

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
February 7, 2017
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
City Clerk Rowell 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 Regular Meeting of December 6, 2016, were approved, 4 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Aaron Philyaw of WKGC addressed the Council and asked for an update on the pier project. City Clerk Rowell noted that the Florida DEP was handling the project, that the federal reviews had been completed, and that the contact was Pearce Barrett.

REGULAR AGENDA

1. Second Reading and Public Hearing of Ordinance 2017-377--Elections—Council Member Haney made a motion to read the ordinance, seconded by Council Member Miller and the motion passed 4 ayes, 0 nays. The City Clerk read Ordinance 2017-377 by title. Mayor Musgrave opened the Public Hearing. There were no public comments and the hearing was closed. Council Member Haney made a motion to adopt the ordinance, and the second was provided by Council Member Jones. Ordinance 2017-377 was adopted, 4 ayes, 0 nays.

2. Public Works Personnel Needs—Public Works Supervisor Summerlin addressed the Council regarding needs for administrative help in the Public Works Department. He identified reports, data entry, training and certification tracking, grant assistance and communication needs as some of the duties of the position. He said that he is currently relying heavily on City Hall staff and that the workload continues to grow. Council Member Haney asked if it could be a part time job and Mr. Summerlin responded that the duties are full time. Council Member Miller suggested an intern. Council Member Jones said that the Council should look at a position description and costs. The Council asked that the issue be brought back on March 7th.

3. **Erosion Control—Earl Gilbert Park**—Public Works Supervisor Summerlin reported that he had applied for two permits, one to put concrete rip-rap at the park to help control erosion, and one to allow the rip-rap to touch the mean high water line. He said Public Works would be placing rip-rap as soon as the permit was granted.

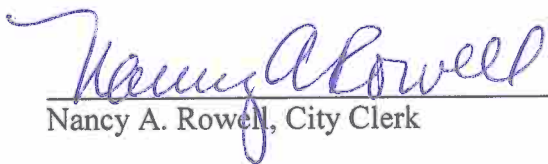
4. **Stallings and Rosen Foreclosure Auction**—City Attorney Sloan explained that the foreclosure actions came about due to code enforcement liens from unpaid fines. He explained that the Stallings property had been bid on, but that the bidder did not pay the full amount and the sale had to be re-set. He noted that these actions are like a mortgage foreclosure action, and that the City can bid up to the amount of the judgment without having to pay, but that if the City bids more, it would have to pay the difference. He said that he would bid up to the judgment amount on both properties unless instructed differently by the Council.

CLERK'S REPORT—City Clerk Rowell said the City has two requests in for legislative appropriations for the water improvement project near the Fire Station; that Code Enforcement has focused on the Cedar/Horne area and that it was slowly improving; and that the buzzards have moved to the church roof.

MAYOR'S REPORT—Mayor Musgrave read a thank you letter from the Bay County TPO for the \$3,000 funding; read a State Fire Marshall Office certificate of appreciation for submitting all 2015 data timely; and recommending that all citizens sign up for AlertBay.

COMMENTS AND ANNOUNCEMENTS—

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


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
March 7, 2017
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 Chaple and second of Council Member Miller, the minutes of Regular Meeting of February 7, 2017, were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Resident Robert Wazlavek addressed the Council asking if the City would look into purchasing the property owned by the Corams in Donalson Point to turn it into a park. Mayor Musgrave said he had contacted the Coram's daughter and had not heard back.

Resident Salvatore Salerno addressed the Council stating that he felt the utility deposit was too much.

REGULAR AGENDA

1. **Award Bid for Manhole Replacement Project**—Public Works Supervisor Summerlin addressed the Council, referred them to the bid tabulation, noted that GAC was the low bid for the project at \$61,572, and that after review, he recommended award to GAC of ITB No. 2017-2. Council Member Miller made a motion to award the bid to GAC. Council Member Haney seconded the motion and it passed 5 ayes, 0 nays.

2. **Public Works Administrator position**—Public Works Supervisor Summerlin addressed the Council, describing the need for administrative assistance in the Public Works Department.

