

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 26, 2023 – 6:00 P.M.**

The City of Callaway commission met in Regular Session on Tuesday, September 12, 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; Tim Legare, Leisure Services Director; Bill Frye, Director of Planning/Public Works and Bonnie Poole, Director of Code Enforcement.

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

PRESENTATIONS

BCSO Statistics

Deputy McKenzie reviewed statistics for August 2023 and expressed appreciation for Commission approval of the additional traffic officer.

MAYOR'S INSTRUCTIONS - Call for Additions/Deletions to the Agenda. City Manager Cook requested the addition of Ordinance No. 1089 as Item #12.

Motion:

Motion made by Commissioner Pelletier and seconded by Commissioner Griggs to add Ordinance No. 1089. Motion carried unanimously.

APPROVAL OF MINUTES

September 12, 2023 Final Budget Hearing
September 12, 2023 Regular Meeting

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Pelletier to approve the minutes of August 22, and September 5, 2023. Motion carried unanimously.

Financial Statements – Period ending August 31, 2023

There was brief discussion of the Enterprise Fund.

REGULAR AGENDA

Ordinance No. 1085 – Small Scale Comp Plan Amendment – 7523 Lois Street

City Attorney Shuler read the Ordinance by headnote as follows:

AN ORDINANCE AMENDING ORDINANCE 684, KNOWN AS "THE CITY OF CALLAWAY COMPREHENSIVE GROWTH DEVELOPMENT PLAN OF 2025"; ACTING UPON THE APPLICATION OF THE CITY OF CALLAWAY, FOR REVISIONS TO THE FUTURE LAND USE MAP; DESIGNATING FOR LOW DENSITY RESIDENTIAL A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, SAID PARCEL LOCATED AT 7523 LOIS STREET, PARCEL ID 06534-000-000; AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; AMENDING THE CITY'S FUTURE LAND USE MAP FOR LOW DENSITY RESIDENTIAL DESIGNATION FOR THE PARCEL; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.

Director Frye advised these next four items are cleanup items for Land Use and Zoning designations not given when annexed in the 1970's. Discussion ensued.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion was made by Commissioner Davis and seconded by Commissioner Griggs for approval of Ordinance No. 1085. Motion carried unanimously upon roll-call vote.

Ordinance No. 1086 – Rezoning – 7523 Lois Street

City Attorney Shuler read the Ordinance by headnote as follows:

AN ORDINANCE ZONING AS CALLAWAY RESIDENTIAL SINGLE FAMILY WITH MOBILE HOMES ALLOWED (R-6M) THAT CERTAIN PARCEL OF LAND ANNEXED TO AND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, LOCATED AT 7523 LOIS STREET, PARCEL ID 06534-000-000; 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.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion was made by Commissioner Ayers and seconded by Commissioner Pelletier for approval of Ordinance No. 1086. Motion carried unanimously upon roll-call vote.

Ordinance No. 1087 – Small Scale Comp Plan Amendment – Multiple Lots

City Attorney Shuler read the Ordinance by headnote as follows:

AN ORDINANCE AMENDING ORDINANCE 684, KNOWN AS "THE CITY OF CALLAWAY COMPREHENSIVE GROWTH DEVELOPMENT PLAN OF 2025"; ACTING UPON THE APPLICATION OF THE CITY OF CALLAWAY, FOR REVISIONS TO THE FUTURE LAND USE MAP; DESIGNATING FOR LOW DENSITY RESIDENTIAL CERTAIN PARCELS OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, SAID PARCELS LOCATED ON LOIS STREET, WALKER STREET, AND HARVEY STREET, PARCEL ID'S AND ADDRESSES AS DESCRIBED IN EXHIBIT "A" ATTACHED; AND AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; AMENDING THE CITY'S FUTURE LAND USE MAP FOR LOW DENSITY RESIDENTIAL DESIGNATION FOR THE PARCELS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.

Brief discussion ensued of the state of the mobile home on one of the properties.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion was made by Commissioner Ayers and seconded by Commissioner Davis for approval of Ordinance No. 1087. Motion carried unanimously upon roll-call vote.

Ordinance No. 1088 – Rezoning – Multiple Lots

City Attorney Shuler read the Ordinance by headnote as follows:

AN ORDINANCE ZONING AS CALLAWAY RESIDENTIAL SINGLE FAMILY WITH MOBILE HOMES ALLOWED (R-6M) THOSE CERTAIN PARCELS OF LAND ANNEXED TO AND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, LOCATED ON LOIS STREET, WALKER STREET, AND HARVEY STREET; 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.

No discussion.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion was made by Commissioner Griggs and seconded by Commissioner Pelletier for approval of Ordinance No. 1088. Motion carried unanimously upon roll-call vote.

Resolution No. 23-28 – Annual Schedule of Meetings & Holidays

City Attorney Shuler read the Resolution by headnote as follows:

A RESOLUTION TO ADOPT A MEETING SCHEDULE FOR THE REGULAR MEETINGS, WORKSHOPS, AND HOLIDAYS OF THE CITY OF CALLAWAY BOARD OF CITY COMMISSIONERS FOR THE CALENDAR YEAR 2024; REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH AND RECITING AN EFFECTIVE DATE.

City Clerk Peters reviewed. Commission opted to remove the December 24th meeting.

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. 23-28 as amended. Motion carried unanimously upon roll-call vote.

