

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

January 6, 2015

5:30 p.m.

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

Reverend Gary Stringfellow gave the Invocation.

Mayor Pro-Tem Miller led the Pledge of Allegiance.

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

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

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Jones, the minutes of the Regular Meeting of December 16, 2014 were approved, 5 ayes, 0 nays. During discussion of the minutes, the Council agreed that Malissa Swiech, who addressed the Council at the December 16th meeting about a church renting property from her, should be asked to come back to the Council at the January 20th meeting.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. **City funds in Certificates of Deposit**—City Clerk Rowell said the City had three one-year certificates of deposit held at Regions Bank in the amount of \$609,151 and the interest rate was .05%. She said that PeoplesSouth Bank was offering a one-year rate of .25% with a one-time penalty-free withdrawal for each CD. Council Member Jones said he would want the one-year CD and rate because he believed rates would go up. Council Member Miller made a motion to place the three CDs at PeoplesSouth for one year. The motion was seconded by Council Member Haney and passed, 5 ayes, 0 nays.

2. **ICA Contract for State Highway Mowing**—Mayor Musgrave introduced the item, noting that the contract would be between ICA and the City; that it was for the City to be paid to provide mowing and other maintenance along the state's roadways in Parker. City Attorney Sloan said that he had made revisions to the contract ICA had presented and that ICA had accepted the changes. Council Member Miller made a motion to execute the contract with ICA. Council Member Jones seconded the motion and it was approved, 5 ayes, 0 nays.

3. **Financial Report**—Mayor Musgrave said that the numbers presented were from the 2013-2014 year-end financial report put together by the bookkeeper. He noted the income for the General Fund was forecast and budgeted at \$2.138 million but was actually \$2.155 million, about \$17,000 more than budgeted. He thanked all staff who helped put together the income budget for their good forecasting. He said the General Fund expense was also budgeted at \$2.138 million but actual expenditures were \$2.057 million, about \$80,000 less. He said that in the Utility Fund, \$2.126 million was forecast and budgeted for income; that actual income was \$2.44 million of income; that that amount included the one time refund from the AWT bond financing

project of \$285,458. He said that the Utility Fund expenses were budgeted at \$1.824 million but actual expenditures were \$1.722 million, about \$100,000 less. He said the funds remaining were approximately \$718,000. He then went over the newly established reserve funds, starting with funds from FY 2012-2013 that were placed in those funds: \$100,000 from FY 2012-2013 into an Operating Reserves account; \$195,000 from FY 2012-2013 into a General Fund Capital Reserves account; \$125,000 from FY 2013-2013 into a Utility Fund Capital Reserves account. He said that he thought putting \$200,000 from FY 2013-2014 into the Operating Reserves account would be a good idea and the Council had no objections; he noted with that allocation, there would be a balance of \$300,000 in Operating Reserves. He said that putting \$400,000 from FY 2013-2014 into the General Fund Capital Reserves would allow for expenditures previously approved by the Council of street repaving, police cars, ½ the inmate van, fire truck, fuel pump card reader, and park lighting. He said that the inmate van purchase had already been made using that ½ for \$12,000. In the Utility Capital Reserve, he said that putting \$81,500 into this fund would allow for expenditures previously approved by the Council of digital water meters, ½ the inmate van, a Bulldog RTV, and a handheld reader for the digital meters and noted that the inmate van purchase had already been made using that ½ for \$12,000 and the RTV for \$4,300. He said there was still surplus of funds not already earmarked by the Council in the amount of \$134,500, and that amount was used to buy the second RTV approved for purchase by the Council; he noted a remaining un-earmarked surplus of approximately \$130,000. He then discussed the Operating Cash in the General Fund (\$437,965) and recommended having at least one month's of expense in the bank at any time which would be about \$180,000; that there was some cushion in that fund. He said there was \$403,378 in the Operating Cash in the Utility Fund, and a month's expenses there would be approximately \$150,000; that there was some cushion in that fund as well. He thanked the employees who have worked hard to hold costs down and manage the City efficiently, and noted the planned expenditures would allow the City to begin replacing old infrastructure and equipment, which in turn should reduce costs and make employees' jobs more efficient.

4. Goal Setting for 2015—Mayor Musgrave introduced the item and noted that there was a worksheet document in the packets with general topics for beginning discussion: infrastructure, economic development, beautification, other City services, parks, other. He then reviewed results from a citizens' survey from last year where the areas were ranked by importance as infrastructure, community beautification, encouraging business growth, public safety, sports and recreation facilities, and reviewed the Council's ranked priorities from last year which were contract review, rebuild reserves, create a 5-year plan, beautify Business 98 and create mixed-used districts that include businesses, and use of the Sports Complex. He asked that the Council comment on the topics presented and think of other areas so that by the first meeting in February they could have their list of priorities.

Council Member Jones said that one of the goals should be to get sidewalks on Business 98 and Boatrace Road, from the City limits on 98 to Tyndall Parkway, including Boatrace Road. Council Member Chaple asked if the resurfacing project for Business 98 would widen the road and Council Member Miller and Mayor Musgrave said that widening and sidewalks were not

included in the project. Council Member Haney said that this year the City needed to address hiring a new public works supervisor and the Mayor agreed, noting that Supervisor Brunson would be unable to return to work due to his disability. Mayor Musgrave said that there were many uninhabitable structures in the City, some of which were dangerous, and the City needed to address this somehow during the next year. Council Member Jones asked how many foreclosures were ongoing on Parker properties.

Mayor Musgrave asked audience members if they would like to provide input for goals. Cindy Howard, a new resident, asked about any funding that might be coming from the BP settlement, and Mayor Musgrave said that the City had applied for some of the funds. Ms. Howard also said that something needs to be done to deal with the eyesores in the City like overgrown grass and torn down fences, and asked if there was an active code enforcement program in the City. She said that beautification and recreation for the City were important. Council Members Miller and Jones noted the differences between the beach area funding for sports and parks and Parker's abilities, and thanked her for her interest and comments. Another citizen spoke from the audience and asked that the City have a Christmas tree in the park again this year.

Council Member Chaple noted that the next Fifth Tuesday meeting would be March 31st at 6:30 p.m. at the Community Center and encouraged the public to attend. Council Member Miller addressed beautification, specifically noting that the Council should focus on the types of businesses that should go in on Business 98. He also asked that tree limbs be trimmed overhead of City streets for motor home traffic. Council Member Haney asked where there was room for new business on Business 98 and said there was not much more that Parker could grow; Council Member Miller said there were properties that could change hands and that the City should ensure adequate parking. Council Member Haney said that he would like to see expansion and growth at the foot of the Tyndall bridge.

MAYOR'S REPORT—Mayor Musgrave said that: 1) pricing for resurfacing roads would be coming to the Council at the next meeting; 2) grant for a new fire engine didn't come through and that funding for it would be on the agenda for the next meeting; 3) a compliment was received from Channel 13 reporter Corey Dobridnia for Chief Kelley's handling of a fire scene and he read it; and, 4) Florida First Responders' Appreciation Week is January 5-9 and asked citizens to say "thank you" to fire and police teams.

COMMENTS AND ANNOUNCEMENTS—

ADJOURNMENT—The meeting was adjourned at 6:35 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
January 20, 2015
5:30 p.m.**

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

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

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

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Chaple, the minutes of the Regular Meeting of January 6, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Joyce Fox of Callaway addressed the Council complaining of noise in the early morning hours of January 19 and 20 from the Auto Zone construction site across Tyndall Parkway from her home. She asked about the times that construction was allowed in Parker and noted she had not yet contacted Code Enforcement for the City, but had reported the noise to the Police Department. She also asked if the City was aware of a dilapidated fence and house with vagrants at the corner of Sharon Dr. and Stratford Ave. and she was told by the Mayor that the City was handling the case through Code Enforcement.

PROCLAMATION—Mayor Musgrave read a proclamation wishing a happy birthday to long-time Parker resident Nell Kirkland turning 90 years old today.

REGULAR AGENDA

1. **Report on Parker churches' willingness to support repeal of City laws regulating proximity of churches and alcoholic beverage sales establishments**—Malissa Swiech addressed the Council and said they were no longer asking that the ordinance regulating the proximity of churches and businesses selling alcohol be removed, they were just asking to extend the amount of time the church could stay located on her property. The Mayor stated Ms. Swiech had known of the prohibition of a church being in that location since August 26, 2014. Pastor Milner of the Liberty church said they had talked with the local churches and they didn't want to do away with the ordinance, that he was not aware when he moved in that a church was prohibited, but that he was asking to finish the lease because it would be expensive to move. Mayor Musgrave suggested to Ms. Swiech that she and the realtor might want help fund the church's move since it wasn't the church's fault. Council Member Miller said that he didn't think it would be proper to extend their stay for six or seven more months, that they have had adequate notice to find another location, and that the regular code enforcement process should now be employed. Mayor Musgrave asked Pastor Milner when he was informed that the church couldn't be in that location. He responded that he was informed that they were in violation after he moved into the building and onto the premises on August 31, but was told to "go ahead and

move in, you know, settle in and we'll see what comes up". Council Member Jones said that since everyone was aware of this, 30 days was sufficient time for the church to move. City Attorney Sloan noted that the Council was not giving the church an extra 30 days to move, rather that the code enforcement notice of violation was being issued and if the violation was corrected in 30 days, there would not be a fine for the property owner; if not corrected there would be a \$250 fine. There was no action needed from the Council and the City Clerk issued the notice of violation to the property owner.

2. Planning Commission recommendations on Accessory Dwelling Units and Mixed Use Districts—Planning Commission Chairman Jeremy Hudson presented the work of the Planning Commission and its recommendations to: 1) delete sections of the Land Development Regulations (LDR) pertaining to accessory dwelling units; and, 2) amend sections of the LDR to allow certain commercial development in mixed-use districts in order to bring it into conformance with the City's Comprehensive Plan. Council Member Jones said he lived in a mixed use district where there was only residential, and Chairman Hudson noted that even light commercial in that type of mixed-use district would still be limited due to lot size or parking. Chairman Hudson reviewed the district types on maps and went over the type of businesses that would be prohibited in mixed-use districts. Council Member Jones said he would like the Planning Commission to begin looking at what types of businesses should be along Business Hwy. 98, to look at the requirements of the Main Street section in the LDR. City Clerk Rowell said the recommended LDR amendments would come back to the Council as an ordinance.

3. Purchase of fire engine—Fire Chief Kelly addressed the Council about replacing fire truck 7, acquired in 1998, which was primary for 17 years. He said that fire truck 8 is primary now and 7 is backup and used for mutual aid work. Fire truck 7 has 32,000 road miles, but the pump or work time is probably three times that. He said that fire truck 7 passed the last pump test but on 20th year, the value will go down substantially. He discussed trade-in value, which a year ago was \$70,000, but now he may be considering a straight a sale; that with a CD of \$112,000, \$70,000 for sale, and \$30,000 budgeted, that should be enough. He discussed options to outfit the engine and costs for the truck and the pump; said that the City could borrow a truck from Callaway or the County until we can get the new truck. Council Member Miller made a motion for the Fire Chief to go forward to get firm numbers on sale value of truck 7 and the cost of a new engine outfitted like the Fire Department wants it and come back to the Council. Council Member Haney seconded the motion and it passed 5 ayes, 0 nays.

4. Street repaving—Mayor Musgrave gave the costs for repaving and noted that streets identified for most needing paving were in four groups. After discussion of the price for the first group, \$248,576, and the second group, \$66,300, and further discussion and general agreement that funding should be provided for one group only, Council Member Miller made a motion to repave this year streets in Group 1 only. Council Member Chaple seconded the motion, and it passed 5 ayes, 0 nay.

MAYOR'S REPORT—Mayor Musgrave 1) asked Council Members to review big goals and bring to the February 3 meeting; 2) reminded the Council of the Special Meeting on January 26 at 2:00 p.m. to review the proposals received for audit services; 3) noted that the Florida Rural Water Association staff would be in the City reviewing water systems and water loss data to provide a report with recommendations; and, 4) said that Chief Hutto would provide a tour of the remodeled Police Department for members and citizens immediately following the meeting.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple noted he had attended a public meeting in Panama City with Senator Gaetz where the focus was education. Council Member Jones said that he had an idea that every few months Planning Commissions from cities near Parker should meet on overlapping work.

ADJOURNMENT—The meeting was adjourned at 6:36 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
SPECIAL MEETING
PARKER CITY COUNCIL
January 26, 2015
2:00 p.m.**

Mayor Musgrave called the meeting to order at 2:00 p.m.
City Clerk Rowell gave the Invocation.
Mayor Pro-Tem Miller led the Pledge of Allegiance.

Present: Council Members Jones, Miller and Mayor Musgrave.

Also Present: City Clerk Rowell and Police Chief Hutto

Absent : Council Members Chaple and Haney

ITEMS FROM THE AUDIENCE—None

1. Discuss and rank responses to RFP No. 2014-1, Audit Services—Mayor Musgrave introduced the item noting that three CPA firms responded to the RFP; that the mandatory elements were reviewed by staff and confirmed that all firms met those requirements; that the Council Members were evaluating the proposals based on the technical qualifications. He said that once the first ranked firm was identified, a price would be negotiated. Council Members ranked the firms as follows:

Council Member Jones: Carr Riggs and Ingram—1
Warren Averett—2
Mauldin and Jenkins—3

Mayor Musgrave: Warren Averett —1
Carr Riggs and Ingram—2
Mauldin and Jenkins—3

Council Member Miller: Carr Riggs and Ingram—1
Warren Averett—2
Mauldin and Jenkins—3

After discussion of the pros and cons of using a firm familiar with the work of the City, the Council agreed that the first ranked firm was Carr Riggs and Ingram, and appointed the Mayor and the City Clerk to negotiate the contract and price with that firm.

ADJOURNMENT—The meeting was adjourned at 2:13 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
February 3, 2015
5:30 p.m.**

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

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

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Chaple, the minutes of the Regular Meeting of January 20, 2015 were approved, 5 ayes, 0 nays. On motion of Council Member Miller and second of Council Member Jones, the minutes of the Special Meeting of January 26, 2015 were added to the agenda and approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

- 1. Contract for Audit Services-Carr, Riggs and Ingram**—City Clerk Rowell said that at the Special Council Meeting of January 26th, the Council ranked three proposals to perform financial audits for the City for the next three years, and that Carr, Riggs and Ingram ranked first; that a cost of services per year had been negotiated (\$45,100) which was three percent less than current cost and would not increase for the three years of the contract. On motion of Council Member Chaple and second of Council Member Haney, the three-year audit services contract for \$45,100 per year with Carr, Riggs and Ingram was approved, 5 ayes, 0 nays. Council Member Miller asked for clarification on language limiting the City's costs to only the amount stated in the contract. Council Member Jones thanked the Mayor for negotiating a lesser amount for the services.
- 2. Declaration of Surplus Property**—Mayor Musgrave introduced the item and noted that due to some additional information about purchasing options and requirements, he was requesting the item be tabled until there was more information and the timing was worked out. The Council agreed without vote.
- 3. Goals for 2015**—Mayor Musgrave introduced the item, noting that the draft goals before the Council came from a citizen survey, goals the Council had identified last year, and employee input; that this was an opportunity to confirm those and to add to them; that they had been put into the categories of infrastructure, economic development, beautification, parks, and other issues.

