

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
OCTOBER 28, 2025– 6:00 P.M.**

The City of Callaway Commission met in a Regular Session on October 28, 2025. In attendance were Pam Henderson, Mayor, David Griggs, Mayor Pro tem, and Commissioners Bobby Birdsell, Bob Pelletier, and Kenneth Ayers. Also in attendance were Eddie Cook, City Manager; Kevin Obos, City Attorney; Ashley Robyck, City Clerk; David Shultz, Director of Finance; Bill Frye, Director of Public Works/Planning; Tim Legare, Director of Leisure Services; and David Joyner, Fire Chief. Commissioner Pelletier was not in attendance.

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

Mayor Henderson called for additions or deletions to the agenda. There were none.

APPROVAL OF MINUTES

October 14, 2025 Regular Meeting

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve the minutes of October 14, 2025. Motion carried unanimously.

PUBLIC HEARING

Ordinance 1124 - Small Scale Comprehensive Plan Amendment – 1023 Primrose Street

City Attorney Obos read the ordinance as follows:

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF CALLAWAY, ACTING UPON THE APPLICATION OF RODRICK TRAIL, DESIGNATING FOR COMMERCIAL FUTURE LAND USE A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 2.718 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT 1023 PRIMROSE STREET, CALLAWAY, FLORIDA, PARCEL ID 07384-277-000, AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; AMENDING THE CITY'S FUTURE LAND USE MAP FOR COMMERCIAL DESIGNATION FOR THE PARCEL; REPEALING ORDINANCES OR PARTS OF ORDINANCE IN CONFLICT HERewith; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.

Commissioner Griggs asked if anyone from the HOA is in the audience.

Bill Troup 11713 Poston Rd advised that the builder is in control of the HOA while they are still building.

Mayor Henderson called for public participation;

Matt Bullard 11533 Poston Rd advised that this is zoned undesignated for the City and reviewed what is and is not allowed to be done on the property with the proposed land use and zoning and advised that if the ordinance is passed, he will be filing a lawsuit.

John Gronbeck, Owner's Representative, reviewed the reasoning for asking for this land use change, what the property is platted as, and advised there will be no automotive repair shop or chemicals released.

Steven Despin, 5820 Butler Drive, spoke on recent rezonings, controversy on recent rezonings and gave suggestions on how this process could be more efficient and work for everyone.

Ron Shaner, 5711 Kevin Cir., spoke on the number of signatures on the petition presented at the last meeting and advised that Commission should take that in mind when voting.

Commissioner Griggs advised that he did review the signatures on the petition and that the developer or HOA could have taken care of this property before it got to the point it is at today. He also advised that considerations should be given to the property owner to see what can be worked out.

Mayor Henderson advised that the Commission in 2006 tied the hands of today's Commission by approving a plat designating this as boat storage without zoning. She also advised that if it is denied, this could very well end up in court & that the city would lose.

Commissioner Ayers advised that Commission does respect everyone's position but due to the previous commission approving the plat the way it was done, Commission's hands are tied.

City Manager Cook advised that this is a unique situation that would not happen again with the procedures in place today.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Birdsell to approve Ordinance 1124. The motion carried unanimously upon roll-call vote.

Ordinance 1125 – Rezoning – 1023 Primrose Street

City Attorney Obos read the ordinance as follows:

AN ORDINANCE REZONING FROM UNDESIGNATED TO COMMUNITY COMMERCIAL, A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 2.718 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT 1023 PRIMROSE STREET, CALLAWAY, FLORIDA, PARCEL ID 07384-277-000; 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.

Commissioner Birdsell asked if we are able to conditionally approve to add restrictions on lighting, fencing, etc. City Attorney Obos addressed.

Commissioner Griggs advised that with this designation, it cannot be an automotive shop and what the owner can do with vehicles.

Mayor Henderson called for public participation;

William Troup, 11713 Poston Rd., advised that he is concerned with spot zoning in a residential neighborhood and what will happen in the future if he sells the property. He also advised that the residents have no voice in the HOA while the builder has control over it.

Matt Bullard, 11513 Poston Rd., asked to be shown in the ordinance where it says boat storage is allowed and stated that Commission is violating their own law. City Attorney Obos addressed.

Brian Laramore, 11409 Godart St, asked if a CEP was ever discussed in 2006, spoke on adding additional stress on this neighborhood due to there only being one entrance and exit, and asked that this not be changed to commercial.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Birdsell to approve Ordinance 1125. The motion carried unanimously upon roll-call vote.

