

MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
January 10, 2013
9:00 a.m.

Mayor Barrow called the meeting to order at 9:00 a.m.

Mayor Barrow gave the Invocation.

Council Member Oost led the Pledge of Allegiance.

Present: Council Members Miller, Oost, Nepereny, Chaple and Mayor Barrow

Also Present: City Clerk Rowell, City Attorney Sloan, Fire Chief Kelly and Police Chief Sweatt

ITEMS FROM THE AUDIENCE—None

1. Discuss changes to Personnel Policies—Mayor Barrow noted that she could not recall the last time the Council worked on the policies, perhaps over a year ago. There was discussion about the draft before the Council and it was agreed that the version presented had all the changes. Council Member Oost asked to begin discussion on page 5, noting that the Public Works Supervisor (Cecil Brunson) had nine employees and should be considered the same management level as the Police and Fire Chief; that the Council should do all hiring and firing. Police Chief Sweatt noted that some law enforcement and investigative issues are required to have multiple administrative hearings for terminations. City Attorney Sloan suggested that not every employee be fired by the Council. Council Member Miller suggested a supervisor bring the firing recommendation to the Council; Council Member Nepereny said that he agreed in principle with Council Members Oost and Miller. City Attorney Sloan noted that the grievance procedure should be used separate from the dismissal procedures. City Clerk Rowell suggested the City establish current and accurate position descriptions and adopt a Table of Organization to define the management structure of the City; that while the personnel policies should be revised, they were not the place to create the management structure.

Council Member Oost asked again to discuss the Public Works Supervisor. Mayor Barrow explained that the City doesn't currently have the position of Public Works Director because there wasn't adequate funding, and that at the time, there wasn't significant work to warrant one. Council Member Nepereny suggested the Council consider a director again but the Mayor said they could do that when projects picked up. City Clerk Rowell noted that a large body of public works' responsibilities, such as grant coordination, reporting and other administrative work, are currently handled in the Clerk's office. Mayor Barrow said she thought everything was working fine, that if a major issue comes up, it comes to the Council; that the day to day operations are being handled and that the Supervisor is handling his job fine. The Mayor asked Clerk Rowell if she was suggesting that the Public Works Supervisor report to her and City Clerk Rowell responded absolutely not.

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City Attorney Sloan suggested the question the Council seemed to be discussing was whether the Public Works Supervisor is a department head; that if the answer is yes, he has certain responsibilities and rights with that position; that the Council had not made the Public Works Supervisor a department head.

Council Member Oost said that the Supervisor was acting as department head and both he and Council Member Nepereny said that the position should be a department head. City Clerk Rowell said that a key management principle was not to put someone in a position to do a job and hamstring them; you give someone the responsibility and if they cannot do the job expected from the position description, you terminate them; that she was not suggesting Supervisor Brunson be terminated.

Council Member Miller said that the City should be run like a business; that each time an employee doesn't like something they don't run to the business owner; that there should be a chain of command that should be followed; that while it might be nice to run the City like a family, family businesses often fail; that an employee shouldn't be allowed to go over their supervisor to the Mayor in order to get around a supervisor's direction. Mayor Barrow noted that there is a process when an employee feels like he or she can't get anywhere with the supervisor, they can go to the supervisor's supervisor. Council Member Oost said that it should still go through chain of command; that if the Mayor gets a complaint, the Mayor should tell the employee to start at the bottom, talk to the supervisor, then come back; that this was not being followed in the City; that Public Works employees go directly to the Mayor; that all employees do that. Council Member Oost noted that there were two employees manning a single truck and that when he asked Mr. Brunson about changing that, Mr. Brunson said that he had tried but that the Mayor said to continue riding double. Mayor Barrow said that Mr. Brunson had told her differently; that she is allowing him to run his department; that she wanted to get to the bottom of the information and that she would be finding out. Council Member Miller said that skipping the chain of command was probably happening in the other departments. The Mayor asked Police Chief Sweatt if she was "over there in his department", and he responded citing the personnel policy grievance procedure, noting that after he makes an administrative decision, an employee who doesn't like it may take it in writing to the Mayor, and to the Council if still not satisfied. Fire Chief Kelly noted the same for his department and that this was being followed.

City Clerk Rowell read some sections of the Charter: that the administration and governance of the City is vested in the Council; that the Mayor presides over the Council meetings; that the

Mayor acts as executive officer of the City with duties commensurate. She noted that where those commensurate duties are described may be in resolution/ordinance or may be by practice; that the Charter says the Council has the right to remove employees only after due notice and an opportunity to be tried and heard which is in conflict with the current and proposed personnel policies; that the Charter is outdated in many ways and that it does not describe how the City should be managed.

Mayor Barrow said she didn't have any problem putting Public Works Supervisor Brunson under the Council as a department head, that he would still have to come to her day-to-day just like Chief Kelly, Chief Sweatt and the City Clerk; that she still had to run the day-to-day; that she didn't have a problem with him being a department head. City Attorney Sloan added the language on page 5 to reflect the Public Works Supervisor/Director would be a department head hired by the Council and that hiring for all departments would be done in consultation with the Mayor. There was discussion about Fleet and Parks being part of Public Works, particularly because there is only one person in each section. Council Member Miller suggested Fleet could be in Administration but there was not agreement. Mayor Barrow said that she was the mechanic's supervisor, but City Attorney Sloan noted that a department should not be one person and that that position was not a department head. Mayor Barrow said she would like to wait on this until she could speak in private with Mechanic Summerlin, Public Works Supervisor Brunson and Clerk Rowell.

There was additional discussion about department heads hiring in consultation with the Mayor, and Council Member Oost asked what would happen if the department head wanted to hire someone and the Mayor did not, who would win? Mayor Barrow responded that the department head would win because they would not bring a recommended candidate they didn't have confidence in and that she had confidence in the department heads. The Council agreed that department hirings should be done in consultation with the Mayor. City Clerk Rowell brought up the idea of hiring teams for the future, using people from other departments to participate on a hiring panel. Mayor Barrow said that other departments should not get involved in another department's hiring; leave as it is and as Mayor she puts faith in department heads to make the right decision.

The Council discussed Veterans' Preference on page 6, whether an employee who is a veteran must be given a promotion when they return to work. The Council decided to remove the language in 2.3.C which appeared to grant an automatic promotion.

There was discussion on Background Checks on potential employees needing to be done prior to employment and the Council agreed that the language should clearly reflect that. Council Member Chaple brought up background checks for the Council members. Mayor Barrow responded that convicted felons cannot be registered voters and thus can't run for office so that a background check should not be necessary. The Council then discussed drug testing and that potential employees should pay for that and be reimbursed when the drug test is passed. There was discussion about the receipt of the confidential drug screen with Fire Chief Kelly, and City Attorney Sloan said that safety sensitive positions only should be drug screened. It was noted that all positions may drive a City vehicle and are all safety sensitive; that random testing is allowed by the personnel policy, but that by practice, the City only drug tests if there has been an accident involving City property. Police Chief Sweatt suggested defining background check to include criminal background, neighborhood reference checks, and application accuracy checks; that his department could do those for any potential employee. City Attorney Sloan noted that a separate, administrative process had been previously established for background checks of employees other than those working in the Fire and Police departments; that there were stringent requirements. Fire Chief Kelly noted that the Clerk's Office should have this responsibility with statewide law enforcement systems. City Clerk Rowell asked if the process could remain with the Sheriff's Office handling the criminal checks for the City, and the answer from Police Chief Sweatt was yes. The Council discussed that each position may have a different level of background review.

On page 7, the Council discussed performance evaluations. Police Chief Sweatt noted that his department was doing evaluations. City Clerk Rowell suggested more structured language be included so that supervisors and employees know when the evaluations will be expected to be completed. Mayor Barrow said the intent was to have the evaluation period be the calendar year, January 1 through December 31, and that the evaluations are to be complete in January.

On page 7, section 2.7 Employment Status, City Clerk Rowell asked the Council about the use of the term salaried employee, as well as exempt and non-exempt employee, and whether there were any true salaried employees. City Attorney Sloan noted that the Council had determined that department heads could be compensated for hours worked over 40; that the defining difference was exempt and non-exempt. Council Member Nepereny noted that the term salaried is throughout the personnel policies and that it will be difficult to get it clarified. City Clerk Rowell noted that department heads receive time and a half for hours worked over 40 and City Attorney Sloan noted that the Council had made the decision to grant compensatory time at time and a half. Council Member Miller noted that comp time should be limited and pre-approved;

Council Member Nepereny noted that certain employees could accrue 480 hours of comp time. Police Chief Sweatt and Fire Chief Kelly gave examples of why earning comp time is preferable to paying overtime since their employees must be paid for overtime work, and Council Member Nepereny suggested making no changes to the comp time portion.

The Council discussed section 2.8 Probationary Period, and determined to delete paragraph B, keeping the last sentence. City Clerk Rowell suggested limiting the time to extend the probationary period to 3 months and after discussion, the Council decided to leave it at 6 months.

There was discussion on page 9, 2.9 Nepotism and Hiring of Relatives, about whether relatives can work together in the City and City Attorney Sloan and Mayor Barrow clarified that the prohibition was only if one were to work for the other.

On page 10, the language in 3.1 Insurance, in paragraph A, was clarified to show that insurance is not automatically available after 60 days, that it is available on the first day of the month following 60 days of full employment. Supplemental medical/hospital plans was included as item 4 in paragraph A.

It was agreed to change workmen's compensation to workers' compensation to use the same language as state law.

City Attorney Sloan responded to a question by City Clerk Rowell about the accuracy of the Reasonable Accommodation language on page 11, saying that the phrase "unless doing so would result in an undue hardship to the City" was correct.

Chief Sweatt brought up language on page 12, 3.5 Holidays, that employees who have not been with the City 60 days do not get paid holidays. There was consensus that the sentence should be deleted. In that same section, the language on holiday pay and on-call pay was discussed and it was clarified that only holiday pay will be given if the call out is on the holiday.

On page 13, 3.8 Lunch Break, Council Member Nepereny suggested that the personnel policies not address whether an employee can eat or drink at his or her desk and it was agreed to delete the last paragraph.

Police Chief Sweatt asked to address section 3.7 Witness Duty, on page 13, noting that the way it read was that an employee called as a witness for the City gets regular pay, plus two hours. It

was agreed that the first sentence should read that on-duty employees will be compensated at his or her regular pay rate for witness duty. The Chief and the City Clerk agreed to work on remaining language in that section for off-duty call-ins for witness duty. In section 3.6 Jury Duty, it was agreed to give employees 3 days to notify their supervisors if they are called for jury duty.

The Council discussed department head responsibilities on page 14 and why it was in section 3.9 Hours of Employment. City Clerk Rowell made suggestions on moving the language or including in position descriptions.

The Council discussed section 4.1 Normal Work Week, on page 15. City Clerk Rowell asked about the language about lunch and break times making up for tardiness, and about how an employee who worked over time one day might compensate for the time the next day. Mayor Barrow said it had been a problem in the past; that if someone was late they should not work over to compensate for being late; that employees should not be working past 4:30 in City Hall. Council Member Oost noted that tardiness is a disciplinary issue if it continues, and Mayor Barrow said it was the department heads' responsibility to note patterns of tardiness and deal with it. Language was added to the last sentence in the section about time clocks to read, "if clocks are employed".

On page 15, section 4.2 Overtime, the Council said the grant of overtime or comp time will be given at time and a half regardless of how the 40 hours in the work week is achieved (worked, sick, annual, etc.). In the second paragraph in that section, it was agreed that the first sentence be changed to read, "In non-emergency situations, overtime should be approved in advance by the department head on the appropriate City form." Council Member Nepereny used an example of utility workers who might have to be called out and not have approval.

On page 16, section 4.3 Compensatory Time Off, there was discussion to change the language from salaried to exempt but Fire Chief Kelly said FEMA had liked the language. Police Chief Sweatt suggested using "salaried" and putting "exempt" in parenthesis after. It was agreed that City Clerk Rowell would work with City Attorney Sloan and Fire Chief Kelly to come up with language for that section. In paragraph B, there was discussion about the number of hours of compensatory time allowed to be accrued. City Attorney Sloan, Fire Chief Kelly and Police Chief Sweatt discussed with City Clerk Rowell the language as written allowing 40 hours, 480 hours or 240 hours of comp time. It was agreed that the language was unclear and that it should state that exempt and non-exempt public safety employees (all Fire and Police department


employees including chiefs) can accrue 480 hours; exempt, non-public-safety employees (currently City Clerk) can accrue 240 hours; and, non-exempt, non-public-safety employees (all others) may accrue 40 hours of comp time. Fire Chief Kelly told the Council the difficulties in a small department with keeping comp time low when the only option was to pay overtime, and there was not adequate budget to pay overtime. There was discussion that comp time should be used within some time frame, perhaps a calendar year, but the Council wanted to leave the language that said it should be taken within 180 days of being earned and that supervisors should manage that time. It was noted that if it appears hours over 40 will be worked, the time should be managed in the same work week so as not to accrue the time worked over 40 hours at time and a half; just use it as straight-time.

On page 18, section 4.4 Sick Leave, City Clerk Rowell suggested stating the reasons sick leave might be used. City Attorney Sloan cautioned against an exclusionary definition of sick leave instead of a general definition. Council Member Nepereny questioned paragraph C on sick leave violations but no changes were made. Police Chief Sweatt asked if the definition of immediate family was broader than the current policy. While it did not appear to be, City Attorney Sloan was asked to find out what the definition of immediate family was. In paragraph F of that section, there was discussion about granting a portion of sick leave as payout when an employee leaves the City in order to provide an incentive to not abuse sick leave.

On page 19, section 4.6 Donation of Leave, Police Chief Sweatt noted he was concerned that employees are able to donate leave to supervisors. It was agreed that that should not be part of the donation of leave policy and that the Council would review all donations of sick leave; that only employees who have no leave of any kind available and have an emergency are eligible for donations of sick leave from others.

The Council discussed when they would meet again on the personnel policies and the meeting was set for Wednesday, January 16th at 9:00 a.m. City Attorney Sloan said he did not have his calendar and the Mayor said if he had a conflict the meeting would be changed. Council Member Nepereny expressed concern for how long the policy revisions have taken and that the Council should move quickly.

Mayor Barrow adjourned the meeting at 11:26 a.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

January 15, 2013

5:30 p.m.

Mayor Barrow called the meeting to order at 5:30 p.m.

Council Member Nepereny gave the Invocation.

Council Member Oost led the Pledge of Allegiance.

Present: Council Members Miller, Oost, Nepereny, Chaple and Mayor Barrow

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Chaple, the minutes of the Regular Meeting of December 18, 2012 and the Special Meeting of December 28, 2012 were accepted, 5 yeas, 0 nays.

ITEMS FROM THE AUDIENCE—City employee Brad Kemppainen read a statement saying that he believed his supervisor gave Council Member Oost incorrect information about employees going to the Mayor; that he had met with his supervisor and the Mayor, and Council Member Oost. He said he had not asked the Mayor for permission to ride together with co-worker Terry Turley and that he has not gone to the Mayor over his supervisor's head. He noted he came to the Council to give input prior to any personnel policy changes.

REGULAR AGENDA

1. **Reading of Proclamation: Human Trafficking Awareness Month** – City Attorney Sloan read the Proclamation signed by the Mayor making January 2013 Human Trafficking Awareness Month.
2. **Swearing in of new Planning Commissioners Danny Oliver and Jim Roberts**—City Attorney Sloan administered the Oath of Office to Mr. Oliver and Mr. Roberts and they took office as Planning Commissioners.
3. **Hear and discuss recommendations of Preble-Rish (PRI) for scope of next Community Development Block Grant (CDBG) project/application and scope of State Revolving Fund (SRF) grant/loan application**—Brittany Trumball of Preble-Rish, Inc. addressed the Council, giving a brief background about previous reports that have led to City project priorities. She discussed the current CDBG project for rehabilitation of two pump stations. She noted that there were other improvements within the low to moderate income areas of the City that could be funded by future CDB Grants; that the benefit is that CDBG is 100%

grant. She recommended that the City apply for another CDBG to address seven projects, and amend the scope of the SRF grant/loan application to address all the remaining identified priorities. She answered several questions of Council Member Nepereny, who asked how the State might view the City's withdrawal and resubmission of the SRF grant/loan application. Ms. Trumball replied that it would not be a problem to the State, particularly since the project work has already been approved.

Council Member Nepereny made a motion to withdraw the current SRF loan application and direct PRI to submit the withdrawal to the State. Council Member Oost seconded the motion and the motion passed 5 yeas, 0 nays.

Council Member Miller asked whether engineering had already been done and paid for the SRF projects and Ms. Trumball replied "no". He then asked how much the engineering would cost for the new CDBG projects and she replied \$68,300. She clarified that the submittal of the amended SRF application would not be at any new cost to the City.

4. PUBLIC HEARING and First Reading of Ordinance 2013-361:

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PARKER (ORDINANCE NO. 2010-349, AS AMENDED); AMENDING SECTION 6-32 OF THE CODE OF ORDINANCES RELATING TO BEVERAGE REGULATIONS; PROVIDING SEVERABILITY, CODIFICATION AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Barrow opened the public hearing. There was no public comment and the public hearing was closed. Council Member Nepereny made a motion to read Ordinance 2013-361 for the first time and Council Member Miller seconded the motion. The motion passed 5 yeas, 0 nays, and City Attorney Sloan read the ordinance by title.

5. Move to regular full time employment—Vicki Clawson (hire date 6/29/12) and Deena Brannon (hire date 7/2/12)—City Clerk Rowell said that she was not ready to make this recommendation until she had a chance to complete a formal written evaluation for the employees. The Mayor said that this was not usually done and that the City doesn't even have a form; that the City has been working this way for many years; and asked the Council to make them permanent. Clerk Rowell noted it might benefit the Council to have this. Council Member Nepereny noted that the City needed a performance evaluation process. Council Member Oost made a motion to table the item until the Regular Meeting of February 5 and tasked the Clerk to

have the performance evaluations completed for that meeting. Council Member Nepereny seconded the motion and the motion passed 4 yeas, 1 nay, with Mayor Barrow being the dissenting vote.

6. Update on transition to EPCI for development review/building inspection and permitting services—City Clerk Rowell said that Bay County Board of Commissioners was scheduled to take action at their meeting this same day to terminate the Interlocal Agreement for Building Code Services; that the City had a request for development review for a church and that EPCI was working with City staff today, looking at whether the development would need Planning Commission review; that Planner Lou Bradford was working with EPCI on the application process for citizens.

7. Update on 2012 Audit—City Clerk Rowell said that the City's auditing firm, Carr Riggs and Ingram (CRI) has requested 44 items to begin the audit process and that auditors would be requesting an entrance conference with staff and the Mayor; that Bookkeeper Clawson should be working on the last item of the request. Ms. Clawson was asked if she had any update from CRI and she did not.

8. Update on Miller Motors case—City Attorney Sloan said that the Council had been provided a copy of the Final Judgment showing the amounts owed the City; that a sale date had been set for January 25th; that unless otherwise directed, he would bid for the City an amount up to the amount of the judgment; that 10 days after a certificate of title will be issued to the successful bidder. Council Member Miller asked if back taxes were owed and Mr. Sloan said that ad valorem taxes were not included as part of the foreclosure. City Attorney Sloan said he did not know if there was a tax certificate owned by someone already.

9. Ethics Class in Tallahassee, Jan. 17—Mayor Barrow said that she had asked that this be on the agenda so that the Council would be aware of the cost and the travel; that Council travel had always been brought to the Council. Clerk Rowell noted that the only cost would be gasoline. Council Member Oost made a motion to authorize the travel to the Florida League of Cities Ethics class in Tallahassee. Council Member Miller seconded the motion and it passed 5 yeas, 0 nays. Clerk Rowell asked if for each time a Council Member or staff travels or attends a class that the Council must approve. The Mayor said yes and City Attorney Sloan said if it was unbudgeted.

MAYOR'S REPORT – Mayor Barrow noted the memo to the Council regarding code enforcement cases and suggested if they have any questions, they speak with the

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Code Enforcement Officer. She then noted that a letter regarding animal control issues was placed on every citizen's door and she read the letter for the audience.

COMMENTS AND ANNOUNCEMENTS—Council Member Nepereny announced that he would not be running for Council in April. Council Member Oost announced that he would not be running for Council in April.

Mayor Barrow thanked the employees who attended and spoke about issues from the last workshop meeting.

Mayor Barrow adjourned the meeting at 6:23 p.m.


Nancy A. Rowell, City Clerk

MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
February 5, 2013
5:30 p.m.

Mayor Barrow called the meeting to order at 5:30 p.m.

Mayor Barrow gave the Invocation.

Council Member Oost led the Pledge of Allegiance.

Present: Council Members Miller, Oost, Nepereny, Chaple and Mayor Barrow

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Oost and second of Council Member Nepereny, the minutes of the Workshop of January 10, 2013 and the Regular Meeting of January 15, 2012 were approved, 5 yeas, 0 nays.