Using flip chart paper for brainstorming, the Council, Police Chief and citizens identified the following goals to add to those already identified:

Infrastructure

Water leaks—identify areas for repair, using information from the FRWA review
Replace all metal pipes with PVC or comparable
Cheri Lane—get the storm water problems solved and beautify that area
Increase sewer capacity on Long Point area
Water mains—have these internally sleeved

Beautification

Clear underbrush on property near old Miller Motors for clear vision around curve, both a safety and a beautification issue
Get signs encroaching on rights-of-way removed or setback as possible

Economic Development

Identify derelict-type properties that could be cleaned up or changed to provide areas for new housing (through individuals or Habitat for Humanity)
Identify grants for homeowners who want to improve
Identify Parker business properties' features and work with realtors to match and promote Parker
Improve existing businesses' appearance (also beautification), identify which businesses should be in which areas (LDR/Comp Plan/Mainstreet overlay)

Parks

Lights for basketball courts, tennis courts and playground (timers?)
Look at feasibility of restrooms at Earl Gilbert Park
Events in parks, such as music, exercise programs, craft programs, educational programs (PEEP)-use volunteers and external resources to coordinate
Consider other "park-type" uses—skate park, dog park, walking/exercise paths
Improve Martin Lake (PEEP) boat launch
Honor system lock boxes at boat launches for revenue

Safety

Training classes at the Police Department or Community Center such as How Not to be a Victim, and Special Needs for Hurricanes
Bicycle Rodeo
Share crime trends to keep residents informed
Parking safety –improvements at Parker Elementary School—work with the school board, needs more parking and pickup system improvements

Other

Collect the history of Parker, maybe in a museum--use volunteers and the space next to City Hall

Do something with City property on 3rd Street across from City Hall

Re-purpose the property at the intersection of Pitts Avenue and Business Hwy. 98, perhaps a produce stand or some other use

Get people serving community service sentences to help keep the City clean

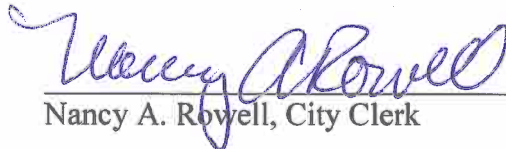
Have a Parker Pride Day, or some award for most improved/cleaned-up property

Clean/open up/improve ends of City streets ending at the bay

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple asked about the milling work on Business Hwy. 98 in Parker, noting that it looked like work was beginning.

MAYOR'S REPORT—Mayor Musgrave said that 1) the City has worked through numerous lawsuits and currently only one remains; 2) the repaving work on streets the Council agreed to prioritize for paving, Group 1, should begin in 1-2 weeks and should be completed in about 30 days; 3) grants submitted and in progress would be reviewed at the next Council meeting; and, 4) he and staff continue to work with Tyndall discussing issues of encroachment, where Tyndall is concerned about development in Parker, and how restriction of development would cost the City revenue. He also read a letter of thanks to Police Chief Hutto and the Police Department for their dedication, compassion and service from Terry Bledsoe, and Council Member Miller and Chief Hutto praised new Police Officer Mikaela Strickland for her recent efforts in saving a life using CPR.

ADJOURNMENT—The meeting was adjourned at 6:35 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
February 17, 2015
5:30 p.m.**

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

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

Also Present: City Clerk Rowell, City Attorney Stafford, and Police Chief Hutto

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Haney, the minutes of the Regular Meeting of February 3, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Update on Grant Submissions and Projects In-Progress—Elizabeth Moore, Engineer and Project Manager with Preble-Rish, Inc. (PRI), addressed the Council and gave them a handout about the items she would discuss. She gave an update on the grants and projects the firm was working on for the City. She identified three grant projects that are funded and being worked on: 1) 11th Street Stormwater Improvement Project-grant funded for \$1,013,476; that construction bids should be opened March 3rd and would be brought to the Council for approval; that it was a 6 month construction project and 100% grant funded through the Northwest Florida Water Management District. 2) Earl Gilbert Fishing Pier Project-the City was allocated through the National Resource Damage Assessment funding program at least \$844,200; the pier would be 300'-500' long and there would be other park improvements; the project has not been designed yet by the state and PRI and the City await information from the state. 3) Water Valve Replacement Project-grant funded for \$278,500 through the Northwest Florida Water Management District to replace 30 inoperable gate, or water main, valves, reducing water losses and improving reliability.

Ms. Moore then discussed projects for which PRI is actively seeking funding: 1) Watermain Replacement and Additional Fire Hydrants near Pitts Avenue; 2) Stormwater Master Plan to identify all areas needing intervention; 3) CRA Wastewater Project to upgrade pump stations and lines; 4) Parker Sidewalk Project along Business Hwy. 98, Boatrace Road and Hwy. 22A; and, 5) Cheri Lane Phase II Stormwater Improvements, a larger project than currently funded to include more treatment areas. She noted that the City has been awarded over \$2 million in grant funds and that PRI is searching for approximately \$8 million more, all at 100% grant funding with no match required. She said that PRI and the City should know something on many of the submittals they have made to funding sources within the next 9-12 months.

2. Request for Variance, 5218 Tiffany Lane—Lawrence Insko addressed the Council seeking a variance to the Land Development Regulations (LDR) of 9'9" to place a shed within 3" of his house; he discussed the letter of notification from the City engineers about the upcoming clearing of the drainage easement behind his house; he said that the survey map shows the drainage easement was in place in 1985 when the subdivision was built; that all the back fences on properties on his side of the street have been in the easement since the neighborhood was developed; he suggested the City move its easement so he wouldn't have to move his shed so far; he said that when the shed was built last year the contractor didn't get a permit; he said that he had moved his fence 3' further into the easement two years ago; he expressed concern that someone had complained and said that he really needed his shed. Mayor Musgrave asked Mr. Insko to speak specifically to his request for the variance before the Council. Mr. Insko talked about his small lot dimensions and explained why his shed would not fit without it being in the easement, and without a variance. Mayor Musgrave asked about how many feet the shed would be moved and how close it would be to the house, and there was discussion about what the Building Code requirements would be for fire safety. Council Member Haney noted that the all the residents on that side of the street will be affected by the clearing of the drainage easement. Mr. Insko discussed drainage problems in the front of the houses and in other areas in the neighborhood, but said he hadn't observed drainage problems in the back of the houses. Council Member Miller noted that the shed built without a permit on the property last year was almost twice the size of the original shed and Mr. Insko agreed. City Clerk Rowell noted that at Mr. Insko's recent Code Enforcement Hearing before the City's Special Magistrate, the survey done in 1998 for the deed was reviewed and that it showed the easement. Mr. Insko said he never saw the survey until he signed at time of closing. City Attorney Stafford began asking the questions from the LDR required to find clear and convincing evidence to support granting the variance. Council Members Jones, Chaple and Mayor Musgrave gave a negative response to the first question, which meant that the Council did not find clear and convincing evidence and the variance was not granted.


Kay Martin of 5202 Tiffany Lane, addressed the Council, noting that she would have to move or tear down her shed which is also in the easement, and asking when the deadline was to get her shed cleaned out to be torn down. She was told there was not a set date when the easement clearing would begin, but that she should get it cleaned out in case work began as soon as a contractor was selected on March 3rd.

3. Goals for 2015—City Clerk Rowell introduced the item. She said that the flip chart items from the last meeting were put into the minutes and that she had then taken those items and added them to prior goals, noting the goals were grouped under the same major headings such as infrastructure, economic development, beautification, etc. as before. Council Members Jones and Miller discussed goals for sleeving water mains and stopping water leaks, noting these should get a high priority. Mayor Musgrave asked the Members to do an initial prioritization.

COMMENTS AND ANNOUNCEMENTS—None

MAYOR'S REPORT—Mayor Musgrave said that there would be a Health Fair in the Community Center on Friday March 6th from 8 a.m. until noon; that it will be co-sponsored by Gulf Coast Hospital and that flyers and other communication would be going out to inform citizens.

ADJOURNMENT—The meeting was adjourned at 6:38 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

March 3, 2015

5:30 p.m.

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

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

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

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Haney, the minutes of the Regular Meeting of February 17, 2015 were approved, 5 ayes, 0 nays.

PROCLAMATION—Mayor Musgrave proclaimed the month of March, 2015, as “Clean-up, Paint-up, Fix-up Month” in the City of Parker and read the proclamation, a copy of which would be given to the Operation Cinderella Committee of Panama City and Bay County.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Public Hearing and First Reading of Ordinance No. 2015-372, Amending the Land Development Regulations of the City of Parker (LDR) — Mayor Musgrave opened the Public Hearing. There were no comments and the Public Hearing was closed. Council Member Miller made a motion to read Ordinance No. 2015-372 for the first time. The motion was seconded by Council Member Chaple and passed, 5 ayes, 0 nays. The Clerk read the ordinance by title.

Ordinance No. 2015-372

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING ORDINANCE 2012-358, AS AMENDED, ADOPTING BY REFERENCE THE CITY'S COMPREHENSIVE PLANNING AND LAND DEVELOPMENT REGULATION CODE; AMENDING NUMEROUS SECTIONS OF THE CITY'S COMPREHENSIVE PLANNING AND LAND DEVELOPMENT REGULATION CODE INCLUDING DEFINITIONS, ACCESSORY DWELLING UNITS; MIXED USE ONE (MU-1); MIXED USED TWO (MU-2); FLOOD ZONES, BASIS FOR ESTABLISHING FLOOD HAZARD AREAS, BUILDINGS, STRUCTURES AND FACILITIES EXEMPT FROM THE FLORIDA BUILDING CODE, FINAL INSPECTION, AND MIXED-USE ONE DISTRICT; PROVIDING A MECHANISM FOR THE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR THE LIBERAL CONSTRUCTION OF THIS ORDINANCE; PROVIDING FOR CODIFICATION AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

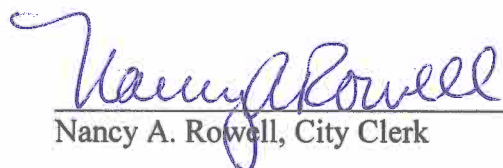
2. Resolution No. 2015-327—Supporting Funding of Sidewalks through the Transportation Alternative Program of the Florida Department of Transportation— Council Member Miller explained that in his meetings with the Transportation Planning Organization (TPO), he had identified that the Transportation Alternative Program (TAP) would be a possible way to receive Department of Transportation (DOT) funding for sidewalks on Business Hwy. 98, SR 22A and Boatrace Road. He said that an application had been submitted by the City to the TPO, and that this resolution was to support that application as it came before the TPO and eventually DOT.

Council Member Miller made a motion to read Resolution No. 2015-327. The motion was seconded by Council Member Haney and passed, 5 ayes, 0 nays. The Clerk read the Resolution by title. On motion of Council Member Miller and second of Council Member Jones, Resolution No. 2015-327 was adopted, 5 ayes, 0 nays.

MAYOR'S REPORT—Mayor Musgrave 1) distributed a map of the City showing the first phase of streets the Council approved to be paved, as well as some additional streets that could be paved (Lake, Arrow, N. 11th and the cul-de-sac of Phillips Ct.) if the stormwater project at 11th St. comes in with lower-than-expected costs; and 2) reminded the Council and audience of the Health Fair to be held in conjunction with Gulf Coast Regional Medical Center at the Parker Community Center on March 6th, from 8 a.m. to noon.

COMMENTS AND ANNOUNCEMENTS—Council Member Miller said that at the last TPO meeting it was discussed that the beach needed additional trolley service between Gulf Coast College and the beach during the summer months, and that he expected that the City would be asked for help with funding. He suggested that beach businesses be asked to provide this funding instead of the municipalities. Council Member Haney asked who was responsible for getting trash receptacles at the trolley stops. Council Member Miller said that the TPO had heard complaints about trash receptacles and that the TPO staff said they have a contracted trash pick-up service, but that if the City sees problems, we should also report to TPO. Mayor Musgrave said that if more paving was able to be done from the stormwater project, it would also include replacing old, damaged metal culverts with concrete culverts. Council Member Miller asked about the swale and standing water between Ethlyn Road and the old Post Office along Bus. 98. Council Member Jones asked about poor drainage along Lance between Tyndall Parkway and 11th St. and how much the project would help that area.

ADJOURNMENT—The meeting was adjourned at 5:54 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

March 17, 2015

5:30 p.m.

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

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

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

APPROVAL OF MINUTES—On motion of Council Member Haney and second of Council Member Chaple, the minutes of the Regular Meeting of March 3, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Mr. Jeremy Hudson of Tiffany Lane addressed the Council to share comments that had been brought to him in his role as a planning commissioner by citizens. He said that a citizen had asked to have holiday lights along the main streets, such as Business Hwy. 98, and had suggested a voluntary fund for decorations. He said he agreed and thought it was a good idea. He said that other citizens had complained about the City not allowing alcohol sales before 1 p.m. on Sunday and talked about the difference between purchasing alcohol to take away from a sales premises and purchasing to drink on premises. Police Chief Hutto was asked to address the issue and he noted that he believed the biggest problem would be if bars were open past 2:00 a.m. The Council asked that the issue of alcohol sales on Sunday be brought back as an agenda item at the next meeting.

REGULAR AGENDA

1. Public Hearing and Second Reading of Ordinance No. 2015-372, Amending the Land Development Regulations of the City of Parker (LDR) — Mayor Musgrave opened the Public Hearing. There were no comments and the Public Hearing was closed. Council Member Miller made a motion to read Ordinance No. 2015-372 for the second time. The motion was seconded by Council Member Chaple and passed, 5 ayes, 0 nays. The Clerk read the ordinance by title.

Ordinance No. 2015-372

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING
ORDINANCE 2012-358, AS AMENDED, ADOPTING BY REFERENCE THE
CITY'S COMPREHENSIVE PLANNING AND LAND DEVELOPMENT
REGULATION CODE; AMENDING NUMEROUS SECTIONS OF THE CITY'S
COMPREHENSIVE PLANNING AND LAND DEVELOPMENT REGULATION CODE
INCLUDING DEFINITIONS, ACCESSORY DWELLING UNITS; MIXED USE
ONE (MU-1); MIXED USED TWO (MU-2); FLOOD ZONES, BASIS FOR
ESTABLISHING FLOOD HAZARD AREAS, BUILDINGS, STRUCTURES AND

FACILITIES EXEMPT FROM THE FLORIDA BUILDING CODE, FINAL INSPECTION, AND MIXED-USE ONE DISTRICT; PROVIDING A MECHANISM FOR THE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR THE LIBERAL CONSTRUCTION OF THIS ORDINANCE; PROVIDING FOR CODIFICATION AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Musgrave said that the ordinance would prohibit new stand-alone accessory dwelling units, would correct the LDR to match the Comprehensive Plan and allow light commercial in Mixed Use 1 and 2 districts, and would correct LDR language about floodplains to match state requirements.

Council Member Miller complimented the Planning Commission for the work they had done in order to bring the recommendations to the Council.

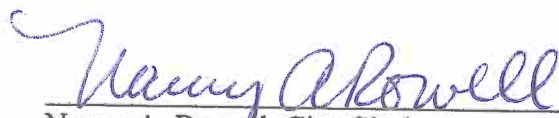
Council Member Haney spoke against the provision of restricting building separate structures on property.

Council Member Miller made a motion to adopt Ordinance No. 2015-372. The motion was seconded by Council Member Chaple and passed, 4 ayes, 1 nay, with Council Member Haney providing the negative vote.

MAYOR'S REPORT—Mayor Musgrave 1) said that Cecil Brunson was officially retired from the City and the State Retirement System with a disability retirement; 2) that Tony Summerlin was appointed the new Public Works Supervisor; 3) read a compliment from Mark Gillman regarding Deena Brannon's code enforcement work, street repaving and stormwater project work; and, 4) noted that the water loss report showed a lower percentage than previous months, and that Tony said Public Works employees would be doing pipe replacement when they go in to do repair to reduce future leaks.

