

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
AUGUST 8, 2023 – 6:00 P.M.**

The City of Callaway commission met in Regular Session on Tuesday, August 8, 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; and Bonnie Poole, Code Enforcement 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.

Commissioner Pelletier requested City Clerk Exit Bonus be added as an agenda item.

Motion:

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

APPROVAL OF MINUTES

July 25, 2023 Regular Meeting

Motion:

Motion made by Commissioner Pelletier and seconded by Commissioner Ayers to approve the minutes of July 25, 2023. Motion carried unanimously.

PUBLIC HEARING

Mayor Henderson opened the Public Hearing

Variance Request – LDR – RV/Travel Trailers – 416 Tanya Pass

Bill Frye, Director of Public Works advised Harold Luck has asked for a variance to be allowed an extension to continue living in an RV/Travel Trailer on their property at 416 Tanya Pass. He also advised there are no current violations on the property.

Mr. Luck explained his situation with the insurance paying and the subsequent issues with contractors. He requested an extension of two months post Certificate of Occupancy receipt. Discussion ensued.

Motion:

Motion made by Commissioner Pelletier and seconded by Commissioner Griggs for approval of Variance to allow Mr. Luck to continue living in his RV/Travel Trailer for 30-days maximum through 9/9/23.

Mayor Henderson called for Public Participation; there was none.

Motion carried 4-1 with Commissioner Ayers voting in opposition.

Mayor Henderson closed the public hearing.

REGULAR AGENDA

Resolution No. 23-20 Initial Assessment for Nuisance Abatements

City Attorney Obos read the Resolution by headnote as follows:

A RESOLUTION OF THE CITY COMMISSION OF CALLAWAY, FLORIDA, RELATING TO THE DELIVERY OF NUISANCE ABATEMENT RELATED SERVICES WITHIN THE CITY; PROVIDING FOR NUISANCE ABATEMENT ASSESSMENTS WITHIN THE CITY'S MUNICIPAL BOUNDARIES; ESTIMATING THE SERVICE COST TO PROVIDE NUISANCE ABATEMENT RELATED SERVICES AND PROGRAMS; ESTABLISHING THE METHOD OF ASSESSING THE NUISANCE ABATEMENT RELATED SERVICE COST AGAINST REAL PROPERTY SPECIALLY BENEFITED; DIRECTING THE CITY MANAGER TO PREPARE A PRELIMINARY NUISANCE ABATEMENT ASSESSMENT ROLL; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF THE PROPOSED NUISANCE ABATEMENT ASSESSMENTS; DIRECTING THE PROVISION OF NOTICE IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

He advised this resolution constitutes the Initial Assessment Resolution as defined in Assessment Ordinances 876, 949, and 950, the Nuisance Ordinance. Prior to the adoption of the Assessment Roll but subsequent to the adoption of the Assessment Ordinance and Nuisance Abatement Ordinance, the City incurred costs related to the abatement of one or more public nuisances and the remediation or improvement of property in accordance with the Nuisance Abatement Ordinance, which costs remain outstanding, and are properly included within the Nuisance Abatement Service Cost.

The estimated Nuisance Abatement Service Cost to be recovered through Nuisance Abatement Assessments for the Fiscal Year commencing October 1, 2023, is **\$59,173.85** as follows:

PROPERTY ID NO.	PRESENT OWNERS	ADDRESS OF SUBJECT PROPERTY	SERVICE COST
06870-000-000	Robert John Williams	6700 Letohatchee St. Callaway, FL 32404	\$ 5,908.33
07127-648-000	David Holmes	213 S. Kimbrel Ave. Callaway, FL 32404	\$10,436.65
07168-000-000	Billy Carmel Floyd	5622 A Enzor St., Callaway, FL 32404	\$19,304.27
07038-000-000	Debra R. Franklin	318 S. Gay Ave., Callaway, FL 32404	\$ 2,419.85
07214-095-000	Alvin & Mary Leonard	6112 Ivy Road, Callaway, FL 32404	\$ 7,001.90
06320-000-000	Bridgette Hanley Biddle	5808 Lois Street, Callaway, FL 32404	\$ 4,254.48
06306-040-000	Jesse Batson	508 Hill Drive, Callaway, FL 32404	\$ 8,987.81
06134-000-000	Donald F. Fidler	145 N. Comet Ave., Callaway, FL 32404	\$ 860.56
		TOTAL ASSESSMENTS:	\$59,173.85

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Pelletier for approval of Resolution No. 23-20. Motion carried unanimously upon roll-call vote.

