

CITY OF CALLAWAY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JUNE 28, 2022 – 6:00 P.M.

The City of Callaway commission met in Regular Session on Tuesday, May 24, 2022. In attendance were Pam Henderson, Mayor, David Griggs, Mayor Pro tem, and Commissioners Bob Pelletier and Frank Mancinelli. 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. Commissioner Davis was not in attendance.

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

PRESENTATIONS/PROCLAMATIONS

BCSO Statistics

Deputy McKenzie reviewed statistics for May 2022. He spoke about the community breakfast held in conjunction with the Real Time Crime Center and the program.

Yard of the Month Certificate

The Yard of the Month Certificate was presented to Mr. & Mrs. Johnson of 6706 Lake Drive for July.

MAYOR'S INSTRUCTIONS - Call for Additions/Deletions to the Agenda. Review of Public Participation.

Commissioner Griggs requested #6 be moved to #1.

City Clerk Peters requested the addition of a Change Order to the time frame for completion of the CA-14 Lift Station as Item #9.

Motion:

Motion was made by Commissioner Pelletier and seconded by Commissioner Mancinelli for approval of the additional item. Motion carried unanimously.

APPROVAL OF MINUTES/REVIEW OF FINANCIALS

June 14, 2022 Regular Meeting

Motion:

Motion made by Commissioner Mancinelli and seconded by Commissioner Pelletier to approve the minutes of June 14, 2022. Motion carried unanimously.

Financial Statements – Period ending May 31, 2022 – No Discussion

REGULAR AGENDA

CDBG Housing Rehabilitation Program

Dennis Dingman of Summit Professional Services reviewed the progress of the program. He advised two additional homeowner applications had been received, one of which did not qualify and the second, Mildred Newland, was added to the applicant list.

Mr. Dingman asked that Commission disclose any business or familial relationships with any of the ranked applicants. There were none stated.

He then advised that sealed bids were received and opened on June 16, 2022, for the rehabilitation of three housing units owned by Dorothy Shell, 308 Raven Lane, Katrisha Jones, 7015 Lois St., and Mildred Newland, 218 S. Kimbrel.

He indicated \$130,000 is left in available grant money.

Mr. Dingman asked that Commission adopt the updated Applicant List dated June 28, 2022, for the City's FFY2019 CDBG Housing Rehabilitation program.

Motion:

Motion made by Commissioner Mancinelli and seconded by Commissioner Pelletier to adopt the updated Applicant List dated June 28, 2022, for the City's FFY2019 CDBG program. Motion carried unanimously

Mr. Dingman asked for Commission approval of award to Estevez Services Group, LLC for the not-to-exceed amount of \$99,869.00.

Motion:

Motion made by Commissioner Mancinelli and seconded by Commissioner Pelletier for award of the bid to Estevez Services Group, LLC for the net amount of \$99,869.00. Motion carried unanimously.

Ordinance No. 1061 – Small Scale Comp. Plan Amendment – 929 S. Tyndall Pkwy.

City Attorney Shuler read the Ordinance by headnote as follows:

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF CALLAWAY, ACTING UPON THE APPLICATION OF RAIVU, LLC NICHOLAS VU DESIGNATING FOR HIGH DENSITY RESIDENTIAL USE A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 4.57 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT 929 S. TYNDALL PARKWAY, CALLAWAY, FLORIDA, AND IS A PORTION OF PARCEL ID 07204-000-000 AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; AMENDING THE CITY'S FUTURE LAND USE MAP FOR HIGH DENSITY RESIDENTIAL FOR THE PARCEL; REPEALING ORDINANCES OR PARTS OF ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.

Director Frye reviewed, indicating an apartment complex is planned and advising the Planning Board had submitted a recommendation for approval. Discussion ensued wherein Director Frye indicated the purchase of this property is tied into the purchase of the Ponderosa Mobile Home Park adjacent to the subject property. No final purchase has been made pending the requests for

this SSCPA and the rezoning item to follow. Discussion also covered access to the property, which will be through the adjacent Ponderosa property, although no designs have been provided and no Development Order has been applied for.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Mancinelli and seconded by Commissioner Griggs for approval of Ordinance No. 1061. Motion carried unanimously upon roll-call vote.

City Manager Cook advised this is contingent upon the developers purchase of the Ponderosa MHP. Staff will make an effort to obtain information on the planned project, as well as access to this property.

Ordinance No. 1062 – Rezoning – 929 S. Tyndall Parkway

City Attorney Shuler read the Ordinance by headnote as follows:

AN ORDINANCE REZONING FROM INSTITUTIONAL PROFESSIONAL TO MULTI-FAMILY HIGH DENSITY (MFHD) THAT CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONTAINING APPROXIMATELY 4.57 ACRES; LOCATED AT 929 S. TYNDALL PARKWAY; A PORTION OF PARCEL ID 07204-000-000; 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 request for rezoning following approval of the Small-Scale Comp Plan Amendment. Commissioner Pelletier commented that most projects coming forward changes the LDR. City Manager Cook clarified that this changes the Future Land Use Map. Discussion continued.

Mayor Henderson called for Public Participation.

Ron Shaner, 5711 Kevin Circle, spoke on density and apartments in regard to single family residential neighborhoods.

Motion:

Motion made by Commissioner Mancinelli and seconded by Commissioner Griggs for approval of Ordinance 1062. Motion carried unanimously.