COMMENTS AND ANNOUNCEMENTS—Council Member Miller said that a couple of citizens had brought up getting a no-wake zone in the waters around Parker and there was discussion about who has jurisdiction for signage and enforcement. He also noted a pothole on Tyndall Parkway at Seoul Drive that should be repaired. Mayor Musgrave said he would contact ICA if it hasn't already been fixed. Council Member Haney praised the decision to appoint Tony Summerlin as Public Works Supervisor.

ADJOURNMENT—The meeting was adjourned at 6:06 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

April 7, 2015

5:30 p.m.

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

Mike Foy of the Gideons gave the Invocation.

Mayor Pro-Tem Miller led the Pledge of Allegiance.

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

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

APPROVAL OF MINUTES—Council Member Miller made a motion to approve the minutes of March 17. Council Member Haney said that he had not received them and asked that approval be delayed until the next meeting. The motion for approval did not receive a second.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Proclamation for National Library Week and Update on Public Library—Mayor Musgrave proclaimed the week of April 12-18, 2015, to be National Library Week in Parker and presented the proclamation to Robin Shader, Director of the Northwest Regional Library System and Debbie Daniels. Ms. Shader addressed the Council stating that from October 2014 through February 2015, there were 8007 visits to the Parker Library, an increase from the same period last year; that the budget for purchase of books has increased due to funding from other grant and state sources; that the the servers, network and desktop computers need to be upgraded and that funding has been secured, not from the Parker budge. Council Member Chaple commented on the high visitation statistics for July and Ms. Daniels said that every Tuesday in July is a special kids summer reading program. Ms. Shader thanked the Council Members for their continuing support of the Parker Library.

2. Updated Bay County Transportation Planning Organization (TPO) Interlocal Agreement—City Clerk Rowell explained that the agreement must be updated every 5 years and that it outlines the responsibilities of the parties that make up the TPO membership; that the primary change was the deletion of Cedar Grove, which is no longer a municipality, from the membership of the TPO; and that participation in this group is a requirement to receive any federal funding for transportation needs.

Council Member Miller made a motion to approve the Interlocal Agreement and authorize the Mayor to execute it on behalf of the City. Council Member Haney seconded the motion and it passed, 5 ayes, 0 nays.

3. Discussion of Alcoholic Beverage Sales on Sunday before 1:00 p.m.—Mayor Musgrave introduced the item and the Council reviewed the list of establishments currently licensed to sell alcoholic beverages in the City, as well as the laws on alcohol sales from surrounding cities and Bay County. Council Member Haney said that he supported earlier

sales on Sunday, but did not want to extend sales hours after 2:00 a.m. Police Chief Hutto addressed the Council and stated that there was not much of a law enforcement impact to allow earlier sale of alcohol on Sunday for off-premises consumption, nor would allowing slightly earlier sales for on-premises consumption.

Leon Robinson representing Coyote's Bar addressed the Council saying allowing an earlier opening time for bars on Sundays, especially because of sporting events, would be beneficial for business.

Todd O'Brien representing Quick Stop addressed the Council saying that it is difficult for Parker businesses when purchasers can walk across the street to buy alcohol earlier on Sunday in Springfield. Council Member Haney asked how much business was being lost and Mr. O'Brien said he had four boaters come through last weekend and when they couldn't buy beer, they went somewhere else.

Council Member Jones made a motion to modify the ordinance to allow carry-out sales of alcoholic beverages beginning at 7:00 a.m. on Sundays and open, on-premises consumption beginning at 11:00 a.m. on Sundays. Council Member Haney seconded the motion. City Attorney Sloan clarified that the vote to be taken was to put the language in ordinance form and that the ordinance would need to be read and voted on before this change would occur. The Council passed the motion, 5 ayes, 0 nays.

4. Declaration of Surplus Property, Fire Truck—Mayor Musgrave said the Fire Chief had gotten actual prices for a new truck, from a state contract vendor, and the price would be around \$227,000, about \$18,000 more than originally budgeted. He noted that there was still an undesignated surplus from last year of about \$120,000 and asked if the Council would be willing to take the additional \$18,000 from that amount and place it in Capital Reserves for the fire truck.

Council Member Miller made a motion to move \$18,000 from last year's surplus to a restricted account for purchase a new fire engine, and to declare Engine No. 7 surplus in order to sell and get cash for the new purchase. Council Member Chaple seconded the motion, and it passed, 5 ayes, 0 nays.

5. Regular Council Meeting of April 21, 2014—City Clerk Rowell asked if the Council wished to cancel the meeting that night due to the City election. Council Member Jones made a motion to cancel the Regular Council Meeting of April 21, 2014, and Council Member Miller provided the second. The motion passed, 5 ayes, 0 nays.

City Clerk Rowell reminded the Council Members of free ethics training to be held April 23rd.

MAYOR'S REPORT—Mayor Musgrave 1) said that Public Works Supervisor Summerlin had been able to purchase three new handheld meter-reading devices, with touch wands, for about \$17,000; and, 2) read a thank you note from a citizen for the recent street repaving from a citizen.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple reported that there were garbage cans sitting out on N. Lakewood from a company no longer in business and asked if the City could pick those up. City Attorney Sloan advised against it and it was agreed that the Mayor would call the garbage company responsible. Council Member Miller said that he had received citizen requests to implement “No Wake” zones in the waters surrounding Parker and that he was researching.

ADJOURNMENT—The meeting was adjourned at 6:11 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
SPECIAL MEETING
PARKER CITY COUNCIL
April 28, 2015
5:30 p.m.**

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

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

APPROVAL OF MINUTES—On motion of Council Member Haney and second of Council Member Miller, the minutes of the Regular Meetings of March 17, 2015 and April 7, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

1. Certification of Election Results—City Clerk Rowell read the certified results from the Supervisor of Elections Office and the Canvassing Board for the Municipal Super Tuesday Election held April 21, 2015:

2824 registered voters
520 ballots cast
18.41% turnout
50 voted early
127 voted by absentee ballot
343 voted at the polls

For Council Seats 2 and 4:	Tonya Barrow	253	27.53 %	
	Ronald Chaple	340	37.00 %	(Seat 2)
	Mike Miller	326	35.47 %	(Seat 4)

She stated that there were 121 undervotes, which meant that 121 voters voted only for one candidate instead of for two.

Clerk Rowell noted that although the seat of Mayor was up for election, Mayor Musgrave drew no opposition and so became Mayor for another term.

Mayor Musgrave noted that even though the turnout percentage seemed low, Parker had the highest turnout of any of the voting districts in Bay County.

She presented Mayor Musgrave, Council Member Chaple and Council Member Miller their Certificates of Election.

2. Swearing in of Mayor and Council Members—City Attorney Sloan administered the Oath of Office to Mayor Musgrave, Council Member Chaple and Council Member Miller.

3. Comments by Mayor and newly elected Council Members—Mayor Musgrave thanked all the Council Members for the work they had accomplished during the past two years and said he was looking forward to continuing the progress, and for the trust the voters placed in him. Council Member Miller thanked the citizens for support during the campaign, for helping walk neighborhoods, for supporting the positive changes in the City, and for coming out to vote. Council Member Chaple thanked the citizens for allowing the Council to stay the same, to continue the good work begun, that he appreciated the ideas he heard as he went door to door, that he thought it was a good election, and that he was glad to be serving the City for another term.

4. First Reading of Ordinance 2015-373—On motion of Council Member Miller and second of Council Member Haney, Ordinance 2015-371 was approved for first reading, 5 ayes, 0 nays. City Clerk Rowell read the ordinance by title:

ORDINANCE NO. 2015-373

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 6 OF THE CODE OF ORDINANCES RELATED TO ALCOHOLIC BEVERAGES; PROVIDING FOR SEVERABILITY; PROVIDING A MECHANISM FOR THE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR THE LIBERAL CONSTRUCTION OF THIS ORDINANCE; PROVIDING FOR CODIFICATION AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Musgrave said the major changes to current law were: 1) to allow businesses selling alcohol for off-premises consumption to sell beginning at 7:00 a.m. on Sundays instead of 1:00 p.m.; and, 2) to allow bars to open at 11:00 a.m. on Sundays instead of 1:00 p.m. He said that the closing time for bars remained the same, 2:00 a.m.

Mayor Musgrave opened the public hearing. Ms. Hilton addressed the Council asking clarifying questions about the ordinance, and said that her concern was that the changes would allow bars to open before church services are over. Mayor Musgrave closed the public hearing.

5. Florida Rural Water Association (FRWA) Report on Water Loss—Public Works Supervisor Summerlin addressed the Council, noting that the report confirmed areas that he was aware of but that the report was helpful; that the recent months' high percentage of water loss was primarily due to the County replacing bulk meters to ensure their billings were accurate and as they recouped, our loss would show as more; that the City was already implementing several of the recommendations; that 200 meters would be arriving the following day and that they would be replacing old meters that have over a million gallons of usage; that they will be


replacing, during evening hours, some businesses' meters that haven't been changed in 10 years; that when there is a water break, they are replacing the whole line, not just doing spot repair; and that with FRWA, they would be doing valve checks on fire hydrants. Council Member Miller asked about the meter inaccuracies noted in the report and Public Works Supervisor Summerlin noted that Sensus are the old meters and that IPerls are the new meters. Council Member Miller asked about water breaks in swales and ditches around Lake Ave. Public Works Supervisor Summerlin said leaks there are difficult to detect because of the sugar sand, but that employees are already on the lookout for standing water and will be testing water to make sure it is ground water and not chlorinated, City water.

MAYOR'S REPORT—Mayor Musgrave read compliments for City Hall and Public Works employees from Stephen Zidzik and from Kathy Thornton. He said he was honored and humbled to represent the City at the Warrior Beach Retreat for wounded veterans.

COMMENTS AND ANNOUNCEMENTS—Council Member Miller said that the sidewalk project the City submitted to the Transportation Planning Organization had been moved up in priority from 4 to 2 and that garbage containers have been acquired by the trolley administration and will be placed at the trolley stops soon.

Ms. Bernie Schott addressed the Council about the election and giving her opinion about City governance.

ADJOURNMENT—The meeting was adjourned at 6:15 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
May 5, 2015
5:30 p.m.**

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

Present: Council Members Chaple, Haney, Miller and Mayor Musgrave.
Absent: Council Member Jones due to attendance at out-of-town funeral
Also Present: City Clerk Rowell, City Attorney Sloan, and Police Chief Hutto

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Miller, the minutes of the Special Meeting of April 28, 2015 were approved, 4 ayes, 0 nays.

PROCLAMATION—Mayor Musgrave proclaimed the week of May 10-16, 2015 in Parker National Police Week and thanked Police Chief Hutto and his team for their service.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Presentation on Community Development Block Grant (CDBG) and Appointment of Citizen Advisory Task Force—Brittany Trumball of Preble-Rish, Inc. addressed the Council noting that a grant request for federal funding was being put together for the City for submission to the Florida Department of Economic Opportunity; that there were four categories of grants available through the CDBG program; that to be eligible for a CDBG, an area has to be 51% low to moderate income; that in order to apply for a CDBG, a Citizen's Advisory Task Force must exist to discuss viable projects for submission; that the recommendation was to appoint the current Planning Commission members to sit as this task force. On motion of Council Member Miller and second of Council Member Chaple, the Planning Commission members were appointed as the Citizen Advisory Task Force by a vote of 4 ayes, 0 nays.

2. Public Hearing and Second Reading of Ordinance No. 2015-373, Alcoholic Beverages—Council Member Haney made a motion to read Ordinance No 2015-373 for the second time. Council Member Miller seconded the motion and it passed, 4 ayes, 0 nays. City Clerk Rowell read the ordinance by title:

ORDINANCE NO. 2015-373

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 6 OF THE CODE OF ORDINANCES RELATED TO ALCOHOLIC BEVERAGES; PROVIDING FOR SEVERABILITY; PROVIDING A MECHANISM FOR THE CORRECTION OF SCRIVENER'S ERRORS;

PROVIDING FOR THE LIBERAL CONSTRUCTION OF THIS ORDINANCE;
PROVIDING FOR CODIFICATION AND REPEALER CLAUSES; AND PROVIDING
FOR AN EFFECTIVE DATE.

Mayor Musgrave opened the Public Hearing. There were no comments from the public and the Public Hearing was closed.

Council Member Haney made a motion to adopt Ordinance 2015-373 and the motion was seconded by Council Member Miller. The motion passed, 4 ayes, 0 nays.

3. Update on LaBrisa Inn.—Police Chief Hutto addressed the Council saying that he was providing his 30-day report as directed by the Council from its Special Hearing on April 3, 2015 when the LaBrisa Inn was declared a public nuisance. He said that: 1) the hotel has a functioning, easily-viewable (by staff and guests) camera system; 2) the hotel has put up a fence between itself and the adjoining park property; 3) a class was held by himself and other officers with staff of the hotel on April 20 on improved check-in procedures, suspicious behavior indicators, how to identify controlled substances and meth labs; 4) the hotel has created house rules that are posted and that guests must sign, which state that they can be ejected from the hotel if behavior is not acceptable; 5) the hotel is now asking for credit cards upon registration for a room, or key, deposit, and if they don't have credit cards, a cash key deposit must be made; 6) the hotel has hired security officers on Friday and Saturday nights from 8 p.m. to 5 a.m.; 7) all guest identifications are being copied; 8) the hotel is not allowing visitors after 11 p.m.; 9) parking permits are issued for each car which must be displayed on the rearview mirrors and that cars must park nose-in. Chief Hutto stated that LaBrisa staff is now calling the police when they observe suspicious activities. He said he hoped that if this program continues to work, it would be a model for a narcotics interdiction program that could be used at other facilities. He also stated that there would be additional checks on housekeeping staff by owner Pravin Patel and then additional training for existing or new staff. Council Member Haney asked what will happen when drug users are pushed out from LaBrisa and Chief Hutto stated they will move to other locations, but that a "do not rent" list has been created so that individuals involved in previous criminal activity will not be allowed back on premises; that this list can be shared with other areas and facilities.

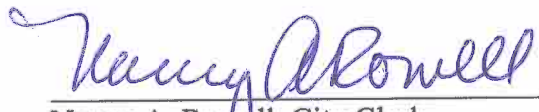
4. Update on Police Vehicles—Police Chief Hutto said the two new police vehicles were delivered the first week in March to the dealership, but took longer than expected to customize. The City received them April 21st. One of the vehicles was customized by the dealership, and also by Parker police officers and mechanic, to meet the needs for the K9 officer. Police vehicles numbered 24, 25 and 35 will be retired and he will come back to the Council at a later date to request they be declared surplus.

Page Three
Minutes
Parker City Council
May 5, 2015

MAYOR'S REPORT—Mayor Musgrave read three thank-you notes from the public praising the Fire Department, John Ward in the Utility Department, and Stevie Hunt and crew in Public Works. He also said that a sample new LED light and fixture was installed in Memorial Park and that if it worked, all old fixtures would be replaced and the former ones would be used for back-up in the Sports Complex.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple asked if the Council would be interested in pursuing a “farmers’ market” type activity and members suggested he do more research. Council Member Miller asked about the lighting for the basketball and tennis courts. Mayor Musgrave said two poles will have lights mounted, with timers, so that more usage can occur on those courts. City Clerk Rowell said that Public Works Supervisor Summerlin reported that the well-testing equipment on City property, particularly in the City storage yard, was owned by the Department of Health and that it would be sold in the next several days since water-well monitoring and testing was concluded on that site.

ADJOURNMENT—The meeting was adjourned at 6:07 p.m.