Council Member Jones said he was not happy with the way that the City was being run; that the City Clerk was the queen and that she has a full time assistant; that the City Clerk had replaced a clerk with someone with almost twice the salary; that nothing comes to the Council and that it is supposed to be running the City; that people are hired and moved and it's not right. Council Member Haney agreed and said the Council was left out of the loop because there were people appointed without the Council deciding about positions; that there were job openings and people

put in them and the Council didn't know. Council Member Jones said that Robin was not a replacement, it was a created position because she was paid more than the prior employee; that these things have to come before the Council; that if Robin had been hired to take over for Lou, that should have been brought to the Council; that the way the City is being run is not acceptable him as a City Council Member. City Clerk Rowell responded to Council Member Jones that he is in her office regularly with opportunity for discussion and that this was the first time she had heard his concerns, but thanked him for bringing up his concerns. Mayor Musgrave said that the Council's work is primarily at the policy and strategic level, and that is why so much time is spent with the budget, to review structure and costs and to know what is in it. Council Member Jones said the Council is supposed to be involved in all the decisions. He further stated that there is an Assistant City Clerk who was not qualified to do HR and accidents with City employees (safety officer); that the accident job should be done by a first responder; that Robin was in her position for two weeks before a drug test was done; that when an employee was out of town and had an accident in a City vehicle there was no follow-up drug test and no report. Mayor Musgrave said that was the first out-of-town accident and the confusion caused the department heads to meet and create new procedures. Police Chief Hutto reviewed those procedures with the Council, noting that law enforcement or EMTs are still first responders and that first report of injury for workers' compensation and insurance/legal issues are handled by the safety officer. There was no further discussion on the issues raised by Mr. Jones.

Mayor Musgrave said that after researching similar positions, the pay for the Public Works administrative position would be in the \$14 hour range. Council Member Jones said that without the candidate, you can't put an hourly price on them, that it is based on their experience and skill level, and Mr. Summerlin agreed. Mayor Musgrave said one of the reasons Parker had done as well as it has financially, and has had the ability to address equipment and infrastructure needs that have been neglected for years, is that the employees are doing everything they can, and then some, even when stretched to their limits. He complimented all City employees on performance of their duties and for going the extra mile; that additional support is only requested when all other avenues have been exhausted and that at this point, the workload in Public Works justifies the new position.

Council Member Miller asked again about using an intern and Mr. Summerlin said that he did not believe an intern could learn the work quickly enough and provide job continuity. Council Member Jones asked if Springfield had someone in a similar position, and suggested Parker look at other municipalities and steal the best person from one of them.

Mayor Musgrave asked for approval for Mr. Summerlin to advertise the position and seek candidates. Council Member Jones made that motion and Council Member Haney seconded it. After further discussion about other staffing options that had already been considered, the Mayor called for the vote. The motion passed, 5 ayes, 0 nays.

Public Works Supervisor Summerlin asked the Council if he could pose two other questions and they said he could. He asked if the Council would approve a one-year agreement with Florida Auction Network to auction any surplus property the City takes to the company, for a 5% seller's fee. Council Member Miller made a motion that the City enter into the agreement, authorizing the Mayor to sign. Council Member Haney seconded the motion and it passed, 5 ayes, 0 nays.

Public Works Supervisor Summerlin asked the Council to authorize him to attend the Bay County surplus auction on April 15th to purchase any items the City might need, with a \$5000 cap, to come out of his budget. It was agreed to wait until the next meeting for a decision.

3. Infrastructure Surtax Oversight Committee—Mayor Musgrave noted that there were four volunteers: Mr. Schmidt, Ms. Morris, Mr. Nepereny, and Mr. DeLonjay, whose applications were in the Council Members' packets. Council Member Haney asked if Mr. DeLonjay could serve as a Planning Commissioner and as an Oversight Committee Member and City Attorney Sloan advised there was no prohibition. After discussion, Council Member Chaple made a motion to appoint all four people. Council Member Miller seconded the motion and it passed 5 ayes, 0 nays.

CLERK'S REPORT—City Clerk Rowell said: 1) the auditors have everything they need from us; they are waiting on the audit of the AWT plant prior to finalizing ours; 2) the referendum for Charter amendment is the only item on Parker's municipal election ballot. There will be an article in the City newsletter which will mail out no later than Thursday; and 3) the Planning Commission will consider a draft ordinance on medical marijuana dispensaries at its meeting March 14th. The ordinance amends the LDR and approaches placement of the dispensaries as a type of land use.

MAYOR'S REPORT—Mayor Musgrave read a Proclamation declaring April "Clean Up, Paint Up, Fix Up Month" in the City; noted the new street lights installed on Business Highway 98 along the north curve; and said that the original developer for East Bay Flats will be back, hopefully by June, with a new application for development order.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple said he had received a compliment for the Fire Department from a citizen. Council Member Miller asked about the progress on the improvements at Earl Gilbert Park and Public Works Supervisor Summerlin responded that the improvements were substantially complete but there was still clean-up work to be done; that the final walk through was currently scheduled for Friday.