REGULAR AGENDA

Ordinance 1131 – Rezoning – 610 N. Kimbrel Ave

City Attorney Obos read the ordinance as follows:

AN ORDINANCE REZONING FROM R-6M, RESIDENTIAL SINGLE FAMILY HOMES, MOBILE HOMES ALLOWED TO R-5, RESIDENTIAL SINGLE FAMILY, A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 3.37 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT 610 NORTH KIMBREL AVENUE, CALLAWAY, FLORIDA, PARCEL ID 06206-020-000; 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.

Bill Frye, Director of Public Works/Planning reviewed the rezoning application that is asking to increase density and drop the M for mobile homes.

Commissioner Griggs asked about the drainage ditch by the property and how we will maintain it. Director Frye advised that we do have an easement and in the case that an additional easement is needed, it will be addressed in the development order.

Commissioner Birdsell asked about the stormwater requirements. Director Frye addressed.

Mr. Harper with Buchannan & Harper advised that he is happy to answer any questions.

Mayor Henderson called for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve Ordinance 1131. The motion carried unanimously upon roll-call vote.

Task Order – Beulah Avenue Paving Engineering & CEI

City Manager Cook advised that we budgeted for the repaving of Beulah Avenue from Cherry Street to Gore Park. This is the task order for CEI and engineering. He also advised that we are removing the bike paths.

Mayor Henderson called for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve the Task Order for Beulah Avenue Paving Engineering & CEI. The motion carried unanimously.

Task Order – Legislative Paving Engineering – S. Gay Avenue

City Manager Cook advised we will bid this in two phases to utilize the entire grant. He advised the CEI will come later because CEI & Engineering cannot be the same company with Legislative Paving.

Commissioner Griggs asked about the application we submitted for the sidewalks for this road. City Manager Cook and Mayor Henderson addressed.

Commissioner Ayers asked about the pricing on the task order. City Manager Cook addressed.

Commissioner Birdsell asked about the third phase notated in the task order. City Manager Cook advised that due to budget restraints, we are not doing the third phase and will send Commission the updated task order.

Mayor Henderson called for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve the Task Order for Legislative Paving Engineering for S. Gay Avenue with the removal of the third phase. The motion carried unanimously.

Equipment Surplus – Extrication Equipment – Fire Department

City Manager Cook advised that the Fire Department is asking to surplus several items originally purchased in 2005 that have since been replaced.

Commissioner Birdsell asked if we have backups if our current equipment breaks. Chief Joyner addressed.

Commissioner Griggs asked if this equipment is usable. Chief Joyner addressed. Discussion ensued.

Mayor Henderson called for public participation; there was none.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Birdsell to approve the Extrication Equipment Surplus & donation to Gulf County EMS. The motion carried unanimously.

COMMISSION/STAFF COMMENTS – The following were points of discussion:**Pamn Henderson, Mayor**

- Paid tribute to Fire Department and BCSO for National First Responders' Day
- Appreciation to Water & Sewer departments for helping Mexico Beach after yesterday's tornado
- Upcoming Pedestrian Safety updates near Callaway Elementary

Bobby Birdsell, Commissioner Ward I

- Thanked Commission for his appointment
- Trunk or Treat at Rutherford High this Thursday

David Griggs, Commissioner Ward II

- Finance Director position update

Kenneth Ayers Jr, Commissioner Ward IV

- Events attended
- City Manager meetings

Eddie Cook, City Manager

- Lake Drive paving
- Sandy Creek Sewer project update
- Hugh Thomas Drive project update
- Lift Station update
- Roundabout
- Cherry Street update

ANNOUNCEMENTS

Mayor Henderson read the announcements as follows:

- | | | |
|---------------------|----------------------------|-----------|
| • November 5, 2025 | TPO Meeting | 3:30 p.m. |
| • November 11, 2025 | Veteran's Day Parade | 2:00 p.m. |
| • November 16, 2025 | Historical Society Meeting | 2:00 p.m. |
| • November 18, 2025 | Commission Meeting | 6:00 p.m. |

PUBLIC PARTICIPATION

Anna Pelletier, commented on the Lead Service Line inventory item that was approved on August 26, 2025 and issues she found in emails & the water quality report and asked how it was not known. City Manager Cook addressed. Mrs. Pelletier provided copies of emails between City employees and FDEP.