ITEMS FROM THE AUDIENCE—Jeannie Patterson Fritz addressed the Council, asking the members to consider allowing her group to use a portion of the Sports Complex as a location to hold a Native American pow-wow; that the pow-wow would be held to raise money for local food banks; that there would be vendors, displays and Native American dancing; that she was planning for the last weekend in September, one day of which is Native American Day. Council Members Miller and Chaple asked if Ms. Patterson Fritz had considered Under the Oaks Park and after some discussion, it was agreed that City Attorney Sloan would review what type of use agreement might be needed. Ms. Patterson Fritz thanked the members for their consideration.

REGULAR AGENDA

1. **Reading of Proclamation: Black History Month** – Mayor Barrow proclaimed February as Black History Month and read the proclamation.

2. **Update on CDBG Project for sewer rehabilitation**—Brittany Trumball of Preble-Rish, Inc. (PRI) said that the recent monitoring visit with Patrick Howard, staff member from the Department of Economic Opportunity, went well; that it was a full day of review and discussion on the requirements of the grant and the work done-to-date; that a few areas of improvement may be reported, specifically: 1) ensure CDBG funds are included in the fiscal year budget, 2) replace out of date specification “boiler-plate” language with updated language (will need a change order and will come to the Council for that at next meeting or first March meeting, 3) repaint

handicapped parking spaces, and 4) ensure separation of duties in accounting for CDBG funds. She also said that L and R Contracting had the lift station pumps on order; that Gulf Power has the specifications for needed power and is communicating with PRI; and that L and R Contracting is working on certification as a Woman Owned Business which will allow the City additional points on an application if the Council should seek another CDBG.

3. PUBLIC HEARING and Second Reading of Ordinance 2013-361:

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PARKER (ORDINANCE NO. 2010-349, AS AMENDED); AMENDING SECTION 6-32 OF THE CODE OF ORDINANCES RELATING TO BEVERAGE REGULATIONS; PROVIDING SEVERABILITY, CODIFICATION AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Barrow opened the public hearing for comment on the ordinance. There was no public input and the hearing was closed. Council Member Miller made a motion to read Ordinance 2013-361 for the second time and Council Member Nepereny seconded the motion. The motion passed 5 yeas, 0 nays. City Attorney Sloan read Ordinance 2013-361 by title. Council Member Miller made a motion to adopt Ordinance 2013-361 and Council Member Chaple seconded the motion. The motion passed 5 yeas, 0 nays, and the ordinance was adopted.

4. PUBLIC HEARING and First Reading of Ordinance 2013-362:

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PARKER (ORDINANCE NO. 2010-349, AS AMENDED); AMENDING SECTION 6-32 OF THE CODE OF ORDINANCES RELATING TO BEVERAGE REGULATIONS; PROVIDING SEVERABILITY, CODIFICATION AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Barrow opened the public hearing for comment on the ordinance. There was no public input and the hearing was closed. Council Member Miller made a motion to read Ordinance


2013-362 for the first time and Council Member Oost seconded the motion. The motion passed 5 yeas, 0 nays, and City Attorney Sloan read Ordinance 2013-362 by title.

5. Move to regular full time employment—Vicki Clawson (hire date 6/29/12) and Deena Brannon (hire date 7/2/12)—Council Member Oost made a motion to move the employees to regular, full time and Council Member Nepereny seconded. City Clerk Rowell said that she had conducted performance evaluations with Ms. Clawson and Ms. Brannon; that strengths and improvements were discussed; that their strengths were greater than the areas needing improvement; that she had committed, as had they, to work on the areas of improvement; and that she recommended that they become regular, full time employees. The Mayor called for the vote and the motion passed 5 yeas, 0 nays.

MAYOR'S REPORT – Mayor Barrow read a letter from citizens Joe Bush and Jim Hixson praising Public Works Supervisor Cecil Brunson for his knowledge, responsiveness, initiative and service.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple asked about getting identification cards for Council Members as they go into neighborhoods to talk with citizens. The Council agreed that wearing their Member shirts should be sufficient but that if there was ever a problem, to let a member of City staff know.

Mayor Barrow adjourned the meeting at 5:59 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

February 19, 2013

5:30 p.m.

Mayor Barrow called the meeting to order at 5:30 p.m.

Council Member Oost gave the Invocation.

Council Member Oost led the Pledge of Allegiance.

Present: Council Members Miller, Oost, Nepereny, Chaple and Mayor Barrow

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Oost and second of Council Member Miller, the minutes of the Regular Meeting of February 5, 2013 were approved, 5 years, 0 days.

ITEMS FROM THE AUDIENCE—Jeannie Fritz addressed the Council regarding using the Sports Complex as a location to hold a Native American pow-wow, asking if she needed a vote of the Council. The Council agreed that a vote was not needed, and the Mayor noted that Ms. Fritz needed to complete a packet of documents in order to use the Sports Complex.

REGULAR AGENDA

1. Task Order for Engineering Services for next CDBG Project—Elizabeth Moore of Preble-Rish, Inc. gave a brief history of the City's Community Development Block Grant (CDBG) project efforts, noting that the task order was for engineering services to design improvements for the City's wastewater system for the next CDBG application cycle; that completed plans and specifications show the State that projects are "shovel-ready" and that these projects are more likely to receive grants; that the sewer system improvements would help accommodate growth in the Long Point Cove area; that the plans and specifications designed could be used for future projects if the CDBG application was not accepted.

Council Member Miller asked about why work on Station P2 could not be included since it handled sewage from the targeted low-to-moderate income groups covered under CDBG. Ms. Moore noted it was Bay County-owned. Council Member Miller asked about the pump and force main cost differences for different stations as shown in the proposed CDBG options and the State Revolving Fund (SRF) Grant/Loan options. Ms. Moore said that she would provide Council Member Miller more detailed information on the types of equipment and prices.

Council Member Miller asked about the limitation of liability language in the proposed Professional Services Agreement and City Attorney Sloan said that he needed to look at the existing continuing services agreement with PRI to determine correct language.

Council Member Miller asked about the likelihood of receiving the next CDBG and Ms. Moore gave her estimate of 60-70%; that if it was shovel-ready the chances were better; that PRI would continue to look for other grant opportunities for the City. Council Member Nepereny noted the importance of rehabilitating the City's sewer system and that some source of funding should be found for the \$68,300 design phase.

Council Member Miller asked about the sizes of the proposed lines, if the sizes were estimated for future growth. Ms. Moore responded yes, but that the engineering design work contemplated in the Task Order would update those estimates; that some might be larger lines.

Council Members Oost and Nepereny asked that the item be brought back to the Council at the next meeting, March 5th, and the Council agreed.

2. PUBLIC HEARING and Second Reading of Ordinance 2013-362:

AN ORDINANCE GRANTING TO GULF POWER COMPANY, A FLORIDA CORPORATION, ITS SUCCESSORS AND ASSIGNS, THE RIGHT AND FRANCHISE TO MAINTAIN AND OPERATE AN ELECTRIC PLANT AND AN ELECTRIC TRANSMISSION AND DISTRIBUTION SYSTEM IN THE CITY OF PARKER AND TO CONSTRUCT, MAINTAIN, OPERATE AND EXTEND ELECTRIC TRANSMISSION AND DISTRIBUTION LINES IN THE STREETS AND PUBLIC PLACES OF SAID CITY; PROVIDING THE TERMS AND CONDITIONS OF SUCH GRANT; REPEALING ORDINANCE NO. 97-228, AS AMENDED, AND ALL CODES, ORDINANCES AND RESOLUTIONS TO THE EXTENT OF ANY CONFLICT HERewith; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

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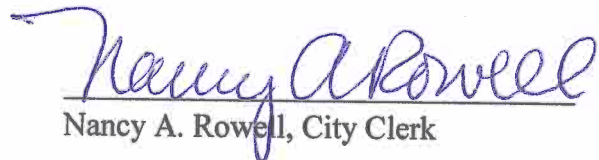
Mayor Barrow opened the Public Hearing and asked for public input. There was none and the Public Hearing was closed.

Council Member Nepereny made a motion to read Ordinance 2013-362 for the second time and the motion was seconded by Council Member Miller. City Attorney Sloan read the ordinance. On motion of Council Member Miller and second of Council Member Nepereny to adopt Ordinance 2013-362, the motion carried 5 yeas, 0 nays, and the ordinance was adopted.

MAYOR'S REPORT – Mayor Barrow informed the Council that the City now owns the Miller Motors property. She also gave an update of a meeting she attended at Tyndall, noting that some new staffing would occur in June 2013; that the F-22 planes would begin coming in January 2014; that half of them would be here by March 2014 and all by June; that 851 troops and staff would be here, which doesn't include families.

COMMENTS AND ANNOUNCEMENTS—None

Mayor Barrow adjourned the meeting at 5:53 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

March 5, 2013

5:30 p.m.

Mayor Barrow called the meeting to order at 5:30 p.m.

Council Member Nepereny gave the Invocation.

Council Member Oost led the Pledge of Allegiance.

Present: Council Members Miller, Oost, Nepereny, Chaple and Mayor Barrow

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Miller, the minutes of the Regular Meeting of February 19, 2013 were approved, and the minutes of the Regular Meeting of February 5, 2013 were corrected. The correction was to show the approval of minutes of January 15, 2013, not 2012. The motion passed 5 yeas, 0 nays.

PROCLAMATION—Mayor Barrow proclaimed the month of March as Clean-Up, Paint-Up and Fix-Up Month in the City of Parker.

Mayor Barrow added an item to the agenda: Approval for Police Chief Sweatt to expend \$1,302 from the Law Enforcement Forfeiture Fund to purchase thermal imaging equipment. Council Member Nepereny made a motion to approve the expenditure and the motion was seconded by Council Member Miller. The motion passed 5 yeas, 0 nays.

ITEMS FROM THE AUDIENCE—James Bearden addressed the Council regarding dogs not on leashes; thanking the Council for the letter sent to each citizen; noting that he had been attacked twice. Council Member Miller asked if he had filed a report and Mr. Bearden said he had not; that he had not been bitten. He said there was a dog at 5335 Soule that was a problem.

Sandra Dadio addressed the Council regarding her barking dog, asking if her dog barking in her house was considered a nuisance; noting that she had received a nuisance report to keep her dogs from barking in her home. She identified a situation involving a neighbor and someone breaking into her phone line.

Mike Santoro addressed the Council regarding dogs roaming free. He thanked the Council for the letter sent by the Council to each citizen about controlling animals. He said a black and white

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collie had run at him; that a dog owner allowed her dog to go onto his property to “do his business” and that should be prohibited by the City; that he wanted to come to the Council to keep the issue active, noting that before the last election work had been done but was dropped; that he wants the Council to keep working on the issue of controlling animals. Mayor Barrow assured Mr. Santoro that the issue was active.

REGULAR AGENDA

1. **Task Order for Engineering Services for next CDBG Project**—Brittany Trumball of Preble-Rish, Inc. (PRI) said the work detailed in the task order is engineering design of improvements to the City’s wastewater system; that this work would be done in order to receive readiness to proceed points on a CDBG application which PRI would complete and submit to the Department of Economic Opportunity (DEO) in August for the City; that the improvements and work proposed were from 2008 studies evaluating the City’s wastewater system. Ms. Trumball clarified that another professional services agreement was not necessary at this time; that this task order is for work that will be performed under the existing, continuing professional services agreement between the City and PRI; that if the City were awarded the grant, the administration and construction engineering phases would then need a separate agreement. City Attorney Sloan asked that DEO correspondence on CDBG contracting and pertinent references in the Florida Administrative Code be sent to him by PRI or the City Clerk.

Council Member Nepereny made a motion to contract with PRI for \$68,300 for the engineering design services detailed in the task order. Council Member Oost seconded the motion. Council Member Miller asked City Attorney Sloan if he could abstain from voting because property he owned will be directly affected positively. City Attorney Sloan said that because this was only a vote for engineering design, not pipes in the ground, Council Member Miller should vote. Mayor Barrow asked Council Member Nepereny and Council Member Oost where the money was coming from for the engineering services, and Council Member Nepereny responded that the Mayor and the City Clerk and the bookkeeper should be providing that information to the Council; that the City has funds from setting aside 3% of employee pay in case reimbursement was necessary under State Retirement System changes (City Attorney Sloan confirmed that the City would not need to repay employees); and spoke in favor of his motion. The Mayor said that impact fees should pay for growth; that Public Works Supervisor Brunson has said that there is not a need for improvements at this time; that the Council should finish the current CDBG project before doing another. Ms. Trumball noted that PRI had spoken with Mr. Brunson

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and that the question he had been answering was: Are there any maintenance issues in the City? She noted that his answer has been "no" and that was correct; that the only thing on the task order that might be maintenance was the manhole rehabilitation; everything there was for growth and development. Mayor Barrow again said that the Council shouldn't spend the money for the engineering fees and Council Member Miller said he thought that \$68,000 seemed too high.


The vote was taken and the motion passed 3 yeas, 2 nays, with Council Member Miller and Mayor Barrow providing the dissenting votes.

MAYOR'S REPORT – None

COMMENTS AND ANNOUNCEMENTS—Council Member Nepereny noted that since he was the Transportation Planning Organization representative from Parker, that the Council would need a replacement as he was retiring. Council Member Miller agreed to serve as the representative.

Council Member Nepereny asked about making the City Clerk full time as had been done with the Bookkeeper and Code Enforcement Officer; that he had not seen an evaluation or any action. Council Member Miller made a motion to make the City Clerk full time. Mayor Barrow said that the Council had asked for evaluations of the other two employees prior to making them full-time. Council Member Nepereny agreed that the Council needed an evaluation form. City Clerk Rowell offered a draft form to be used as the Council deemed appropriate for her evaluation. The Mayor said that the Council didn't evaluate the Clerk, the Mayor did. Council Member Oost seconded the motion. The vote was taken and the motion passed 4 yeas, 1 nay, with Mayor Barrow providing the dissenting vote.

Mayor Barrow adjourned the meeting at 6:09 p.m.


Nancy A. Rowell, City Clerk

MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
March 19, 2013
5:30 p.m.

Mayor Barrow called the meeting to order at 5:30 p.m.

Mayor Barrow gave the Invocation.

Council Member Oost led the Pledge of Allegiance.

Present: Council Members Miller, Oost, Nepereny, Chaple and Mayor Barrow

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Nepereny, the minutes of the Regular Meeting of March 5, 2013 were approved 5 yeas, 0 nays.

ITEMS FROM THE AUDIENCE—Elizabeth Moore of Preble-Rish, Inc. addressed the Council regarding a change order to the contract with L and R Construction for the work being done under the Community Development Block Grant for pump station/sewer system improvements. She noted the change order was for \$14,450 to have Gulf Power upgrade the electrical capacity to the site of pump station 12, and said that the grant funding would cover this cost. The Council decided to take action at this meeting. Council Member Miller made a motion to approve the change order, Council Member Nepereny seconded the motion, and it passed 5 yeas, 0 nays.

REGULAR AGENDA

1. Development Permit—FLYBY COFFEE, LLC—City Clerk Rowell gave an overview of the project and reported the Planning Commission's recommendation that the project be granted a development permit with the condition that the visual buffer and lighting/glare issues be resolved with landholder Eubanks/Nautical Point (an RV park) to the Northwest. Bo Creel, EPCI and contracted City Building Official, noted there were letters of intent to grant permits from both DEP and DOT; that the lighting and glare issue had been resolved with the landholder to the Northwest and the applicant had a letter to that effect. Jim Slonina of Panhandle Engineering, representing the applicant, addressed the Council; restating information already presented; noting that the applicant plans to lease the other half of the property in the future; stating that he and the applicant have been working closely with the Eubanks at the RV park and that the buffer and lighting/glare issue was resolved; and asking for the grant of the development permit.

Council Member Oost made a motion that the development permit be granted. Council Member Miller provided the second and the motion passed, 5 yeas, 0 nays.

2. Accepting credit/debit cards for utility payments—Mayor Barrow noted that the City had been working on this issue for quite a while and that City Clerk Rowell would be presenting an option that would be no cost to the City. City Clerk Rowell said that PayGov had presented a proposal and draft agreement; that there would be no cost to the City; that the convenience fees would be paid by the customer; that Visa, MasterCard and Discover would be accepted in one of three ways: walk in/at the counter, over the Internet, or over the phone to PayGov's call center. The convenience fees would be 3% at the counter (\$3.00 minimum), 3.95% over the Internet (\$3.95 minimum) and 4.95% over the phone (\$4.95 minimum). Council Member Miller noted that the convenience fee rate should be the same at the counter and over the Internet. City Attorney Sloan noted that he had reviewed the contract and had discussed issues with the City Clerk; that the contract was a month-to-month and could be cancelled at any time. Council Member Nepereny asked if credit card payments would affect the cut-off date and the Mayor said there was no effect. The Council asked that City Clerk Rowell determine if PayGov would agree to a 3% rate/\$3.00 minimum for Internet transactions and that the item be brought back to the Council at the April 2nd meeting. Mayor Barrow again noted that Parker citizens have been asking for the option to pay by credit cards for quite awhile.

Ken Jones addressed the Council asking that another option be available, direct pay from a bank account with no fee.

3. Server and desktop computer replacement—City Clerk Rowell noted that she had been working with the City's information technology consultant and vendors whose equipment is on the State's purchasing contract to find equipment to replace old and failing equipment; that last Tuesday the production server hosting the City's utility billing and accounting system failed but was recovered; that it has been indicating potential failure for awhile; that she had discussed different options with the vendors such as server virtualization and cloud storage, but had brought the least costly option to the Council; that the two new servers proposed would have Windows Server 2008; that the City's current version of utility billing and accounting software would need to remain running on an earlier version of server software until a newer software version could be purchased; that the old, but currently non-failing, exchange server could be used for awhile; that the cost for two servers (a production and an exchange server) was \$12,340; that

the City's desktop computers are no longer under warranty and three have failed since August, two have been replaced; that the 13 replacement desktop computers quoted for \$15,626 could be reduced to 11; that labor cost could be \$5,200; that the total cost for the items presented was \$33,817.

The Clerk said the Mayor had asked the amount of funds budgeted for IT improvements this year and it was \$9,000. Mayor Barrow noted that there was a potential funding source from the approximately \$100,000 set aside for potential payback to employees under changes in the Florida Retirement System.

City Attorney Sloan said the Council would have to bid out the purchase because the City ordinance requires purchases over \$15,000 to be bid, but then said that if the equipment and vendors were on the state purchasing contract it would not need to be. He then asked why Server 2012 could not be used and was informed by Police Chief Sweatt that it may only just be out of beta testing at this time. City Attorney Sloan said he did not understand why the old utility billing and accounting software wouldn't run on the new Server 2008 and was informed that it was still 8 bit and that the new platform would be 64 bit.

Mayor Barrow noted that there would be about \$31,000 left from the \$100,000 amount previously noted after payment to Preble-Rish for engineering work on the next CDBG project; that it could be a funding source and asked if the Council wanted to set an "amount not to exceed" for these purchases and go forward.

Council Member Nepereny said he was having a hard time understanding why the City was getting so deep into discussing Cobol or Fortran or Assembly language; that he thought the City should have gone out to bid with several different companies and have a professional build the system, lay out the system for us and looking at our system together and making a bid to us. City Clerk Rowell noted that she and the City's IT consultant had reviewed the current system and specified the functional needs and had gone to vendors on state contract for pricing. Council Member Nepereny said that we were using our consultant to tell us what we need, but that we should go out to bid on the architecture of a system, how the system should be put together without us having to do the specifications; that we should use people who do this for a living to design the architecture and have them bid it and install it. The Mayor suggested Council Member Nepereny speak directly with the City's IT contractor; City Clerk Rowell asked if the

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Council would like the consultant to attend a Council meeting. Council Member Nepereny said he wanted the City to “pick other people’s brains” about the computers.

The Mayor asked to table the issue until more information could be gathered. City Clerk Rowell noted that Police Chief Sweatt’s need for desktop computer replacements was critical and needed to be addressed immediately. Council Member Miller made a motion to purchase the two desktop computers needed for the Police Department from the funds budgeted in General Government. Council Member Nepereny seconded the motion and it passed, 5 yeas, 0 nays.

MAYOR’S REPORT – Mayor Barrow recognized the Planning Commission members present: Jeremy Hudson, Chairman; Danny Oliver, Vice-Chairman and member Jim Roberts. The Mayor noted that the City still needed two more members for the Planning Commission and invited those interested to apply.

COMMENTS AND ANNOUNCEMENTS—None

Mayor Barrow adjourned the meeting at 6:19 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

April 2, 2013

5:30 p.m.

Mayor Barrow called the meeting to order at 5:30 p.m.

Reverend James Barker, Holy Hill Baptist Church, gave the Invocation.

Council Member Oost led the Pledge of Allegiance.