ADJOURNMENT—The meeting was adjourned at 6:27 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL**

**April 4, 2017
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 Miller and second of Council Member Chaple, the minutes of the Regular Council Meeting of March 7, 2017, were approved, 5 ayes, 0 nays.

By consent of the Council, Resolution 2017-343 was added as the first item on the agenda.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Resolution 2017-343—Opposing HB 17 and SB 1158 Preempting Local Government from Any Regulation of Business—Council Member Miller made a motion to read the resolution, seconded by Council Member Chaple. City Clerk Rowell read Resolution 2017-342 in its entirety. There was discussion about the current Florida Legislature passing bills that preempt local government decision-making in many areas and that these bills would restrict the amount the City could receive from business tax receipts. Council Member Miller made a motion to adopt and it was seconded by Council Member Chaple. Resolution 2017-343 was adopted 4 ayes, 0 nays. Council Member Haney abstained from voting saying he did not have enough time to research and understand the issue.

2. Update on Stallings Property—4617 3rd St.—City Attorney Sloan reported that there had been a two foreclosure sales, but that neither time were the purchases completed, and that he had been contacted by a family member wanting to pay off the lien. Mayor Musgrave commented that the Panama City CRA had purchased rundown or abandoned properties to encourage redevelopment. City Attorney Sloan advised that if the property continues as a code violation, that the City could abate, and put on the non-ad valorem tax roll, to recoup the costs.

3. Update on Public Works projects and hiring—Public Works Supervisor Summerlin addressed the Council regarding the manhole replacement project in progress on Highway 22-A. He said that once the contractor began excavation, they discovered an 8" force main concreted onto the side of the manhole and a previously repaired 8" water line on the other side that needed to be repaired again. Supervisor Summerlin said they needed to line-stop the force-main and reroute because there was no valve for cut off; that the manhole itself is being installed today; that there was also an old terracotta line deep in the ground that must be replaced; and that with the rain, he expected the road would not be open until the following night. He said the contractors' work has been good, but there were a lot of problems discovered that complicated and slowed the project. The Mayor noted that this was the first time the City had used the Alert Bay notification system; that Parker was the first City to use it; and that it was unfortunate that the complexity of the project caused changes from the information originally communicated to those signed up for the service.

Public Works Supervisor Summerlin said that the improvements to Earl Gilbert Park were complete; that the only thing the City was waiting on was signage; that the changes look good; that he is waiting to hear about another grant that could improve the picnic areas; that parking on the grass is still a problem and there will be bollards and rope added to protect the grassed areas.

Public Works Supervisor Summerlin asked the Council to declare the large old gas stove from the Community Center as surplus. On motion of Council Member Miller and second of Council Member Haney, the stove was declared surplus to be sold at auction, by a vote of 5 ayes, 0 nays.

Public Works Supervisor Summerlin said that he had tried to hire someone for the administrative position that had significant experience but did not work out. He said he had advertised the position, had significant response in applications, and had chosen three candidates to interview the following week.

Council Member Chaple asked about the water loss reports, noting the water loss looked high. Public Works Supervisor Summerlin said he thinks that some of that has to do with the timing between the County billing and City billing, that some is lost with fire hydrant flushing and that hydrants were being recalibrated, and that he is still looking into the loss amount.

After discussion about buying a surplus F-350 diesel truck from the County at auction, Council Member Miller made a motion to authorize the purchase up to \$5,000. Council Member Haney seconded the motion and it passed, 5 ayes, 0 nays.

CLERK'S REPORT—City Clerk Rowell said: 1) the first distribution from the Infrastructure Surtax had been received and the Infrastructure Sales Surtax Oversight Committee meeting would be scheduled soon (the Council agreed the Mayor would attend the first meeting); 2) there are several bills working their way through the Legislature affecting municipalities such as the ones opposed in the just-passed resolution, ones to terminate CRAs and ones to change the election date of the City; and 3) the City has been asked to write letters supporting keeping a federal courthouse in the Panama City area.