Teresa Langston, 6031 Lance St, asked why it was said that no one knew about the Lead Service Line if the City Manager was included in the emails. City Manager Cook addressed.

Ron Shaner, 5711 Kevin Cir, commented on the rezoning on Primrose St and how the residents must feel and commented on a Commissioner making motions.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:21 p.m.

Attest: _____
Ashley Robyck, City Clerk

Pamn Henderson, Mayor

Fri 5/20/2022 2:22PM

Upcoming EPA Webinar - Lead Service Lines

BGIBBS@BAYCOUNTYFL.GOV; SLATHROP@BAYCOUNTYFL.GOV;
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THOMAS.DAWSON@ECUA.FL.GOV



Lead Service Lines
FLYER May 24 2022.r

Good afternoon ladies & gentlemen,

I apologize if you have received this notice more than once in my attempt to reach all PWS reps in the Northwest District.

But just wanted to highlight a webinar opportunity – from EPA’s Small System Research Webinar Series – this coming Tuesday (May 24) from 1:00 – 2:00 pm Central on the topic of Lead Service Lines. Please see attached flyer. There will also be an optional Q&A session immediately following from 2:00 – 2:30 pm Central. Although it’s from the ‘Small’ System Webinar series, I think it will be relevant to systems of all sizes.

This should provide an excellent opportunity to learn and understand in greater detail the changing requirements of an important facet – Lead Service Lines – of the Lead & Copper Rules Improvements (LCRI).

Hope you find this helpful. Have a great weekend.

Regards,
Roger



Roger N. Thomas

Environmental Specialist I

Florida Department of Environmental Protection
Northwest District

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9/9/2022 1:59 PM

Eddie Cook <citymanager@cityofcallaway.com>; Ben Blitch <bblitch@baycountyfl.gov>; Bobby Gibbs <bgibbs@baycountyfl.gov>; Brandon Smith <brandon.smith@nexteraenergy.com>; Brent Skipper <brent.skipper@nexteraenergy.com>; Chris Fritze <cfritze@pcb.gov>; Chris Hurst <panhandlewaterservices@gmail.com>; Chris Lightfoot <clag424@gmail.com>; Dale Cronwell <dcronwell@pcgov.org>; Derek Rizzuto <drizzuto@cityoflynnhaven.com>; Donna Davis <preciousmemcc1@gmail.com>; Doug Baber <d.baber@mexicobeachgov.com>; Garrett Garland <g.garland@mexicobeachgov.com>; Greg Kidwell <gkidwell@cityoflynnhaven.com>; Jerry Smith <smithjl@bay.k12.fl.us>; John Franklin <jfranklin@cityofcallaway.com>; Marcie Douglas <marcie.douglas@pcb.gov>; Mark Branstetter <mbranstetter@cityoflynnhaven.com>; Mark Shaeffer <mshaeffer@pcb.gov>; Michael Kennedy <kennemr1@bay.k12.fl.us>; Miles Grice <mgrice@springfield.fl.gov>; Norman Skipper <norman.skipper@nexteraenergy.com>; Ralph Hammond <rhammond@springfield.fl.gov>; Rebecca Tackitt <rtackitt@panamacity.gov>; Richard "Glenn" Davis <wwtpdavis@gmail.com>; Richard Peterson <rpeterson4930@aol.com>; Robert Bush <rbush@pcgov.org>; Robert Potter <rpotter@pcb.gov>; Rodney Grissett <rgrissett@springfield.fl.gov>; Sean Lathrop <slathrop@baycountyfl.gov>; Taylor Jeffreys <tjeffreys@cityofparker.com>; Tom & Nadean Schleusner <schleusner36@gmail.com>; Tony Summerlin <aubilling@cityofparker.com>; Tracie Norwood <tracie.norwood@westrock.com>; Treana Pitts <treana.pitts@royalamerican.com>; Zachary Miller <zmiller@cityofcallaway.com>

Good afternoon,

As I'm sure most of you are aware, the Lead & Copper Rule Revisions (LCRR) and Lead & Copper Rule Improvements (LCRI) will be updating portions of the current LCR. The compliance date of the LCRR is Oct 16, 2024.

- The current LCR can be found at the following link: <https://www.govinfo.gov/content/pkg/CFR-2015-title40-vol23/pdf/CFR-2015-title40-vol23-part141-subpartI.pdf>.
- The LCR with included language of the LCRR can be found at the following link: <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-D/part-141/subpart-I/section-141.84>.