Present: Council Members Miller, Oost, Nepereny, Chaple and Mayor Barrow

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Chaple, the minutes of the Regular Meeting of March 19, 2013 were approved 5 yeas, 0 nays.

PROCLAMATION—National Library Week—Mayor Barrow recognized the work of Debbie Daniels, Parker Librarian, and other library staff and proclaimed April 14-20, 2013 as National Library Week by reading the proclamation.

Mayor Barrow presented Council Member Nepereny with a plaque recognizing his years of service to the City of Parker, first as a Planning Commissioner and then as Council Member, since this was his last meeting as he was not seeking re-election. Council Member Nepereny thanked the Council and the citizens for their support and said that it had been an honor to serve the City.

ITEMS FROM THE AUDIENCE—Fire Chief Kelley addressed the Council to inform them about a serious fire in the County and that Parker Firefighters were manning the Hiland Park Station to assist. He also asked the Council for a \$250 match for funds donated by the Volunteer Fire Department so that a Parker Elementary School 5th grade class could take a trip to Tallahassee. Council Member Nepereny made a motion to donate \$250. The motion was seconded by Council Member Miller and it passed 5 yeas, 0 nays.

Jeremy Hudson, Planning Commission Chairman, addressed the Council asking for consideration for advertising Planning Commission vacancies on the utility bills. Mayor Barrow noted that the City newsletter was delivered today and had an article requesting volunteers for the seats; that if there weren't volunteers from that, the vacancies could be advertised on the bills. Mr. Hudson thanked Council Members Oost and Nepereny for their service to the City since their terms were expiring and neither were seeking re-election.

REGULAR AGENDA

By consensus, the Council moved Agenda Item #2 to Item #1 due to so much interest and attendance.

1. **Development Permit: Holy Hill Church**—Ethlyn and Bus. 98—Mayor Barrow introduced the item, noting that the Planning Commission recommended granting a development permit if two conditions were met: the traffic impact on Ethlyn Road be determined and a Bus. Hwy. 98 address be obtained. Bo Creel, representing the City for development review, briefly discussed the traffic impact analysis which showed minimal impact; that traffic would only be on Ethlyn at 98, not into the neighborhood; that the traffic already existed on Bus. Hwy. 98 since the church is already located there in Parker.

Perry Stevens, representing Holy Hill Church as contractor, said there is drainage across the property caused by the City. He asked for some mitigation from the City, particularly on the number and size of trees required, for the church to handle all the drainage on the church property. There was discussion between Council Member Nepereny, Mr. Creel and Mr. Stevens about the tree locations and the drainage flow from the property across the street coming through the pipe under the road.

Ms. Carmen Shirely from the audience asked if the ownership of surrounding property had been determined and Mr. Creel said that a survey had been done showing property lines.

Ms. Nancy Holmes from the audience asked if there was an easement for drainage on the property owned by the church. She said she owned the property across Ethlyn from the church's property. She said she was concerned about enough parking and with the volume of traffic. Pastor Barker noted that the church will have right-in/right-out access on Bus. Hwy. 98, no left turns at the driveway; that DOT had approved the traffic plan; that Sunday morning will be the only high traffic time.

Mr. Creel said that even though there is a swale at the back of the property, there is not currently a drainage easement; that once the drainage infrastructure is created by the church, the City may need an easement; that City Attorney Sloan would handle that. Mr. Sloan asked Pastor Barker to provide a copy of the title insurance policy.

Council Member Nepereny made a motion to approve the development permit conditioned upon determination and acceptance of any existing easements, the creation of a new drainage easement for the City, and working out mitigation of trees; and that the item would not need to come back to the Council. Council Member Miller provided the second and the motion passed 5 yeas, 0 nays.

Perry Stevens asked the Council to consider allowing those volunteer workers travelling to assist from the Baptist Convention to park a few camper trailers on the property as they worked. The Council did not express concerns and said they would discuss at a later meeting.

2. N.W. Florida F.L.I.T.E.—Youth Basketball Program—Coach A.J. Zolicoffer addressed the Council about starting a youth basketball summer program in Parker, using the basketball courts at the Sports Complex. He said it would be a five-week program running Monday through Friday during the summer with a break for the 4th of July holiday. He outlined that coaches and teachers would be on the staff of the program; that he was planning to create a limited liability company to run the program; and upon a question from Council Member Nepereny, that he would receive a salary. Council Member Chaple asked if the times of use for the program would restrict other kids from being able to use the courts, and asked if parents or others would be helping with the concession stand. Coach Zolicoffer responded yes to the last question.

City Attorney Sloan noted that the rental agreement for the Sports Complex should be completed and signed just as for any other league/rental and it was agreed that he would get together with City Clerk Rowell for a copy of the agreement.

By consensus, the Council moved Agenda Item #4 to Item #3.

3. Accepting credit/debit cards for utility payments—City Clerk Rowell said that this item was coming back to the Council upon its direction to try to negotiate with PayGov a lower convenience fee for Internet transactions. While PayGov would not change the 3.95% fee, it agree to a lower minimum payment, \$3.00, for those transactions. Council Member Miller made a motion to enter into the agreement and authorize the Mayor to sign. Council Member Nepereny provided the second and the motion passed, 5 yeas, 0 nays.

4. **Request for Exception to the LDR at 707 N. 11th Street**—Joe Jegg addressed the Council asking for the Council to reaffirm a 2006 Council action which allowed one of his properties to be split into two lots, one of which is too small to meet the City's current land development regulations for development, and to allow him to take 10 feet from an adjacent lot of 90 feet to make the currently 50-foot lot larger. City Attorney Sloan noted that the lot-split authorized in 2006 had never been completed or recorded in Bay County records; that subdivision requirements in the LDR would apply to a three-lot change as was being proposed; that Mr. Jegg might choose to seek a variance.

Council Member Chaple asked to table the item until further information could be gathered and by consensus the Council moved to the next item.

5. **Change Orders for CDBG contracts**—Elizabeth Moore of Preble-Rish addressed the Council saying that only one change order was being requested; that the change order for retaining walls at P-12 and P-13 was not ready for presentation; that the only change order was to update the Supplemental Conditions in the contract with L and R Construction; that the main change was increasing the length of time records must be maintained. On motion of Council Member Nepereny and second of Council Member Oost, the change order updating the Supplemental Conditions was approved, 5 yeas, 0 nays.

6. **Budget amendment to show Community Development Block Grant (CDBG) funds—Resolution 2013-314**—City Clerk Rowell said that at the time the 2012-2013 Budget was created, the federal grant funds were not reflected in the revenues and expenditures; that this amendment adds those funds to the General Fund budget in equal amounts of \$469,635 to Revenues and Expenditures; that this amendment was required to satisfy a finding by the grant administrator at the Florida Department of Economic Opportunity.

Council Member Miller made a motion to read Resolution 2013-314 and Council Member Chaple seconded the motion. The motion passed 5 yeas, 0 nays and City Attorney Sloan read Resolution 2013-314 by title.


Council Member Miller made a motion to adopt Resolution 2013-314, and Council Member Oost provided the second. The motion passed, 5 yeas, 0 nays, and Resolution 2013-314 was adopted.

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MAYOR'S REPORT – Mayor Barrow announced that the Florida Department of Health in Bay County was providing free diabetes screenings on Friday, April 5th at the Parker Community Center, from 10 a.m. to 2 p.m.

COMMENTS AND ANNOUNCEMENTS—None

Mayor Barrow adjourned the meeting at 7:09 p.m.



Nancy A. Rowell, City Clerk

MINUTES
SPECIAL MEETING
PARKER CITY COUNCIL
April 23, 2013
5:30 p.m.

Mayor Barrow called the meeting to order at 5:30 p.m.
Council Member Miller gave the Invocation.
Council Member Oost led the Pledge of Allegiance.

Present: Council Members Miller, Oost, Chaple and Mayor Barrow. Council Member Nepereny was out of town.

Also present: City Clerk Rowell and City Attorney Sloan

1. CERTIFICATION OF ELECTION RESULTS—Mayor Barrow read the results from the Supervisor of Elections Office and the Canvassing Board:

For Mayor:	Tonya Barrow	357
	Rich Musgrave	422
For Council:	John Haney	445
	Ken Jones	351
	James Morris	313
	Carmen Shirely	293

She noted that for the Mayor's race there was 1 undervote and for the Council race there were 158 undervotes; that voters did not vote for two candidates in that race, they only voted for one.

2. PRESENTATIONS AND COMMENTS BY SITTING MAYOR AND COUNCIL MEMBERS—Council Member and Mayor Pro Tem Oost thanked the citizens of Parker for the three terms he served and for all the help the citizens have given him over the years. Mayor Barrow presented Council Member Oost with a plaque for his years of service as Police Chief and as Council Member.

Mayor Barrow thanked the citizens of Parker for her opportunity to serve for 14 years and that she had never missed a regular Council Meeting; that being an elected official is not an easy job because so many people count on you and look up to you; that the employees are the most important thing in the City; that the Police Department is the greatest department around; that the Fire Department is always there when needed; that the employees keep the City going; that she was happy going out and to live her life. Fire Chief Kelly presented her with a plaque recognizing her years of service.

3. **SWEARING IN AND SEATING OF NEW MAYOR AND COUNCIL MEMBERS**—City Attorney Sloan administered the Oath of Office to new Mayor Richard Musgrave, and new Council Members John Haney and Ken Jones, and all took the Oath. Their Certificates of Election were presented. Former Mayor Barrow and Council Member Oost left the table and the new Mayor and Council Members were seated.

4. **COMMENTS BY NEW MAYOR AND COUNCIL MEMBERS**—Council Member Haney said that he was flabbergasted to be sitting at the table; that he was ready to get busy to make the City work and get on about business. Council Member Jones thanked the citizens who voted for him, for their confidence, and that he would try to do his best not to fail the people who are depending on him. Mayor Musgrave thanked the citizens who had placed their trust in the new Council and pledged to work as hard as he could to justify that trust. He noted that what the Council does is not as important as how it goes about doing it; that he is a Rotarian and asked that the Council embrace the Rotary motto of “Service Above Self”. He also read that organization’s test for “the things we think, say or do”: Is it the Truth? Is it Fair to all concerned? Will it build Goodwill and Better Friendships? and Will it be Beneficial to all concerned? He gave out a coin to the Council Members and to the City Attorney and City Clerk with that motto and test, stating that he pledged a transparent government operating under those constructs.


5. **ELECTION OF MAYOR PRO TEMPORE**—Council Member Chaple nominated Council Member Miller to be the Mayor Pro Tem and the nomination was seconded by Council Member Haney. The vote was 5 yeas, 0 nays, and Council Member Miller became the Mayor Pro Tem.

6. **SUNSHINE LAW BASICS FOR NEW MEMBERS**—City Attorney Sloan noted that by being elected, the Council Members could no longer talk to each other, except in a noticed meeting; that a noticed meeting is the only place City business, including business that might come before the Council in the future, may be discussed; that he will conduct a longer workshop in the near future.

Mayor Musgrave thanked everyone for taking time out of their schedules to attend the meeting.

Council Member Chaple asked the Council to think about having a quarterly pancake breakfast for the citizens with an opportunity to hear from the citizens.

Mayor Musgrave adjourned the meeting at 5:51 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
May 7, 2013
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
Council Member Chaple gave the Invocation.
Council Member Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney, Chaple and Mayor Musgrave
Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Chaple, the minutes of the Regular Meeting of April 2, 2013 and the Special Meeting of April 23, 2013 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. **Settlement Agreement**—City Attorney Sloan said he and Mayor Musgrave attended a mediation on April 26 and a tentative settlement was reached in the case of Henry Miller; that the settlement included lost wages and other damages, acceptance of his resignation retroactively effective May 7, 2011, and certain disciplinary records placed in a separate envelope in his personnel file. He said the City had denied any liability for the claims that were alleged, and that Henry Miller had executed a release if the Council concurs with the settlement. He said the City met its deductible of \$5,000 and all other settlement proceeds will be paid by the City's insurer. Council Member Miller made a motion to affirm the terms of the settlement agreement. Council Member Chaple seconded the motion. Citizen John Barnett asked who Henry Miller is what the claim was for. City Attorney Sloan said Henry Miller was a former firefighter who alleged retaliation from the Fire Department. The motion passed, 5 ayes, 0 nays.

- 2. Change in banking authority**—Mayor Musgrave presented the need for names to be changed on City bank accounts after the election.

Council Member Jones made a motion to authorize Regions Bank to provide accounts and services for certificates of deposit and safe box services; that two signatures are required for action on those accounts; that the three signatures authorized are that of Mayor Rich Musgrave, Mayor Pro Tem Michael Miller and City Clerk Nancy Rowell, and that this action supersedes prior actions and resolutions regarding banking at Regions Bank. Council Member Haney seconded the motion and it passed, 5 ayes, 0 nays.

Council Member Jones made a motion to authorize Hancock Bank to provide accounts and services for certificates of deposit, savings and checking; that two signatures are required for action on those accounts; that the three signatures authorized are that of Mayor Rich Musgrave, Mayor Pro Tem Michael Miller and City Clerk Nancy Rowell, and that this action supersedes prior actions and resolutions regarding banking at Hancock Bank. Council Member Haney seconded the motion and it passed, 5 ayes, 0 nays.

- 3. Contraband Forfeiture Fund expenditure for Police Department phone system**—Mayor Musgrave introduced the item, noting that due to a power surge, the phone system that records incoming calls was severely damaged. He read from Police Chief Sweatt's memo describing the need to renew a maintenance contract with Word Systems, Inc., noting that contract would cover system repair and software upgrades. On motion of Council Member Chaple and second of Council Member Haney, the expenditure of \$3,562.18 was authorized from the Contraband Forfeiture Fund, 5 ayes, 0 nays.

- 4. Planning Commission applications**—Two applications were reviewed, Danny Ray Hendrix and Anna Marie McLain. Council Member Miller made a motion to appoint Danny Ray Hendrix to the Planning Commission. It was seconded by Council Member Chaple and the motion passed, 5 ayes, 0 nays. Council Member Miller made a motion to appoint Anna Marie McLain to the Planning Commission. It was seconded by Council Member Haney and the motion passed, 5 ayes, 0 nays.

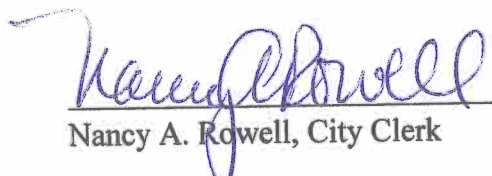
- 5. Parker pancake breakfasts**—Council Member Chaple discussed having periodic town hall meetings over pancakes and sausage, where citizens can come and discuss ideas for improving the City. He noted this would not cost the City, that he had items donated, and that

the ticket to have breakfast would be a citizen's utility bill or receipt. June was identified as the target month. Council Member Miller made a motion to go forward with the first pancake breakfast, date to be determined, as long as the City is covered for liability for food service and health issues. Council Member Chaple seconded the motion. The motion passed, 5 ayes, 0 nays.

MAYOR'S REPORT – Mayor Musgrave reported on several items: 1) He read a letter of appreciation to the Parker Police Department and Officer Cobb from James Lewis; 2) he said he had been in touch with County Commissioner Dozier on the use of Restore Act funds to make sure the County knew Parker would be pursuing; 3) he noted there was a bill filed by Congressman Southerland called the Building Rural Communities Act which could be used for planning and design costs for infrastructure projects; 4) he said that the City had missed a deadline for filing a particular BP claim; 5) he said that on June 3 there would be an initial meeting of a neighborhood watch group forming in Donalson Point and that this group might be a model for other neighborhood watch groups; 6) he said he would establish some citizen advisory committees such as Community Events, Beautification/Parker Pride, and Finance; 7) he asked the Council's approval, and received it, to have the Mayor Pro Tem lead the pledge at each meeting and to have pastors from Parker churches rotate in giving the invocation at Council meetings; 8) he noted that the Bay Building Industries Parade of Homes was asking to put directional signs on rights-of-way and it was agreed that the City would allow on City rights-of-way but that the State would also need to give permission; 9) he said that the first credit card payment was received May 1 and that six payments had been accepted, and he thanked Pam Hood for spearheading the implementation and training and Lou Bradford for ensuring revenue reconciliation; and 10) he asked the Council about using the fifth Tuesdays in certain months as a casual town hall meeting time in addition to the pancake breakfasts.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple asked about a prior request to hold a Pow-Wow at the Sports Complex, and said he had not heard anything further, that it had sounded like a good idea. He asked City Clerk Rowell to contact the person for an update.

Mayor Musgrave adjourned the meeting at 6:05 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
May 21, 2013
4:00 PM**

Mayor Musgrave called the meeting to order at 4:00 p.m.

Present: Council Members Miller, Jones, Haney, Chaple and Mayor Musgrave
Also Present: City Clerk Rowell and City Attorney Sloan

WORKSHOP ITEM #1: Florida Sunshine, public records and gift laws—Mayor Musgrave introduced the item and asked City Attorney Sloan to discuss the issues of open meetings, public records and gifts.

Open meetings: City Attorney Sloan said that Section 286.011, Florida Statutes, governs the meetings of elected and appointed bodies in Florida; that the reason for the open meetings law, generally referred to as the Sunshine law, was to provide citizens access to the decision making process and outcome in Florida government; that the laws were in place for the public; that public meetings must be: 1) open to the public, 2) held in a reasonably accessible location, and 3) have reasonable notice. Although reasonable notice is not defined in law, he said that it was usually at least a 24-hour notice.

Two or more members of an elected body such as a council or advisory board cannot discuss any item that could come before that body. City Attorney Sloan said discussing an item could include communicating by phone, email or text and each of these methods of communicating, if done, could be considered a violation of the open meetings laws if business is discussed. It was noted that while the City Clerk may share out information to the various members, that information or communication cannot be used to align votes.

City Attorney Sloan and the members discussed the assumptions citizens may have when members are seen talking together; that even if the members are friends or members of another organization and may be talking about other issues, citizens may presume that city business is being conducted; that it is best not to talk to fellow Council members; that members of different elected bodies may talk to one another about their government body's business.

City Attorney Sloan said that for municipal governments, executive sessions are exempt from the open meeting laws and these sessions could include issues regarding security, staffing, litigation, legal claims/settlements and a few select other issues.

City Attorney Sloan noted penalties, fees, and fines can be assessed for violations of the open meeting laws, as well as civil actions and injunctive relief. Reports of violations are usually brought to the Ethics Commission as a complaint and it is the body administering penalties.

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Mayor Musgrave asked about a requirement for four hours of ethics training and City Attorney Sloan said he would check to see if that requirement passed in the last legislative session.

Public records: City Attorney Sloan noted that Chapter 119, Florida Statutes, contains the laws governing records of government bodies and how they must be open for public review; that the time and cost to produce a record that is requested by a citizen may be estimated and a deposit paid; that all documents, papers, maps, books, emails, software, etc., regardless of format in connection with the transaction of official business is considered a public record; that there is a right of access to records developed by a council, advisory board or employees; that generally such requests will come in to the City Clerk's Office.

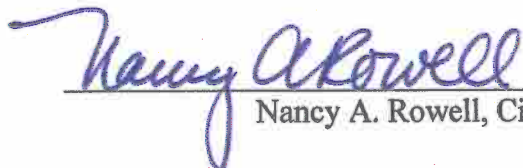
City Attorney Sloan further noted that requests can be verbal or in writing; that the government unit cannot require the request be made in writing and the request can be anonymous. He reviewed some exemptions to the law such as social security numbers, medical records, investigative files, victim and law enforcement officer information and said that penalties, fines, fees and civil action can result from violations of public records laws.

Council Members Miller, Jones and Chaple, and audience member/Planning Commission member Danny Oliver asked questions about how best to direct someone requesting records and City Attorney Sloan said the requests should go to the City Clerk who will gather records and respond to the request.

Gifts: City Attorney Sloan said that anything accepted where no equal consideration is given within 90 days is considered a gift; that a gift is anything of value; that preferential rates, tangible property, real estate, use of real property, forgiveness of debt, transportation or lodging, food or beverages, plants, flowers or tickets are all gifts; that the easiest way to avoid any trouble or questions is to accept nothing.

City Attorney Sloan said that violations of the gift laws are punishable with penalties such as impeachment, removal/suspension from office, reprimand, public censure and civil penalties. If certain gifts under a value threshold are accepted they must be reported on a Commission of Ethics form. City Attorney Sloan noted that even the appearance of accepting a gift could generate a complaint to the Ethics Commission and that it is a very difficult process to go through to defend against such a complaint; that it is best to not accept gifts of any kind or value.

Mayor Musgrave adjourned the meeting at 5:02 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
May 21, 2013
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
Reverend Gary Stringfellow, Parker United Methodist Church, gave the Invocation.
Council Member/Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney, Chaple and Mayor Musgrave
Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Chaple, the minutes of the Regular Meeting of May 7, 2013 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Carmen Shirely asked the Council about City ordinances in place to control never ending yard sales and to have Code Enforcement look into a continuing yard sale at a home on Business Hwy. 98. Mayor Musgrave noted that Code Enforcement was looking at other cities' ordinances and that the yard sale she mentioned was being looked at.