Nancy A. Rowell, City Clerk

MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
May 19, 2015
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 Chaple, Haney, Jones, Miller and Mayor Musgrave.

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

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Chaple, the minutes of the Regular Meeting of May 5, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Mike Santoro, 1337 Stratford Avenue, addressed the Council on three topics: 1) people are stealing his newspaper; 2) the Florida Department of Transportation's sidewalk construction crew had left construction debris on property he owns at the corner of Tyndall Parkway and Soule Drive; and, 3) there are still stray dogs at large in Donalson Point. On the last item, he particularly noted collies from 1226 Stratford where the owner, while having the dogs under voice command, allowed them to roam into neighbors' yards to urinate and defecate. He stated that the dogs' owner had called him a "loser" and that he felt threatened.

REGULAR AGENDA

1. Presentation/Workshop on Fair Housing—Brittany Trumball of Preble-Rish, Inc. addressed the Council, noting that the City would be applying for a Community Development Block Grant (CDBG) within the next six weeks and that certain workshops are important and required as part of that application. She said that one of those workshops was to inform the Council and the public about fair housing. She reviewed prohibited practices under the federal Fair Housing Act as well as those practices considered predatory lending. She said that if anyone in the City feels they have been discriminated against in housing, they should call the Department of Housing and Urban Development (HUD) number to report the discrimination.

2. First Public Hearing on Community Development Needs/Community Development Block Grant—Mayor Musgrave opened the Public Hearing. Brittany Trumball of Preble-Rish, Inc. addressed the Council, explaining that a CDBG is a federal grant through HUD, and that: there are federal requirements to be met as part of the grant; funds are granted to low-to-moderate income (LMI) populations; Parker is eligible for up to \$700,000; the grant funds 100% of a project, no matching funds are required; if a project is designed, permitted and ready to construct, an additional 100 points are given for the application; to qualify the area must be at least 51% LMI and household surveys are done to determine that; the project must directly benefit the LMI areas; there are four types of CDBGs, with the Neighborhood Revitalization being the best fit for the City as it can provide new and improved infrastructure for a specific area.

City Clerk Rowell reported that the Citizen Advisory Task Force appointed by the Council had met and that after discussion, recommended to the Council a wastewater project already designed: the sewer rehabilitation and force main improvement project including lines between lift stations 12, 13, 14, and improvements to lift stations 16 and 17 in the Community Redevelopment Agency (CRA) area. Ms. Trumball noted that wastewater projects receive a high score in CDBG applications. Danny Oliver from the audience asked about the areas surveyed for the LMI households and Ms. Trumball discussed the surveyed areas and how the lift stations and lines for the CRA project serve those areas specifically. Mayor Musgrave closed the Public Hearing.


3. Selection of Mayor Pro Tem—Council Member Chaple made a motion to appoint Council Member Miller as Mayor Pro Tem. Council Member Jones seconded the motion and it passed, 5 ayes, 0 nays.

4. Traffic Signal Maintenance Contract with Department of Transportation (DOT)—Public Works Supervisor Tony Summerlin addressed the Council noting that there are three lights the City is responsible for maintaining, and that the DOT agreement identifies the responsibilities and the reimbursement amount from the DOT. He said the amount was slightly higher this year than in the past due to some additional responsibilities. On motion of Council Member Haney to approve the agreement, and second of Council Member Chaple, the agreement was approved, 5 ayes, 0 nays.

MAYOR'S REPORT—Mayor Musgrave read a thank-you note for the Fire Department from the family of Crook Stewart who has been sick.

COMMENTS AND ANNOUNCEMENTS—None

ADJOURNMENT—The meeting was adjourned at 6:15 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

June 2, 2015

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 Chaple, Haney, Jones, Miller and Mayor Musgrave.

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

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Haney, the minutes of the Regular Meeting of May 19, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Gerald Stanford, Stanford Insurance, addressed the Council stating that there was a loyalty renewal being offered for the first time by Preferred Insurance Company for the City's property, casualty and liability insurance coverage; that it was only for accounts that have been with them for at least 10 years without any break in coverage and never been out for bids; that there were special amendments; that they would offer a flat rate, maybe a reduction; it would not apply to any increased exposure; it would be a 24-month policy; that the wind deductible would be reduced from 5% to 3%; that through his agency, a fleet monitoring program would be offered with "How's my driving" stickers for the vehicles at no charge and he said this was not for emergency vehicles or large trucks; that there would be a "target zero" program which provides a sticker to remind employees to check around the vehicle before they drive; that he needed a decision from the Council by June 15 in order for the City to participate in the loyalty renewal program; that there are only three insurance companies offering municipal insurance and that one of them was the League of Cities; that about seven years ago Preferred did the same thing, a 24-month policy with no rate increase. He requested that the Council agenda the item for the next meeting.

REGULAR AGENDA

1. Second Public Hearing on Community Development Needs/Community Development Block Grant (CDBG)—Mayor Musgrave opened the Public Hearing. Brittany Trumbull of Preble-Rish, Inc. explained that a CDBG is a federal grant through HUD, administered by the Florida Department of Economic Opportunity; that the Council's first Public Hearing was held two weeks prior; that a Citizens Advisory Task Force meeting had been held; that tonight's meeting was to obtain citizens' and Council approval to apply for the proposed project; that the project proposed is a wastewater rehabilitation project in the Community Redevelopment Area (CRA), which is an area with 53% low-to-moderate income residents; that the project has already been engineered and that the application scoring process will grant an additional 100 points for a ready-to-go project; that the project includes the rehabilitation of pump stations 16 and 17, replacement and up-sizing of force mains from P-12, 13, 16 and 17, and rehabilitation of 19 manholes. She said the total proposed project cost was \$700,000; that the application would be submitted June 23; that copies would be available in City Hall.

Mayor Musgrave closed the Public Hearing. Council Member Haney made a motion to apply for a CDBG grant for the CRA Wastewater Improvement Project. Council Member Miller seconded the motion and it passed, 5 ayes, 0 nays.

2. Resolution No. 2015-328, Approving Signatures on Community Development Block Grant Application—City Clerk Rowell read the resolution by title. Council Member Chaple made a motion to approve Resolution No. 2015-328 and Council Member Haney seconded the motion. The motion passed and Resolution No. 2015-328 was approved, 5 ayes, 0 nays.

3. Consideration of Approval of Boathouse at 5105 Stratford Avenue—Mayor Musgrave introduced the item and after discussion of the dock height, Council Member Miller made a motion to approve construction of the new portion of the dock and the boathouse. Council Member Haney seconded the motion and it passed, 5 ayes, 0 nays.

4. Preliminary Discussion on 2015-2016 Budget—Mayor Musgrave said that he would be asking department heads for their prioritized capital needs list and asked the Council for any items they would like to include. He also noted that of the municipalities using Bay County water, Parker had the lowest price through 4000-5000 gallons of usage. He handed out a comparison chart of rates, as well as one showing how many households used how many gallons. He noted that 78% of Parker households use 4000 gallons or less.

Mayor Musgrave discussed the potential increases in capital and operating costs for the upcoming year, saying the City did not yet know any health insurance increases or pay increase requests. He gave the Council a worksheet showing the approved capital and operating reserve items and amounts from the last year, as well as which items had already been purchased and for what amount. He went over the worksheet areas of General Fund Capital Reserves, General Fund Operating Reserves and Utility Fund Capital Reserves.

Council Member Jones said that he'd like to see a lot of employees get raises this year. Council Member Miller said that the City spends thousands of dollars on police and fire training and that if their salaries were higher, maybe they would stay; that we should require an officer stay a certain amount of time after training and was told they currently sign a contract to stay for two years; that an additional firefighter might be needed if overtime were evaluated. Mayor Musgrave complimented City employees and Public Works Supervisor Summerlin in particular, and said that he is asking department heads to review performance and make recommendations for salary increases. Council Member Chaple suggested employees be reminded of the health insurance premiums paid for them by the City.

Council Member Miller asked about the road resurfacing that would be done as part of the stormwater project at Cheri and 11th. Mayor Musgrave said he thought the City would know more of which streets could be included after 60 days of the project.

Council Member Jones asked when the property and casualty insurance policy expired and was

told the end of the City's fiscal year, September 30. The Council decided to agenda whether to renew the property and casualty insurance, without going out for a Request for Qualifications, for the next Regular Meeting, June 16th. Gerald Stanford was asked if the deadline of June 15 could be extended and he said that would have to be taken up with the underwriter, he was just the messenger. He addressed the Council again saying that "a bird in the hand is worth two in the bush". City Clerk Rowell asked Mr. Stanford to provide in writing, by the following Monday, what he verbally represented tonight in order to include it in the members' packets for their next meeting.

5. Update on LaBrisa Inn and Other Police Department Matters—Police Chief Hutto addressed the Council about a drug arrest at the Parker Inn where the owners had called his department about the problem. The owners had worked with the Chief similarly to how he is working with the LaBrisa Inn owner and the Chief credited that arrest, and another recently at LaBrisa, to the cooperative working relationship. Chief Hutto reviewed crime statistics from the Florida Department of Law Enforcement stating: Parker's crime index went down to 158 in 2014 from 169 in 2013; the Department's clearance rate in 2014 was up to 83.5% from 66.3% in 2013; that in 2014 there were 502 arrests, third place in the County for arrests per capita, and that for the first five months of 2015 (January through May) there had already been 317 arrests; for January through May in 2014 there were 4,393 calls and 4,564 for the same period in 2015; there were 97 misdemeanor arrests for that period in 2014, and already 176 in 2015; that for the five month period in 2014, there were 86 felony arrests and in 2015, 135. Chief Hutto reported on a break-in at the Sports Complex concession stand and that due to the video cameras' recordings, the Department was able to identify the juveniles responsible. The pictures led to their location and arrests are pending. He noted that there were repairs needed to some cameras, additional cameras for the basketball court area, and perhaps hard-wiring instead of wireless would improve the reception and consistency of the signal and thereby the recording, but that the cameras are providing the information needed to improve enforcement efforts and increase arrests. Chief Hutto also discussed improvements in communication on cases by better use of technology in the Police Department

MAYOR'S REPORT—Mayor Musgrave read a thank-you note for the Fire Department from the family of Mr. Melindi, a long-time Parker resident who recently passed away.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple brought up the idea of a "welcome-wagon" program in Parker. Council Member Haney asked to publicize in the newsletter the good results the Police Department is getting from the use of the video camera system. Council Member Miller said that the Parker Librarian has asked for more space.

ADJOURNMENT—The meeting was adjourned at 6:45 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

June 16, 2015

5:30 p.m.

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

Rev. Dr. Richard Connor gave the Invocation.

Mayor Pro Tem Miller led the Pledge of Allegiance.

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

Also Present: City Clerk Rowell, City Attorney Sloan, and Police Sgt. Peavey

APPROVAL OF MINUTES—On motion of Council Member Haney and second of Council Member Chaple, the minutes of the Regular Meeting of June 2, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Report on Meter Installations—Public Works Supervisor Tony Summerlin addressed the Council stating that in eight days, the public works team replaced 223 old meters with new digital meters, with 218 of the old meters having over a million gallons of use. He praised the team members for their swift and hard work. Council Member Chaple asked whether the City used a meter for flushing fire hydrants and Mr. Summerlin said that for the next flush of hydrants such meters will be used.

Mr. Summerlin also gave the Council a revised schedule for the storm water project at Cherri Lane and 11th St. Council Member Haney asked when the road paving would begin and Mr. Summerlin responded it would begin after all the storm water engineering and construction was complete, and that that phase was not on the revised schedule. Council Member Haney asked about fencing the retention pond and Mr. Summerlin responded that the engineers were getting the prices for fencing the entire City-owned property.

2. Discussion of Utility Emergency Needs Vehicle—Public Works Supervisor Tony Summerlin addressed the Council requesting a large, heavy-duty truck that could be equipped with all tools and supplies needed to handle a water- or sewer- line break repair. He said that the current utility trucks only get about 5 miles to the gallon and are over-equipped for most regular use, and under-equipped for the line breaks. He said he wanted a used vehicle and to purchase it for under \$10,000. Council Member Jones made a motion to approve the expenditure of up to \$10,000 to purchase a vehicle as described by Mr. Summerlin. Council Member Miller seconded the motion and it passed, 5 ayes, 0 nays.

3. Declaration of Surplus Items—Public Works Supervisor Tony Summerlin presented the Council a list of items to be declared surplus so they may be sold. The items were:

2008 Ford Sport Trac Vin 1FMEU318X8UA22880

1999 Ford Crown Vic Vin 2FAFP71WXXX155304

1998 Ford Crown Vic Vin 2FAFP71W1WX137675

Vermeer Trencher V-850TR Vin 1VRK040N9R1000422

Land Pride Mower FDR2560/350938

1991 Blue Chevy Truck Vin 1GCEK14Z5ME155909

Bunker Rake Sand Pro14 K321S serial#1904407503
2000 Honda Stone Tamper XJ834HG
OTC Genisys Pathfinder OTC3466/BEE05344675

On motion of Council Member Miller and second of Council Member Haney, the items were declared surplus by a vote of 5 ayes, 0 nays

4. Discussion of Property/Casualty/Liability Insurance Rate Offer from Preferred Governmental Insurance Trust (PGIT)—Mayor Musgrave introduced the item noting that it had been placed on the agenda because it had been represented as a limited time offer. He said that the City had received information subsequently that the offer was not time sensitive and that if the Council desired to continue on the original plan of issuing an RFQ, no action was necessary at this meeting. Council Member Chaple suggested a workshop on property and casualty insurance and to continue with the RFQ process. Council Member Miller said that the Council had decided last year to look at all contracts and wanted to continue to do that. Gerald Stanford, insurance agent for the City and representing PGIT, addressed the Council. He stated he did not say the offer from PGIT was time limited, rather that two local offerings from his agency were time limited; that the Mayor was incorrect in his opening statement. The Clerk noted that the recording reflected Mr. Stanford saying the PGIT offer was time-limited. After allegations by Mr. Stanford that the recording of the meeting had been “doctored”, he presented workers’ compensation information showing that the City’s experience module had increased, which could lead to higher premiums, in the last three years, and said that it had increased because of the people running the City.

MAYOR’S REPORT— Mayor Musgrave 1) reminded the Council and citizens of a Fifth Tuesday meeting on June 30 at 6:30 where Police Chief Hutto would be presenting a program on safeguarding homes against burglary and theft; 2) said Department Heads have reviewed capital needs and that the Police Department would be requesting two new vehicles; Public Works would be requesting two small pickup trucks and retire old trucks, new digital meters, paving of Arrow St, and looking at grant funding to repair the PEEP boat ramp; Fire Department would be requesting the new fire engine and equipment to fight fires in high-rise buildings; and Administration/City Clerk would be requesting improvements to the Chambers in City Hall, PEEP building and Community Center; 3) the City will participate in the July 4th parade in Lynn Haven with one new police vehicle and both the Bulldog utility vehicles; 4) read a compliment given by Mr. Keeton praising the City as a whole; 5) read another thank you note from the Melindi family to Fire and Police departments; 6) read a note from Winn-Dixie thanking the Fire Department for bringing an old fire engine to the new liquor store opening; 7) read an invitation to the grand opening of the liquor store; and, 8) a soccer camp will be held for two weeks in July at the Sports Complex.

COMMENTS AND ANNOUNCEMENTS— Council Member Haney asked that garbage issues be addressed by the Code Enforcement Officer at an upcoming meeting. Council Member Chaple asked that research be done on decorative banners for Business Hwy. 98 for holidays; that he continued to gather information on a farmers’ market; and that Police Chief Hutto had done an excellent job when he addressed the Shrine Club on how not to be a victim of fraud.

