

**MINUTES  
REGULAR MEETING  
OF**

**CITY COMMISSION – CITY OF CARRABELLE, FL**

**1206 HWY 98 E  
CARRABELLE, FL 32322**

**PHONE: (850) 697-2727  
or (850) 697-3618**

DATE: THURSDAY, JUNE 6, 2019  
PLACE: CITY MUNICIPAL COMPLEX

TIME: 6:00 P.M.  
1206 HWY 98 EAST

You are welcome to speak or comment on any matter under consideration by the Carrabelle City Commission when recognized to do so by the Mayor. Once recognized, please rise to the podium, state your name for the record, and adhere to the **three-minute time limit**.

6:00 P.M. **CALL TO ORDER**  
INVOCATION  
PLEDGE OF ALLEGIANCE TO THE FLAG

**CONSENT AGENDA**

- May 2, 2019 Regular Meeting Minutes
- Attorney Invoices  
Commissioner Mathes motions to approve, Commissioner Allen seconds, all in favor, motion carried.

**PUBLIC COMMENT:**

“Public Comment” comments are kept at a maximum of **3 minutes**. Items brought forth during Public Comment requiring a Commission vote will be requested to be placed on the upcoming meeting agenda.

None

**COMMISSIONERS' REPORTS:**

Comm. Allen: none

Comm. Mathes: none

Comm. Walden: none

Comm. Millender: none

Mayor La Paz: Reported on recent FDOT Small Communities Outreach Program in the amount of \$969,081.00 for stormwater improvements and road surfacing to all of SE 5<sup>th</sup> St and all of SE Ave D from SE 9<sup>th</sup> St to SE 3<sup>rd</sup> St. Funding awarded after July 1<sup>st</sup>. Matching funds from the City are not required. Engineer and

Mayor are ready to move forward. Reported these roads are in extremely poor condition. Improvements are desperately needed in this neighborhood.

On May 23<sup>rd</sup>, Courtney, Russel, and Mayor attended a Northwest FL Water Management District Committee meeting where they voted unanimously to recommend the \$2,888,000 NRDA grant for phase II of the Lighthouse Estates subdivision septic to sewer abatement for 110 residences. This is in addition to the original \$851,000 previously granted from the NFWFMD for abatement of 53 residential septic systems. A total of 163 septic systems are now funded for removal and connection to sanitary sewer.

Reported Chris Shear with McDowell Housing followed up regarding their loan application to Florida Housing for development of affordable workforce housing in Jordan Bayou Subdivision. He and McDowell Housing attorneys will meet with FL Housing Finance reps next week. He has contacted Triumph Gulf Coast staff in consideration of funding for conversion of the old City Hall bldg. into assisted living. The City would need to submit the Triumph application as a partner. If McDowell Housing applied for a Federal tax-credit loan, the City may have to make a minimal dollar contribution. The City Attorney will be brought in if any of these items progress.

Courtney and Mayor are scheduling a meeting with the DOC warden next week regarding the assigned DOC designated officer and work crew lost last month. Requested cleanup of the designated POD distribution area on the east side of the old City Hall building in preparation for distribution of emergency supplies if needed and for staff to make sure that address is registered with FC Emergency Management. Charlie has contracted J.J. Strong for tanker fuel deliveries in the event of disaster. The Mayor will meet with the Chief next week to review this same topic for the police dept.

Thanked Officer Carlson and Chief Hunnings for their heroic work on May 25<sup>th</sup> to save the life of Joe Hightower after he was swept into the bay while fishing.

Unfortunate to lose Officer Carlson from the CPD.

Reported on the June 1<sup>st</sup> W&S Open House of the WTP, AWWTP, and Sands Park Vacuum Station. Said the event was a success and the treatment plants looked like showrooms. All staff was very familiar with the facilities and provided an educational briefing and informative tour of each facility.

Thanked husband Greg for his volunteer work to the City by constructing and hanging the frame for the City Hall sign in the Commission Chambers.

## **STAFF REPORTS:**

City Attorney:

Commissioner Mathes motions to proceed filing a caveat in the estate Dr. Grantham in Bay and Franklin Counties, Commissioner Walden seconds, all in favor, motion carried.

City Administrator:

Commissioner Millender motions to approve FDOT SCOP 08-2019 Resolution authorizing the Mayor to execute the negotiate and execute the grant agreement, Commissioner Allen seconds, all in favor.

Commissioner Walden motions to approve temporary overtime for weekend coverage of the W&WWTP Operator vacancy, Commissioner Mathis seconds, all in favor, motion carried.