Mayor Musgrave asked the Council to add a new Item #7 to the agenda regarding approval of a volunteer firefighter and the Council added it, without objection.

REGULAR AGENDA

- 1. Swearing in of newly appointed Planning Commissioners Danny Hendrix and Anna Marie McLain**— City Attorney Sloan administered the oath of office for Parker Planning Commissioner to Mr. Hendrix and Ms. McLain.

- 2. Bay County Basketball Academy**—City Clerk Rowell noted that Coach A.J. Zolicoffer had addressed the Council recently about using the City basketball courts to do hold a youth basketball training/academy for two weeks during the summer, June 10-14 and June 24-28, from 9 a.m. to 4 p.m. She reported that Coach Zolicoffer had the appropriate paperwork complete. Coach Zolicoffer addressed the Council and thanked them for the opportunity to have an academy in the City of Parker.

Council Member Miller made a motion to approve the agreement for the use of the courts and Council Member Jones seconded the motion. The motion passed 5 ayes, 0 nays..

3. Change Order #3 and update for current CDBG project—Elizabeth Moore of Preble-Rish addressed the Council about building two retaining walls as part of the current CDBG project at Pump Stations 12 (Blackshear Dr.) and 13 (E. Cooper Dr.). She showed pictures and noted that the intent of the work was to reduce the slope grade for safety for working at the stations and for more permanent stabilization of the ground surrounding the stations; that the wall at P-12 would be two feet high and at P-13 four feet high; that the cost would be \$34,967 which would be covered by grant funds; that the total cost of the project for grant funding would be \$275,062 with this change; that there would also be a fence at P-13.

Council Member Haney asked who would be able to bid on this work and Ms. Moore noted that because the project was previously bid, L and R Contracting would be in charge of the work. Carmen Shirely asked about rebar or anchors for the walls and Ms. Moore said that the walls would have five foot wide footers for anchoring. She noted that vegetation and grass was included, as well as a slatted chain-link fence for softening the look of the stations in the neighborhoods.

Council Member Jones made a motion to approve Change Order #3 to put in retaining walls at Pump Stations 12 and 13. Council member Haney seconded the motion.

Council Member Miller asked what the initial plan was from the engineering design, was it rock. Ms. Moore said it was to be re-graded and leveled at the top and number 57 stone on the top with grass on the sides, similar to what is there already. He asked about other options to hold the ground, other than the walls; that \$35,000 was a lot to pay for this upgrade and that other options should be considered. Council Member Jones said that he had looked at both sites that day and that if the stations are elevated at all, grass will not be able to hold on the slope.

The Mayor called for the vote and the motion passed 4 ayes, 1 nay, with Council Member Miller providing the nay vote.

Ms. Moore noted that the project had experienced a delay while power poles were set and power sources upgraded but that it was now moving forward

4. Report on Transportation Planning Organization meeting—Council Member Miller gave a report from the TPO meeting including: 1) a resolution approved supporting reinstating passenger rail service between New Orleans and Jacksonville, and adding Orlando; 2) putting the fly-over at Tyndall on a fast-track status; 3) nominations of chair and vice chair for 2014; 4) modifications to the unified planning program; 5) bid put out for transportation coordinator for the Trolley and negotiations will begin with top company Rural Transit Consultants; 6) TPO reapportionment formula was reviewed and Panama City Beach was given another seat due to population; 7) the Hwy 22 improvement project from 98 to Star Ave is in environmental study phase; 8) Trolley 1- and 31-day pass costs were increased; and 9) that the old Bay County maintenance yard may be used for the Trolley.

5. DOT Contract for right-of-way mowing—The Mayor introduced the issue, noting that the City mows the State roads' rights-of-way by contract (Memorandum of Agreement), and that DOT had proposed reducing the contract amount substantially. He said he wrote DOT requesting they reinstate the original contract amount, and that DOT had agreed to continue the amount through June 2014. He said at that time, the City may wish to continue, or bid on the contract work, but that we would be able to budget accordingly for the next fiscal year.

Council Member Miller made a motion to enter into the agreement with DOT and Council Member Jones seconded the motion. The motion passed 5 ayes, 0 nays.


6. Parker pancake breakfast—Council Member Chaple said the breakfast would be June 11th from 8-9:30 a.m. and that it would be a citizen get-together to share information and ideas with the Council, kind of a town hall activity; that the ticket for entrance would be a utility bill or receipt.

7. New firefighter for Volunteer Fire Department—Mayor Musgrave read the memo from Fire Chief Kelly recommending Larry Wyldhaber as a new member of the Parker Volunteer Fire Department. Council Member Haney made a motion to approve Mr. Wyldhaber as a volunteer firefighter. Council Member Chaple seconded the motion. Council Member Miller asked about him starting his standards training in June and what would he be able to do until then. Former Parker Mayor and Panama City Airport Fire Chief Michael DeLonjay was in the audience and when asked said generally those who hadn't completed standards were allowed to go into the field but not go into dangerous situations or structures. The Mayor called for the vote and the motion passed 5 ayes, 0 nays.

MAYOR'S REPORT—Mayor Musgrave reported on several items: 1) the Building Rural Communities Act in Congress that might be a future funding source for the City for planning and design costs for infrastructure projects; that it could help fund the City commitment for the \$68,300 costs for engineering/design for the next CDBG project; 2) he had begun to meet with potential grant writers; 3) the formation meeting of the neighborhood watch program will be June 3; 4) he will be forming some citizen advisory committees in the areas of finance, community events and beautification; 5) he would like the Planning Commission to begin looking at updating the Land Development Regulations, begin creating an inventory of all non-conforming properties and an inventory of multi-family properties in single family residential areas and asked the Council if they had other issues they'd like the Commission to look at; 6) he had asked Code Enforcement to look into a tax lien ordinance so that the City could receive payment for fines when a tax certificate is sold on the property instead of waiting for the property to sell; 7) he has spending time with City departments and noted dates and activities; 8) he has represented the City at several organizations/meetings and is getting a tour set up of the paper mill for the Council; 9) various pastors in and around Parker will be giving the invocation at Council Meetings; 10) credit card payments totaling \$2,800 for utility bills; 11) he was working on some ideas for how to use the fifth Tuesdays on months when those occur to increase communication with the citizens.

COMMENTS AND ANNOUNCEMENTS—

Mayor Musgrave adjourned the meeting at 6:33 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

June 4, 2013

5:30 p.m.

Mayor Musgrave called the meeting to order at 5:30 p.m.
Council Member Chaple gave the invocation.
Council Member/Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney, Chaple and Mayor Musgrave
Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Chaple, the minutes of the Workshop Meeting of May 21, 2013, and the Regular Meeting of May 21, 2013, amended to remove the ninth item in the Mayor's Report, were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE— None

A. FAIR HOUSING WORKSHOP

Mayor Musgrave introduced the workshop and Brittany Trumball, of Preble-Rish, Inc., She stated that it was important and required to hold this workshop for the Council and for the public so that all know what is appropriate and legal in the area of fair housing. She discussed those activities prohibited in the sale and rental of homes, and in lending practices for homes, with focus on discriminatory practices. She noted the City's role is to let citizens know that discriminatory practices are not legal and should be reported to the Department of Housing and Urban Development.

Council Member Jones asked about retirement homes, that they only allow certain ages and Ms. Trumball noted that the law provides an exemption for those types of dwellings.

B. REGULAR AGENDA

1. New member for Volunteer Fire Department—Mayor Musgrave referred the Council to the memo in their packets from Fire Chief Kelly requesting approval of Adrian Perez as a new member of the Volunteer Fire Department. On motion of Council Member Haney and second of Council Member Jones, Mr. Perez was approved, 5 ayes, 0 nays.

2. Code Enforcement Process—City Clerk Rowell introduced Code Enforcement Officer Deena Brannon, noting that Ms. Brannon had done very fine work since she started with the City last year. Ms. Brannon went over a monthly report on active cases and types of cases. She said that her largest project at this time was multiple cases within the Cheri Lane Townhomes area to try to get many violations there cleaned up.

Ms. Brannon then reviewed the current code enforcement process using a process map to describe the steps, noting that the City's process remained reactive, not proactive. Mayor Musgrave noted that currently the City does not have adequate staff to work proactively; that there were almost more cases than could be handled working from citizen complaints; that anyone should submit complaints when they see problems with code compliance. Citizen and Planning Commission Member Danny Oliver asked several questions and there was discussion with Council Member Haney about the fairness of people operating car repair businesses out of their yards or temporary locations when professional business people pay for a license and the overhead of a business facility.


Council Member Haney asked if there were a lot of cases that went through the hearing and appeal process. Ms. Brannon responded no, that the only one that she has worked with was the Miller Motors case, begun before she started work with the City, where the City put a lien on the property and through foreclosure now owns the property.

3. Human Resources' Basic—City Clerk Rowell reported that the City currently has 31 employees, with an average age of 45.7 years; that 12 employees have been with the City under 5 years; that 3 employees have been with the City over 20 years. She noted that employees with 5 years or less service accrue 2 hours of annual leave and 2 hours of sick leave each pay period (weekly); that employees with 5 to 10 years of service accrue 3 hours of annual leave and 2 hours of sick leave per pay period; and that employees with over 10 years of service accrue 4 hours of annual leave and 2 hours of sick leave per pay period. City Clerk Rowell also described the insurance benefits available to City employees, noting that health insurance is paid by the City at 100% for employees, that a life insurance policy is provided by the City for employees, that dental insurance is paid by the City at 100% for employees, and that supplemental policies are available for employees with 100% of the costs being paid by the employee. She noted that retirees are allowed to be part of the City's group plans if they pay 100%, and that Council Members are eligible to participate in the dental plan paying 100% of their premium. City Clerk Rowell also discussed the performance evaluation policy, drug testing prior to employment, and drug testing at random.

MAYOR'S REPORT—Mayor Musgrave reported on several items: 1) the Neighborhood Watch Program formation meeting where new the technology applications and potential discussed by the police department (U-Neighbor and CopDot), and the three zones to be created (Parker South, Parker Northwest and Parker Northeast; 2) the possibility of placing tax liens on properties with code enforcement violations and that City Attorney Sloan would have a draft for the Council to review in the next month or so; 3) discussions with some information technology experts on how to meet the needs of the City in a comprehensive way, in light of potential hardware failure; 4) he met with Habitat for Humanity on any potential homes in Parker that might be possible for rehabilitation; 5) he attended the City and County Managers' meeting, that City Clerk Rowell was Parker's representative, that animal control management and practices would be changing at the County and that further discussions were planned between Parker and Bay County; 6) he attended a Chamber of Commerce meet and greet welcoming new businesses; 7) he reminded the Council of the tour of the paper mill planned for Friday, June 14; 8) that City Hall has two original oil paintings of scenes in Parker and that he would like to have a Parker art exhibit at City Hall; 9) credit card payments continue to grow with \$5,800 in payments so far; and 10) the fifth Tuesday in July gathering would be July 30.

COMMENTS AND ANNOUNCEMENTS— Council Member Chaple reminded the Council about the Bay County League of Cities meeting on Monday, June 10, 2013, noting that he was now Treasurer, and about the pancake breakfast on Tuesday, June 11, 2013 from 8:00-9:30 a.m. where citizens' water bills would be their ticket for the breakfast. Council Member Miller reminded the Council that it was hurricane season and that there was required training for employees and Council members to be eligible for FEMA funding.

Mayor Musgrave adjourned the meeting at 6:21 p.m.


Nancy A. Rowell City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

June 18, 2013

5:30 p.m.

Mayor Musgrave called the meeting to order at 5:30 p.m.

Rev. Craig Walker, Pastor of Parker First Baptist Church, gave the invocation.

Council Member/Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney, Chaple and Mayor Musgrave

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Chaple, the minutes of the Regular Meeting of June 4, 2013, were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Melanie Austin, President of the Long Point Condominium Association and Laurie Spradlin, Treasurer of the same organization, addressed the Council asking for consideration to reduce the tipping, or trash hauling fees, for the condominiums, saying this was the sixth or seventh time they have asked. They noted the charge is per unit and they requested a charge per building, since the residents don't use the trash hauling services often. They also asked for a restroom facility at Earl Gilbert Park due to the high usage of the park, particularly on holidays and weekends.

A. PUBLIC HEARING on Small Cities Community Development Block Grant (CDBG)—Mayor Musgrave opened the Public Hearing, and introduced Elizabeth Moore of Preble-Rish, Inc., which has administered such grants for the City previously. She noted the purpose of this public hearing was to get input from citizens and the Council Members on the City's needs; that this input phase is a necessary step in any CDBG application process. She described the CDBG program, noting that it is a state grant program with 100% grant funds up to \$700,000; that no matching funds are required but that projects most often funded are those with drawings and permits already in place; that the people served by the project must be 51% low to moderate income; that the four categories of grants are neighborhood revitalization, housing rehabilitation, economic development, and commercial redevelopment; that there is about \$20 million available statewide for local governments to compete for.

There were no questions or input from the public or from the Council. The Mayor closed the Public Hearing.

B. REGULAR AGENDA

1. **City Property at Park St. and 3rd St.**—Mayor Musgrave introduced the item noting the structure on the property was moldy and in disrepair and asked the Council Members if they had suggestions on what to do with the property. Council Member Jones said he thought that the City had about \$160,000 invested in the property, including stucco and a new roof and that the City paid about \$135,000 at the top of the market for the house and suggested some alternative use; Council Member Miller said that there was money invested in the exterior but that the interior needed a lot of work. Council Members expressed an interest in looking at the inside before they make a decision.

2. **Code Enforcement and Tax Liens**—Mayor Musgrave introduced the item noting the topic had been discussed previously and that City Attorney Sloan had drafted an ordinance for discussion at a future date; that the change would provide the City the opportunity to put a tax lien on property where the City had invested work and expense to bring a property into conformance with City Code requirements. He said that this type of lien could recover costs within a year, instead of waiting for the property itself to be sold.

Council Member Haney asked how the process had worked when the City placed a lien on the Miller Motors property. City Attorney Sloan described that situation noting there were two things going on simultaneously: the code enforcement process, and the nuisance process which led to the filing of the foreclosure action; once the City got the lien placed, it waited for the owner to pay the debt and when it was not paid, the Council chose to foreclose the lien and then bought the property at the foreclosure sale.

City Attorney Sloan described the draft ordinance, noting that the code enforcement process described could continue, which can result in fines, some substantial, and placement of a lien on the property itself if the fines are not paid. He said that the nuisance, or health concern, process could result in the City taking some action to correct the problem when the owner does not, and that those actions will be an expense to the City. To recoup those costs, a tax lien, or non-ad valorem assessment, would go on the tax bill. If the taxes are paid, the City would be paid. If the taxes are not paid and a tax certificate is sold, the City would be paid. He further noted that there was discussion in the legal community that a government couldn't have both processes in place to enforce and get paid and that he would continue to gather information.

The Council discussed what could be done with the Miller Motors property and that it could be sold after an appraisal was done. Council Member Miller asked about having a lien on a property that went into bankruptcy, was the lien wiped out? City Attorney Sloan said that a lien on the property gives a secured standing in the bankruptcy but that individual circumstances could be different.

Mayor Musgrave asked the Council Members if they would like to have the ordinance come before them after they have had a chance to review some draft language and they agreed they did.

3. Finance Report—Mayor Musgrave noted that this type of report would come to the Council at the second meeting of each month to better explain and show the City's financial situation. City Clerk Rowell discussed the report, noting the revenues, expenses and surplus/deficit by fund and the outlying numbers, whether high or low, for revenues and expenses. She noted that the majority of expenses were in the area of personnel. Council Member Jones asked about the high amount in the Personnel category for November and it was explained that bonuses were paid in that month. City Clerk Rowell asked for input on how the Council Members would like to see the financial report presented. Mayor Musgrave noted this report didn't show revenues or expenses against budget yet, nor balance sheet items and the tie in to bank accounts, but that he would continue to work with staff to get this included.

MAYOR'S REPORT—Mayor Musgrave reported on several items: 1) he went to the Bay County fire chiefs' luncheon on June 6 and met the fire chiefs from other municipalities; 2) he and other Council Members attended the Bay County League of Cities dinner on June 10 and that Council Member Chaple was our representative to that group; 3) he and others toured the Rock Tenn plant on June 14 because Parker has citizens who work there and because Parker participates in an agreement to assist in fire protection; 4) he met with Colonel Grund on Parker's desire to assist with upcoming housing needs for service members and families moving to the area with the F-22 program transfer; 5) he spoke to the East Bay Rotary Club, which meets at Rodeo's, on June 17 about the state of the City; 6) he did ride-alongs with several Parker Police Department officers; 7) he has begun meeting with Parker businesses to listen to their needs and met with the owner of Fly-By Coffee Shop, a new business on Tyndall Parkway; 8) he thanked the Parker Heritage Day Foundation for the work the members had done since 2011 to raise interest in Parker and to collect funds to replace a pirate ship for kids at the Sports Complex; that the new pirate ship will be in place and ready for the grand opening Friday, August 2; 9) credit card payments continue to grow; 10) the old fire bell in Donalson Point may

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be moved to Memorial Park with a historical plaque and that the East Bay Rotary Club would like to help; 11) he has spoken with the pastors of many of Parker's churches about identifying church members who could help Parker citizens-in-need with home repairs; 12) he and his wife have a planned landscaping project beginning and asked that no City trucks be near his home, and that a Parker Pride program might get started to identify and thank citizens who fix up and improve the looks of their property.

COMMENTS AND ANNOUNCEMENTS— Council Member Chaple reported on the pancake breakfast, noting that the turnout was not as good as expected but that it was a good first effort. He said he might visit churches to see if they want to hold a breakfast or dinner to highlight their churches. He also asked the Council if it would be okay if he looked into the possibility of hosting a parade in Parker and having a king and queen of Parker. The Council Members had no objections to him pursuing these ideas.

Mayor Musgrave adjourned the meeting at 6:16 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

July 2, 2013

5:30 p.m.

Mayor Musgrave called the meeting to order at 5:30 p.m.

Rev. Dr. Richard Connor, Pastor of Parkway Presbyterian Church, gave the invocation.

Council Member/Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones and Mayor Musgrave

Absent: Council Member Chaple due to travel and Council Member Haney due to hospitalization.

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Jones, the minutes of the Regular Meeting of June 18, 2013, were approved, 3 ayes, 0 nays.

ITEMS FROM THE AUDIENCE— None

REGULAR AGENDA

1. First Reading of Ordinance 2013-363—Council Member Miller made a motion to read Ordinance 2013-363 for the first time and Council Member Jones seconded the motion. The motion passed 3 ayes, 0 nays and City Attorney Sloan read Ordinance 2013-363 for the first time by title.

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PARKER (ORDINANCE NO. 2010-349, AS AMENDED); AMENDING CHAPTER 82 OF THE CODE OF ORDINANCES RELATING TO WASTEWATER; PROVIDING SEVERABILITY, CODIFICATION AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

2. Development Order—Holy Hill Baptist Church—Bo Creel of EPCI, representing the City, addressed the Council about changes requested in the site plans by the church since the Council voted to grant a development order on April 2, 2013, pending working out certain easements. He said the new drawings show stormwater coming onto the church property from Ethlyn Road would go into a swale; the swale is partially on the church property and partially on City property; the swale would direct the water to the DOT drainage ditch at Hwy 98. These new plans would not require an easement for the City crossing the church property from east to

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west as was presented previously. He noted this development was of a size that DEP does not do up-front stormwater permitting; that DEP will inspect the stormwater system once installed. He said the City would need an easement for the portion of the swale on the church property and recommended proceeding with the development contingent on the establishment of the swale easement.

Mr. Creel discussed with the Council the camper trailers or recreational vehicles where volunteer workers would stay while helping build the church. Mayor Musgrave asked for the estimate of construction time for the church and Perry Stevens, contractor representing Holy Hill Church, responded approximately 9 months; that the same camper trailers would not be there the whole time. Council Member Jones and Council Member Miller discussed how this situation fits into other City permitting requirements for recreational vehicles and the difference between such vehicles being on residential or commercial property.

The Council Members reviewed the new site plans showing stormwater drainage and asked how much of the swale was on City property. Mr. Creel noted that an easement is needed in case the City has to maintain any of the area in the future. Council Member Jones asked about the elevation, if there was an adequate slope. Mr. Creel noted that it didn't need to be a lot of slope; that the swale mostly was for retention of stormwater unless there is a large rain event and then the slope would be adequate to drain to the ditch.

Perry Stevens addressed the Council again, clarifying that the only easements needed would be for the swale discussed at this meeting and the existing sewer line that runs onto the property on the west side. City Attorney Sloan requested the legal descriptions for these portions of the property so that he could draft the easement documents for the City.