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Minutes
Parker City Council
June 16, 2015

ADJOURNMENT—The meeting was adjourned at 6:26 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
SPECIAL MEETING
PARKER CITY COUNCIL
July 2, 2015
4:00 p.m.**

Mayor Musgrave called the meeting to order at 4:00 p.m.
City Clerk Rowell gave the Invocation.
Mayor Pro-Tem Miller led the Pledge of Allegiance.

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

Also Present: City Clerk Rowell and Police Chief Hutto

Absent : Council Member Chaple

ITEMS FROM THE AUDIENCE—None

Two audience members were asked to leave the Council Chambers. Mayor Musgrave took up the sole agenda item by opening the Attorney-Client Session regarding litigation settlement at 4:05 p.m.

Present: Council Members Miller, Jones, Haney and Mayor Musgrave; City Attorney Sloan; City Clerk Rowell; and the Court Reporter Austine Wilkos. See transcript attached for record of proceedings at the Attorney-Client Session.

Mayor Musgrave closed the Attorney-Client Session, audience members were invited back into the Council Chambers, and the Special Meeting was reopened. There being no further business the meeting was adjourned at 4:11 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

July 7, 2015

5:30 p.m.

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

Elder Mike Foy gave the Invocation.

Mayor Pro Tem Miller led the Pledge of Allegiance.

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

Absent: Council Member Chaple

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

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Jones, the minutes of the Regular Meeting of June 16, 2015 were approved, 4 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

Mayor Musgrave requested the Council add as a new Item 1 the resolution discussed at the Attorney-Client Meeting the previous Thursday afternoon. On motion of Council Member Miller and second of Council Member Haney, Resolution 2015-329 was added as a new Item 1, and the remaining items renumbered, by a vote of 4 ayes, 0 nays.

- 1. Resolution 2015-329**—City Attorney Sloan referred to the Attorney-Client Meeting on Thursday which had been bound by court-ordered confidentiality. He said that Resolution 2015-329 approved the terms of the settlement agreement with BP and authorized the Mayor to sign the settlement agreement. Council Member Haney made a motion to read Resolution 2015-329 and Council Member Miller seconded the motion. The motion passed 4 ayes, 0 nays and the Clerk read the resolution by title. Council Member Miller made a motion to adopt Resolution 2015-329 and Council Member Haney seconded the motion. The motion passed and Resolution 2015-329 was adopted, 4 ayes, 0 nays.
- 2. Update on La Brisa Inn**—Police Chief Hutto addressed the Council providing the last report for the 90 day period as required by the Council's order. He said that he was still working with the owner, Mr. Patel, to implement use of parking placards; that there were three recent calls regarding disturbances at the property and that controlled substances had been found; that the cars are not parking nose in as he had required but that he was continuing to work with Mr. Patel on this and next steps, including drug awareness class. Chief Hutto said he was satisfied with the progress to date.
- 3. Planning Commission Appointments**—Mayor Musgrave explained that due to a resignation and a member not seeking reappointment, there were two vacancies to be filled. He also noted that a member was seeking reappointment. Council Member Miller made a motion to approve the reappointment of Jim Roberts and the appointment of Duane Christie and Michael DeLonjay to the Planning Commission. Council Member Jones seconded the motion, and it passed, 4 ayes, 0 nays.

4. **Garbage in City**—Mayor Musgrave noted the item was requested by Council Member Haney at the last meeting and that Code Enforcement Officer Brannon would report on her efforts. Ms. Brannon gave an overall report on May code enforcement statistics, noting that over 57% of the cases are being closed in under 30 days, and highlighting the garbage cases. Council Member Haney asked what could be done to reduce the number of days to close garbage cases and asked Ms. Brannon's opinion on solutions. She said that several things had been discussed, including issuing a Notice of Violation proactively when a garbage nuisance is observed, or issuing a Citation as the first step in enforcement. Mayor Musgrave asked Ms. Brannon to provide statistics on days to closure on garbage cases only. Ms. Brannon discussed four major cases with the Council: one on Lance Street where the landlord didn't pay for adequate garbage service and the tenants piled garbage at the road, not in a can, then when adequate garbage service was provided, wouldn't bring in their cans (the property owner has received the Notice of Violation and will be issued a Citation if not resolved); one on Lance Street where the renters paid no rent or other bills and were evicted, piling all trash and garbage at the street after leaving town (property owner has received the Notice of Violation and will be issued a Citation if garbage hauler will not pick up); one on Arrow Street where the property does not have a water/sewer account but nearby relatives still put out trash (debris, not household garbage) for the City to pick up (the property owner will be issued a Citation and it will be recommended that the City abate the nuisance by picking up the trash, a lien being placed and the owner being charged for costs on the annual tax bill); and, one involving several properties in Parker Village Circle where the trash for City pickup is piled in a single area at the end of the street and residents place their household garbage there, expecting pickup, and where a triplex of renters put garbage in dumpsters on adjoining properties.

Police Chief Hutto addressed the Council to discuss households dumping garbage into the dumpsters leased by Planet Fitness, Jeannie's Coin Laundry, and on Oakshore Drive at Earl Gilbert Park. He said that with Public Works employees, they are opening bags of garbage in dumpsters, identifying the source of the garbage, and are interviewing and charging individuals for theft of service. In other cases, they can be criminally charged for roadway obstruction if garbage cans block traffic.

Council Member Haney asked Public Works Supervisor Summerlin to address the issue. Mr. Summerlin said that there was a serious garbage issue in Parker; that he could provide 50-60 photos a month of garbage; that he had been working with code and law enforcement; that one idea would be to look at the City taking on the garbage hauling function; that if people had a can to put it in, they are more likely to do that; that there is a lot of his employees' time and police officers' time put into cleaning up and policing garbage; that he would put together some cost figures for the Council to consider, both for equipment and human resources, at the next Council meeting; and that he felt the City could provide a quality, twice a week garbage pickup service.

5. Drainage on Tyndall Parkway at Boatrace Road—Council Member Miller noted that in discussions at the Transportation Planning Organization meetings, the repaving of Tyndall Parkway from Transmitter and the intersection of Business Highway 98 included improvements to areas with minor drainage problems. He said that he did not see this as a minor drainage problem and asked that City staff or other Council Members address this with the Florida Department of Transportation (DOT) at the public meeting on July 14th as he would not be able to attend. Police Chief Hutto also noted that there were significant drainage problems at Hickory and Tyndall Parkway and suggested that area also be discussed with DOT. Council Member Jones and Public Works Supervisor Summerlin said they would attend and bring those issues to the DOT.

MAYOR'S REPORT— Mayor Musgrave: 1) reported that L and R Contracting would be the contractors working on the Gate Valve Project; and 2) read a thank-you letter from Patty Creelman to the Police Department for the officers' care and assistance when her husband passed away.

COMMENTS AND ANNOUNCEMENTS— None

ADJOURNMENT—The meeting was adjourned at 6:17 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

July 21, 2015

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 Chaple, Haney, Jones, Miller and Mayor Musgrave.

Also Present: City Clerk Rowell, City Attorney Sloan, Police Chief Hutto, and Public Works Supervisor Summerlin

APPROVAL OF MINUTES—On motion of Council Member Jones and second of Council Member Miller, the minutes of the Special Meeting of July 2, 2015 were approved, 5 ayes, 0 nays. On motion of Council Member Haney and second of Council Member Jones, the minutes of the Regular Meeting of July 7, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. **Request to Support Local Purchasing**—No one from the Bay County Chamber of Commerce was in attendance, and this item was postponed until the next meeting.
2. **2014 Audit**— Richard McKinney of Carr Riggs and Ingram was unable to attend the meeting due to illness, and this item was postponed until the next meeting.
3. **Resolution No. 2015-330 Adopting Bay County Local Mitigation Strategy (LMS)**— Council Member Haney made a motion to read the resolution and the motion was seconded by Council Member Miller. The motion passed, 5 ayes, 0 nays, and City Clerk Rowell read Resolution 2015-330 by title. She then explained that the updated LMS was the culmination of work by the County and municipalities prioritizing facilities and actions during times of disaster; that passage of the resolution would adopt the Parker portion and show agreement to operate using the LMS. Council Member Haney made a motion to adopt Resolution 2015-330, seconded by Council Member Miller. The motion passed, 5 ayes, 0 nays, and Resolution 2015-330 was adopted.
4. **Public Works Update**—Public Works Supervisor Summerlin addressed the Council and introduced Chris Shortt of Preble-Rish, Inc. (PRI). Mr. Shortt discussed the Northwest Florida Water Management District grant-funded storm water project underway in the City. He stated that: the pond between Lance and Lake is being dug; beginning in about two weeks, Lance, Lake, and 11th St. cross-drains would be replaced to diminish flooding; the easement parallel to Tiffany Lane is almost clear with the majority of the obstructions being removed; about 10-15% of the project is complete; and that perhaps by late November the project would be complete.

Public Works Supervisor Summerlin told the Council about the Northwest Florida Water Management District grant-funded gate-valve replacement project that began that day. He said there were 24 valves the contractor would replace and 6 the City would replace, and that 2 were changed that day. He said the goal was to replace 2 valves per day, and there would be water outages in each area of the City where the valves were being replaced. He said the old valves had to be replaced and that this project would allow less disruption of water service in the future because smaller areas of the City could be isolated for work. Council Member Haney asked about the integrity of the mains and Public Works Supervisor Summerlin said they were in better shape than anticipated considering they had been in the ground since 1972. He also noted that communications with citizens would be by television, newspaper, website, marquee, some email and word of mouth.

Public Works Supervisor Summerlin reviewed a map of street paving with the Council, noting the streets in red had been paved and were complete, the streets in blue were the ones identified to be paved as part of the storm water project if sufficient funds remain, and the streets in green were the priority after the storm water project is completed. Council Member Miller asked about a collapse in the pavement on Boatrace Road and Public Works Supervisor Summerlin said they were waiting on materials and would be repaired as part of the storm water project. Council Member Jones asked if anyone knew when the street intersections with Business Highway 98 would be completely paved and no one knew.

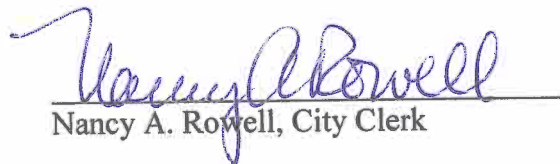
5. Potential Solutions to Garbage Problems in City—Council Member Haney reminded the Council of the report on garbage violations presented by the Code Enforcement Officer at the last meeting and noted that there are currently multiple garbage company trucks and trash cans throughout the City. He asked that Public Works Supervisor Summerlin give a report on a potential solution: having the City handle residential garbage service. Public Works Supervisor Summerlin addressed the Council regarding his research on the concept stating that: it would take two trucks and two employees; the City would have to purchase the cans; it would be residential service only; he believed the City would be very competitive in price and would provide better service; service would be twice a week for 1850 residences; and, the investment could be paid off in five years. Council Member Jones questioned the \$833 amount identified for monthly maintenance and Public Works Supervisor Summerlin said he would do some more research on the maintenance costs. Council Member Haney asked about ending existing contracts with haulers and City Attorney Sloan noted that because the City had one year contracts, no contract would be broken if the City took on garbage service at the end of the one-year contracts. After further discussion about fleet usage, how a single private hauler's prices might compare to the City's price, the high number of residents who don't have garbage service, the code enforcement and law enforcement time spent on garbage issues, and the ability of the City to manage garbage service as part of the existing structure of water and sewer service, the Council asked Public Works Supervisor Summerlin to bring back more information on fleet and can maintenance costs.

Council Member Haney asked Public Works Supervisor Summerlin about what he had been doing to recycle trash items. Public Works Supervisor Summerlin said that the maintenance yard had been reorganized so that it is a processing area for different types of trash and so that trips to the landfill can be reduced; that there is a roll-off dumpster used only for items that have to go to the county's Steelfield landfill and that trip has been reduced to once a month; and that landfill dumping costs had been reduced to about one-quarter of prior costs.

MAYOR'S REPORT— Mayor Musgrave reported that Preble-Rish, Inc. was looking at another way to fund the CRA Wastewater Project since it looked as if the City would not be awarded a CDBG. He said that Supervisor of Elections Mark Andersen had recommended that City elections be held by individually numbered seats, that City Attorney Sloan would need to do some research, and asked for a Council vote to approve pursuing that research. Council Member Haney made a motion to authorize the City Attorney to research how the City would implement elections by individual seat. Council Member Jones seconded the motion and it passed by a vote of 5 ayes, 0 nays.

COMMENTS AND ANNOUNCEMENTS—The Council congratulated Public Works Supervisor Summerlin for doing a good job in his new role. City Clerk Rowell briefly reviewed the Code Enforcement report for June and asked for Council feedback on the format.

ADJOURNMENT—The meeting was adjourned at 6:18 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
August 25, 2015
5:00 p.m.**

Mayor Musgrave called the workshop meeting to order at 5:00 p.m.

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

Also Present: City Clerk Rowell, Public Works Supervisor Summerlin, and Police Chief Hutto

WORKSHOP ITEM #1—Review of 2015-2016 proposed budget—City Clerk Rowell presented three budget documents. She highlighted that Barnes Insurance, the City's health insurance agency, worked with Blue Cross Blue Shield and instead of the 12% projected increase in health insurance premiums, there would be a 4.64% increase for an almost identical plan. She noted that the 4.64% increase had been used in the projections for the budget and a savings of approximately \$19,000 was reflected in the first document, along with another \$17,000 in the trash budget for reductions in projected tipping fees and fuel costs. She noted that the deficit for the total proposed budget for 2015-16 was now \$101,794, and that the capital needs of \$120,000 were still reflected.

City Clerk Rowell explained that in the second document, a carry forward amount from the 2014-15 surplus (\$101,794) equal to the projected deficit had been added to General Fund Revenues. That action, along with the transfer of \$388,632 from the Utility Fund to the General Fund balanced the proposed budget and would leave a surplus for 2014-15 of \$243,648. In the third document, she explained that the \$120,000 in capital needs amount had been subtracted from surplus and showed that there would still be an undesignated surplus remaining of \$123,648.


There was discussion about disaster situations requiring use of overtime pay, equipment and trips to the landfill with trees, branches and debris; replacement of old radios;

Council Member Miller said he would feel more comfortable with a larger surplus and waiting to purchase the additional digital meters. Council Member Jones asked Public Works Supervisor Summerlin if the City was seeing increased revenues from the installation of the newer, more accurate digital meters and he said that was correct. After discussion about planned meter replacements, Council Member Miller asked that the \$60,000 for additional meters be purchased out of 2013-14's remaining surplus of approximately \$100,000, that the two pickup trucks be taken out of the proposed budget and put in capital needs or purchased out of the 2013-14 surplus, and that the roofs be put into the proposed 2015-16 budget. Mayor Musgrave said he would work with staff to get the prior years' surplus and spending in a document to present to the Council.

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Minutes
Workshop Meeting
August 25, 2015

It was agreed that the first public hearing on the budget would be conducted as part of the Regular Meeting of September 1st.

Mayor Musgrave adjourned the meeting at 5:42 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
August 4, 2015
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:31 p.m.
Reverend Rhinehart gave the Invocation.
Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Chaple, Haney, Jones, Miller and Mayor Musgrave.
Also Present: City Clerk Rowell, City Attorney Sloan, Police Chief Hutto, and Public Works Supervisor Summerlin

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Jones, the minutes of the Regular Meeting of July 21, 2015 were approved, 5 ayes, 0 nays.