MAYOR'S REPORT—Mayor Musgrave said that there would be a financial report at the next meeting from Bookkeeper Dean and that updates to the Council on staffing would be given as hiring decisions were made by supervisors. He also said he was going to respond to comments made at the last Council Meeting, and he made the following remarks: **1) Comment made:** Referring to Ashley as the Assistant Clerk, that she was not capable of performing HR function and that safety should be a first responder function. **Response:** Ashley was moved from PD to focus on HR and administrative support. The Council has emphasized code enforcement and the Code Officer was doing all admin support for the office and Council; HR was a payroll-only function done by the former bookkeeper. With today's HR challenges and legalities, we needed to ensure focus on HR. Ashley's performance in HR position has been more than satisfactory. Chief Hutto described accident procedures; Ashley is the contact with the insurer and follows up on all administrative actions and insurance filings related to an accident; police responder takes pictures and writes reports that are used in the insurance case. **2) Comment made:** Hired someone at twice the pay of prior employee; that that created a new position, not a replacement; that Robin was on payroll for two weeks prior to being drug tested. **Response:** Prior employee was making \$11.85 an hour and the new employee makes \$17.31, which is not twice the pay (46% increase). Not a new position, selected candidate had significant skills and background over and above person who resigned, and was viewed as someone capable of eventually taking over the lead position currently held by Lou. Further, she has knowledge, skills and abilities to assist and backup both the bookkeeper and the HR person. Drug test was done prior to employee starting work. The same issue was raised and responded to at a Council Meeting in December of 2015 and hopefully the issue is put to bed with facts. **3) Comment made:** The Council should be involved in personnel matters. **Response:** Council by policy and by Charter is directly involved only in hiring of Police Chief, Fire Chief and City Clerk. Department heads coordinate with HR for posting, interviewing and selection of all other employees, since they are in the best position to assess a candidate. Only when the budget would be exceeded would a department head come before the Council. The improvement we've made in our overall employee base over the past four years has been significant; anytime we have an opening we try to find someone who is more competent, more experienced to continue to try to improve our team makeup. We have a great team of people who are conscientious and dedicated to serving our citizens. We get rave reviews about their performance all the time. We have to staff to prepare the City for the future, not just the existing job. We have four key employees in the DROP program for retirement and the dates they will be leaving are: Aaron Wilson – 4/30/2019; Lou Bradford - 7/31/2019; City Clerk Rowell - 8/31/2019; Fire Chief Kelly - 7/31/2020; it is imperative that we select people who can do the existing job and be groomed to take over key leader positions as these folks leave.

Mayor Musgrave noted that the Council's responsibility is strategic and policy based and asked Council Member Jones, as the Council's liaison to the Florida League of Cities, to take an active role tracking the legislative actions that can be influenced by the City, particularly those removing home-rule from municipalities. Council Member Jones said he could do that and said he would need City Clerk Rowell to give him the names of the bill sponsors.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple asked what needed to be done to entice businesses to come to Parker. There was some discussion and it was reported a kayak rental business was very interested in opening soon. Mayor Musgrave read two thank you notes, one to the Fire Department, and one from the Air Force to the Council for allowing use of the Community Center.

ADJOURNMENT—The meeting was adjourned at 6:39 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
SPECIAL MEETING
PARKER CITY COUNCIL
April 25, 2017
5:30 p.m.**

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

AGENDA

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 18, 2017, noting there was one referendum item on the ballot. The referendum was: “Shall the City of Parker amend its Charter to provide that a candidate for City Council declare which seat, each of which represents the entire City, he or she is running for?” She said that the referendum passed by a vote of 126 to 38 and that there was a 5.26% turnout, with no under or over votes. She further reported that Council Members Jones and Haney, and Mayor Musgrave, were re-elected to their seats as none had opposition. She gave each their Certificate of Election from the Supervisor of Elections Office.
2. **Swearing in of Council Members and Mayor**—City Attorney Sloan administered the Oath of Office to Council Member Jones, Council Member Haney and Mayor Musgrave.
3. **Comments by Council Members and Mayor**—Council Members Jones and Haney had no comments; Council Member Chaple congratulated them; Mayor Musgrave commented on the longevity of the Council as a group, thanked all the Council Members for the work they had accomplished for the City, and said he was looking forward to the next two years.
4. **Election of Mayor Pro Tem**—On motion of Council Member Chaple and second of Council Member Jones, Council Member Miller was elected as Mayor Pro Tem by a vote of 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—John Dirko, Robert Wazlavek and Doug Bryan of Cedar Avenue and Parkway Drive addressed the Council about neighborhood concerns in the Donalson Point area regarding City-owned right-of-way and private property lines at the dead-end of Cedar Ave. by the bay.