Resolution No. 23-29 – LAP Agreement for Cherry Street Sidewalk

City Attorney Shuler read the Resolution by headnote as follows:

A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, APPROVING A LOCAL AGENCY PROGRAM AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR SIDEWALK IMPROVEMENTS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

City Manager Cook reviewed.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Pelletier and seconded by Commissioner Davis for approval of Resolution No. 23-29. Motion carried unanimously upon roll-call vote.

Contract Extension – Gouras & Associates – CDBG-DR Grant Administration

City Manager Cook advised the attached Addendum to the Gouras Agreement allows for the final 1-year extension of the Agreement, which will end September 30, 2024.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Davis for approval of the Gouras Agreement extension. Motion carried unanimously.

Bid Award No. LS2023-10 – Collinfurst Walking Path Remediation

City Manager Cook reviewed. Staff issued an Invitation to Bid on September 7, 2023. Two bids were received as follows:

- **BCL Civil Contractors** **\$ 68,825.00**
- **Infrastructure Inc.** **\$257,500.00**

Staff recommendation is to approve award to BCL for the not-to-exceed amount of \$68,825.00 to be completed within a 60-day time frame.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Davis and seconded by Commissioner Griggs for approval of award of bid to BCL for the not-to-exceed amount of \$68,825. Motion carried unanimously.

Board Appointments – Planning Board & Half-cent Sales Surtax Oversight Committee

City Clerk Peters advised there is one vacancy on the Planning Board due to the resignation of Mr. Bob Bell, for which three (3) applications had been received for consideration. The term would be to fill an unexpired 3-year term ending December 31, 2024.

She also advised there are two vacant positions on the board due to resignations at the end of last terms. Terms will be to fill the two positions through December 31, 2026.

The following applications were received:

	<u>Planning Board</u>	<u>Half-cent Sales Surtax</u>
• Antonio Reeves	X	
• Rachel Stanfill	X	
• Naomi O’Brien	X	X
• John Hagan		X

Antonio Reeves was in attendance and addressed Commission.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Pelletier for appointment of Antonio Reeves to the Planning Board. Motion carried unanimously.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Davis to appoint Naomi O'Brien and John Hagan to the Half-cent Sales Surtax Oversight Committee. Motion carried unanimously.

Surplus – Fire Department

Chief Joyner reviewed, requesting approval to dispose of the MSA Thermal Imager from the Fire Dept. He advised the Fire Dept. has 3 others.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion was made by Commissioner Davis and seconded by Commissioner Ayers for approval of removal of the asset and subsequent disposal. Motion carried unanimously.

Code Enforcement Lien – Citizen Request for Relief – 240 Beulah Avenue

Director Poole reviewed the request and history of the Code Enforcement violations, advising that the property is close enough to compliance that an abatement won't be necessary. However, should the property fall out of compliance in the future a \$500 fine will be issued as it will be a repeat violation. Discussion further ensued of the history of the property.

Mayor Henderson called for Public Participation; there was none.

No action necessary by Commission.

Ordinance No. 1089 – Interlocal Service Boundary Agreement (ISCB) with Bay County

City Attorney Shuler read the Ordinance by headnote as follows:

AN ORDINANCE OF THE CITY OF CALLAWAY, FLORIDA, ADOPTING AN INTERLOCAL SERVICE BOUNDARY AGREEMENT WITH BAY COUNTY, FLORIDA THAT ESTABLISHES A MUNICIPAL SERVICE AREA AND GOVERNS ANNEXATIONS, ROAD OWNERSHIP, AND THE PROVISION OF UTILITIES AND PUBLIC SAFETY SERVICES, PROVIDING FOR APPLICABILITY, SEVERABILITY, AND AN EFFECTIVE DATE.

She further reviewed the rules of annexation which allows a County and City to create an ISCB for a service area which allows for voluntary annexation within the boundaries. City Manager Cook further reviewed the purpose behind the agreement. Discussion continued.

Mayor Henderson called for Public Participation; there was none.

Motion:

Motion was made by Commissioner Ayers and seconded by Commissioner Pelletier for approval of Ordinance No. 1089. Motion carried unanimously upon roll-call vote.

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

Pamn Henderson, Mayor

- Retiring City Clerk Peters

Kenneth Ayers, Commissioner, Ward IV

- Events Attended
- Gore Park Ballfields
- Citizen Inquiries
- Bridge Harbor Halloween Event

Bob Pelletier, Commissioner, Ward III

- Fire Dept. Grant & Uniforms
- Community Center
- Citizen Property Flooding on Sukoshi
- Gore Park Liquidated Damages

David Griggs, Commissioner Ward

- County Millage
- Advanced Auto Parking Lot Damage
- Tree Stumps adjacent to City Hall

Scott Davis, Commissioner Ward I

- Beacon Pointe Plaza
- Hampton Inn DO

Eddie Cook, City Manager

- Ivy Rd. Light at Tyndall
- Veterans Park
- Jan & Genevieve Drive Project
- Berthe Bridge Project
- Gore Park Project
- Cherry Street
- Collinfurst Project
- Brittany Woods Fencing

Janice L. Peters, City Clerk

- Last Commission Meeting

PUBLIC PARTICIPATION

Mayor Henderson asked for Public Participation

Deputy McKenzie advised they are ready for the Veterans Day event and are happy to be a part of it.

ANNOUNCEMENTS

Mayor Henderson read the announcements as follows:

October 3, 2023	Planning Board Meeting	6:00 p.m.
October 10, 2023	Regular Commission Meeting	6:00 p.m.
Oct. 20-21, 2023	Amnesty Days	

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:18 p.m.

Attest: _____
Pam Henderson, Mayor

Janice L. Peters, MMC
City Clerk

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