Mayor Musgrave asked the Council for approval to add a new Item 1, Resolution 2015-331, supporting applying for a grant to improve the boat ramp and dock at Lake Martin. Council Member Miller made a motion to add the item, seconded by Council Member Haney, the motion passed, 5 ayes, 0 nays, and the item was added to the agenda.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Resolution 2015-331—Applying for a Grant from the Florida Department of Environmental Protection for Recreation Improvements at PEEP Park Lake Martin—Council Member Haney made a motion to read Resolution 2015-331 and it was seconded by Council Member Miller. The motion passed 5 ayes, 0 nays, and the Clerk read the resolution by title. Mayor Musgrave noted that the passage of a resolution was a necessary step in the grant process. Council Member Miller made a motion to adopt Resolution 2015-331, it was seconded by Council Member Haney, and adopted by a vote of 5 ayes, 0 nays.

2. 2014 Audit—Richard McKinney of Carr Riggs and Ingram addressed the Council regarding the City's Audited Financial Statements for Fiscal Year Ended September 30, 2014. He directed the members to the General Fund income and expense statement, noting the net loss of \$4,037 and the ending fund balance of \$924,719. He noted that General Fund revenues were \$171,955 more than budgeted, or anticipated, and that expenditures were \$89,236 more than budgeted. He directed the members to the Utility Fund income and expense statement noting the changes to net position of \$961,143 and the ending total net position of \$5,192,762. He said that operations overall in the City were positive; that he looked at trends over years to see that cash is stable or increasing, that fund balances are stable or increasing, that operating revenues in utility funds are going up slightly to keep up with increasing expenses; he noted the City was doing a good job controlling expenses but that revenues would have to keep up with rising operating costs. He said that there were three findings reflected in the audited financial statements, which

go to the Florida Auditor General and the Joint Legislative Auditing Committee. The first was that there were adjustments that had to be made to the financial statements but that that was common, particularly in smaller government units. The second finding was segregation of duties, and that in smaller governments it is frequently a finding because there are not enough employees to have complete segregation. The third finding was that bank reconciliations were not performed timely and that this was the most serious finding, that it should be corrected and that the Joint Legislative Auditing Committee will be looking at audited financial statements and contacting cities directly if they see the same findings for more than two years.

Council Member Haney asked about the loss to the AWT Joint Venture and Mr. McKinney explained that in the prior year there had been a sizeable gain, that it fluctuated.

3. Change Order—North West Florida Water Management District Gate Valve Project—Brittany Trumball of Preble-Rish, Inc. addressed the Council about the project as a whole, noting it is to change out 24 6-8-inch valves and 6 2-inch valves; that L and R Contractors were doing the replacement of the larger valves; that Public Works Summerlin and L and R had encountered some problems, learned from those, and that the change order request is to add 2 8-inch valves to be replaced in order to allow Tyndall Parkway structures to have water shut down in segments. Public Works Supervisor Summerlin briefly discussed the lack of a shut-off valve from Kendrick Street to Cherry Street and the importance of adding the valves. Ms. Trumball said the total of the change order was \$18,795 which would be covered by the grant funds. Council Member Miller made a motion to approve the change order. The motion was seconded by Council Member Chaple, and the change order was approved by a vote of 5 ayes, 0 nays. There was discussion about potential other change orders in the near future for putting in insertion valves.

4. Application for Seawall Permit—1335 Stratford Avenue (Summers)—City Clerk Rowell explained the application, stating that the review of the application for development order was complete and the review recommended approval by the Council. On motion of Council Member Haney and second of Council Member Jones, the development order was approved, 5 ayes, 0 nays.

5. Consideration of Abatement for Robins Court, Lots 1 and 8—Code Enforcement Officer Brannon addressed the Council noting that the request for abatement stems from the lot not being cut since October of 2013; that she was asking for approval to have City crews mow the lots; that liens have been filed on both properties for the fine amounts. Council Member Haney made a motion to authorize mowing of the lots and placing the costs, \$80 per lot, as an additional lien on the property. Council Member Jones seconded the motion and it passed, 5 ayes, 0 nays. There was discussion about the amount above which the Council would be asked to make the abatement decision. Council Member Miller asked that City Attorney Sloan be authorized to bring back corrective and additional language on the abatement, lien and tax bill process and the Council agreed.

Code Enforcement Officer Brannon reviewed her monthly report on code enforcement activities for July, noting she opened 42 cases, closed 26 cases, and ended the month with 58 open cases. She identified that two vacant, run-down mobile homes had been demolished.

MAYOR'S REPORT— Mayor Musgrave reminded the members that the budget workshop would be Thursday at 2:00 p.m. and that the new lights were installed at Veterans' Memorial Park.

COMMENTS AND ANNOUNCEMENTS—None

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


Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
August 6, 2015
2:00 p.m.**

Mayor Musgrave called the workshop meeting to order at 2:00 p.m.

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

Also Present: City Clerk Rowell, Public Works Supervisor Summerlin, Fire Chief Kelly, and Police Chief Hutto

WORKSHOP ITEM #1—Review of 2015-2016 proposed budget—Mayor Musgrave introduced the item and City Clerk Rowell reviewed the overall proposed budget for next fiscal year in both the General Fund and the Utility Fund. She noted that each department head would present their requested budget; that capital needs for ongoing improvements have been budgeted; that those items are operating reserves, paving, digital water meters, smaller trucks, guns and police vehicles; that the AWT Joint Venture refund, approximately \$72,000 and the BP settlement amount, \$78,000, were reflected in current year revenues; that the proposed 15-16 Utility revenues reflected a 3% increase in water and sewer rates; that the health insurance 15-16 expenditures reflected a 12% increase by Florida Blue; that property and casualty liability rates are not projected to increase; that the Florida Retirement System had increased the City's contribution; that there are only two capital needs not budgeted: \$60,000 for digital meters and \$60,000 for roof replacement on buildings in the City complex; that surplus funds since 2012 have funded capital needs, that no long term investments had been touched.

City Clerk Rowell gave each of the Council Members a packet containing Utility Fund estimated revenues and projected expenditures and General Fund estimated revenues and projected expenditures, including the breakdown by each department. Each sheet showed the current fiscal year budget, the actual amount received or spent as of June 30th, the estimated/projected amount that would be received or spent as of September 30th, the estimated/proposed revenues and expenditures for the new fiscal year, and the year-over-year change.

Mayor Musgrave asked if grant revenues and expenditures were included in the Utility Fund and City Clerk Rowell responded that they were included. Council Member Jones asked what percentage of completion the City would be at for the meter change out if both requests for digital meters were funded. Public Works Supervisor Summerlin responded 85%, and he and City Clerk Rowell reviewed the Utility department budget request, noting a request for one new employee and a small truck. They also noted several positions are split-funded between General Government and Utilities, as are several contractual services. Council Member Jones asked about the replacement cycle for the older trucks and maintenance costs and it was agreed the older trucks were costing more to maintain.

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August 6, 2014

City Clerk Rowell reviewed the General Fund revenue estimates noting that some of the estimates from the State Revenue Estimating Conference seemed high and that she had used conservative estimates for revenue. She also noted that two of the largest revenue sources are electric utility franchise fees and taxes.

Each Department Head reviewed their budgets for the Council. Council Members asked about workers' compensation insurance costs, the payment for certification and health testing for meth lab investigators, firearms certification training, repair and maintenance costs for vehicles, need for new vehicles, ongoing payments for the newest trash truck, tree removal and self insurance.

After a review of the fund summary, which showed a potential deficit for the proposed 15-16 budget of \$148,594, the Council asked that July actual revenues and expenditures be put into the proposed budget worksheets and that another workshop be scheduled for Tuesday, August 18th at 3:00 p.m. Mayor Musgrave suggested that the budget be ready for adoption by mid-September.

Mayor Musgrave adjourned the meeting at 3:29 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL**

**August 18, 2015
3:00 p.m.**

Mayor Musgrave called the workshop meeting to order at 3:07 p.m.

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

Also Present: City Clerk Rowell, Public Works Supervisor Summerlin, Fire Chief Kelly, and Police Chief Hutto

WORKSHOP ITEM #1—Review of 2015-2016 proposed budget—Mayor Musgrave introduced the item noting that the working documents had July actual revenues and expenditures entered. Council Member Haney asked Public Works Supervisor Summerlin about raises for veteran employees; he said that funding for raises was put in for workers who get certification/licensure in certain areas, for employees who get cross-trained and show initiative. Council Member Miller asked Fire Chief Kelly about the purchase of 800 mghz radios for next fiscal year. After a lengthy discussion, including the funding scenario of local shared financing for non-fire department radios, Council Member Miller asked for a review of cell phone and radio users.

Council Member Miller asked about the requested vehicles in the Police Department, specifically the request for a Taurus instead of an Explorer as a replacement for the detective sergeant's vehicle and Chief Hutto said the chassis's were the same; Council Member Jones asked the City Clerk to check the rates for Workers' Compensation, specifically for Police and Street; Council Member Chaple asked about the Police firearms qualifying and use of body cameras; Chief Hutto explained firearm training and said the City owned some older body cameras, three of which might be replaced with a grant request in November; Council Member Haney and Jones asked about fuel costs for Police and Public Works; the estimated costs for next year were speculative only and were not changed; Council Member Haney asked about proposed improvements to City Hall and PEEP Park; City Clerk Rowell answered several questions that Council Member Miller had asked during the past week; Public Works Supervisor Summerlin discussed funding needed for park buildings and picnic areas; and Council Member Miller noted that no funding was provided for the trolley and that data had not been provided on ridership.

City Clerk Rowell went over the changes in estimated revenues and expenditures in both funds for the current fiscal year and noted an estimated deficit of approximately \$131,000 for next year's proposed budget. Mayor Musgrave noted that the Council could choose to balance the budget by dropping out capital or other items or by using current year surplus funds as a carryover. Council Member Haney asked about the replacement of old water meters with digital meters and Public Works Supervisor Summerlin said that after a month in the ground, the meters are giving more accurate readings, that usage is showing an increase, and along with that, increased revenues.

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The Council agreed that the Clerk should bring a balanced budget to the next workshop and decided on August 25th at 5:00 p.m. for that meeting.

Mayor Musgrave adjourned the meeting at 4:41 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
August 18, 2015
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:31 p.m.
Reverend Ehrichs gave the Invocation.
Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Chaple, Haney, Jones, Miller and Mayor Musgrave.
Also Present: City Clerk Rowell, City Attorney Sloan, Police Chief Hutto, and Public Works Supervisor Summerlin

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Miller, the minutes of the Regular Meeting of August 4, 2015 were approved, 5 ayes, 0 nays. The Council decided to add approval of the minutes of the Budget Workshop of August 6, 2015, to the agenda. On motion of Council Member Miller and second of Council Member Haney, the minutes of the Budget Workshop of August 6, 2015 were approved, 5 ayes, 0 nays.

Mayor Musgrave asked the Council for approval to add a new Item 2, Approval of Dock Permit for John Sanders, 139 Blackshear Drive. There were no objections and the item was added as Item 2 with the remaining items being renumbered.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. **Application for Development Order—Angel's Barbeque, 6034 E. Hwy. 98**—City Clerk Rowell described the project and that the Planning Commission recommended approval of the development order. Council Member Haney made a motion to approve the development order. Council Member Chaple seconded the motion and it passed, 5 ayes, 0 nays.
2. **Application for Dock Permit—John Sanders, 139 Blackshear Dr.**— John Sanders addressed the Council, noting that he was following the DEP procedure to self certify the exemption from their permitting; that the development review had recommended the approval; that it was for personal use only, not commercial; and that he would appreciate the Council's favorable consideration. On motion of Council Member Miller and second of Council Member Haney, the dock permit was approved, 5 yes, 0 nays.
3. **Change Order for Insertion Valves—North West Florida Water Management District Gate Valve Project**—Brittany Trumball of Preble-Rish, Inc. and Public Works Supervisor Summerlin addressed the Council about the current valve replacement project funded by a Northwest Florida Water Management Grant. They stated the need to purchase 5 insertion valves for \$66,675 to best complete the project with the least disruption of water service to customers; that the whole project bid price was \$144,000; the grant was \$263,000, so the addition/change would not put the project over budget. Council Member Haney suggested

better communication with City residents on where the work would be each week and when an area was under a boil water notice by using yard-type signs in the areas as needed. On motion of Council Member Jones and second of Council Member Haney, the change order was approved by a vote of 5 ayes, 0 nays.

4. Banking—Recommendation of Selection Committee and Potential Approval for Contract—City Clerk Rowell addressed the Council stating that the Selection Committee of Lou Bradford, Mayor Musgrave and herself had opened the responses to the City's RFP No. 2015-1 and that there was a single responsive bank, Trustmark Bank, with a full service branch within two miles of City Hall. She noted that after discussion with the bank's team, pricing for several services was reduced or eliminated. Jessica Cross, representing Trustmark Bank, answered Council Members' questions on direct deposit and online bill pay. On motion of Council Member Miller and second of Council Member Haney, Trustmark Bank was approved as the City's primary bank, 5 ayes, 0 nays.

City Clerk Rowell also asked for the Council to approve moving a 1-year CD of \$260,000, currently earning .1%, to a 2-year CD earning .75%. Council Member Miller made a motion to move the CD to the higher earning status and Council Member Haney seconded the motion. The motion passed, 5 ayes, 0 nays.

5. Potential Solutions to Garbage Problem in City—Council Member Haney asked that this item be deferred until the next meeting as he was seeking additional information and the Council agreed. Cheryl Ludasy of 1143 Loftin Street addressed the Council stating that some people don't want garbage pickup to be mandatory as they are on fixed incomes. Mayor Musgrave noted all views would be heard as the item continued to be discussed.

MAYOR'S REPORT—Mayor Musgrave read a compliment for Public Works employee John Ward from Ms. Longaberger; she said he helped her with a leaking pipe and she was very grateful.

COMMENTS AND ANNOUNCEMENTS—City Clerk Rowell noted that the RFQ for Property and Casualty Liability insurance agent services was due to open at 4:00 p.m. Wednesday, August 26 and that inquiries from potential responders were limited to be in writing to the City Clerk and that contact not occur with the Council Members.

ADJOURNMENT—The meeting was adjourned at 6:16 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
September 1, 2015
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 Hutto

WORKSHOP ITEM #1—Interviews and Discussion on Responses to RFQ No. 2015-1 for Property and Casualty Liability Insurance Agent/Agency Services—City Clerk Rowell gave an overview of the RFQ process to date, noting that the City received three responses: Stanford Insurance, Brown and Brown Insurance, and Acentria Insurance. She said a staff member had called the references given and the responses had been included in the members' packets. The Council heard a five-minute presentation from each of the respondents, after which the members deliberated and individually ranked the respondents as first, second, or third choice. Acentria received the most number one rankings.

Mayor Musgrave adjourned the meeting at 4:45 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
September 1, 2015
5:30 p.m.**

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

Present: Council Members Chaple, Haney, Jones, Miller and Mayor Musgrave.
Also Present: City Clerk Rowell, City Attorney Sloan, Police Chief Hutto, and Public Works Supervisor Summerlin

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Haney, the minutes of the Budget Workshop Meeting of August 18, 2015 and the minutes of the Regular Meeting of August 18, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Michelle Carter addressed the Council asking that the City consider opening an auto hobby shop, run by the City, where people could come to work on their vehicles.

Mayor Musgrave asked the Council to add a new Item 1, Change Order for 8" Insertion Valve. The Council agreed to add the item.

REGULAR AGENDA

1. Change Order for 8" Insertion Valve—Brittany Trumbull of Preble-Rish, Inc. addressed the Council, stating that this change was part of the Valve Replacement Project being funded by a Water Management District grant; that the use of insertion valves was approved by change order at the last meeting; that the maps showed a need for a 6" insertion valve, which was ordered, but that the location needed an 8" valve; that this was a request to pay the difference in cost, \$2,047, between the two sizes of valves.