City Clerk Rowell and Council Member Jones told the Council they had been talking with the realtor and neighbors to help all understand that the City right-of-way is wider at the end of the street; that the potential buyer, if interest continues, will have a survey done; and that an owner or realtor cannot sell property that is City right-of-way. There was also discussion about shared trash piles and how residents should put trash only on their own property.

Page Two
Minutes
Parker City Council
April 25, 2017

COMMENTS AND ANNOUNCEMENTS—

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



Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
May 2, 2017
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 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 Haney and second of Council Member Miller, the minutes of the Regular Council Meeting of April 4, 2017, were approved, 5 ayes, 0 nays.

By consent of the Council, Resolution 2017-343 was added as the first item on the agenda.

ITEMS FROM THE AUDIENCE—Mr. Lance Carr, 4530 N. Lakewood Dr., addressed the Council regarding the growth of hydrilla in Martin Lake; that he had contacted Derek Fussell of the Florida Fish and Wildlife Commission (FWC) who did an assessment of the lake's vegetation and said 40%-50% of the lake south of Cherry St. has significant hydrilla growth; that the FWC said there would be contact (spray) treatment next week for about half the shoreline of South Lakewood Drive, and all the shoreline south of Cherry St.; that the contact treatment would yield results within a week; that also next week there would be systemic treatment for large sections of the lake and that treatment could take up to 90 days to show results; that 100 more carp would be added and a fish "catcher" would need to be added to the spillway. Mr. Carr said he felt the lake was an underutilized resource for Parker and that it needed to be taken care of and respected; that at this time he was not asking the Council for anything but that he might in the future.

Mayor Musgrave said he would coordinate with Mayor Hammond in Springfield to help FWC identify spillway ownership.

REGULAR AGENDA

1. **Financial Update**—Bookkeeper Dean addressed the Council. She described several charts showing revenues and expenses overall and broken out by fund for the period ending March 31, 2017. She said the City had \$3.3 million in cash; described budget to actual for both revenues and expenses; described fluctuations in revenues and expenses; noted that revenues were exceeding expenses for the 6-month period by about \$59,000; and that revenues are running about \$30,000 less than projected, while expenses were about \$74,000 under projection. She projected General Fund revenues coming in under projection; Utility Fund revenue close to projection; and both General Fund and Utility Fund expense under projection. The Council thanked her for a good presentation.

2. City Right-of-Way on Dead End Streets—Public Works Supervisor Summerlin addressed the Council saying that it was his understanding that the City owned the property extending from a street-end to the water line; that neighbors adjacent to those dead end streets see the property as theirs, often closing it off or otherwise blocking it, and are angry when other residents try to access the water through those street-end rights-of-way; that his employees and officers in the Police Department needed guidance from the Council on how to treat the properties, and the citizens. Council Miller gave some historical background, City Attorney Sloan noted that the Comp Plan and LDR prohibit the City from abandoning any streets that lead to the water, and after discussion with Chief Hutto about parking in the right-of-way and widths, Council Member Jones made a motion that City rights-of-way at dead end streets should not be blocked and should be open to the public. Council Member Miller seconded the motion and it passed, 5 ayes, 0 nays. It was agreed that a list of all City dead end streets be forwarded to City Attorney Sloan so that he could research all plats and easements to ensure where City rights-of-way exist.

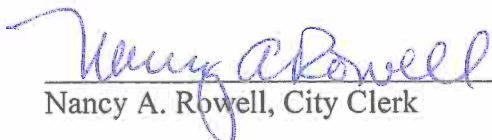
Public Works Supervisor Summerlin also noted that: 1) the Springfield Panthers have signed another 5- month contract to use the Sports Complex and would like to change their name to the Parker Panthers; and, 2) the donated goal posts for the Sports Complex need to be re-welded.

CLERK'S REPORT—City Clerk Rowell reported on Code Enforcement activity for the City for April, noting: 1) garbage was the top complaint; 2) foreclosed properties' liens had been satisfied by the owners; 3) Code Officer Brannon had worked with owners on 2nd St. and Magnolia and two derelict houses were being demolished; 4) of the 329 cases opened in 2017, 85% were closed and the average time to close is 39 day; 5) progress in cases in the Cedar/Horne St. neighborhood.

MAYOR'S REPORT—Mayor Musgrave read a thank you letter from Ms. Dixie Hutchinson praising the Utility Department; said that he was looking at salary studies and position comparisons and that some adjustments were being made within budget for Public Works; and that the City needs to be looking at pay ranges and increases, as well as benefits. Council Member Jones agreed that the next budget needs to address salaries and benefits so the City remains competitive.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple asked if the City could host a "garage sale" every quarter in the Sports Complex and asked about liability. Council Member Miller said that at the Transportation Planning Organization meeting, Commissioner Nichols asked why no jurisdiction had requested improvements to the section of Cherry St. from Tyndall Parkway to 22A; and that he responded that it was not Parker's property, it was Callaway's.