Auction Agreement – Florida Auction Network Renewal

City Manager Cook advised this is the annual renewal with Florida Auction Network for surplus items. Cost of service is 5% of sale price and they provide all other services, i.e., advertising, hauling, liability, etc. Florida Auction Network is local to Bay County.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Davis for approval of Auction Agreement. Motion carried unanimously.

BCL Change Order -Veteran's Park Project

City Manager Cook advised this Task Order is to add resurfacing of the entire walking path for a total of 630' by an average 11' wide with a 1.5" layer of type SP 9.5 asphalt for the not-to-exceed amount of \$48,500. The bid for the project included 20 square yards of asphalt for the walking path and \$154,507 in contingencies.

Due to the condition of the walking path and considering there is approximately \$130,000 remaining in contingencies for this project, staff recommends resurfacing the entire path. It was pointed out that the change order states the cracking will come back; discussion ensued.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Davis and seconded by Commissioner Ayers for approval of BCL Change Order in the not-to-exceed amount of \$48,500 contingent upon clarification of the cracking issue. Motion carried unanimously.

Task Order – Panhandle Engineering - Roundabout

City Manager Cook advised Panhandle Engineering has submitted a task order for the not-to-exceed amount of \$66,000 for engineering. Land acquisition is complete. Attached are two designs for the intersection. Engineering cost will be the same for both designs. Construction amount will be more for the round-a-bout due to increases in the amount of asphalt. Evaluation of the intersection shows that a round-a-bout will move the traffic more efficiently. Costs can come out of Impact Fees to include construction as well. Road realignment will be necessary in either design. Discussion ensued in which Commission was in favor of the round-a-bout.

Mayor Henderson called for Public Participation.

Don Henning, 431 Tanya Pass, was in favor of the round-a-bout and asked about the right-of-way. City Manager Cook advised the city will retain the right-of-way and maintain it.

Laurence Lyons, 7003 Benton, felt the discussion should be more towards efficient flow of traffic and was in agreement with the round-a-bout.

Commissioner Ayers indicated there is a Bell South cable that will need to be addressed in that area. City Manager Cook advised the engineer will address.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Davis for approval of Task Order, for the round-a-bout design. Motion carried unanimously.

City Clerk Position – Discussion and Direction to Staff

Mayor Henderson advised Audra Boswell has applied for the position and being that she is an internal employee and qualified. She recommended her appointment to the position. She recommended a starting salary of \$57,000 beginning 10/1/23 with an increase to \$60,000 upon completion of the LAP certification and an increase to \$64,480 once she receives her CMC designation, which City Clerk Peters advised should happen within 9 months following her appointment as City Clerk. Discussion ensued in which Commission was in agreement to amending the salary range to \$57,000 - \$94,640.

Mayor Henderson called for Public Participation.

Laurence Lyons, 7003 Benton, spoke of the salary range and internal promotion.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Pelletier for appointment of Audra Boswell to the City Clerk position at a starting salary of \$57,000 with increases as documented above, along with amending the City Clerk job description to reflect \$57,000 – \$94,640 pay scale. Motion carried unanimously.

Mayor Henderson will discuss with Audra.

City Clerk Exit Bonus

Commissioner Pelletier requested an exit bonus for City Clerk Peters, who is retiring effective September 29th following 8 years of service. Discussion ensued.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Pelletier and seconded by Commissioner Griggs for a \$5,000 exit bonus for the City Clerk to be included in her last paycheck. Motion carried unanimously.

Mayor Henderson indicated that since Audra will be moving into the City Clerk position staff will need to advertise for an administrative person to take her place.

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

Pamn Henderson, Mayor

- Health Fair

Bob Pelletier, Commissioner, Ward III

- Conex Boxes

Kenneth Ayers, Commissioner, Ward IV

- Water Leak on Forsyth
- New Tyndall Jets
- School Start

- Emergency Radio Stations
- Health Fair
- Grant Information Requested
- Website Bio Information
- Dogs

Janice L. Peters, City Clerk

- City Clerk Peters advised Audra Boswell accepted the position via text message to her.

Eddie Cook, City Manager

- Gore Park
- Cherry Street
- Veteran’s Day Event
- Health Fair
- Fishing Rodeo – Sept. 2nd

PUBLIC PARTICIPATION

Mayor Henderson asked for Public Participation.

Shelly Taylor, 936 S. Kimbrel, asked about the speed bump. Discussion ensued.

ANNOUNCEMENTS

Mayor Henderson read the announcements as follows:

August 15, 2023	Planning Board Meeting	6:00 P.M.
August 22, 2023	Budget Workshop	1:00 P.M.
August 22, 2023	Regular Commission Meeting	6:00 P.M.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:26 p.m.

Attest: _____
Pamn Henderson, Mayor

Janice L. Peters, MMC
City Clerk