

**CITY OF CALLAWAY**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**JUNE 13, 2023 – 6:00 P.M.**

The City of Callaway commission met in Regular Session on Tuesday, June 13, 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, Kevin Obos, City Attorney; Janice L. Peters, City Clerk; Bill Frye, Public Works/Planning Director; Tim Legare, Leisure Services Director; Bonnie Poole, Code Enforcement Director; and Lisa Mayo, UB Director.

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

**MAYOR’S INSTRUCTIONS** - Call for Additions/Deletions to the Agenda; there was none.

**APPROVAL OF MINUTES/REVIEW OF FINANCIALS**

**May 18, 2023**    **Advisability Hearing**  
**May 23, 2023**    **Regular Meeting**

**Motion:**

Motion made by Commissioner Ayers and seconded by Commissioner Pelletier to approve the minutes of May 18 and May 23, 2023. Motion carried unanimously.

**REGULAR AGENDA**

**Ordinance No. 1081 – Rezoning of 5311 Hwy 22**

City Attorney Obos read the Ordinance by headnote as follows:

**AN ORDINANCE REZONING FROM RESIDENTIAL SINGLE FAMILY MOBILE HOMES ALLOWED (R-6M) RESIDENTIAL SINGLE FAMILY TO COMMUNITY COMMERCIAL A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY .710 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT 5311 HWY. 22, CALLAWAY, FLORIDA, PARCEL ID 24453-000-000; ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON ITS PASSAGE.**

Director Frye reviewed the rezoning, advising a mistake was made in the zoning map and only reflected Commercial on part of the property. He recommended approval to designate the whole property as Commercial.

Mayor Henderson called for Public Participation.

Connie Andrews, 5311 E. Hwy. 22, the new owner of the property addressed Commission.

**Motion:**

Motion made by Commissioner Pelletier and seconded by Commissioner Ayers for approval of Ordinance No. 1081. Motion carried unanimously upon roll-call vote.

## **Resolution No. 23-13 – Utility Billing Policy Update**

City Attorney Obos read the Resolution by headnote as follows:

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA ADOPTING AN UPDATED UTILITY BILLING POLICY MANUAL; REPEALING RESOLUTION NO. 22-27 AND ALL RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

City Manager Cook reviewed; discussion ensued in which it was requested to have “and, Multi-Family Master Meter” verbiage removed in relation to New Sewer Only Accounts.

Mayor Henderson called for Public Participation; there was none.

### **Motion:**

Motion made by Commissioner Griggs and seconded by Commissioner Davis for approval of Resolution No. 23-13, as amended. Motion carried unanimously upon roll-call vote.

## **Development Order – 835 S. Berthe Ave., Carlisle Baptist Church**

Director Frye reviewed the request for the DO. The repairs needed since Hurricane Michael require upgrades to meet code.

Mayor Henderson called for Public Participation; there was none.

### **Motion:**

Motion made by Commissioner Pelletier and seconded by Commissioner Griggs for approval of DO for Carlisle Baptist Church. Motion carried unanimously upon roll-call vote.

## **Variance Request – 6841 Forsythe Dr. – Storage Pods in Residential Areas**

Director Frye advised the owner, Mr. Steng to be present, and he reviewed the reason for the request. He also distributed a letter from his attorney regarding the issue. (Attachment A) Discussion continued.

Mayor Henderson called for Public Participation.

David Agosta, 6609 Pridgen St., agreed with the 90-day decision.

### **Motion:**

Motion made by Commissioner Griggs and seconded by Commissioner Davis for approval of Variance at 6841 Forsythe Drive for 90 days. Motion carried unanimously.

## **Equipment Purchase – Gore Park Playground Equipment**

City Manager Cook reviewed, discussion ensued of the prepaid discount. Commissioner Pelletier pointed out that the costs would be covered by interest on the City’s accounts.

Mayor Henderson called for Public Participation; there was none.