Council Member Miller made a motion to approve the change order. Council Member Chaple seconded the motion, and it passed, 5 ayes, 0 nays.

Ms. Trumbull also addressed the Council about the need for the City to have a revised Wastewater Facilities Plan; that the current plan was created in 2011 but must be revised in order to submit any wastewater projects for the State of Florida's loan and loan forgiveness program through the State Revolving Fund (SRF). She said she would get the revised plan to the Council for consideration and approval at the next Regular Council Meeting September 15th.

2. Public Hearing on FY 2015-16 Budget—City Clerk Rowell gave a recap of the budget work to-date and went over the funds summary documents to show how the proposed budget was balanced and which items remained in capital needs. There was discussion about when capital needs could be funded and it was agreed that this could occur after the beginning of the

fiscal year. The Mayor opened the Public Hearing. No one addressed the Council and the Public Hearing was closed. City Clerk Rowell noted the second Public Hearing would be held September 17 at 5:30 p.m.

3. Selection of Property and Casualty Liability Insurance Agent/Agency Representing Preferred Governmental Insurance Trust—Mayor Musgrave noted that at the Workshop Meeting held just prior to the Regular Meeting, the Council had ranked Acentria Insurance as the first choice. Council Member Miller made a motion to approve Acentria Insurance as the property and casualty liability insurance agency. Council Member Chaple seconded the motion and it was passed, 4 ayes, 1 nay, with Council Member Haney providing the dissenting vote.

4. Discuss Potential Solutions to Garbage Problem in City—Council Member Haney stated that he had spoken with Mayor Hammond of Springfield regarding the change to use Waste Pro as its single hauler; that the once-a-week pickup charge is billed with water and sewer and is approximately \$18-\$19 per month; that Springfield makes about \$2 per household; that Waste Pro provides the cans and that Springfield makes a 6% profit on dumpsters. Council Member Haney asked Public Works Supervisor Summerlin about any information on garbage trucks, if the City were to purchase, and he reported that a garbage truck should have about a 10-year life expectancy for the type of use it would get in Parker. Mayor Musgrave asked about how Callaway, Panama City Beach and Mexico Beach handle garbage but no one knew for sure. Mayor Musgrave and Council Member Haney noted that the City had two choices to consider other than the way garbage pickup is currently handled: a private contractor as single hauler or the City as a single hauler. Council Member Jones invited Larry Hardee of Nate's Sanitation to address the Council. He stated that Mexico Beach handles its own garbage pickup and that Callaway allows all haulers to operate in the City; that he believed cart cost and distribution would be about \$75; that he would very much like to take over Parker garbage hauling. Council Member Chaple asked what the monthly cost was and he responded \$27, and \$78 a quarter. There was brief discussion that the City would need to do an RFP to acquire services and that the City could compete.

5. Public Works Emergency Response Truck—Public Works Supervisor Summerlin addressed the Council regarding the purchase of a used Ford F450. He stated that this truck is completely equipped with all tools, parts, power and other fittings needed in cases of a water break or other utility emergency; that the Public Works team had been very busy, working hard and doing a great job; and that he appreciated the Council allowing him to purchase the truck.

6. Report on La Brisa Inn/Patel Compliance with Final Order—Police Chief Hutto addressed the Council regarding several areas La Brisa owners were working on, such as putting up fences, attending classes on recognizing drug behavior, requiring credit cards or a cash/key deposit, hiring security from 8 p.m. to 4 a.m., copying photo i.d.s, and implementing "house rules" to include no visitors after 11 p.m. He also noted that the use of hanging tags on rearview mirrors of guests' vehicles has not been implemented. Council Member Haney asked the level of sheriff department work there and Council Member Chaple asked if the number of calls had

decreased. Chief Hutto responded that most all the patrol and enforcement was by the City and that since February, most all the incident calls came in from La Brisa management.

MAYOR'S REPORT— Mayor Musgrave read a compliment for Code Enforcement Officer Brannon from Rita Griffin and a note from the Boy Scouts thanking the Police Department for recognizing one of their members' heroism. He brought information to the Council from a law firm on fire assessments, noting it was his obligation to bring it but it sounded like a new tax. He asked the Council to consider if they would like to discuss an events/recreation coordinator position.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple brought to the Council's attention an invitation to participate in a Veterans' Day parade sponsored by the Chamber of Commerce. He also asked to use the City logo for a no-cost sponsorship for the Shriner's cardboard boat race; City Attorney Sloan said he would review and let him know. City Clerk Rowell reviewed the Code Enforcement report at the request of Council Member Miller.

ADJOURNMENT—The meeting was adjourned at 6:32 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
September 15, 2015
5:30 p.m.**

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

Present: Council Members Chaple, Haney, Jones, Miller and Mayor Musgrave.
Also Present: City Clerk Rowell, City Attorney Sloan, Police Chief Hutto, and Public Works Supervisor Summerlin

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Miller, the minutes of the Budget Workshop Meeting of August 25, 2015 were approved, 5 ayes, 0 nays. The Council deferred approval of the two sets of minutes from September 1 until the Special Meeting on September 17.

Mayor Musgrave read a proclamation for Constitution Week, a celebration of the 228th anniversary of the Constitution on September 17..

ITEMS FROM THE AUDIENCE—Linda Gregory Duty and Sandra Dadio addressed the Council about the lack of notification by the City of the recent water outages. They said they were not prepared and that the City should do a better job notifying citizens when their services would be affected.

Ray Waters addressed the Council saying he objected to a required garbage pickup, especially the City doing it; that he felt it was not the solution to the problem of illegal dumping of garbage.

REGULAR AGENDA

1. Wastewater Facilities Plan—Brittany Trumball of Preble-Rish, Inc. addressed the Council about grant/loan programs through the State of Florida State Revolving Fund (SRF) to fund public works projects. Ms. Trumball said that in 2011, the City created a wastewater facilities plan, which is the first step to be qualified to receive such state funding; that the Facilities Plan before the Council was a revision to that original plan; that the plan is created to identify what is absolutely necessary to continue to provide services, what is desired in order to provide services, and what is the ideal situation to provide services; that these options are then reviewed against the City's capital and other assets to determine the amount of debt the City is willing to bear; that this revised plan identifies an already designed wastewater project as Alternative 1, which includes manhole rehabilitation, force main replacements on several pump stations, a generator at a pump station and other improvements at pump stations. She noted that if the Council accepts the revised Facilities Plan, it can be sent to the SRF, asking for our project to be included in their proposed funding for a grant or loan to the City; that the action of the Council was not to accept funding from the SRF at this time.

Public Hearing on Wastewater Facilities Plan—Mayor Musgrave opened the Public Hearing. No one wished to speak and the Public Hearing was closed.

Council Member Miller asked what type of funds would be required to secure a loan and Ms. Trumball responded that City audits would be submitted to the state to show sufficient water and sewer revenue to repay a loan, as well as impact fees from development in the areas. Council Member Miller made a motion to approve the revised Wastewater Facilities Plan. Council Member Jones seconded the motion and the Plan was approved, 5 ayes, 0 nays.

Ms. Trumball also addressed the Council on the Gate Valve Project, noting that installation of the five insertion valves been completed and that there were five other valves still to be done; that there is approximately \$30,000 remaining in the grant and that she would come back to the Council to determine if they wanted to include more valves through a change order. Public Works Supervisor Tony Summerlin apologized to Ms. Duty and Ms. Dadio, other citizens, and the Council Members for the water shut-offs, explaining that public information had been regularly sent to the media, and gave an update on the work planned over the next week. Ms. Trumball also noted that a new grant had been submitted to the Northwest Florida Water Management System for assistance replacing some watermain along Bus. 98.

2. Update on Property and Casualty Liability Insurance—City Clerk Rowell addressed the Council stating that after the Council approved Acentria as the City's property and casualty (P and C) insurance agency, which could represent Preferred Governmental Insurance Trust, she spoke with the League of Cities head of underwriting who said they would be comfortable with Acentria brokering their P and C products also; that under this circumstance, there did not seem to be need to issue an RFP in that Acentria would provide the competitive quotes through their brokering. Carter Middlemas of Acentria Insurance addressed the Council, giving them an review of his work over the past week, including meeting with department heads and finding properties that needed to be insured for less or not at all (fire equipment and vehicles). He said the schedules from the City should be completed by early the next week and would be taken to both companies for quotes. He reviewed the different coverages the City will need and said he would return to staff with recommendations for the best coverages at the least cost and bind those. That action would be reported to the Council at the October 6th meeting.

MAYOR'S REPORT— Mayor Musgrave asked the Council if there was any interest in pursuing a fire assessment and there was not. He said that North Bay Haven wants to use the Sports Complex for girls' softball; that the City needed to purchase bases and provide fencing to reduce the size of the field; that they would need to pay for lighting; and that any fees for use would be used to purchase the items. He asked if the Council wanted to further discuss an event planning position and the Council asked the item come back on a future agenda.

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Minutes
Parker City Council
September 15, 2015

COMMENTS AND ANNOUNCEMENTS—None

ADJOURNMENT—The meeting was adjourned at 6:19 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
SPECIAL MEETING
PARKER CITY COUNCIL
September 17, 2015
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, Chaple, Haney and Mayor Musgrave

Also Present: City Clerk Rowell and Police Chief Hutto

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Jones, the minutes of the Workshop Meeting of September 1, 2015 and of the Regular Meeting of September 1, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

1. Public Hearing on City of Parker and Community Redevelopment Agency 2015-2016 Budgets—Mayor Musgrave opened the Public Hearing. No members of the public commented on the proposed budgets and the Public Hearing was closed. City Clerk Rowell reviewed worksheets showing the current fiscal years' projected surplus, \$235,048, and the capital needs the Council had identified.

2. Resolution 2015-332-Adopting City Final Budget for FY 2015-2016—Council Member Miller made a motion to read Resolution 2015-332. It was seconded by Council Member Haney and the motion passed, 5 ayes, 0 nays. City Clerk Rowell read the resolution by title. Council Member Miller made a motion to adopt Resolution 2015-332. It was seconded by Council Member Jones, the motion passed and Resolution 2015-332 was adopted by a vote of 5 ayes, 0 nays.

3. CRA Resolution 2015-19-Adopting CRA Final Budget for FY 2015-2016—Council Member Miller made a motion to read Resolution 2015-19. It was seconded by Council Member Chaple and the motion passed, 5 ayes, 0 nays. City Clerk Rowell read the resolution by title. Council Member Miller made a motion to adopt Resolution 2015-19. It was seconded by Council Member Jones, the motion passed and Resolution 2015-19 was adopted by a vote of 5 ayes, 0 nays.

Mayor Musgrave asked if the Council wanted to take action to fund any of the identified capital needs (two pickup trucks and additional digital meters). Council Member Miller made a motion to order one of the trucks and Council Member Haney seconded the motion. After discussion about how the City fleet would be upgraded, including police vehicles, the motion passed by a vote of 5 ayes, 0 nays.

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Minutes

Special Meeting--Parker City Council

September 17, 2015

Council Member Chaple asked staff to research if the Sports Complex could be used for a rodeo. Council Member Haney asked staff to look into posting signs at the Sports Complex to warn users about acceptable noise levels.

ADJOURNMENT—Mayor Musgrave adjourned the meeting at 5:50 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
October 6, 2015
5:30 p.m.**

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

Present: Council Members Chaple, Haney, Jones, Miller and Mayor Musgrave.
Also Present: City Clerk Rowell, City Attorney Sloan, Police Chief Hutto, and Public Works Supervisor Summerlin

APPROVAL OF MINUTES—Approval of minutes from the meetings of September 15 and September 17, 2015, was postponed until the next regular meeting on October 20.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Gate Valve Project—Change Order—Brittany Trumball of Preble-Rish, Inc. addressed the Council about adding five two-inch valves, 12 two-inch couplings, and two six-inch gate valves and some additional investigation work to the existing project for a total of \$19,322. She also noted that the overtime pay spent by the City on the project would be submitted to the NW Florida Water Management District for reimbursement; that the total grant amount is \$263,000, and that with the proposed change order and payment of overtime the project cost would be about \$255,000. Public Works Supervisor Summerlin noted that there were two remaining areas of the City where water outages would occur due to valve replacements: Lance and Arrow, and 9th and Hickory, and that the residents would receive door hangers to inform them of when to expect the outages.

Council Member Miller made a motion to approve the Change Order. It was seconded by Council Member Chaple and the motion passed, 5 ayes, 0 nays.

2. Update on Property and Casualty Liability Insurance—Carter Middlemas of Acentria Insurance, the City's new property and casualty liability insurance agent, addressed the Council and reviewed a comparison chart showing a savings of \$21,358 on property and casualty insurance costs over last year. He noted that the competition created by Acentria's brokering between Preferred Governmental Insurance Trust and Florida Municipal was likely the most important factor in the savings. He also noted that the workers' compensation insurance cost had gone up due to one claim in the past year.

3. Report on La Brisa Inn/Patel Compliance with Final Order—Public Nuisance—

Police Chief Hutto addressed the Council, going over the Final Order part by part, noting where the owners had made improvements and how they had tried to achieve compliance. He told the Council the owners had: put in a functioning camera system; posted signage about no criminal activity being tolerated; implemented “house rules” including no visitors after 11:00 p.m.; implemented requirement for guest to produce identification; implemented keeping a credit card on file or using a “key deposit” to reduce theft and property damage; hired security for weekend evenings; put up a fence to reduce foot traffic from the park next door; called the police department when they were aware of criminal activity; sent the staff to training by the police department; and purchased a new phone system that will allow the identification of each room on the 911 system for quicker emergency response.

Chief Hutto said the six-month time period had been too short to know if the measures have made a difference and are working, but that the owners have complied with the terms of the order even though it had taken the full six months for that compliance.

Mayor Musgrave read the following from the Final Order to clarify what action was required of the Council. “In the event that the Chief of Police of the City reports to the City Council after six months that the Violator is complying with the conditions of this Order, then the City shall forgive the balance of the civil penalty, \$2,250.00 plus any interest accrued thereon.”

Council Members and City Attorney Sloan discussed that the La Brisa Inn would remain under scrutiny and reporting for another six months according to the Final Order.

Council Member Miller made a motion that the remainder of the civil penalty be forgiven. Council Member Jones seconded the motion and it passed, 5 ayes, 0 nays.

4. Commercial Business—Yard Debris Pickup Fee—Public Works Supervisor

Summerlin addressed the Council noting that he had had requests from businesses and some churches for the City to remove yard debris for the monthly cost charged to residents. He noted that currently the City Code did not allow that. After discussion by Council Members that it would be restricted to just yard debris and not other commercial waste, as well as to only those businesses which desire the service, City Attorney Sloan was asked to draft an ordinance and/or an agreement or contract which would be brought back to the Council for action.


MAYOR’S REPORT— Mayor Musgrave reported that only 2016 Ford F-150 pickup trucks were available from state or sheriff’s contracts. Police Chief Hutto and Public Works Supervisor Summerlin addressed the Council about their research and noted that the price was approximately \$1,000 more than discussed for capital funding; that October 31 was the cutoff date for the 2015 prices for 2016 trucks; that they had checked on compact trucks but they were more expensive than the full size trucks; and that they would like permission to go ahead and order both trucks proposed for capital funding during the budget hearings.

Council Member Jones made a motion to order two pickup trucks at the lowest price they can get from the contracts before the end of October. Council Member Haney seconded the motion and it passed, 5 ayes, 0 nays.

