul Bohac, 7010 Mike Lane, remarked on Fox Pond improvements.
- Don Hennings, 431 Tanya Pass, - Variance issue on parking & solid waste.
- Ron Shaner, 5711 Kevin Circle, Tyndall Parkway lighting & solid waste pickup.
- Jeff Tolodxi, 118 H L Sudduth, inquired about the creek from Veterans Park to Fox Lake.
- George Mercer, 523 South Gay Ave., single-hauler garbage hauling issue.
- Jeff Carnahan, 7752 Shadow Bay Dr., Gore Park Marina parking issue.
- David Agosta, 6609 Pridgen St., variance for parking issue.

Issues were reviewed by City Manager Cook.

## ANNOUNCEMENTS

Mayor Henderson read the announcements as follows:

- |                             |                                   |                                  |
|-----------------------------|-----------------------------------|----------------------------------|
| • April 14-15, 2023         | Bay County Waste Amnesty Days     | 7:00 A.M. – 4:30 P.M.            |
| • April 16, 2023            | Historical Society Meeting        | 2:00 P.M.                        |
| • <del>April 18, 2023</del> | <del>Planning Board Meeting</del> | <del>6:00 P.M. (Potential)</del> |
| • April 25, 2023            | Regular Commission Meeting        | 6:00 P.M.                        |

## ADJOURNMENT

There being no further business, the meeting was adjourned at 8:05 p.m.

Attest: \_\_\_\_\_  
Pamn Henderson, Mayor

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