Commissioner Millender motions to approve moving Officer Lawrence Brannan from part time to full time, Commissioner Walden seconds, all in favor, motion carried.

Commissioner Mathis motions to approve pay increase for John Lee Danniels in the amount of \$1.00 per hour, Commissioner Walden seconds, all in favor, motion carried.

City Clerk: July fireworks will be July 5<sup>th</sup> at dark thirty, July 4<sup>th</sup> meeting has been rescheduled for July 11<sup>th</sup>, and received good faith estimate from Property Appriaser.

Inovia: reviews submitted report

### **ADVISORY BOARD REPORTS:**

Advisory Board reports are kept to a maximum of 3 **minutes**. Advisory Board items requiring action will be placed as an item on the agenda through the Clerk's office.

Waterfronts Partnership: reviews submitted report

Economic Development Council: two new members appointed. Caden Barber-chair, and Lisa Munson secretary. EDC will meet quarterly.

Carrabelle Aviation Advisory Board: reviews submitted report

Carrabelle HR Committee: reviews submitted report

### **NEW BUSINESS**

- Item 1. Discussion and possible action concerning hiring a Streets & Roads Superintendent.  
Commissioner Mathis motions to promote Mr. Putnal to Streets and Roads Superintendent at \$17.00 per hour, Commissioner Allen seconds, all in favor, motion carried.
- Item 2. Discussion and possible action regarding the Request for Proposals advertisement specifications package recommended by HR Committee.  
Commissioner Walden motions to approve the HR Recommendations Specifications Package as presented with the addition of "enforcement of personnel policy under No. 4 and to include a No. 7 that reads "The professional HR consultant will consult one-on-one with staff and employees on a one-time basis, Commissioner Allen seconds, all in favor, motion carried.  
Commissioner Walden motions to direct the Administrator to begin enforcing and upholding the current policies in place, including the City Charter and City Personnel Policy, Commissioner Millender seconds, all in favor, motion carried.

- Item 3. Discussion and possible action regarding advertising for Requests for Proposals from Human Resource Professionals.  
Commissioner Walden motions to advertise for HR Professionals in the Tallahassee Democrat and the Panama City News Herald, Commissioner Mathis seconds, all in favor, motion carried.

**OLD BUSINESS:**

- Item 1. Discussion and possible action concerning Planning & Zoning recommendations to amend the LDR regarding R5 and C1 zoning.  
Commissioner Mathis motions direct Dan to draft an Ordinance amending the LDR table 2.02.01 to rescind allowable uses in R5 and C1 zoning to include manufactured homes and mobile homes, with the exception being if an existing mobile home in the R5 zoning district is substantially destroyed by a natural disaster or fire, it may be replaced, Commissioner Millender seconds, all in favor, motion carried.
- Item 2. Discussion and possible action on transfer of Office Space property to Lanark Village Association.  
Commissioner Millender motions to approve the transfer, Commissioner Mathes seconds, all in favor, motion carried.
- Item 3. Discussion and possible action regarding use of City-owned property by the Lanark Village Dog Club.  
Commissioner Mathes motions to send a 30 day notice of termination to lease, Commissioner Millender seconds, all in favor, motion carried.

**PUBLIC HEARING: 2<sup>nd</sup> Reading of:**

ORDINANCE NO. 471

AN ORDINANCE OF THE CITY OF CARRABELLE, FLORIDA, AMENDING ORDINANCE 457 OF THE CITY OF CARRABELLE CODE OF ORDINANCES; TO ADOPT AMENDMENTS TO THE FLOOD PLAIN MANAGEMENT ORDINANCE; PROVIDING FOR APPLICABILITY; REPEALER; SEVERABILITY; AND AN EFFECTIVE DATE.

Commissioner Allen motions to approve, Commissioner Millender seconds, all in favor, motion carried.

Commissioner Millender motions to adjourn, Commissioner Mathes seconds, all in favor, motion carried. 7:40

**NOTE: Anyone needing action taken by the Commission needs to be placed on the agenda and all required paperwork submitted by Wednesday, 8 days prior to meeting.**

If an individual decides to appeal any decision made by the City Commission with respect to this meeting, a verbatim transcript may be required. If so, the individual should make provision for a transcript to be made at the meeting. (RE: Florida Statute 286.0105). Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodation to participate in this meeting is asked to advise the city at least 48 hours before the meeting by contacting Keisha Messer at the above address or phone number.