Mayor Musgrave confirmed with the Council, the City Attorney and the Clerk that there was no action needed at this meeting since the development order had been previously approved pending working out the easements. Pastor Barker addressed the Council further on the camper trailer/recreational vehicle issue noting that these would be temporary, a week or two at the time. It was agreed that the camper trailer issue would be researched according to the City's Land Development Regulations and brought back to the Council.


3. Request for trash-hauling fee reduction—Long Point Condominium—Mayor Musgrave introduced the item. Council Member Miller said that he was not in favor of reducing the trash-hauling, or tipping, fees for any individual group. Council Member Jones said he was not in favor of reducing the fees, that these fees are important for supporting all the services of the City. Mayor Musgrave agreed with them. Council Member Miller made a motion that the request for fee reduction not be granted. Council Member Jones seconded the motion and the motion passed 3 ayes, 0 nays.

Mayor Musgrave noted that the residents of the condominium had also requested a bathroom facility at Earl Gilbert Park. He said that a handicapped-size portable toilet facility could be placed at the park the following day if the residents and Council wanted this. The cost would be \$150 a month. On motion of Council Member Miller and second of Council Member Jones, the rental and placement of a portable toilet facility at the park was approved 3 ayes, 0 nays.

MAYOR'S REPORT—Mayor Musgrave reported on several items: 1) he met with Reverend Connor; 2) he and department heads attended an employment discrimination workshop on June 21; 3) he met with Reverend Rinehart; 4) he met with Channel 13 on the housing initiative to bring families into Parker as Tyndall's workforce grows; 5) he attended a change of command ceremony for the 325th Operations Group; and, 6) he has met with about eight or nine local businesses.

COMMENTS AND ANNOUNCEMENTS— Council Member Miller said he had attended the Transportation Planning Organization's last meeting and would give the report when the full Council was available. Council Member Jones noted that he had planned to attend the Florida League of Cities annual meeting in Orlando but due to unexpected family guests during that time, he would not be able to attend. The Council wished Council Member Haney a quick recovery from recent surgery.

Mayor Musgrave adjourned the meeting at 6:04 p.m.



Nancy A. Rowell, City Clerk

MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
July 16, 2013
5:30 p.m.

Mayor Pro Tem Miller called the meeting to order at 5:30 p.m.
Reverend James Barker, Holy Hill Baptist Church, gave the invocation.
Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Jones, Haney and Chaple and Mayor Pro Tem Miller

Absent: Mayor Musgrave due to travel

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Jones and second of Council Member Chaple, the minutes of the Regular Meeting of July 2, 2013, were approved, 4 ayes, 0 nays.

ITEMS FROM THE AUDIENCE— None

REGULAR AGENDA

1. Second Reading of Ordinance 2013-363— City Attorney Sloan noted a change to be made in the ordinance on page 23. The change would be to Section 82-396, paragraphs (b) and (c), changing “one year” to “six months” to make the language consistent with other portions of the ordinance and would read: “...per violation per day or imprisonment for not more than six months, or both.”

Council Member Chaple made a motion to read Ordinance 2013-363 for the second time to include the changes noted and Council Member Jones seconded the motion.

Tonya Barrow addressed the Council noting that “public works director” should be “public works supervisor”. The Council agreed to change the language to “public works director or public works supervisor or their designee”.

Council Member Chaple amended his motion to include this change as did Council Member Jones. The motion passed 4 ayes, 0 nays and City Attorney Sloan read Ordinance 2013-363 for the second time by title:

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Minutes
Parker City Council
July 16, 2013

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PARKER (ORDINANCE NO. 2010-349, AS AMENDED); AMENDING CHAPTER 82 OF THE CODE OF ORDINANCES RELATING TO WASTEWATER; PROVIDING SEVERABILITY, CODIFICATION AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

Council Member Jones made a motion to adopt Ordinance 2013-363 with the changes discussed and Council Member Haney provided the second. The motion passed 4 ayes, 0 nays, and Ordinance 2013-363 was adopted.

2. **Update on current CDBG project**—Elizabeth Moore of Preble-Rish addressed the Council. She said L and R Contracting began working on (pump station) P-12 on Blackshear last week and that it is now up and running; that the wet-well must still be lined and site improvements completed. She also said L and R Contracting was currently working on P-13, on East Cooper, and will be there through this week; that pumps will start up the end of this week or the beginning of next week; that the contractor will come back in for wet-well lining and site improvements.

Mayor Pro Tem Miller asked about the acquisition of a portable by-pass pump or generator and whether the grant could cover those. Ms. Moore responded that the grant would only cover permanent generators and that she was acquiring quotes. Mayor Pro Tem Miller asked about the pump being used right now to change out the pumps in the wet-wells. Ms. Moore said that the one being used now is part of L and R Contracting's contract for the project, but that they did have to bring in a by-pass pump for P-12 and those additional costs would be covered by the grant. Mayor Pro Tem asked why that work was not included in the original engineering and Ms. Moore responded that because of the need for the power-type change-out by Gulf Power Company at the site, the need for the additional by-pass pumping was not foreseen.

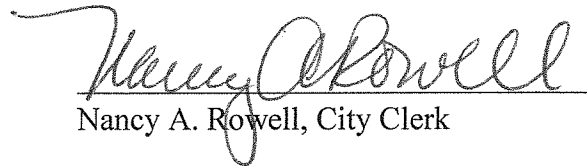
Mayor Pro Tem Miller welcomed Council Member Haney back from his hospitalization.

3. **Financial Report**—City Clerk Rowell reported on the revenues and expenditures for the month of June, with revenues of \$265,104 and expenditures of \$338,384 and noting two payments for the AWT debt in June. She noted revenues over expenditures for the year at approximately \$64,000. She said that budget workshops would begin in August.

COMMENTS AND ANNOUNCEMENTS— Council Member Haney thanked the Council and staff for visits and prayers during his hospitalization.

Mayor Pro Tem Miller noted the Fifth Tuesday meeting coming up on July 30th and that there would be refreshments; the next Regular Council Meeting on August 6th; and the opening of the new Pirate Ship playground at the Sports Complex on August 2nd from 11-1, with refreshments.

Mayor Pro Tem Miller adjourned the meeting at 5:50 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

August 6, 2013

5:30 p.m.

Mayor Musgrave called the meeting to order at 5:30 p.m.

Council Member Haney gave the Invocation.

Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney, Chaple and Mayor Musgrave

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Haney, the minutes of the Regular Meeting of July 16, 2013, were approved, 5 ayes, 0 nays. On motion of Council Member Miller and second of Council Member Haney, the minutes of the Fifth Tuesday informal meeting with Parker citizens were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE— Gary Brannon addressed the Council regarding Pump Station 14, noting that it is located near his house and that it had quit working July 3rd; that sewage was coming out of it; that the clean out cap in his renter's unit next door blew and that sewage was going into a drain and into the bayou. He said the County and Parker Public Works crews worked on it on Saturday and that the pump was clogged with rags; that he asked Supervisor Brunson to let the public know but that Mr. Brunson had said that no sewage had gone into the bayou from Parker's lift/pump station. Mayor Musgrave apologized to Mr. Brannon for the inconvenience of that happening in his neighborhood and Mr. Brannon noted that his concern was for the health of the bayou with sewage going into it for a few days. Mayor Musgrave said he had called the state emergency number that same day (Saturday) for environmental follow-up and public notification.

Mayor Musgrave read letters of appreciation for:

The Police Department and Detective Wilson for tirelessly working on a vehicle robbery;

The Police Department for following up on a suspicious vehicle cruising in the E. 6th St. neighborhood; and,

Public Works Supervisor Brunson for being responsive and helping review a flooding and erosion situation.

REGULAR AGENDA

1. **Change Order for CDBG project**—Brittany Trumball with Preble-Rish addressed the Council, describing the by-pass pumping that was required for P-12 as the new pump for the station was installed. She further reported that a new concrete bottom had to be poured for the wet well for P-13 and that the pump-out connection had to be extended 2 feet. She also said that another change order would be coming for generators for P-12 and P-13. Mr. Miller asked about why the by-pass pumping and power generation needs hadn't been anticipated and Ms. Trumball replied that the County had always supplied the generator previously for lower or no cost; that in this case the cost was quite high.

Council Member Miller made a motion to approve Change Order #4 for the CDBG project and Council Member Jones seconded the motion. The motion passed 5 ayes, 0 nays.

2. **Report on FY 2011-2012 Audit**—Richard McKinney, Partner with Carr Riggs and Ingram, addressed the Council regarding the last fiscal year's audit, noting there was a fund balance improvement of approximately \$85,000 in the General Fund and an approximate \$138,000 net assets improvement in the Utility Fund.

Although the City assets are down from 2.3 million a few years ago to about 1 million, the City has been operating in the black for several years due to utility rate increases.

He reported three findings, the same that the City has had since 2007: the auditors help prepare the financial statements; the auditors help with journal entries; and inadequate segregation of duties. He said that prior to completion of the audit, he had corresponded about these with the Florida Legislature's Joint Legislative Auditing Committee which questioned why the same findings had occurred each year. He explained that the first two findings are pervasive across the state; that due to the size of the City, it could not correct the first two findings without significant costs, such as having a CPA on staff full-time. For the segregation of duties, he again said that the size of the City staff was the main reason for the finding over these years; that during last year's staff turnover, there were some problems with internal controls; that while the City has some risk, due to the requirement that the small staff has to perform many functions, it is not

excessive risk; that he had given staff areas for improvement and that they were working on those.

3. Code Enforcement case #12-013--Premier Motors—Kerri Brooks, representing Premier Auto Gallery, addressed the Council about her family's financial problems and reasons the property had not been in compliance with City Code requirements. She said that she and her husband Phillip Brooks did not own the property, Gary Rosen was the owner; that they have an agreement with Mr. Rosen for the purchase of the property; that the final payment will be in October 2013; that Mr. Rosen won't sign over deed until fines and penalties, which have resulted in lien, are paid; that mail sent from the City had been going to Mr. Rosen.

Council Member Jones asked if the Council should even be considering the issue since the Brooks are not the property owner. City Attorney Sloan responded that the property owner is the one with the lien and Council Member Jones said that he would like to see the contract between the Brooks and Mr. Rosen. Bo Creel, City Building Official, noted that there was a copy of the contract given to the City. Code Enforcement Officer Brannon recommended the fine and penalties be reduced to \$3,500 in the hopes that the business could be opened. City Attorney Sloan said that if the Council reduced the amount, it would still be a lien on the property until paid.

Council Member Miller made a motion to abate penalties for a total owed of \$3,500 and Council Member Jones seconded the motion. The motion passed 5 ayes, 0 nays.

4. Code Enforcement Report—City Clerk Rowell briefly reviewed a new monthly report format with the Council.

5. Approval of volunteers on site—Holy Hill Baptist Church—Mayor Musgrave reviewed a map showing the area where volunteers assisting with construction would be able to place camping vehicles, noting that the Land Development Regulations for the City only address such vehicles on residential property, and that this is a special situation where a non-profit is building a commercial building with volunteers.

Council Member Jones made a motion that the number of campers be limited to five in the described area during construction only. Council Member Haney seconded the motion. After discussion, Council Member Jones modified his motion to include that all water be contained in the camping vehicles and that if there is a violation, the volunteers would have to remove the camping vehicles. Council Member Haney, as the second, agreed to the modified motion, and the motion passed 5 ayes, 0 nays.

6. Transportation Planning Organization (TPO) Report—Council Member Miller gave a report on topics from the June 26th meeting:

- Reapportionment plan giving Panama City Beach an additional representative;
- Letters for funding sent to municipalities’
- Moving trolley operations to the former County yard;
- Approval of First Transit to take over operations of the trolley in Bay County; and
- Ongoing discussion of which entity will handle the federal financial administration since it must be done by a government unit.

7. Resolution 2013-315 –TPO membership—Council Member Miller made a motion to read Resolution 2013-315 and Council Member Chaple provided the second. The motion passed 5 ayes, 0 nays and City Clerk Rowell read the resolution by title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PARKER, FLORIDA, APPROVING THE BAY COUNTY
TRANSPORTATION PLANNING ORGANIZATION VOTING
MEMBERSHIP REAPPORTIONMENT PLAN FOR THE PANAMA CITY
URBANIZED AREA.

Council Member Miller made a motion to adopt Resolution 2013-315 and Council Member Jones seconded the motion. The motion passed, 5 ayes, 0 nays.

8. Bi-weekly Payroll—Mayor Musgrave noted that until a couple of years ago, the City used a bi-weekly payroll, and now it used a weekly payroll. He asked that the Council consider going back to a bi-weekly payroll to save administrative time and that if employees needed help with budgeting, there were resources available. He noted staff was looking into direct deposit which would help employees who worked shifts. Council Member Haney said that when you

work a week, you should be paid for that week. Council Member Miller said that bi-weekly pay was okay but wanted to get direct deposit implemented and training implemented. Council Member Jones asked that the item be tabled.

COMMENTS AND ANNOUNCEMENTS—Mayor Musgrave noted the success of the opening of the Pirate Ship at the playground.

The Council set a budget workshop for August 16th at 9 a.m.

Council Member Chaple asked for approval to do another pancake breakfast on September 23rd from 8-9:30 a.m.; reminded the Council that the next Fifth Tuesday dates were October 29th and December 31st; said that a church wanted to have a spaghetti dinner as a City event; and that he continues to see unleashed dogs without collars in the City.

Mayor Musgrave adjourned the meeting at 6:50 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
August 16, 2013
9:00 a.m.**

Mayor Musgrave called the workshop meeting to order at 9:00 a.m.

Present: Council Members Miller, Jones, Haney, Chaple and Mayor Musgrave

Also Present: City Clerk Rowell

WORKSHOP ITEM #1—Review year-to-date revenues and expenditures and review first draft of 2013-2014 budget—Mayor Musgrave introduced the item, noting that department heads had put their requests together, including any capital needs, and that City Clerk Rowell and Bookkeeper Vicki Clawson had put the information together for today's meeting. He asked City Clerk Rowell to lead the discussion. She described the format of the documents that showed budgeted amounts for the General Fund and the Utility Fund, revenues collected to-date and expenditures to-date. She then reviewed the estimates of revenues and expenditures through the end of the fiscal year.

City Clerk Rowell reviewed the types and amounts of revenue expected for the next fiscal year, and two proposals for expenditures for the next fiscal year. The first proposal for expenditures included known increases such as insurance and retirement amounts, but no salary increases. The second proposal included salary increases of 3% and capital needs for Police (new vehicle), Fire (new pumper truck), and Street (street sweeper and roller). Council Member Miller asked if the pumper truck being replaced was owned by the City or the Volunteer Fire Department; it was noted it was the City's. Council Member Jones asked about getting new equipment on the Police vehicle versus using existing equipment of about ten years old. Mayor Musgrave noted that he would like to begin budgeting for a new Police vehicle each year.

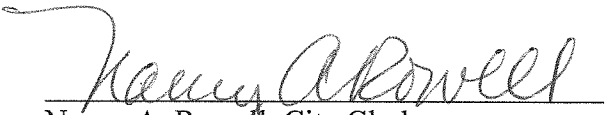
City Clerk Rowell said that each year the revenues do not cover the expenditures for the general fund and that utility revenue must be transferred to cover the general fund expenditures. In discussing the general fund revenues, she noted that those are not revenues that the Council has much control over, except for the tipping fees, but that in the utility fund revenues, the Council is able to increase or decrease the revenues because the Council sets the rates. She identified some of the accounts where large expenditures reside, such as property and casualty insurance and certain contracts, and replied to Council Member Miller that \$20,000 was included in the Parks budget for light replacements using energy efficient bulbs. She noted that each department, or account, detail will be available next week; that she had not included IT needs in the general government budget and that those would be shown in the next version; that there were dollars budgeted for continued replacement of traditional water meters with digital water meters; that there were not currently dollars budgeted for street paving; and asked that the Council bring any priorities that they want to see. Council Member Jones asked that the Legal fees be shown

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broken out from the general fund and the Clerk noted that she had budgeted an amount lower than current year. She said that the primary increases are for insurance costs, particularly health insurance, and contributions to the Florida Retirement System for City employees. Council Member Jones asked about the City's workers' compensation claims and if that insurance amount would be increasing; he noted that the experience model will affect the amount of increase.

The Council decided to have another budget workshop on Friday, August 23rd, at 9:00 a.m.

Mayor Musgrave adjourned the meeting at 9:50 a.m.



Nancy A. Rowell, City Clerk

MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
August 23, 2013
9:00 a.m.

Mayor Musgrave called the workshop meeting to order at 9:00 a.m.

Present: Council Members Miller, Jones, Haney, Chaple and Mayor Musgrave

Also Present: City Clerk Rowell, Fire Chief Kelly, Public Works Supervisor Brunson, Police Chief Sweatt and Bookkeeper Clawson

WORKSHOP ITEM #1—Review year-to-date revenues and expenditures and review draft of 2013-2014 budget—Mayor Musgrave introduced the item, and asked the Council Members if they had any questions from the materials from the prior meeting.

Council Member Jones said he was concerned about health insurance, particularly the cost and whether another insurance company would have lower rates, that he was interested in competitive pricing. Council Member Haney asked what price per employee per month the City was paying and Mayor Musgrave responded \$655. He said that the approximate increase to keep the same plan for next year would be between 13% and 18%, closer to 13%. Council Member Haney said maybe we should change deductibles or companies. Clerk Rowell noted that there were many plans options available and Council Member Jones said he would like to get competitive bids on an annual basis. Clerk Rowell suggested that after the first of the fiscal year all contracts be reviewed on an open competitive basis. Mayor Musgrave noted that Council Member Haney's suggestion of altering deductibles and looking at different plans might help save in that area in order to be able to fund an employee raise; Council Member Haney noted his monthly rates were half of what the City is paying, but that his plan might be different.

Council Member Miller noted water and sewer expenditures through the end of July were about \$196,000 and projected through September was \$282,000 and said that looked high. City Clerk Rowell said that the amount received through July might be through the May payment and that for projections, four more payments of approximately \$21,000 might be expected. Council Member Miller asked that FICA and retirement payments in the Utility Fund be reviewed, that they might be reversed. He also asked about the Professional Services for Engineering for \$15,000, and City Clerk Rowell said that there was nothing budgeted for the upcoming year and put this amount in, noting that it was up to the Council if they wanted any amount budgeted.

Council Member Haney asked about the Knology and Sonitrol expenses in the Parks budget and the response was that these were dedicated lines for cameras and security.

City Clerk Rowell informed the Council that the City's electrical bill was about \$8,000 higher this month than expected due to the use of lift stations to keep the flooding water pumped. She

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also said that Gulf Power may be granted a rate increase, and if so, the City could see an approximate 6.5% increase in January and another 6.5% in April; a 12% increase in the electrical category was included in the budget.

Council Member Chaple reminded that the lease payment for the port-a-potty at Earl Gilbert Park should be included in the Parks expenditures.

The Council reviewed the Utility and General Fund revenue estimates. City Clerk Rowell noted that the revenue estimates were conservative; that the electric utility taxes and franchise fees could be a bit higher if the Gulf Power rate increase is approved; that the City doesn't have control of the general revenue amounts other than the solid waste tipping fees. Council Member Miller suggested that commercial businesses pay for trash pickup and it was asked that staff get revenue and cost estimates.

Council Member Miller brought up fees for fire suppression sprinkler heads in commercial structures. Fire Chief Kelly explained that sprinkler systems are wet systems and the water lines are non-metered; the water goes through the City's bulk meter but City costs are not recovered. Since the businesses in commercial space must be insured, and that insurance rate is reduced by having a sprinkler system, that it would make sense that business could pay this.

As discussion moved to Utility Fund revenue, it was noted that Bay County would have a per thousand gallon rate increase (1.182%) and that the City would have a 3% increase on the base rate and the per thousand gallon rate. Mayor Musgrave noted that there were still residents in Parker who weren't hooked to City water and sewer; that he would like to encourage them to hook up by waving hook-up fees. Council Member Haney asked if there was an ordinance or resolution that caps tampering and re-connect fees.

Council Member Haney asked about the City contracting with only one garbage hauler like Springfield paying a franchise fee and Council Member Miller asked about the City doing its own garbage hauler like Panama City and Lynn Haven. Council Member Jones said we should ask current haulers if they would like to bid to be a single hauler for the City and that it would be complicated. Mayor Musgrave said he would ask staff to begin to check out these options.

Council Member Haney asked Public Works Supervisor Brunson about separating recyclable metals for resale. Mr. Brunson and other Council members said that the "pickers" were very quick to get the metals. Mr. Brunson asked the Council to consider requiring garbage pickup and Council Member Jones was in agreement.

Council Member Miller said he was not in favor of the current ordinance that increases water and sewer rates annually if there is no action by the Council; there was discussion about those fees as

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the primary revenue stream for the City. Mayor Musgrave noted that a review of business license fees might need to be done; that the fees were very low and Council Member Haney agreed. Council Member Chaple asked about the donations for parks going toward park maintenance and said that a broken table at Earl Gilbert Park needed to be fixed; Public Works Supervisor Brunson said that all the tables could use replacement.