The Lead Service Line (LSL) Inventory (and subsequent LSL Replacement Plan) is an aspect of the LCRR that may in some cases – depending on system size, infrastructure age, and accuracy & availability of records – entail a lengthy and time-consuming process. The EPA has just recently released some long-awaited information about LSL inventory development. The date when the initial LSL Inventories are due is Oct 16, 2024.

The EPA intends to amend the LCRR with the promulgation of the LCRI before Oct 16, 2024. The EPA's intention is to keep the LCRR requirements for initial LSL inventories even after the LCRR is amended by the LCRI ... this includes the compliance date of Oct 16, 2024 for completion of the initial LSL inventories. It's possible that the LCRI will amend wording relating to these initial LSL inventories, but as stated above, the EPA has announced that the requirements for initial LSL inventories (including the compliance date) will not be changed. Therefore, we advise that CWSs and NTNCs should begin working on the inventories now, if not already in progress.

LCRR regulations on developing service line inventories are at 40 CFR 141.84(a), accessible at: <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-D/part-141/subpart-I/section-141.84>.

On Aug 4, 2022, EPA released *Guidance for Developing and Maintaining a Service Line Inventory*, EPA 816-B-22-001, Aug 2022. The EPA also released a "Service Line Inventory Template." These are accessible at: <https://www.epa.gov/ground-water-and-drinking-water/revised-lead-and-copper-rule>.

EPA Region 4 announcement, Aug 4, 2022:

This EPA guidance for communities and water utilities will help identify lead pipes that connect drinking water service to homes and other buildings and to develop and maintain inventories of these service lines. This action marks a key milestone in implementing the Lead Pipe and Paint Action Plan and it will help water systems comply with the requirements of the Lead and Copper Rule Revisions (LCRR) that went into effect in December 2021. EPA is harmonizing regulatory requirements with unprecedented funding through the Bipartisan Infrastructure Law to make rapid progress on removing harmful lead from America's drinking water. The LCRR requires water systems to prepare and maintain an inventory of service line materials by October 16, 2024. This new Guidance will assist water systems in developing and maintaining service line inventories and will provide states with needed information for oversight and reporting to EPA.

Specifically, EPA Lead Service Line Inventory guidance:

- Provides best practices for inventory development and communicating information to the public.
- Includes a template for water systems, states, and Tribes to use or adapt to create their own inventory.
- Contains case studies on developing, reviewing, and communicating about inventories.
- Highlights the importance of prioritizing inventory development in disadvantaged communities and where children live and play.

This Guidance will also provide water utilities with information to develop lead pipe replacement projects. The Bipartisan Infrastructure Law (BIL) provides \$15 billion for lead service line replacement through the Drinking Water State Revolving Funds (DWSRF). BIL funding can be used for lead service line replacement

projects and associated activities directly connected to the identification, planning, design, and replacement of lead service lines, including development of service line inventories themselves.

DEP-Division (Tallahassee) will move forward with an ongoing process to develop Florida-specific guidance regarding LCRR implementation relating to service line inventories. DEP-Division will keep the offices apprised.

DEP-Tallahassee website of LSL inventory links is at: <https://floridadep.gov/water/source-drinking-water/content/lead-service-line-inventory-links>.

Please feel free to contact me if you have any questions along the way. Thank you.

Regards,

Roger



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Tue 11/22/2022 11:01 AM

Eddie Cook <citymanager@cityofcallaway.com>; Ben Blitch <bblitch@baycountyfl.gov>; Bobby Gibbs <b.gibbs@baycountyfl.gov>; Brandon Smith <brandon.smith@nexteraenergy.com>; Brent Skipper <brent.skipper@nexteraenergy.com>; Chris Fritze <cfritze@pcb.gov>; Chris Hurst <panhandlewaterservices@gmail.com>; Chris Lightfoot <clag424@gmail.com>; Dale Cronwell <dcronwell@pcgov.org>; Derek Rizzuto <drizzuto@cityoflynnhaven.com>; Donna Davis <preciousmemcc1@gmail.com>; Doug Baber <d.baber@mexicobeachgov.com>; Garrett Garland <g.garland@mexicobeachgov.com>; Greg Kidwell <gkidwell@cityoflynnhaven.com>; Jerry Smith <smithjl@bay.k12.fl.us>; John Franklin <jfranklin@cityofcallaway.com>; Marcie Douglas <marcie.douglas@pcbfl.gov>; Mark Branstetter <mbranstetter@cityoflynnhaven.com>; Mark Shaeffer <mshaeffer@pcb.gov>; Michael Kennedy <kennemr1@bay.k12.fl.us>; Miles Grice <mgrice@springfield.fl.gov>; Norman Skipper <norman.skipper@nexteraenergy.com>; Ralph Hammond <rhammond@springfield.fl.gov>; Rebecca Tackitt <rtackitt@panamacity.gov>; Richard "Glenn" Davis <wwtpdavis@gmail.com>; Richard Peterson <rpeterson4930@aol.com>; Robert Bush <rbush@pcgov.org>; Robert Potter <rpotter@pcb.gov>; Rodney Grissett <rgrissett@springfield.fl.gov>; Sean Lathrop <slathrop@baycountyfl.gov>; Taylor Jeffreys <tjeffreys@cityofparker.com>; Tom & Nadean Schleusner <schleusner36@gmail.com>; Tony Summerlin <tsummerlin@cityofparker.com>; Tracie Norwood <tracie.norwood@westrock.com>; Treana Pitts <treana.pitts@royalamerican.com>; Zachary Miller <zmiller@cityofcallaway.com>