Resolution No. 22-10 – Code Enforcement Lien for Nuisance Abatement

City Attorney Shuler read the Resolution by headnote as follows:

A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, APPROVING AMOUNTS TO BE LIENED ON CERTAIN PROPERTY WITHIN THE CITY, TO WIT: 6700 LETOHATCHEE STREET FOR COSTS INCURRED IN THE ABATEMENT OF NUISANCES UPON SUCH PROPERTIES, AUTHORIZING THE APPROPRIATE OFFICERS OF THE CITY TO RECORD THE LIENS, NOTIFY INTERESTED PARTIES OF SUCH LIENS, AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

City Manager Cook advised this was a demo. Director Poole added there are 11 properties left for consideration of demolition.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Pelletier and seconded by Commissioner Mancinelli for approval of Resolution No. 22-10. Motion carried unanimously upon roll-call vote.

Development Order – 6724 Cherry Street – Cherry Street Townhomes

Director Frye advised Ground Up 50, LLC has submitted application to construct a 20-unit townhome complex. The Public Works Department and Fire Department have reviewed the plans for the Townhome Subdivision and have no outstanding issues or concerns. The Planning Department has found that the plans meet the requirements of LDR and Comprehensive Plan.

The Planning Board reviewed the DO on June 7, 2022, and recommended approval.

City Manager Cook advised the abandoned easement is included and there is a 20' setback from any other property lines. Director Frye advised this will be a true townhome rental complex. He said the back of the building, which will front Cherry Street will look like the front of the complex, but he has not seen the concept. The setback from Cherry Street is 10'. Discussion ensued. City Manager Cook indicated he has requested a rendering.

Mayor Henderson called for Public Participation.

Kip McKenzie, BCSO, spoke of the traffic issue that will ensue with this development in conjunction with the red light at that corner. He also pointed out that there is no play area for kids within this concept.

Ron Shaner, 5711 Kevin Circle, spoke in opposition to the project.

Motion:

Motion made by Commissioner Mancinelli and seconded by Commissioner Griggs for approval of the DO for 6724 Cherry Street contingent upon the façade design being provided. Motion carried 3-1 with Commissioner Pelletier voting in opposition.

FDEP Hurricane Office Assistance

City Manager Cook advised the Panama City DEP is updating their Hurricane Plan to include using a remote location if their building is damaged due to a hurricane event. They have requested a partnership with the City of Callaway for use of the Florida Room in the Arts & Conference Center should the need arise, and the building is operational. We are currently updating the Center with a backup generator and wind retrofits for hurricane preparedness.

Mayor Henderson asked for Public Participation; there was none.

Motion:

Motion made by Commissioner Mancinelli and seconded by Commissioner Griggs for approval. Motion carried unanimously.

Bid No. PW2022-09 – Cherry Street Resurfacing

City Manager Cook reviewed the one bid received, advising it is way over budget. He requested Commission reject the bid. Staff will regroup to rebid the project.

Mayor Henderson asked for Public Participation; there was none.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Pelletier for rejection of the bid. Motion carried unanimously

Award of Bid No. CM2022-11 – Janitorial Services

City Clerk Peters advised only one bid was received for Janitorial Services, which is the current vendor. Their bid came it with a 100% increase over their current contract amount. Staff was able to negotiate a 25% increase over current contract price and recommends Commission approval of award.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Mancinelli for award of bid to Cleaning Plus Janitorial Services. Motion carried unanimously

Royal American Change Order #1 – CA-14 Lift Station Rehabilitation

City Manager Cook advised this Task Order request extends the Lift Station CA-14 Rehabilitation project 136 days due to unforeseen utility conflicts, material delivery delays and rain recovery/holidays. The new date for substantial completion will be August 31, 2022. This is a “no-cost” time extension

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Mancinelli and seconded by Commissioner Pelletier for award of bid to Cleaning Plus Janitorial Services. Motion carried unanimously

COMMISSION/STAFF COMMENTS

The following were points of discussion:

Pamn Henderson, Mayor

- Florida Trend Magazine – City of Callaway Development Mentioned

David Griggs, Commissioner Ward II

- Fishing Rodeo Kudos to Leisure Services
- Development Concerns – LDR & Building Requirements Review Needed

Bob Pelletier, Commissioner Ward III

- Code Enforcement Liens
- Recreational Park Hours

Eddie Cook, City Manager

- Public Works Pole Barns Complete
- Fuel Storage Tanks at Public Works
- Generator Project Approved

- Wind Retrofit Bid Forthcoming
- Boat Race Road Underway
- Gore Park Project Underway
- Berthe Lift Station Underway
- Berthe Bridge Bid Forthcoming
- City Hall Roof Replacement
- Jan & Genevieve Drainage Bid
- 11,000 UB Accounts

PUBLIC PARTICIPATION

Mayor Henderson asked for Public Participation; there was none.

ANNOUNCEMENTS

Mayor Henderson read the announcements as follows:

- | | | |
|-----------------|-------------------------------|----------------------|
| • July 4, 2022 | Independence Day Holiday | City Offices Closed |
| • July 8, 2022 | BC Public Library Movie Night | 5:30 – 9:00 P.M. |
| • June 12, 2022 | Regular Commission Meeting | 6:00 P.M. |
| • July 22, 2022 | Community Health Fare | 9:00 A.M. – 2:00 P.M |

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:48 p.m.

 Janice L. Peters, MMC
 City Clerk

Attest: _____
 Pamn Henderson, Mayor