ADJOURNMENT—The meeting was adjourned at 6:29 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
May 16, 2017
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 Haney and second of Council Member Miller, the minutes of the Special Council Meeting of April 25, 2017 and the Regular Council Meeting of May 2, 2017 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. CRA Wastewater Project Bid Award—Public Works Supervisor Summerlin addressed the Council about the project currently funded by a State Revolving Fund (SRF) loan asking for the Council to award the base bid and alternates 1 and 4 to L and R Construction. He described the base project as being the upgrade for capacity of all force mains from all lift stations from the bridge to Soule Drive and for the P-17 lift station to get a generator. He said the alternates were to: 1) replace the electrical panel at P-7 which cannot be repaired and is running full time, and; 2) for P-14 to receive a bypass pump for backup instead of a generator due to cost of the size generator needed. Council Member Miller asked what the original loan amount was and Mayor Musgrave said \$1,019,130, with \$301,000 forgiven. Mayor Musgrave said that there was some contingency built in and if none was used, there would be enough to cover alternate 1, but if neither alternate could be, it would be another \$113,000. He said the State agreed that portion could be included in the loan; that no part of the additional amount would be forgiven; that it would be at a .9% not .3% rate; and that it would be approximately \$6,000 more annually on the loan payment. He said if the additional amount was not needed, the loan amount could be reduced. Public Works Summerlin said that all project team members are committed to avoiding any need for use of contingency dollars and that potentially \$50,000 of the costs bid would be avoided because the City would be buying many of the materials and supplies tax exempt. After discussion about the project's timing, purpose and locations, Council Member Miller made a motion, seconded by Council Member Chaple, to award the bid plus alternates 1 and 4 to L and R Construction, and to increase the SRF loan amount to cover the additional costs for the alternates. The motion passed, 5 ayes, 0 nays.

2. Speed Control for Neighborhoods—Police Chief Hutto addressed the Council about getting a grant as well as using budgeted dollars to purchase a sign to read the speed of vehicles and collect traffic data. He said it was a movable sign and will be put in a variety of areas to find problems so that he could then assign an officer to the problem area. He thanked the Council for the budgeted funds and said the sign would be up the following day.

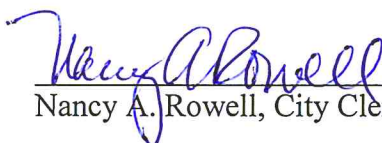
3. Legislative Report—Council Member Jones stated he had checked on some bills but that most final actions wouldn't be known until May 18th.

CLERK'S REPORT—None

MAYOR'S REPORT—Mayor Musgrave said that he had followed up with Springfield and the FWC regarding changing the spillway at Martin Lake so the new carp couldn't get into the bay. He introduced new Public Works employee Ashley Summers and said that Rick Williams had returned to the City also in the Public Works Department. He read a thank you note to Chief Hutto for Officer Midyette's professional service to the community.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple reminded the Council and the audience about the Fifth Tuesday meeting on May 30th.

ADJOURNMENT—The meeting was adjourned at 6:09 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
June 6, 2017
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
Reverend 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 Miller and second of Council Member Chaple, the minutes of the Regular Council Meeting of May 16, 2017 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. **Infrastructure Committee Bylaws**—On motion of Council Member Haney and second of Council Member Miller, the Bylaws were approved, 5 ayes, 0 nays.
2. **FACC Resolution 2017-344**—City Clerk Rowell explained this was a resolution congratulating the Florida Association of City Clerks on its 45 anniversary. On motion of Council Member Haney and second of Council Member Miller, the Resolution was approved to be read by a vote of 5 ayes, 0 nays. The Clerk read the Resolution by title and Council Member Miller made a motion to adopt Resolution 2017-344. Council Member Chaple seconded the motion and it was adopted by a vote of 5 ayes, 0 nays.
3. **Street Paving**—Public Works Supervisor Summerlin addressed the Council requesting that the road resurfacing scheduled for this fiscal year, and budgeted at \$50,000, be held until next fiscal year and be budgeted at \$150,000; that mobilization and the small amount of funding might only be sufficient to pave one street; that the \$150,000 would cover paving the first two groups of streets on the list which were 1) Shade, Grimes, Luther and portions of Hickory, and 2) Maine, Horne, Parker, Live Oak, and Collins.