City Clerk Rowell noted that Parker was one of three municipalities without an ad valorem tax and while it may not be an attractive option at this time, it is a revenue source; that a 1 mil assessment would equal approximately \$280,000 annually; that staff also needs to talk with the County and with the State about the revenue distributions being complete and accurate coming to Parker. Council Member Miller noted that if the City had had an ad valorem tax at the time the Community Redevelopment Agency (CRA) was created, the City would not have had to go to court over the creation of the CRA.

The Council reviewed two options for the budget process, raises or no raises for employees and whether to include capital expenditures, and Council Member Miller encouraged the Council to make the choice quickly. It was agreed that a pay raise should be included in further budget calculations. Council Member Haney noted that while the stipends received by the Council Members weren't a lot, he would be willing to take a cut in that amount. Council Member Chaple noted the increased cost of health insurance and whether we could buy insurance for less; Council Member Jones asked for details of other plan options to review with employees. The Council agreed to continue to review the draft budget documents to find other expenses to cut and to come back for another workshop before going to public hearing.

Mayor Musgrave brought up capital needs of the departments' such as a new police car; that he would like to grow the City's fund balance so that capital needs could be addressed annually; that perhaps this year's surplus could be used to acquire a new police car; that the fund balance should be grown to cover at least six months of operating expenses. City Clerk Rowell also noted the capital need for servers, pcs and utility billing and accounting software, asking for consideration of any of this year's surplus for those needs.

Public Works Supervisor Brunson and Mayor Musgrave said that the City had been able to get free asphalt "gravel" for use in road repair.

Fire Chief Kelly noted that it was time for a public auction for old equipment and that he would look into that; that the County's 800 mghz system would be replaced in the next few years and that the City will need to fund new radios to be able to use the new communication system; that the fire engine's impeller continues to diminish and that he will continue to look for grant

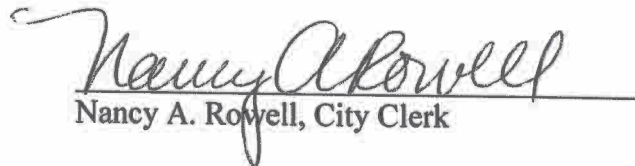
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funding sources, but that if none can be found, the City would need to replace in the next 12-14 months.

Mayor Musgrave reviewed agreement in direction for the budget as being: Council Members to continue to review the budget to look for cost reductions; funding a 3% employee raise; and using part of this year's surplus to purchase a police car, IT infrastructure, street sweeper and tapping tool. He also noted that for the future staff would look at an ordinance allowing sprinkler head fees and would research options of a single garbage hauler paying a franchise fee or providing the hauling services ourselves

It was agreed that the next workshop would be Thursday, August 29, 2013, at 9:00 a.m.

Mayor Musgrave adjourned the meeting at 10:42 a.m.


Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
August 29, 2013
9:00 a.m.**

Mayor Musgrave called the workshop meeting to order at 9:01 a.m.

Present: Council Members Miller, Jones, Chaple and Mayor Musgrave

Also Present: City Clerk Rowell, Fire Chief Kelly, Public Works Supervisor Brunson, Police Chief Sweatt and Bookkeeper Clawson

WORKSHOP ITEM #1—Review year-to-date revenues and expenditures and review draft of 2013-2014 budget—Mayor Musgrave introduced the item, and asked City Clerk Rowell to review the changes made from the last workshop beginning with the expenditures. She highlighted: Firefighters' Supplemental Comp was corrected to \$2,400; that the bonus from last year made the salary amounts higher when the Administration and General Government accounts departments were combined; that the Contingency amount was not a transferred amount, it was budgeted for special needs, and if unused would revert to the City's cash account and that there was \$50,000 again included in the 2014 proposed budget; that Bookkeeper Clawson had made corrections to salary calculations; that the note for the Fire Department was incorrect, that it should be a 3% increase, not a \$1 hour increase; that the training amounts are being reviewed for this year's spending; that there was a decision to be made about whether the full amount of the new pumper truck should be shown, or shown less the trade-in value; that Other Contractual Services in Code Enforcement could be reduced to \$2,000; that there was a correction to the salaries in the Streets area necessary due to an accounting coding error; that the machinery and equipment amount for the street sweeper and roller, under capital needs, was entered as \$40,000 but may be lower if the City could buy good, used equipment; that the amount for utility costs for Parks lighting was reduced to \$8,000 and the Council requested it be further reduced to \$5,000; that the portable toilet expenses had been included; that the small tools amount for Parks had been questioned and the Council decided it should be \$500; that if the Council wanted to include picnic tables for capital needs it would be in the Improvements Other Than Buildings and the Council decided not to budget for that at this time but to put on capital needs list; that Utility salaries had been corrected due to accounting coding errors; that the projected amount had been revised for Repair and Maintenance of Lift Stations; that costs other than County maintenance would need to be included; and after much discussion it was agreed that \$80,000 was a reasonable projection for expenses; and that there was an income from brass sales that made the Small Tools account for Utility have a surplus of about \$2,800 and that \$3,000 would be budgeted.

City Clerk Rowell noted that the August actuals had been run to help refine end-of-year revenue projections and said that an issue would come to the table Tuesday evening about the City mowing the Parker Cemetery; that it would be revenue only in an amount to cover City costs. There was further discussion about the August amounts and the projections needing to be refined or corrected in the salary area, particularly with filling a vacant position in Streets. During discussion it was noted that the overtime amounts for the departments were not properly allocated for this fiscal year. The Council reviewed the Funds Summary sheet showing the changes with the addition of August revenues and expenditures and compared the amounts with the prior calculated amounts. The August actuals showed the need for Small Tools for Parks to be changed to \$1,000. Council Member Miller suggested the amount set aside for LED lighting might be better appropriated for IT needs, which are immediate; that the City should still look at grants for "green" lighting. There was further discussion about the costs for lift station maintenance and the Council decided to project \$85,000 in expenditures instead of \$80,000. Public Works Supervisor Brunson said he would work with the County to ensure his understanding of the services and the costs, and whether or not costs could be reduced for 2013-2014.

Council Member Jones asked if the amounts in the budget proposals include the health insurance increase of 18% and City Clerk Rowell responded yes. The Council reviewed three health insurance plans and costs: the first would keep the City's premiums the same and the benefits would be somewhat reduced; the second would increase the City's premiums by 10% with less of a benefit reduction; and, the third would cost 13%-18% more and all benefits would remain the same. Police Chief Sweatt noted that insurance costs are up everywhere and that the City plan is very good compared to most plans; that the increased premiums must be considered and the type of plans that the City can afford if we still want to pay 100% of employee costs. The Council asked that the proposed budget numbers be run with a 0% health insurance premium increase in order to fund a 3% raise for employees. They then compared the benefits of the plan with the current City cost-per-employee against the benefits of the existing plan with the 18% increase, noting differences primarily in co-pay for visits and deductibles; that the plan with the 0% increase is not significantly different, looking at the information provided by BCBS.

The Council reviewed the changes they had made; decided to not fund the Bay Town Trolley since information requested had not been provided in appropriate detail for decision making; decided that City Clerk Rowell should bring back a proposed budget with a 3% salary increase for employees, a 0% increase in health insurance costs, and a listing of capital projects so the Council can choose which can be funded.

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It was agreed the next workshop would be the following day, Friday, August 30, 2013, at 8:00 a.m. and that at the workshop they would set the Public Hearing dates.

Mayor Musgrave adjourned the meeting at 10:46 a.m.



Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
August 30, 2013
8:00 a.m.**

Mayor Musgrave called the workshop meeting to order at 8:00 a.m.

Present: Council Members Miller, Jones, Chaple and Mayor Musgrave

Also Present: City Clerk Rowell, Public Works Supervisor Brunson, Police Chief Sweatt, Fire Chief Kelly and Bookkeeper Clawson

WORKSHOP ITEM #1—Review year-to-date revenues and expenditures and review draft of 2013-2014 budget—Mayor Musgrave introduced the item and City Clerk Rowell went through the changes made from the workshop meeting held the day before. She presented a Proposal 3 for the Council to consider which had a 3% salary increase for employees and with the health insurance costs held to the same amount as being paid currently. She noted the fund summary reflected a surplus of approximately \$120,000 for year ending September 30, 2013; that the primary change was the removal of the 18% health insurance cost increase; that revenue projections had not changed; that there was an additional column showing the capital needs of the City which included \$125,000 for IT.

Mayor Musgrave noted that from any surplus, some amount should be put into reserves, and that he would like a reserve of at least \$2 million and Council Member Jones agreed.

Mayor Musgrave and Chief Sweatt clarified that Repair and Maintenance of Vehicles for the Police Department would be \$12,000 even with the purchase of a new vehicle. There was discussion about the amount appropriated for training in the Fire Department, whether it was for new certification or for continuing education and Chief Kelly said that standards classes got started later than usual and reviewed outstanding expenditures.

Mayor Musgrave said that Springfield and Callaway were going to talk with Parker about the possibility of a joint animal control function; that it could be less expensive and Council Member Jones said he wanted the City to look into that possibility.

City Clerk Rowell said the projection of expenses for tipping fees through this year was about \$85,500 and after discussion, the Council asked that \$100,000 be appropriated for next year; that the Streets salary projections through September are high due to incorrect accounting coding but that the proposal for next year should be correct; that overtime was incorrectly coded;

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Bookkeeper Clawson was asked where the overtime was recorded, if it was in the other departments; Public Works Brunson said the amount during the July 4th storms was about \$1400.

City Clerk Rowell said that the capital needs column included \$15,000 for new picnic tables and benches at Earl Gilbert Park and \$20,000 for LED park lighting. There was discussion on small bulb replacement with LED lights and Council Member Jones volunteered to help Public Works Supervisor Brunson research prices.


Council Member Jones again noted his interest in reviewing and possibly bidding all City contracts and Council Member Miller and Mayor Musgrave agreed.

City Clerk Rowell said that in the Utility Fund the revenue projections did not change; that the salary projections and proposals were being corrected; that she had put the \$60,000 for digital meter replacements in the capital needs column only, not in expenditures, and asked if that were correct. The Council decided to keep it on the capital needs list to prioritize. City Clerk Rowell said that the cost of water for this year should be less than projected but the proposal for next year remained the same.

Council Member Miller suggested removing the \$15,000 from Utility Fund Engineering Services and from General Fund Professional Services, but after discussion, it was agreed to leave those amounts in place.

Mayor Musgrave thanked staff and the Council for their hard work on the proposed budget. The Council agreed that the proposal was ready to take to Public Hearing and those meetings were scheduled for September 10, 2013, at 5:30 p.m. and September 17, 2013, at 5:01 p.m., prior to the Regular Council Meeting.

Mayor Musgrave adjourned the meeting at 8:51 a.m.



Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
September 3, 2013
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
Rev. Greg Rhinehart, Bible Believers Baptist Church gave the Invocation.
Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney and Chaple and Mayor Musgrave
Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Jones, the minutes of the Regular Meeting of August 20, 2013 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Annelie DeMello addressed the Council regarding the water level Martin Lake. She said that some trees are dying in her yard and that there are mosquitoes; that she wanted to know what Parker was going to do to help her and other homeowners; that the lake level should be lowered. Council Member Jones said that he had checked with the State and that they do not have jurisdiction; that the spillway was in Springfield and that they had not gotten back in touch with him; that the spillway didn't have gates to open to lower the lake level; that the spillway vegetation needed to be cleaned out. Ms. Demillo then talked about the water coming under Cherry Street from the Springfield side and said there was a lot of water flowing very strongly. She asked for aggressive pursuit of a solution to lower the water level.

REGULAR AGENDA

1. Petroleum Remediation Project Presentation—Jennifer Bass, Senior Engineer from AECOM, addressed the Council regarding a long-term petroleum clean-up project made necessary by leaking underground storage tanks many years ago. She said that AECOM had been working on the project since late 2003; that the City purchased the Two Crooks gas station property at the corner of Park Street and Business Hwy. 98 (known used as the City's maintenance yard) in 1978 and there were three underground fuel storage tanks there; that in 1991 when the City replaced the underground tanks with above ground tanks, contamination was discovered; that the City filed a discharge reporting form with the State and was accepted into a clean-up program with a \$300,000 cap; that some limited work was done in 1991-1995 and then the State discontinued funding due to a low priority score. Ms. Bass showed the Council a diagram of how fuel can leak from an underground tank, noting that usually petroleum plumes

stay on top of the water and don't typically affect drinking water; that in 2003 the Department of Health tested some wells sampling and found petroleum contamination; that the State Department of Environmental Protection then gave the site Imminent Threat Status designation which gave it a high priority for DEP clean-up funding. She said that AECOM has put in many monitoring wells around the City-owned site and other sites but that the primary contamination was coming from the maintenance yard area and the contamination was deep; that because of the number of active potable wells and pumps in the area, the water and thus the plume was being pulled deep below the land surface and to Pratt Bayou. Ms. Bass said that due to the size of the plume that the initial funding from DEP wouldn't cover the testing and clean-up work to be done; that former Mayor Hendricks was able to show that Parker couldn't pay for a several million dollar clean-up and DEP continued funding, hiring AECOM to remediate the contamination in phases; that the maintenance yard was the first area for clean-up, then the softball fields area and then the Bible Believer's Church property; that all those properties are clean; that the rest of the plume from 2nd Street to Marigold must also be cleaned; that they are remediating in pieces. Ms. Bass showed a map of the current status of the project with the work underway and still remaining outlined. She noted there were sweeping changes to the petroleum program at DEP; that even after meeting the clean-up level as has been done for the three properties so far, they must be monitored for another year; that the three clean properties are not being monitored because the funding was not provided; DEP did task the installation and six months of operation for the treatment system in the block between Bus. Hwy. 98 and 2nd Street and this work is underway but that there are no future tasks approved; that future work will be done on a bid basis by the State. Ms. Bass said that the Department of Health had done potable well sampling in January of 2013 in Parker and that one well had a benzene level above that of a safe drinking level and that some residents would not allow their wells to be sampled.

Ms. Bass said that at any time DEP could make a decision that the Parker site is not an imminent threat; that in her opinion, if this occurred, the City would need to be in immediate touch with the State to continue assistance. She pointed out, however, that if all residents were off wells and tied in with City water, there should not be an imminent threat. Mayor Musgrave asked about the irrigation wells and Ms. Bass said those would still be pulling the plume deeper and putting the contaminated water on their yards, which can also run off to the bayou. Mayor Musgrave said he would like the City to write letters to State representatives and senators to share concerns and encourage continued financial assistance from DEP to get all areas cleaned-up.

2. **Pad for garbage cans on West Street**—Lance Campbell addressed the Council about pouring a 4' x 18' concrete pad on the roadside for his tenants to place their garbage cans on. Mayor Musgrave said that the key issue was that the concrete would be on the right-of-way. Mr. Campbell said the new area would be a safer area for the garbage can placement. Council Member Miller said he would not have a problem if it was rock but that he did not want concrete. Mr. Campbell said that when he developed originally, the City did not want a dumpster so the property is not designed to have space for a dumpster. Council Member Jones said he was not in favor of a permanent concrete pad on the right-of-way. Council Member Miller said that if the Council grants it for this situation, it would need to do it for all other such requests. Council Member Miller made a motion to deny the request for the concrete pad and Council Member Jones seconded the motion. The motion passed 5 ayes, 0 nays. At Council Member Chaple's suggestion, Mr. Campbell said he would look at other options like crushed concrete or dolomite with a border.

3. **Garbage hauler permits**—City Clerk Rowell said that at the last meeting the current five garbage haulers were identified and that representatives had been asked to address the Council tonight about the upcoming granting of permits for the period October 1, 2013 through September 30, 2014. She noted that there was discussion at the prior meeting about haulers charging more than allowed by the current permit and the importance of the terms of the permit, including reporting requirements and timely payment of the 5% franchise fee. Mayor Musgrave said that he thought there were at least a couple of approaches: for the City to set the rate as now and haulers abide by that rate, or let haulers set the rate they wish and allow the citizens to choose based on service and price. He said he preferred the competitive model. Council Member Miller said that one of the problems with the competitive model is that a hauler could charge a lower rate because they were not providing a can. City Clerk Rowell said that the City Code specifies that household garbage must be placed in a can by the residents, but does not say it must be provided by the hauler. Council Members Miller and Jones suggested that the haulers require their customers to put their garbage in cans or it wouldn't be picked up.

Sid Lundy of Bargain Sanitation addressed the Council saying that his company does not provide the cans, that they cost \$80-\$90; that his employees pick up the cans by hand and all garbage is picked up around the can; that if we require his company provide the can, his cost will go up; that his rate is \$21 for twice a week service which includes the franchise fee.

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Joe Kennedy of Mr. Trash, not a current hauler, addressed the Council saying that they would like to provide services in the City; that their rates would be \$19.95 for once a week service and \$ 24.95 for twice a week service and that the franchise fee would be included; that a 96 gallon can is provided to the customer.

Nate Lisenby of Nate's Sanitation addressed the Council saying that they had been providing services in Parker for about 15 years; that the can is not provided; that their rates would be \$23 for once a week pickup and \$25 for twice a week pickup and that the franchise fees were included.

Brian Hahn and Lynne Galwin of Parker Sanitation II addressed the Council saying that they provide the 96 gallon can; that the price agreed to would be good for the one-year permit; that their rate is \$21 for once a week pickup and no more than \$30 for twice a week; that the franchise fees were included in that rate.

Caleb Moran of Waste Management addressed the Council saying that their rates are \$20.11 for once a week pickup, there is no twice a week pickup and the franchise fee is included; that they supply the 96 gallon can.

Joe Kennedy of Mr. Trash again addressed the Council noting that they provide recycle services and the bins and speaking in favor of requiring residents to put their household garbage in cans.

There was discussion about making the language in the permit be a not to exceed price and discussion about just having each company's rate in their permit; Council Member Jones and Chaple supported individual agreements with each hauler and the City posting the rates for citizens to compare. Council Member Haney asked if any of the haulers had contracts with their customers and the response was "no".

Several of the haulers said that if garbage is not in a can, they will pick up bags next to the can.

Council Member Jones made a motion that the City enter into agreements for one year with the individual haulers at the prices each hauler presented at the table. Council Member Chaple seconded the motion and it passed, 5 ayes, 0 nays.

4. **Agreement for mowing Parker Cemetery**—Mayor Musgrave said that Mr. Thomas of the Parker Cemetery association had discussed the City mowing the cemetery for \$400 per quarter; that Public Works had done a test mowing to see how long it took and if the amount would cover the City's costs; that this wasn't a project to make a profit, only to cover costs and that it benefits the City to have the cemetery look good. Council Member Miller made a motion to approve the agreement which was seconded by Council Member Jones. The motion passed 5 ayes, 0 nays.

5. **Bi-weekly payroll**—Mayor Musgrave said that he felt it would be one element to help make the City more efficient and asked the Council their opinions on the issue. Council Member Jones said he had talked with employees and thought it would be a hardship for the employees; that he was opposed to moving to a bi-weekly payroll. Council Member Miller said that he had talked with a number of employees who didn't want to change, although he didn't have anything against it himself. Mayor Musgrave said that staff was moving ahead to get direct deposit implemented and the members supported that.

MAYOR'S REPORT—None

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple reminded the Council and audience that Tuesday, September 24th at 8 a.m. was the next pancake breakfast.

The first Budget Public Hearing will be September 10th at 5:30 p.m. and the second Budget Public Hearing will be September 17th at 5:01 p.m. with the Regular Meeting to follow

ADJOURNMENT—Mayor Musgrave adjourned the meeting at 5:43 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
SPECIAL MEETING
PARKER CITY COUNCIL
September 10, 2013
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
Mayor Musgrave gave the Invocation.
Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney and Chaple and Mayor Musgrave
Also Present: City Clerk Rowell

APPROVAL OF MINUTES—Review and approval of minutes was deferred until the next Regular Meeting.

ITEMS FROM THE AUDIENCE—None

City Clerk Rowell gave brief comments on the Council's work on the proposed budget, noting that there had been four workshops; that this was the first public hearing; that the Council has brought in a balanced budget without painful cuts to needed services; has provided 3% raises to employees, the first raise in at least 5 years; held costs steady on health insurance while still funding 100% of the employee portion; and, identified and dedicated funds for reserve and for beginning to address a list of capital needs.

PUBLIC HEARING ON CITY OF PARKER and COMMUNITY REDEVELOPMENT AGENCY 2013-2014 BUDGETS—Mayor Musgrave opened the public hearing. There were no comments from the public. He closed the public hearing.

Council Member Chaple thanked staff for their hard work on the budget.

ADJOURNMENT—Mayor Musgrave adjourned the meeting at 5:36 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
SPECIAL MEETING
PARKER CITY COUNCIL
September 10, 2013
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
Mayor Musgrave gave the Invocation.
Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney and Chaple and Mayor Musgrave
Also Present: City Clerk Rowell

APPROVAL OF MINUTES—Review and approval of minutes was deferred until the next Regular Meeting.