### **Motion:**

Motion made by Commissioner Pelletier and seconded by Commissioner Davis as amended, for approval of equipment purchase for the not-to-exceed amount of \$209,238.00. Motion carried unanimously.

### **Task Order – Gore Park Community Center Engineering**

City Manager Cook reviewed the remodel needed and the proposed task order. Discussion ensued of the costs associated with the task order. City Manager Cook will get other quotes for design.

City Manager Cook withdrew the item pending further options.

### **City Manager Salary – Discussion and Direction**

Mayor Henderson reviewed the proposal to increase the City Manager’s salary by \$10,000 to be added to his salary, not a one-time bonus. Discussion ensued.

Mayor Henderson called for Public Participation.

Jeff Carnahan, Shadow Bay, felt the amount should be \$12,000.

David Agosta, 6609 Pridgen St., referenced past history and was in favor of the increase.

#### **Motion:**

Motion made by Commissioner Griggs and seconded by Commissioner Pelletier for approval of City Manager Salary increase of \$10,000. Motion carried 4-1 with Commissioner Ayers voting in opposition.

### **FY2023/24 Budget Workshops/Hearings Schedule**

City Clerk Peters reviewed the proposed schedule was reviewed and agreed upon.

#### **Motion:**

Motion was made by Commissioner Pelletier and seconded by Commissioner Griggs for approval of the dates. Motion carried unanimously.

### **Task Order #9 – Tetra Tech Agreement Extension**

City Manager Cook advised this is a no-cost time extension of the administrative agreement with Tetra Tech following Hurricane Michael. He reviewed the remaining projects to be completed. The extension will expire on October 31, 2023.

Mayor Henderson called for Public Participation; there was none.

#### **Motion:**

Motion made by Commissioner Ayers and seconded by Commissioner Pelletier, for approval of City Manager Salary increase. Motion carried unanimously.

### **Award of Bid DM2023-03 – Sandy Creek Engineering**

City Manager Cook advised this Agreement is with Baskerville-Donovan, Inc. for the not-to-exceed amount of \$560,000, which includes a \$10,000 contingency fee for additional engineering.

Mayor Henderson called for Public Participation; there was none.

#### **Motion:**

Motion made by Commissioner Davis and seconded by Commissioner Griggs as amended, for approval of the award. Motion carried unanimously.

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

**Pamn Henderson, Mayor**

- Transit System
- Veteran’s Park Wall of Honor & Delays

**Kenneth Ayers, Commissioner, Ward IV**

- Audit Review
- Events Attended
- Speedbump Status
- Website Projects & Status
- Forsyth St. Containers
- Camila Avenue “No Truck Signs”
- Asphalt Machine Status

**Bob Pelletier, Commissioner, Ward III**

- Project Updates
- Charter Regarding Staff

**David Griggs, Commissioner Ward II**

- Solid Waste
- Gore Park Parking
- Project List

**Scott Davis, Commissioner Ward I**

- Cherry Street
- Callaway Sign Solar Light
- Aldi’s Drainage
- Beacon Point Plaza
- Signal Light Coordination

**Eddie Cook, City Manager**

- Berthe Bridge
- Generators

**PUBLIC PARTICIPATION**

Mayor Henderson asked for Public Participation.

Kim Sandoval, 7758 Betty Louise Dr., commented on the Newsletter and Collinfurst Park’s walking trail.

David Agosta, 6609 Pridgen St., commented on the Beacon Point project and his Wal-Mart award.

**ANNOUNCEMENTS**

Mayor Henderson read the announcements as follows:

- June 17, 2023 Fishing Rodeo - Registration 7:00 – 10:00 A.M.
- June 18, 2023 Historical Society Meeting 2:00 P.M. - 522 Beulah Avenue
- June 19, 2023 City Offices Closed Juneteenth Holiday
- June 27, 2023 Regular Commission Meeting 6:00 P.M.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:08 p.m.

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

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

DRAFT