Council Member Miller noted that paving Shade has been put off for a couple of years. Public Works Supervisor Summerlin noted that Lake and 11th were resurfaced as part of the Stormwater Grant project, and that the City paid for Arrow and Logan's Court; that the additional expense of raising all the valves and manholes didn't allow for paving Shade and Grimes. Council Member Miller suggested using the \$50,000 budgeted this year to do the preparation for repaving, such as replacing all the water service lines under the roads and raising the manholes and Public Works Supervisor Summerlin said that he was working this year to get prepared for paving to start in

December or January. Council Member Miller also expressed concern that the company working on the CRA Wastewater project might get the road bid; that repaving would be held up if the other project wasn't complete; and that Parker could have "piggy-backed" off Callaway's current resurfacing of Cherry Street. He said he wanted to go ahead and use the \$50,000 for paving for this year, and not wait.

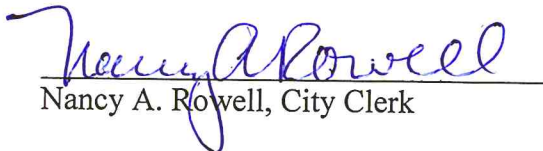
Council Member Haney said there was too much going on and that waiting would make more sense. He made a motion to adopt Public Works Supervisor Summerlin's recommendation to wait to do \$150,000 worth of repaving in the next fiscal year. Council Member Jones seconded the motion and it passed, 4 ayes, 1 nay, with Council Member Miller providing the opposing vote.

CLERK'S REPORT—City Clerk Rowell reported that: 1) there is a new Firefighter, Craig Ingram. Fully staffed, again, in the FD; 2) the Bay County Commission passed a resolution supporting the Federal Courthouse staying in Panama City; 3) the next City newsletter is scheduled to be mailed June 22 and will include the Consumer Confidence Report regarding the City's water quality and asked for any newsletter items by noon on Friday; 4) planning work seems to be increasing, and the City has an EAR due. In order to meet this requirement, outside help will be needed; that there is a tremendous need for the City to have a professional planner on contract, at least part time.

MAYOR'S REPORT—Mayor Musgrave reported on plans by Bay County, Panama City and the Chamber of Commerce to work with the federal court system to keep the federal courthouse in Panama City.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple reminded the Council that the Bay County League of Cities dinner would be held Monday night, June 12. Council Member Haney thanked Police Chief Hutto for getting the speed device in operation. Council Member Jones said he did not have a legislative report because the League of Cities' website was not updated.

ADJOURNMENT—The meeting was adjourned at 5:59 p.m.


Nancy A. Rowell, City Clerk

MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
June 20, 2017
5:30 p.m.

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

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

Absent: Council Member Miller

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

APPROVAL OF MINUTES—On motion of Council Member Haney and second of Council Member Chaple, the minutes of the Regular Council Meeting of June 6, 2017 were approved, 4 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Barry Bostwick addressed the Council saying that he felt there was a discrepancy in the 1990 LDR and the maps regarding his property at 6800 E. Bus. 98; that a Bay County map from 1972 showed his property as commercial; that he was requesting help correcting the mistakes made by the West Florida Planning Council.

REGULAR AGENDA

1. Application for a variance—Vacant lot, Luther Street, Parcel #25779-000-000—Sylvia Harrelson addressed the Council asking for a variance from Section 5-5.1 of the LDR to build a garage for vehicle storage on a residential parcel which did not have a residential structure on it. City Attorney Sloan explained the questions that must be answered by the Council in the affirmative for a variance to be granted. The questions could not be answered in the affirmative. Mayor Musgrave and Council Member Jones explained the LDR requirements and Ms. Harrelson stated that she wanted a storage shed. The application for variance was not granted.

2. Application for a seawall—1415 Parkway Drive—Chad Noles of Nolescapes, representing owner Camille Pserros, addressed the Council about the applications submitted for the seawall and a fence. He noted that he had confirmed with DEP that a permit from them was not required since he was tying in two adjacent seawalls. He also noted that he would work with the City's Public Works Department to identify the improvements needed to a stormdrain in the driveway. Council Member Haney made a motion to approve the application. Council Member Chaple seconded the motion and it was approved by a vote of 4 ayes, 0 nays

3. Cell Tower—Proposal from current lessee, SBA—Mayor Musgrave opened the discussion and after comments by the Council Members noting that they did not feel a change would benefit the City, Council Member Haney made a motion to keep the lease agreement as it is. Council Member Jones seconded the motion and it passed, 4 ayes, 0 nays.