ITEMS FROM THE AUDIENCE—None

City Clerk Rowell gave brief comments on the Council's work on the proposed budget, noting that there had been four workshops; that this was the first public hearing; that the Council has brought in a balanced budget without painful cuts to needed services; has provided 3% raises to employees, the first raise in at least 5 years; held costs steady on health insurance while still funding 100% of the employee portion; and, identified and dedicated funds for reserve and for beginning to address a list of capital needs.

PUBLIC HEARING ON CITY OF PARKER and COMMUNITY REDEVELOPMENT AGENCY 2013-2014 BUDGETS—Mayor Musgrave opened the public hearing. There were no comments from the public. He closed the public hearing.

Council Member Chaple thanked staff for their hard work on the budget.

ADJOURNMENT—Mayor Musgrave adjourned the meeting at 5:36 p.m.



Nancy A. Rowell, City Clerk

MINUTES
BUDGET PUBLIC HEARING
PARKER CITY COUNCIL
September 17, 2013
5:01 p.m.

Mayor Musgrave opened the Budget Public Hearing at 5:01 p.m.

Present: Council Members Jones, Haney and Chaple and Mayor Musgrave. Council Member Miller joined the hearing at 5:03 p.m.

Also Present: City Clerk Rowell and City Attorney Sloan

The Council continued the Budget Public Hearing, to reconvene at 5:06 p.m., Wednesday, September 18, 2013.


Nancy A. Rowell, City Clerk

MINUTES
BUDGET PUBLIC HEARING
PARKER CITY COUNCIL
September 18, 2013
5:06 p.m.

Mayor Musgrave reconvened at 5:06 p.m. the Budget Public Hearing continued from September 17, 2013.

Present: Council Members Miller, Jones, Haney and Mayor Musgrave.

Absent: Council Member Chaple

Also Present: City Clerk Rowell

There was no public input on the budget.

Resolution 2013-316 was read by title.

A RESOLUTION OF THE CITY OF PARKER, FLORIDA, ADOPTING
A BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2013, THROUGH SEPTEMBER 30,
2014, AND PROVIDING AN EFFECTIVE DATE.

Council Member Miller made a motion to adopt Resolution 2013-316 and Council Member Jones seconded the motion. The resolution passed 4 ayes, 0 nays.

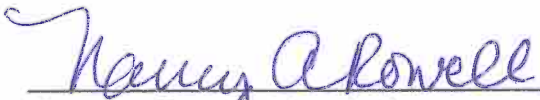
The Council then sat as the Community Redevelopment Agency.

Resolution 2013-17 was read by title.

A RESOLUTION OF THE CITY OF PARKER, FLORIDA, COMMUNITY
REDEVELOPMENT AGENCY, ADOPTING A BUDGET FOR THE FISCAL
YEAR OCTOBER 1, 2013, THROUGH SEPTEMBER 30, 2014, AND PROVIDING AN EFFECTIVE DATE.

Council Member Miller made a motion to adopt Resolution 2013-17 and Council Member Jones seconded the motion. Council Member Miller asked about the Other Current Charges and Professional Services budgeted. City Clerk Rowell responded that no expenditures were expected for the CRA but that if expenditures became necessary, there would be funds budgeted without having to pass another resolution to amend the budget. The vote was taken and Resolution 2013-17 passed, 4 ayes, 0 nays.

The Council then sat again as the Parker City Council. Mayor Musgrave thanked the Council Members and staff for their hard work on the budget and the Budget Public Hearing was adjourned at 5:12 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
October 1, 2013
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
Rev. Gary Stringfellow, Parker United Methodist Church, gave the Invocation.
Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney and Chaple and Mayor Musgrave
Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Haney, the minutes of the following meetings were approved, and the correction made, 5 ayes, 0 nays.

Budget Public Hearing September 17, 2013

Continuation of Budget Public Hearing September 18, 2013

Correction of Minutes of September 3, 2013, to change the time of adjournment from 5:43 p.m. to 6:43 p.m.

Approval of the minutes of the Regular Meeting of September 17, 2013 was postponed.

ITEMS FROM THE AUDIENCE—Annalie DeMello addressed the Council thanking Council Member Jones and the City Clerk for helping work with Springfield to get the spillway cleaned out at Martin Lake and Bus. Hwy. 98.

REGULAR AGENDA

1. Recommendation from Planning Commission for moratorium on permitting accessory structures in front yards—Planning Commission Chairman Jeremy Hudson addressed the Council and reviewed the reasons for requesting the moratorium, noting it would give the Commission, City staff and the Council time to clarify the LDR language so citizens and staff would understand the requirements for these type structures. He said the Planning Commission recommended a 90-day moratorium, and that the Planning Commission would be working on several areas of the LDR to improve and clarify the language. Council Member Miller made a motion to approve the recommendation and Council Member Jones provided the second. The motion passed 5 ayes, 0 nays. The City Attorney was directed to draft the resolution to implement the moratorium.

2. Review City Code Chapter 82, sections 82-68 and 82-347, providing for automatic water and sewer rate increases—Council Member Miller introduced the topic noting that he did not agree with automatic rate increases and that an increase should be considered each year;

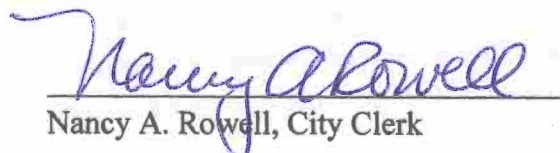
that even though the ordinance allowed annual review, he would like the language making the increase automatic removed from the ordinance. Mayor Musgrave noted that the increase in the utility revenues helps cover the inflationary costs the City must pay each year. City Attorney Sloan said that when the increase was passed, it was done because there was concern that future Councils would not raise the rates to provide financial stability. Council Member Jones asked about the citizens' on fixed incomes ability to pay increased costs if they don't also get a cost of living increase. Council Member Miller said he did not think it was proper to run the City on water and sewer rates; that the Council needed to find other avenues of funding the City. Council Member Haney suggested keeping the increase but capping it, with the total being the County's increase and some City increase. City Attorney Sloan noted that the debt service must always be met, so the Council should consider that if a cap is considered. Council Member Miller again noted the need for other revenue streams to support the operation of the City. Mayor Musgrave suggested having the auditors do a study showing the amount of revenue that would need to be generated from other sources to equal the amount currently generated by the automatic water and sewer rate increases. Council members agreed that the Mayor and Clerk should work with the auditors to bring back the information to the Council.

3. **TPO Report**—Council Member Miller gave a brief report of the last meeting, noting that the projects part of the Master Plan were most of the discussion.

MAYOR'S REPORT—He discussed the all employee meeting held the day before to address the insurance plan changes and services offered by United Way, specifically free tax return preparation, and Government Week coming up at Parker Elementary School where students would visit the City.

COMMENTS AND ANNOUNCEMENTS— Council Member Jones asked that the financial services offered through United Way be put into the City newsletter for citizens. Council Member Chaple reminded the Council and the audience of the Fifth Tuesday gathering on October 29th.

ADJOURNMENT—Mayor Musgrave adjourned the meeting at 6:08 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
October 15, 2013
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
Rev. Craig Walker, Parker First Baptist Church, gave the Invocation.
Council Member Chaple led the Pledge of Allegiance.

Present: Council Members Jones, Haney and Chaple and Mayor Musgrave. Council Member Miller was absent.

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Haney and second of Council Member Chaple, the minutes of September 17, 2013 and October 1, 2013 were approved, 4 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

The Council approved adding a new agenda item as Item #3, Interlocal Agreement with Bay County for Emergency Services.

REGULAR AGENDA

1. Resolution 2013-317—90-day Moratorium on permitting accessory structures in front yards—City Clerk Rowell introduced the resolution, noting the Planning Commission's request for the moratorium so that the Commission might work on clarifying the language in the Land Development Regulations (LDR) and bring it back to the Council. Council Member Jones made a motion to read Resolution 2013-317 and Council Member Chaple seconded the motion. City Clerk Rowell read the resolution by title. Council Member Jones made a motion to approve Resolution 2013-317 and Council Member Chaple seconded the motion. Resolution 2013-317 was approved, 4 ayes, 0 nays.

2. Report on training and information on meeting procedures—City Clerk Rowell reported on the Florida Association of City Clerks training she attended, noting that for each class completed she was required to identify one goal to put into practice the learning achieved. She also discussed a resolution that the Council will need to adopt in order to formalize the current practice of citizen input opportunities at meetings. The resolution is required by State law.

3. Interlocal Agreement with Bay County on Emergency Services—City Attorney Sloan introduced the item, noting that he had worked with the County Attorney's office and Parker Police Chief Sweatt and Fire Chief Kelly to ensure the language dealing with first responder in the agreement was correct for the City. On motion of Council Member Haney and second of Council Member Jones, the Interlocal Agreement was approved, 4 ayes, 0 nays.

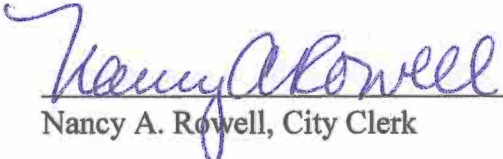
MAYOR'S REPORT—Mayor Musgrave reported on his classes at the Institute of Elected Municipal Officials, sponsored by the Florida League of Cities, noting that it was excellent training. He encouraged the other Council Members to attend the next institute.

Mayor Musgrave said that from prior discussions on potential revenue projects, there were some areas that needed follow-up. Council Member Haney agreed to research the idea of using a single garbage hauler for the City; Council Member Chaple agreed to work with Public Works Supervisor Brunson to get better use of City ball fields; and, Council Member Jones agreed to work with Fire Chief Kelly on increasing the price for sprinkler inspections. Mayor Musgrave also said that there were some ideas at the state level to reduce the revenues available to municipalities and he was concerned about that.

Mayor Musgrave asked if the Council Members would identify a few goals they would like to see accomplished and bring those to the next meeting. The Council agreed.

COMMENTS AND ANNOUNCEMENTS—The Fifth Tuesday gathering will be Tuesday, October 29, at 6:30 p.m. in the Community Center. The Planning Commission will meet Tuesday, October 22, at 5:00 p.m. in the Council Chambers, and will then meet on the second Tuesday of each month at the same time and place.

ADJOURNMENT—The meeting was adjourned at 5:58 p.m.


Nancy A. Rowell, City Clerk

MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
November 5, 2013
5:30 p.m.

Mayor Musgrave called the meeting to order at 5:30 p.m.

Rev. Dr. Richard Connor, Parker Presbyterian Church, gave the Invocation.

Mayor Pro-Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney and Chaple and Mayor Musgrave.

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Jones, the minutes of October 15, 2013, with typographical changes recommended by the City Clerk, were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. **Area churches' December sing-a-long**—Reverend Gary Stringfellow of Parker United Methodist Church addressed the Council, noting that area churches were beginning to work together with the City to help Parker residents-in-need, as well as to sponsor some holiday celebrations. He asked for approval for the area churches to hold a Sing-Along in Memorial Park on either Saturday, December 14 or Sunday, December 15 at 5:00 p.m. On motion of Council Member Miller and second of Council Member Jones, the request was approved by a vote of 5 ayes, 0 nays.

2. **Resolution 2013-318-Comprehensive Emergency Management Plan**—Fire Chief Kelly presented the issue to the Council, noting that passage of the resolution would adopt for the City a plan for Bay County and the several municipalities in the County to work together during emergency situations. Council Member Miller made a motion to read Resolution 2013-318, the motion was seconded by Council Member Chaple, and passed 5 ayes, 0 nays. The resolution was read by title. On motion of Council Member Miller and second of Council Member Haney, Resolution 2013-318 was adopted, 5 ayes, 0 nays.

3. **CDBG—Project Change Order #6 for time extension**—Brittany Trumball of Preble-Rish, Inc., addressed the Council requesting an extension of time for the P-12 and P-13 lift station project in order to ensure the generators ordered could be received and installed, as

well as the fencing and retaining walls completed. The extension requested was through January 2, 2014.

Council Member Miller made a motion to approve Change Order #6 and Council Member Jones seconded the motion. The motion passed, 5 ayes, 0 nays.

4. City Code Chapter 82--Mandatory water/sewer hook-ups—Mayor Musgrave introduced the item, noting that the current City Code required water and sewer hook-ups and asked for discussion by the public and the Council.

Joe Hutchinson addressed the Council and asked what had occurred with needing to be on City water, what had happened with the underground fuel tanks. He said he didn't want to be on City water, he wanted to continue using his well water because he didn't think there was any problem with his well water and he didn't like the taste or cost of City water.

Arnold Money addressed the Council and said he was familiar with well systems in the area; that he didn't want to be on City water, he wanted to continue using his well water; that he has put on filters for his well water; that if he has to go on City water, that wouldn't be a problem for drinking, but if he has to use City water to operate his heat pump/air system, that would be too expensive.

James Anslow on Howard Court asked about being required to tie into Parker sewer system since it isn't available, and the Mayor responded that if his property line was over 100 feet from the sewer line, there is no tie-in required.

City Clerk Rowell clarified for the Council and the audience that the Code states that if water service is available, a customer must abandon their water system and connect to the City's system; that if connection was refused, the base rate must be charged and paid; that this is not a new law, that it has been in effect for many years. She referred to the handouts given to the Council that showed the number of residents hooked to sewer only, to water only, or to neither.

Council Member Jones noted that the handouts showed some properties granted exemptions from hook-ups which were less than 100 feet from a line and wondered why they were given exemptions. He said that abandoning a well-water source is understandable for drinking water, but for irrigation or air-system cooling, if the water is not contaminated, he didn't have a problem with the City allowing usage.

Council Member Miller mentioned that some of the addresses shown have property lines within the 100 feet but that the residences might be 200 feet away; that some properties have connected with macerator pumps and are pumping uphill to the sewer lines; that if the property is on the water, the owners should be required to hook into City sewer because of septic leaching. He and Council Member Jones noted that there may be a State requirement that septic systems be abandoned for waterfront properties; they both stated septic systems should not be on waterfront properties.

City Attorney Sloan noted that 1996 was the year the new AWT plant was bonded; that the City rate structure was analyzed using the assumption that all residents would be on the sewer system; that those not connecting put the City at greater financial risk; that each of the municipalities participating in the AWT plant costs had the same requirement that all residents participate.

Council Members Miller and Jones suggested that the Council look more at the language stating that the private water systems be abandoned, maybe not requiring abandonment but still requiring hook up.

Council Member Haney asked if any of the well owners in the plume area have had their water tested and a site on Marigold was noted as being tested in 2001 and the water was bad enough that DEP paid for a City tap for the property.

The Council decided to continue to look into the issue and discuss it further at the next meeting.

5. Council Members' goals—Council Member Jones said he felt the City was making improvement in cleaning up streets and wanted to keep working on this; that the City is looking better in the areas of trash and landscaping; that the City should continue to recognize residential and commercial properties owners who improve the appearance of their neighborhoods; and that clean-up efforts should be continued.

Council Member Haney said that he would like to see more usage of the Sports Complex; that the City reserve funds should continue to be built-up; that there are roads that need to be repaved; that contracts should be reviewed.

Council Member Chaple said he wanted to see more Little League teams at the Sports Complex; that he wanted to bring a regular parade of some sort to Parker; and he wanted to start a farmers' market in Parker.

Mayor Musgrave said he wanted to increase operating reserves to about six months, or \$2 million; that he wanted to beautify Business 98 with landscaping and sidewalks, perhaps through a grant or grants; and he wanted to create a five-year plan, particularly for capital needs like road paving and police vehicles.

6. Resolution 2013-319--Meeting procedures for public participation—City Clerk Rowell described the resolution as helping meet state law requirements by formally providing public participation opportunities at meetings; that the City already provides such opportunities but this would formalize the City procedures.

Council Member Miller made a motion to read the resolution and Council Member Haney seconded the motion. The motion passed, 5 ayes, 0 nays. Resolution 2013-319 was read by title. After further discussion and a change on page 3 from “Chairman” to “presiding officer”, Council Member Miller made a motion to adopt Resolution 2013-319, the motion was seconded by Council Member Jones, and Resolution 2013-319 was adopted, 5 ayes, 0 nays.

7. Employee health insurance—City Clerk Rowell said that during budget discussions, the Council had asked that insurance costs be held level, not raised; that she had asked Stanford Insurance to present an insurance plan that met that requirement and still provided good benefits for our employees; that through various problems with the agent and Blue Cross/Blue Shield(BCBS) during the enrollment period, it was shown that BCBS would not provide the City an adequate plan for the amount already budgeted; that at that time, Rogers Benefit Group, an insurance wholesaler interfacing with several companies and agents, met with Stanford Insurance and herself to identify other insurers who might meet the City’s benefits and cost requirements. After review, it was determined that Aetna could provide a similar plan at a lower cost. She said that City employees were insured with BCBS for October; are now insured with Aetna as of Nov. 1; that employees have not gone uncovered; that cost per employee is \$560 for a plan slightly better than the plan employees would have had with BCBS; that only one employee has doctors not in the Aetna network, and Rogers Benefit Group has pledged to work with her doctors to work out a solution. Mayor Musgrave noted that he has requested an investigation by the Insurance Commissioner’s Office into BCBS not honoring the rates and plans promised and that the City has dismissed BCBS as our provider.

8. Fiscal Year 2012-2013 close-out—Mayor Musgrave noted that the surplus projected during budget sessions was about \$168,000 which could be used to begin building reserves and perhaps purchasing some capital needs; that the surplus could be as much as \$260,000 which we

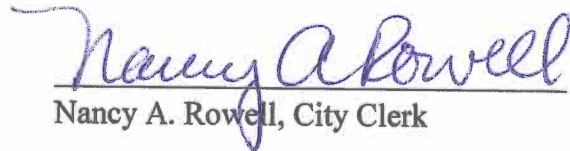
won't know until all revenues are in, possibly in December; that he'd like to have a workshop once that amount is known in order to decide how to best apply the surplus. Council Member Miller asked if the touch-read meters were budgeted or placed into the capital needs list and was told that they were on the capital needs list. Mayor Musgrave recognized the work of the department heads to keep expenses down during the last fiscal year.

MAYOR'S REPORT— None other than the financial report given.

COMMENTS AND ANNOUNCEMENTS—City Attorney Sloan said that the Parker Cemetery group had asked him to represent them in a matter unrelated to the City of Parker and asked the Council if the members were alright with that. The Council did not express any concerns.

The next Regular Meeting was announced for the November 19th at 5:30

ADJOURNMENT—The meeting was adjourned at 6:52 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
November 19, 2013
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.

City Clerk gave the Invocation.

Mayor Pro-Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney and Chaple and Mayor Musgrave.

Also Present: City Clerk Rowell and City Attorney Sloan

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Jones, the minutes of November 5, 2013 were approved after correction of a typographical error, 5 ayes, 0 nays.

Clerk Rowell presented the Mayor with a certificate sent from the Florida League of Cities for his completion of 18 hours of instruction at the Institute for Elected Municipal Officials.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. **Report on recent fire in Donalson Point area**—Fire Chief Kelly addressed the Council regarding a home fire in Donalson Point on November 8, 2013. He gave the details of the Parker Volunteer Fire Department's response times and actions, and said the fire was currently under investigation by the State Fire Marshall's office. Council Member Miller and Mayor Musgrave praised the work of the firefighters during this fire.

2. **Planning Commission vacancy**—On motion of Council Member Miller and second of Council Member Jones, William Valle was appointed to the Parker Planning Commission, 5 ayes, 0 nays.

3. **Sponsorship of Armed Forces "Christmas Greetings from Afar"**—Mayor Musgrave said the City had been approached by a local television station to sponsor 50 30-second "spots" of armed service members from their duty stations sending greetings to family and friends. He said the sponsorship would cost \$400. City Clerk Rowell identified some considerations for the Council. There was no motion. Winn-Dixie and the Volunteer Fire Department agreed to sponsor the spots to include the City of Parker.

4. Mandatory water/sewer hook ups—Mayor Musgrave introduced the item and asked for Council discussion and further direction by the members. Council Member Miller said that the issue of fairness should be considered; that most everyone was hooked up and that to have a household not hooked up next to one that was, wasn't fair; that rules should be applied the same. He said he was concerned about how to calculate the rate to charge for those who want to remain on well water.

Joe Ed Hutchison addressed the Council speaking against the current requirement of mandatory water hook ups.

The Council discussed the accounts with water only and sewer only and Council Member Jones asked for additional information on how the sewer only accounts were being charged. Council Member Miller asked that the section that requires well abandonment be looked at as well as a resident putting well water into the sewer system.

Rebecca Valle addressed the Council about how the members might make a decision based on length of residency and environmental impact.

The Council asked that the issue come back to the table when the research was complete. The Mayor suggested possibly doing a workshop on the issue.