Mayor Musgrave reported on progress to find someone to assist the City with event planning and that instead of trying to seek a part time employee, he would try to find individuals who could propose their services to the Council.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple asked Public Works Supervisor Summerlin about the progress on getting seasonal banners to place on phone/electrical poles along the City's roadsides. Mr. Summerlin responded that he was working with Gulf Power to come up with an agreement to use its poles.

ADJOURNMENT—The meeting was adjourned at 6:32 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

October 20, 2015

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 Chaple, Haney, Jones, Miller and Mayor Musgrave.

Also Present: City Clerk Rowell, City Attorney Sloan, Police Chief Hutto, Fire Chief Kelly and Public Works Supervisor Summerlin

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Jones, the minutes of the Regular Meetings of September 15, 2015 and October 6, 2015, as corrected, and the Special Meeting of September 17, 2015, were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. **Report on City Plans for Acquiring 800 mghz/P25 Radios**—Fire Chief Kelly addressed the Council about the new P25 radio system the County is planning to purchase. He said that since Bay County handles dispatching for Parker's Volunteer Fire Department, the City will need to upgrade its radio system by January 1, 2017, to be able to communicate on a new frequency; that several area fire departments had applied for and been granted funding for new radios; that 12 radios came in four months ago for the fire department; that Parker needs a total of 65 radios, so must acquire 53 more; that the City is currently paying \$7,000 annually for communication fees; that Bay County will hold the financing for all participating agencies at 4% or less interest rate for 4 years; that Parker has 2.78% of the communication devices in Bay County; that there is an infrastructure annual debt service cost estimated for Parker at \$28,929 to change and use the technology and the equipment at the tower; that estimated new radio costs will be \$144,800; that annual debt service for the new radios would be \$4,268.15 per unit; that police, fire and public works should all be on the new frequency; that there is an annual infrastructure maintenance cost of \$9,655 and the annual subscriber fee is \$1,947; that the initial annual cost would be \$70,935.70; that the fire department still needs 14 more radios; that the police need 24 units and a base station; that public works needs 14 units and a base station; that a base station is needed for utilities; that code enforcement/admin need 5 units; that he recommends a plan that the City purchase the number of radios he outlined (57) for each department through the financing plan offered by Bay County.

After much discussion about the various needs of the different departments, the use of volunteers and reserves, and the interchangeability of the radios, Council Member Jones made a motion to move forward with Chief Kelly's plan for the number of radios for each department and participate with the county funding for purchase. Council Member Chaple seconded the motion

and it passed, 5 ayes, 0 nays. The Council asked Chief Kelly to continue to research to determine if there was a less expensive unit that would be interchangeable for parts and provide the same functionality for public works and administration and if so, to order that type unit.

2. Discuss Potential Solutions to Garbage Problem in City—Council Member Haney and Mayor Musgrave outlined the options as being: a) continue service as it is using multiple haulers; or, b) go with a single hauler, whether private sector or City. Mayor Musgrave noted that a decision would need to be made in February or March. The Council agreed to extend the current contracts with the various haulers for one year until one of the options is chosen. Council Member Chaple made a motion to extend the contracts for one year, through September 30, 2016, at the current rates. Council Member Miller seconded the motion and it passed, 5 ayes, 0 nays.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple asked Public Works Supervisor Summerlin about the progress on getting seasonal banners to place on phone/electrical poles along the City's roadsides. Mr. Summerlin responded that was finalizing the agreement with Gulf Power and the costs of the banners.

Council Member Miller reported thanks from a citizen for the police and fire emergency services provided the prior evening.

ADJOURNMENT—The meeting was adjourned at 6:36 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

November 3, 2015

5:30 p.m.

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

Rev. Dr. Connor gave the Invocation.

Mayor Pro Tem Miller led the Pledge of Allegiance.

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

Also Present: City Clerk Rowell, City Attorney Sloan, Police Chief Hutto and Public Works Supervisor Summerlin

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Jones, the minutes of the Regular Meeting of October 20, 2015 were approved as written, 5 ayes, 0 nays. Council Member Miller noted that the figures recorded did not appear correct. The Mayor suggested questions be directed to the Fire Chief. The Clerk suggested the Council receive a written document with correct information from the Fire Department since otherwise the only record, the minutes, would stand with incorrect information. The Mayor said he would get a written summary.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Update on Economic Activity in Bay County and Possibilities for Partnership—Becca Hardin, President of the Bay Economic Development Alliance (EDA), addressed the Council about assets of Bay County, emphasizing the businesses, people, natural resources, airport, port, military bases and the ease of roadway access to move products. She said these assets support international trade and continued growth in research and development in aeronautics, vehicle shipping, warehousing and manufacturing. Mayor Musgrave asked what the benefit would be to Parker to be a financial partner in the EDA. Ms. Hardin noted that job creation was the focus of the EDA and that jobs in anywhere in Bay County meant jobs for Parker residents. Council Member Miller asked what the financial commitment would be and she responded that it was a per capita contribution and would be around \$6,000 per year. Council Member Haney asked what growth or development could occur in Parker and Ms. Hardin noted that she would need to do a review. Mayor Musgrave agreed to get together with her to help her gather additional information on Parker.

2. Holiday Banners for City—Public Works Supervisor Summerlin addressed the Council stating that the agreement was in process with Gulf Power Company and the City's insurer to be able to use electrical poles hanging the banners for no charge; that the cost per banner and bracket was \$150 and that physically hanging the banners could be done for free. After discussion about fund raising or private funding, the Council took no action to fund the banners to decorate the City for the holidays.

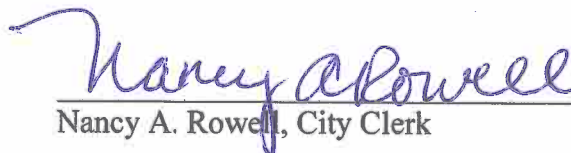
3. Status of Capital Funds—City Clerk Rowell addressed the Council about spending for capital projects and the reserves using the document “Fund Summary as of November 3, 2015”. She said that fiscal year close-out figures were not yet available and that the information she was presenting was projected; that projected end-of-year surplus was \$345,442 and that approximately \$125,000 would need to be used to balance the current fiscal year budget; that the carryover surplus from 2014 was \$102,210; that there were two pickup trucks to be purchased for approximately \$38,600; that the balance of surplus at that point would be approximately \$283,258; and that the only capital item not yet funded is \$60,000 for digital meters. If those were funded, there would be a projected surplus of \$223,258.

Council Member Jones asked Public Works Supervisor Summerlin how much the digital meters are reducing the City’s water loss. Mr. Summerlin said that the month of November would be the first month to use as a comparison since the water valve repair project was complete and that it had required water use for flushing; that the public works employees are doing a better job of recording water loss; that with the valve project, leaks were repaired; and that he believed the City would be able to see improvements to the loss numbers.

MAYOR’S REPORT—Mayor Musgrave suggested that for moving the discussion on garbage hauling forward, Council Member Haney schedule some public hearings.

COMMENTS AND ANNOUNCEMENTS—Council Member Jones said that he was not happy with the way things were going in City Hall lately; that there were two resignations; that an employee was hired and hadn’t been drug tested; and that there was an employee involved in a City vehicle accident out of town who wasn’t drug tested. Council Member Chaple asked about garbage franchise contract rates, and asked about holding a pancake breakfast on December 3rd sponsored by the Masonic Lodge for the citizens of Parker. Mayor Musgrave noted that the Christmas tree lighting would be on December 4th. City Clerk Rowell said that she would provide a Clerk’s Report at each meeting

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


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

December 1, 2015

5:30 p.m.

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

Rev. Danny Davis gave the Invocation.

Mayor Pro Tem Miller led the Pledge of Allegiance.

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

Also Present: City Clerk Rowell, City Attorney Sloan, Police Chief Hutto and Public Works Supervisor Summerlin

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Jones, the minutes of the Regular Meeting of November 3, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Michael Simons of 727 Arrow St. addressed the Council noting that the retention pond as part of the stormwater project was not complete; that there were mosquitoes; that the fencing is not complete and that kids were playing around the pond area with no restriction. He asked that the City address this issue with the contractor because it seemed the project was moving slowly. Mayor Musgrave noted the project has been extended but that completion is expected by the end of January and said that he would follow up. Mr. Simons also noted code violations at the property next door and gave City Clerk Rowell pictures to give to the Code Enforcement Officer.

REGULAR AGENDA

1. **Tree Lighting Ceremony**—Ashley Shirah, Office Assistant, addressed the Council about the plans for the following Friday night, December 4th. She noted the ceremony had been advertised on the water bills and in the City's newsletter and on the marquee; that it would begin at 5:00 p.m.; that the decorations were up in the park and on City Hall; that there would be hot chocolate and cookies provided by Refuge Assembly of God Church; that there would be door prizes, crafts for kids, and Christmas carols; that Santa would arrive on the antique fire truck at 6:00 p.m. and that the tree would be lighted upon his arrival. Mayor Musgrave thanked Ms. Shirah and Fire Chief Kelly for their work planning and coordinating the event.

2. **CRA Wastewater Project**—Ricky Dodd of Preble-Rish, Inc., addressed the Council, noting that the City's Wastewater Facilities Plan was created and submitted to DEP in 2011 for potential funding, with the work identified in this project included; that funding at the state level had not been available for some years; that the plan had been updated in 2015 and the Council had approved it, again with this work being included; that the plan and an application for funding had been submitted; that the City's project had been voted on by DEP officials on November 10th for approval for funding; that the City's project had been included for loan funding if the City wishes to apply; that the project would include the rehabilitation/relining of wet wells of pump stations 16 and 17, with a generator included for pump station 17, and 10,500 linear feet of force main upgrades, from 4" to 8", including into pump stations 13 and 14; that the City would be eligible to receive \$301,000 in principal forgiveness on an approximately \$1,000,000 loan; that the City has until March 9, 2016, to apply for

the loan and the principal forgiveness; that there was no action necessary by the Council tonight but that the Council would need to decide by February 1, 2016. Council Member Jones expressed concern for funding if there will not be additional development in the area, but noted that the infrastructure is very old. Council Member Haney asked how neecessary the project work was, and Mr. Dodd noted that the system is very old and needs to be replaced and refurbished, regardless of potential development.

3. Community Building Rental to Non-Profit Organizations to Benefit City Residents—Council Member Miller addressed the Council noting that the Parker Lodge had wanted to sponsor a pancake breakfast for City residents and wanted to use the Community Building rent-free as the location but that staff would not allow use rent-free. After discussion, including of a policy that allows employees to use the buildings rent free for personal events, the Council asked the City Clerk to bring back a policy on the rentals of City buildings.


4. Light Pole Banners—Mayor Musgrave noted that at the staff meeting following the last Council meeting, Chief Kelly started the private donation fund for the banners and that since then enough has been collected to buy eight holiday banners and mounts; that he would like to expand the donation program so that different banners could be changed out and used for a variety of holidays.

CLERK'S REPORT—City Clerk Rowell reported there were two new employees in Administration; that the utility billing/financial system draft RFP was being reviewed; that the annual audit had begun; that accessory structures were being placed in the City without permits and that the Planning Commission would be hearing the issue on December 8; that only 27 businesses have not renewed their business license for 2015-2016; and that a bill has been proposed in the state legislature that would take away cities' right to set their own election dates.

MAYOR'S REPORT—Mayor Musgrave said that repainting and reroofing of City buildings is still in planning and that Public Works Supervisor Summerlin would update the Council at the December 15 meeting.

COMMENTS AND ANNOUNCEMENTS—Council Member Miller said that he had spoken with TPO staff to let them know that the City was not contributing for the trolley this fiscal year. He said they had given him some ridership data but he didn't think it was adequate. Council Member Chaple asked about looking at another Internet provider since WOW! is going up on their rates.

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


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
December 15, 2015
5:30 p.m.**

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

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

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

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Haney, the minutes of the Regular Meeting of December 1, 2015 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Discuss State Revolving Fund Loan for CRA Wastewater Project—Mayor Musgrave introduced the topic and said he wanted the Council to be able to identify how critical the CRA Wastewater project is, and if so, what kind of funding would be needed. He asked Ricky Dodd of Preble-Rish, Inc. (PRI) to address the Council. Mr. Dodd said that the force mains are undersized which will inhibit future growth until the improvements are constructed; that the project is very much needed for the City and that is why it had been a City priority for Community Development Block Grant (CDBG) funding for two years; that if another CDBG is sought and awarded, construction couldn't start until 2017; that the project was the most critical wastewater project in the City.

Council Member Jones asked about the adequacy of water pressure for the proposed development at the Long Point site. Mayor Musgrave noted that the engineer for that development project has worked on a plan to address the pressure, along with Fire Chief Kelly and Public Works Supervisor Summerlin and the County. Mr. Dodd said that when PRI receives the fire flow data, they will be able to model solutions. Council Member Jones asked Mr. Dodd if he had been involved in projects using on-site fire pumps and deep-wells. Mr. Dodd said he had not but would gather information. Council Member Jones expressed other concerns about water pressure.

Council Member Miller asked if the CRA Wastewater project/loan request could be revised, or scaled back, and still receive funding. Mr. Dodd said he would find out if it would have to be a re-submission and if the loan forgiveness amount would remain the same. The Council Members agreed that they wanted to hold a workshop on the project and the loan, to include PRI and City Auditor Richard McKinney.

2. Update on Painting and Reroofing City Buildings—Mayor Musgrave reported that Public Works was working with architects on the colors for paint and roofs, and there was discussion on the best type of metal roof.

3. Gardner Settlement—City Attorney Sloan said that this was the last piece of litigation pending for the City; that a plaintiff sued the City and a police officer; that the City's insurer had provided primary and separate legal counsel for each; that the case has resulted in a settlement pending the Council's approval. Council Member Miller made a motion to authorize the settlement of the Frank Gardner case and authorize the Mayor to sign the settlement agreement and release. Council Member Haney seconded the motion and it was adopted, 5 ayes, 0 nays.

CLERK'S REPORT—City Clerk Rowell reported that at a meeting of city and county managers, there was discussion about potentially doing a joint salary study; that the group talked about each of their priority infrastructure projects. She noted she had identified roads, sidewalks, sewer system, water system and stormwater and asked if the Council Member had any others. Council Member Jones emphasized sidewalks and landscaping and Council Member Haney emphasized lighting on both sides of Business Hwy. 98 and erosion/washout at boat ramps. She also said that a request had been received for a change of land use designation from Mixed-Use 2 to Commercial at 6300 E. Hwy 98; that there would be a meeting regarding Lake Martin on Friday with other governmental units; that a letter had been sent to key elected House and Senate members opposing legislation that would take away cities' right to set their own election dates.

MAYOR'S REPORT—Mayor Musgrave said that there would be a Christmas potluck lunch at noon on December 23 in the Community Center for employees and Council Members. He read a letter from Sharon Davis praising the progress of the Council and the improvements in the City. He invited Police Chief Hutto to update the Council on some key cases. Chief Hutto said that 24 credit card fraud cases were solved, linked into one major case, with the help of other state and local agencies in Central Florida, and that the ringleader has been sentenced to five years in prison and to pay more than \$177,000 in restitution. Chief Hutto also said that a robbery that occurred at the SmileLine approximately seven years ago has been cleared and the robber sentenced.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple thanked the Police Department for coming out for the Panama City Christmas parade and said that he hoped the Christmas decorations would continue in Parker. Mayor Musgrave said that there were more than 110 people at the Christmas Tree Lighting and that former employee Wayne Creamer did a great job as Santa Claus.

ADJOURNMENT—The meeting was adjourned at 6:19 p.m.


Nancy A. Rowell, City Clerk