Lessons Learned
Along the LCRR Jou

Good morning folks,

Two things I'd like to bring to your attention before the Thanksgiving holiday begins.

First, a great opportunity to learn from systems throughout the country that have been working towards completing their Lead Service Line (LSL) inventories. This webinar (Tuesday, Dec 6, 2022) should be helpful to all systems whether you have known LSLs or you believe your system has none. Please see attachment.

Second, I'd like to invite you all to the Northwest District's Annual Open House on Thursday, Dec 8, 2022 – follow the link below my signature block to find out more and to register.

Thank you and have a wonderful and safe Thanksgiving!

Régards,

Roger



Roger N. Thomas

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From: Thomas Wilson <TWilson@cityofcallaway.com>
Sent: Wednesday, August 14, 2024 9:42 AM
To: Heller, Kate <Kate.Heller@FloridaDEP.gov>
Cc: Mucci, Michael <Michael.Mucci@FloridaDEP.gov>
Subject: City of Callaway Contact Update

EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

Good morning, Kate.

My name is Thomas Wilson. I am the new Utilities Superintendent for the City of Callaway. I was wondering what all I need to do to change the FDEP contacts from the old superintendent to myself. I have gone through some of the records on Oculus to get myself familiar with the current situations pertaining to the City of Callaway Public Water System. My contact information is below but my cell number is 912-577-4804.

Thank you in advance for all help with this transition.

Thomas Wilson

Utilities Superintendent
324 S. Berthe Ave
Callaway, FL 32404
(850) 871-1033
www.cityofcallaway.com
twilson@cityofcallaway.com



From: Heller, Kate <Kate.Heller@FloridaDEP.gov>
Sent: Wednesday, August 14, 2024 10:13 AM
To: Thomas Wilson <TWilson@cityofcallaway.com>
Cc: Mucci, Michael <Michael.Mucci@FloridaDEP.gov>
Subject: RE: City of Callaway Contact Update

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

I have updated the City of Callaway contact information that we have on file with the information you have provided.

Please see the attached communication. An inspection was conducted at City of Callaway on May 3, 2024 and at this time there is one outstanding deficiency from the inspection. Please let me know if you have any questions.

Helpful Links for Additional Resources:

- [Lead Service Line Inventory Information and Resources](#)
- [DEP Water Forms and Compliance Information](#)
- [Annual Monitoring Letters and DEP Northwest District Contact List](#)
- [FRWA Information](#) – including templates for manuals and logs
- [Information Portal](#) – To view facility information and electronic documents on file with the Department
- [Florida DEP Division of Water Restoration Assistance](#) – To view information about available loans and grants

Thank you for your time,



Kate Heller

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Mon 10/28/2024 11:34 AM

Lead Service Line Inventory

Stapleton, Justin

To: Thomas Wilson



Inventory
Template_FINAL_0.xl

Good morning,

This email is a friendly reminder that the Lead Service Line Inventory for Callaway was due on October 16, 2024. If the Lead Service Line Inventory has been completed, please send it to NWDPWS@FloridaDEP.gov. If the inventory is not yet complete, we ask that you finalize and submit it at your earliest convenience. I have attached the Lead Service Line Inventory template to this email for your reference.

Please let me know if you have any questions.

Thank you,



Justin Stapleton

Florida Department of Environmental Protection

Northwest District

Environmental Specialist I

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