5. Discussion and prioritization of goals—The Council reviewed the list of their goals from the last meeting and Council Member Miller expanded the item dealing with Bus. 98 to include creating a true mixed-use district that would allow residential and retail/office space. He also added a goal of improving stormwater management. The Council members agreed to identify their top three priorities and give to the City Clerk to compile and bring back to the Council.

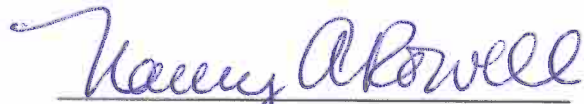
MAYOR'S REPORT— Mayor Musgrave 1) read a thank-you note from a local business for the work of the Police Department; 2) reported on the water bought by the City versus sold and some of the ways water is used or lost without being sold; that the loss rate for October was 8.26%; 3) reported on the sewage flow to the AWT plant and noted that the City in 2012-2013 only used about 46% of its allocated capacity; 4) asked the Council if it would approve allowing non-public safety/emergency employees to take annual leave on the Monday before Christmas so that City Hall and Public Works would be closed for five consecutive days and there was consensus

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for approval; and 5) asked the Council if it would approve Christmas bonus gift cards of \$100. After discussion, Council Member Miller made a motion to give Christmas bonus gift cards to employees, reserve officers and volunteer firefighters, a total of 52 people. Council Member Chaple provided the second and the motion passed, 5 ayes, 0 nays.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple asked about the next 5th Tuesday gathering and it was agreed that there would not be one for December since it was during the holidays. It was noted that the area churches' Sing-Along would be held December 14th in Memorial Park with a tree lighting.

ADJOURNMENT—The meeting was adjourned at 6:23 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
December 3, 2013
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.

Council Member Chaple gave the Invocation.

Mayor Pro-Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney and Chaple and Mayor Musgrave.

Also Present: City Clerk Rowell, City Attorney Sloan and Planning/Development/Building Staff Bo Creel (EPCI)

APPROVAL OF MINUTES—Postponed until discussion of Item 6. After that discussion, on motion of Council Member Miller and second of Council Member Jones, the minutes of November 19, 2013 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Mr. Lawrence Harris, owner of property at 4813 E. Bus. Hwy. 98, addressed the Council asking to be able to use an existing sign on the property. Council Member Miller said that it was a non-conforming sign under the requirements of the Land Development Regulations (LDR) and that the procedure was to request a variance. The Mayor agreed. Mr. Harris expressed his dissatisfaction with the process and the fees for requesting a variance.

Tonya Barrow addressed the Council asking who was responsible for the care of the pirate ship at the playground; that there had been vandalism, and that the City should move ahead with getting cameras operating to prevent vandalism since the Parker Heritage Day Committee paid for the pirate ship. Mayor Musgrave responded that the City was moving to get cameras operational and would let her know when they are in place.

REGULAR AGENDA

1. Public Hearing on temporary mobile home permit—Mayor Musgrave introduced the item, noting it was for property on Park Boulevard; that neighbors had been contacted and had no problem with Mr. Adams having the camper there temporarily. Council Member Miller asked that the wastewater connection be checked to make sure it was adequate and that the camper be moved more into the side yard if possible. Mr. Adams addressed the Council noting that there was not enough room to be moved back, and that it was a temporary situation for the caregiver to live in the camper.

Mayor Musgrave opened the public hearing. There were no comments and the public hearing was closed.

Council Member Jones made a motion to approve the temporary mobile home permit and it was seconded by Council Member Haney. The motion was adopted, 5 ayes, 0 nays.

2. Citizen Advisory Task Force recommendation on CDBG Project—City Clerk Rowell introduced the item, noting that the Task Force review was part of the CDBG application process and identified the Task Force membership of: Danny Oliver, Anna Marie McLain, James Roberts, George Nepereny and Jeremy Hudson. She said that Mr. Hudson acted as Chair for the Task Force and Mr. Hudson addressed the Council. He said that rehabilitation and improvements to Parker's wastewater/sewer system were needed and that the Task Force recommended continuing that work for the CDBG project; that the lift station, manhole and line upgrades are important for capacity both now and in the future.

3. Second Public Hearing on CDBG Project—Mayor Musgrave opened the public hearing and Elizabeth Moore of Preble-Rish, Inc. addressed the Council. She noted that this was the second public hearing on CDBG projects; that it was part of the application process for grant funding; that the purpose of the hearing was to get further input from the public and the Council's approval on a draft application ; that to apply for a grant the project must benefit 51% low to moderate income citizens; that the area for improvement meets that requirement with 53% low to moderate income; that the proposed project would rehabilitate pump stations 16 and 17 and the force main from P-12, P-13, P-16 and P-17 coming from the Long Point Cove area; that it will also rehabilitate 19 manholes; that these improvements have been designed and permitted which will give the City additional points for the CDBG application review; that the City is eligible for up to \$700,000 in grant funding with no match required from the City; that it is a competitive process; and she gave a breakout of the anticipated costs and fees for the project and left a copy of the draft application with the City. She noted that the application was expected to be submitted during the grant cycle which should open in March 2014.

Nancy Holmes addressed the Council asking where the funds come from and talked about the lift station, P-2, across from her house and said there had been odor from it several years ago. Ms. Moore noted that P-2 was the primary lift station of the County which takes all Parker's wastewater and sends it to the Advanced Wastewater Plant at Military Point and that it was not included in the proposed CDBG application.

Mayor Musgrave closed the public hearing. Council Member Miller made a motion to apply for CDBG funding for the sewer rehabilitation project as recommended by the Citizens Advisory Task Force and as designed by City engineers. Council Member ~~Miller~~ Jones seconded the motion and it passed, 5 ayes, 0 nays. *12/20/13*

4. Recommendations from Planning Commission on amendments to Land Development Regulations (LDR)—Jeremy Hudson, Chairman, Parker Planning Commission, addressed the Council and gave an overview of the changes being recommended. He then reviewed the changes, particularly on accessory structures and carports, page by page in draft ordinance format, and noted that the Planning Commission had spent much time in their deliberations to reach the recommendations. The Council Members asked several questions and on suggestion of Council Member Miller, it was agreed to hold a Workshop on the proposed changes to the LDR.

5. First Reading of Ordinance No. 2013-364:

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PARKER (ORDINANCE NO. 2010-349, AS AMENDED); AMENDING CHAPTER 26 OF THE CODE OF ORDINANCES RELATING TO DEFINITIONS, NOTICES, ABATEMENT OF UNSAFE OR UNFIT DWELLINGS OR STRUCTURES, AND NON-AD VALOREM ASSESSMENTS; PROVIDING SEVERABILITY, CODIFICATION AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

On motion of Council Member Chaple, second of Council Member Haney, and a vote of 5 ayes and 0 nays, Ordinance No. 2013-364 was read by title by the City Clerk.

Nancy Holmes addressed the Council asking about the Community Redevelopment Agency and work previously done for visioning for the City's future.

6. Christmas bonus—Mayor Musgrave introduced the item saying that the only thing not decided at the last meeting was where to fund the bonuses from. City Clerk Rowell said that the funding would come from each department's salary and benefits category of their budget since there weren't bonuses appropriated in a separate category during budget adoption.

Council Member Miller said that he intended his motion at the last meeting to be to do a history on whoever received Christmas bonuses in the past and then grant to those same groups; that at the time of his motion he didn't really know who had received in the past; that he had talked to

the Police and Fire Chiefs and asked if all the reserves and volunteers should receive a bonus. Mayor Musgrave said that his understanding of the motion was to grant \$100 bonuses to employees, reserve police officers and volunteer firefighters. Council Member Haney said that was also his understanding. Council Member Chaple said he didn't understand the motion but that he thought it would be whoever got a bonus in the past. Council Member Jones said that he thought it was a bonus for employees and reserves, and that he did not take seriously Council Member Miller's words to not include the Planning Commission for a bonus but to include the Council.

Council Member Miller made a motion to give Christmas bonuses to regular employees and allow the department heads (Fire and Police Chiefs) to determine which volunteers/reserves to award a bonus to. The motion was seconded by Council Member Jones and passed 5 ayes, 0 nays.

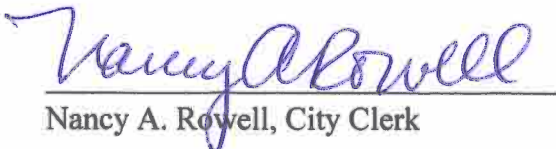
MAYOR'S REPORT— Mayor Musgrave 1) reported on maturing Certificates of Deposit with an interest rate of .05%; 2) noted the tree lighting Saturday evening at 6:30 p.m.; and 3) noted the Christmas Sing-along with area churches on the 14th at 5:00 p.m.

COMMENTS AND ANNOUNCEMENTS—Council Member Jones asked about the health insurance change-over to Aetna. City Clerk Rowell said there were three doctors and one doctor group that employees have that are still not "in-network" with Aetna; that in conversations with the insurance wholesaler, Aetna would be contacting those doctors; that the City would also write letters to them. Council Member Jones asked if going back to Blue Cross would be an option. Mayor Musgrave suggested the City continue to work toward getting the doctors in the network since the cost would be quite high for going back into a Blue Cross plan.

A Workshop was set for 4:00 p.m. on December 17th for the purpose of discussing funds remaining from last fiscal year.

Mayor Musgrave announced City Hall and Public Works' will be closed Monday through Wednesday, December 23-25, reopening Thursday, December 26th at 7:30 a.m. Those employees will take a day of annual leave on that Monday.

ADJOURNMENT—The meeting was adjourned at 7:06 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
December 10, 2013
3:30 p.m.**

Mayor Musgrave called the Workshop meeting to order at 3:30 p.m.

Present: Council Members Miller, Jones, Haney, Chaple and Mayor Musgrave

Also Present: City Clerk Rowell and City Attorney Sloan, Planning Commission Chairman Hudson and Planning Commissioners Oliver, Roberts and Valle

ITEM #1—Review Planning Commission’s recommended changes to the Land Development Regulations (LDR)—Mayor Musgrave introduced the item, noting that he appreciated the time the Planning Commission put into the recommendations; that the Commission would continue to review the LDR and make other recommendations.

Council Member Miller said that he had a big problem with the LDR and the recommendations because front yards are defined the same for waterfront and non-waterfront property; that he has waterfront property and he would not want to look at accessory structures in his front yard, which he considers the water-side of his home; that he thinks others will have the same problem and that a detached garage should be allowed in a street-side front-yard; that different parts of the City should have different requirements.

Planning Commission Chairman Hudson addressed the Council stating that the waterfront issue raised by Council Member Miller was not addressed in the recommendations. City Attorney Sloan noted that the City has always interpreted a front yard as being street-side because that is where the parcel/home derives its address. City Attorney Sloan and Council Member Miller discussed that an attached carport could be placed in the front yard under the recommended changes, even with waterfront property, just that other accessory structures could not be. There was further discussion with Mr. Hudson that the only use for a carport was for storage of vehicles and watercraft, and the difficulty in drafting one set of regulations that is consistent for all citizens.

There was much discussion about accessory structures, what the citizens want the City to look like, taking into account property values, what the Council wants the City to look like, and property rights generally.

Council Member Miller questioned why the Planning Commission had a recommendation on signage and it was clarified that the Planning Commission’s role was to review and recommend any changes to the LDR; that in this instance they took on several areas so that the LDR would

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not be amended one item at a time, since each time an ordinance must be written and advertised. After much discussion on signage, Council Member Miller and Council Member Haney said they were concerned that “grandfathering rights” would be taken away, similar to gun rights in New York; City Attorney Sloan noted the legal issues that would restrict removing grandfathering rights. There was discussion with Chairman Hudson on what “cleaning up the City” meant; Council Member Haney said he thought one of the biggest problems was abandoned, run down, dilapidated properties, and Council Member Miller said that most of the problem was with existing structures and yards that needed more enforcement of the City Code requirements, not make more.

Chairman Hudson noted that the Planning Commission was part of the City and served the residents and the Council; that if the Council determined that more changes were not needed to the LDR, that the Planning Commission could stop meeting; that he did not want to waste the resources of the City.

Mayor Musgrave suggested the Council go through each of the recommendations for change to the LDR from the Planning Commission to get a sense of which ones the Council agrees with and doesn't agree with so that the ordinance could be drafted appropriately. The Council: 1) agreed with all the definitions, and deleted the last sentence from the definition of Temporary Carport; 2) agreed that a mobile home should be allowed on a single family lot in Mixed Use One (MU-1) districts (this change would also allow that use in MU-2 districts which had been an oversight from the last set of changes); 3) agreed that mobile/manufactured homes coming into Parker in the future should meet the noise level reduction standards in the AICUZ area; 4) decided that in the future, there should be no business signs on homes in Residential (RES) districts; 5) decided that accessory structures can be in front yards (this includes temporary carports, detached garages, and pole barns-storage buildings are still restricted to the side and rear yards even though defined as an accessory structure); and, 6) agreed that side and rear yard setbacks for storage-type buildings will be 5 feet.

After reviewing the time frame for completing work on the recommendations and hearing from Planning Commission Chairman Hudson, the Workshop was recessed at 5:05 p.m. to allow the Planning Commission to meet, with agreement to reconvene the Workshop at 5:15 p.m. The Workshop was reconvened at 5:17 p.m.

The Council continued discussion of the key recommendations and: 7) decided that carports will be used only for vehicles and watercraft; 8) decided that two single-car carports will still be allowed in front yards; 9) agreed that the language on dock permits in jurisdictional wetlands should be made to conform to state law; 10) correcting a reference from mobile home park to manufactured home park; 11) agreed that for certain minor development order review, the City

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
December 17, 2013
4:00 p.m.**

Mayor Musgrave called the Workshop meeting to order at 4:00 p.m.

Present: Council Members Miller, Jones, Haney, Chaple and Mayor Musgrave

Also Present: City Clerk Rowell and Police Chief Sweatt

ITEM #1— Discuss allocation of 2012-2013 funds for reserve and capital items—Mayor Musgrave introduced the item noting that the fiscal year had been pretty good financially; that department heads had held spending to a minimum; that the City had a surplus of revenues over expenditures; that this workshop was to discuss and come to agreement on how the surplus should be allocated. He referred the Council Members to a list of capital needs they had created during discussions on the budget for 2013-2014. City Clerk Rowell noted an item added for \$2,000 for an automotive diagnostic scanner that was not on the previous list; that it could be bought from current expense budget but wanted the Council to be aware of it.

The Council discussed future budgeting for new 800 p25 mghz police and fire radios, whether capital was needed, and that the radios could be financed with the County over time. Chief Sweatt and Mayor Musgrave said that it might still be two years before the County was ready for the changes.

The Council discussed the need for new IT hardware (pcs and servers) and software (utility billing and accounting system); the possibility of moving money from the Impact Fees account to Utility operating to replace the \$67,000 spent for engineering for the next CDBG project out of operating funds; the possibility of putting \$100,000 in reserves; how a fire pumper truck might be funded; the progress on placing cameras at the Sports Complex and playground; the need for a new police vehicle; if funds for more touch-read water meters need to be allocated now and the progress of a grant that is being pursued; and what kind of street sweeper is needed for the City since there are no curbs.

The Council decided they wanted to allocate funds for a new police vehicle, new IT hardware and software, move the \$67,000 from Impact Fees to operating, and put \$100,000 in an operating reserve account. They agreed to get more information on the touch-read meters and the street sweeper.

ITEM #2: Discuss goals/priorities for 2014—Mayor Musgrave gave the results of the goals identified by the Council Members. The goals prioritized were: 1) review all City contracts; 2) build reserves; 3) create a 5-year plan; and, 4) beautify Business 98. Council Member Miller

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said that commercial properties were the primary area to improve, especially on Business 98, and there was discussion about the need for additional code enforcement resources. He noted several code violations he had noticed, and there was discussion about storage and disposal of hazardous waste/used oil, tree-cutting and trash pickup.

The Council discussed RVs in mobile home/manufactured home parks and what other local cities do; that there was a variety of ways they were handled in the other cities; that other cities don't allow accessory structures in front yards; that a carport in a front yard should be over the driveway. Council Member Chaple said he would support not having canvas or temporary carports in front yards and Council Member Miller said that the maximum size of a carport in the front yard should be limited. After this discussion, the Council said they would like to extend the moratorium on building accessory structures in the front yard and that they would further discuss to take action in the Regular Meeting to follow the Workshop.

Mayor Musgrave adjourned the Workshop at 5:24 p.m.


Nancy A. Rowell, City Clerk

MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
December 17, 2013
5:30 p.m.

Mayor Musgrave called the meeting to order at 5:30 p.m.

Mayor Musgrave gave the Invocation.

Mayor Pro-Tem Miller led the Pledge of Allegiance.

Present: Council Members Miller, Jones, Haney and Chaple and Mayor Musgrave.

Also Present: City Clerk Rowell, City Attorney Sloan and Police Chief Sweatt

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Jones, the minutes of December 3, 2013 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Second Reading of Ordinance No. 2013-364—Council Member Jones made a motion to read Ordinance No. 2013-364 for the second time, by title only. The motion was seconded by Council Member Chaple and passed 5 ayes, 0 nays. The ordinance title was read by the Clerk:

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PARKER (ORDINANCE NO. 2010-349, AS AMENDED); AMENDING CHAPTER 26 OF THE CODE OF ORDINANCES RELATING TO DEFINITIONS, NOTICES, ABATEMENT OF UNSAFE OR UNFIT DWELLINGS OR STRUCTURES; ESTABLISHING A SPECIAL ASSESSMENT DISTRICT; AUTHORIZING THE LEVY OF NON-AD VALOREM ASSESSMENTS IN CERTAIN INSTANCES; PROVIDING SEVERABILITY, CODIFICATION AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

Council Member Jones made a motion to adopt the ordinance. Council Member Chaple seconded the motion and the ordinance was discussed.

Council Member Miller asked that the height of undergrowth such as grass and weeds be 12” instead of 8” in the definition of excessive growth to match most other areas of the code which state 12; that the Council be the body to declare an imminent public health threat; and, that the City attempt to notify property owners prior to remediation and abatement in imminent public health threat situations.

After discussion, Council Member Jones amended his motions to adopt the ordinance as amended. The motion passed and Ordinance No. 2013-364 was adopted, as amended, by a vote of 5 ayes, 0 nays.

2. Inter-Local Agreement with Bay County for Animal Control Services — Mayor Musgrave introduced the item, stating that the interlocal agreement allows the County to continue providing animal control services to the City. City Attorney Sloan noted that the County will be enforcing animal control laws of the County, and that any areas of enforcement the City may require beyond that must be enforced by the City. City Clerk Rowell noted that the range of services and the County's response priorities were the core of the agreement; that a City ordinance would be brought back to the Council on animal control to align the City's requirements with the County's level of services.

On motion of Council Member Haney and second of Council Member Jones, the interlocal agreement was approved and the Mayor authorized to execute it for the City. The vote was 5 ayes, 0 nays.

3. Request for approval of purchase--Police radios — The Mayor noted that the expenditure for three radios (\$1,397.40) must be approved by the Council due to statutory requirements of the Law Enforcement Forfeiture Fund. Council Member Jones made a motion to approve the purchase, Council Member Haney seconded the motion, and it passed 5 ayes, 0 nays.

4. Allocation of 2012-1013 funds for reserve and capital items—Mayor Musgrave stated that the items the Council had discussed in their just completed workshop were: funding a new police vehicle; purchasing servers, pcs, and new utility billing/accounting software; putting \$100,000 into operating reserves; and, moving \$67,000 from the Impact Fees account to cover prior costs for engineering that were taken out of the operating budget of Utilities. Council Member Miller made a motion to allocate funds as described, Council Member Chaple seconded the motion, and the motion passed 5 ayes, 0 nays.

5. Extension of moratorium of building accessory structures in front yards—Mayor Musgrave asked to add this item since it had come up at the just completed workshop. There was no dissent in adding. He noted that because the Council and Planning Commission still had work to do, more time was needed. Council Member Miller made a motion to extend the moratorium for 45 days from January 13, 2014, when it was set to expire. The motion was

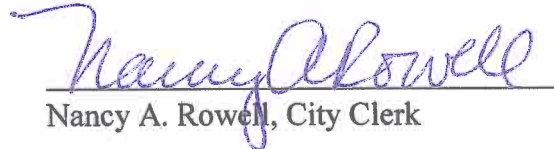
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seconded by Council Member Chaple. The motion passed 5 ayes, 0 nays. A resolution will be brought to the Council for formal adoption at the next Regular Meeting.

MAYOR'S REPORT— Mayor Musgrave noted that 1) the water loss report for November showed a loss of 1.8 million gallons; 2) there was an elected officials' training by Florida League of Cities coming up in January in Ocala and two other dates in 2014.

COMMENTS AND ANNOUNCEMENTS—

ADJOURNMENT—The meeting was adjourned at 6:22 p.m.


Nancy A. Rowell, City Clerk