CLERK'S REPORT— City Clerk Rowell reported that: 1) there was a new Police Officer, Tyler Parrish, starting tomorrow and a new Mechanic “in processing” and should be on board soon; 2) Ashley Rizzo was working with Barnes Insurance on health insurance costs for family coverage options, as well as the renewal rates for Florida Blue coverage; 3) Casey Dean researched new copiers and usage plans and has saved the City approximately \$123 a month; 4) the fiscal year audit ended September 30, 2016 is complete and been filed with the Florida Auditor General and the Florida Department of Financial Services/Chief Financial Officer; 5) the newsletter will be mailed Friday and will include the Consumer Confidence Report on the City's water quality; 6) business licenses will be mailed out in July; and, 7) Ashley Summers in Public Works is now handling annual reporting to DEP on the City's stormwater pollution prevention plans and actions.

MAYOR'S REPORT—Mayor Musgrave asked Public Works Supervisor Summerlin to report on the Wastewater Improvements Project. Supervisor Summerlin referred the Council to the contractor's timeline; noted that the newsletter would have an article about the project; that as the work progresses, affected residents would receive a door hanger a week before work starts in their area; that actual digging work would begin July 9 on East Cooper; that the County had assisted using their ground penetrating radar; that TECO had helped in locating water mains for the City; that the coordination and communication were very important and are going well.

Council Member Chaple asked about water line breakage. Public Works Supervisor Summerlin said it is old service lines and that they are showing pinhole damage, although there was a 6" line that broke near Mr. Chaple's house.

Mayor Musgrave said that a new Uniform Crime Report from the Florida Department of Law Enforcement had been issued and asked Police Chief Hutto to go over the report with the Council. Chief Hutto went over several charts and explained that the crime index was based not only on number of crimes but severity of crime. He reported that there were 618 arrests during calendar year 2016 and that 154 of them were drug arrests; that there had been 108 drug arrests to date in calendar year 2017. He praised his team and the public for reporting suspected criminal activity.

COMMENTS AND ANNOUNCEMENTS—None

ADJOURNMENT—The meeting was adjourned at 6:30 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
July 18, 2017
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:31 p.m.
Reverend Jack Stanley 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 Haney and second of Council Member Chaple, the minutes of the Regular Council Meeting of June 20, 2017 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

- 1. Resolution 2017-345—Supporting establishment of a Gulf of Mexico Estuary Program**—City Clerk Rowell introduced the item and explained the request from the Bay County RESTORE Act Coordinator. Council Member Haney made a motion to read the resolution by title and it was seconded by Council Member Chaple. The vote was 5 ayes, 0 nays and City Clerk Rowell read Resolution 2017-345 by title. Council Member Miller made a motion to adopt Resolution 2017-345, seconded by Council Member Haney, and it was adopted by a vote of 5 ayes, 0 nays.
- 2. Presentation of FY 2015-2016 Audit**—Richard McKinney of Carr, Riggs and Ingram (CRI) addressed the Council. He presented information on the City's balance sheet and statement of net position. He noted that: 2016 total assets were \$11,501,000 and prior year were \$10,012,000; total liabilities were up from \$2.1 million to \$2.8 million, primarily due to booking of the net pension liability, a recent standard required by the State; total net position went from \$7.7 million to \$9.1 million; General Fund revenues show as down from \$3 million prior year to \$2.5 million in 2016 primarily due to the transfer of more funds from Utilities in the prior year, \$718,000, than in 2016, \$360,000; the revenues in Utilities were up by about 4.4% and it was important to watch that area because the Council can control the utility rates and increases may be needed to meet increases in costs the City can't control; the change in net position for the Utility Fund was increased but essentially due to grant revenue; the expenses went up in the General Fund by 6% and .8% in the Utility Fund; the City does a good job in controlling expenses but there are increases that must be met; the budget comparison schedule for the General Fund showed actual revenues at \$17,700 below projections which was pretty good out of \$2 million in revenues; the expenditures were \$482,000 less than budgeted which was good, showing controlled spending. He went over two findings: 1) auditors needed to make adjustments to financial statements; and, 2) lack of segregation of duties and said these two findings are very common; most cities the size of Parker

have these findings and that these same findings have been around in the City's audits since before 2007. He said that the Council should remain involved in oversight and helping reducing the risks associated with these findings and that there were no other problems found to report. He said the City has continued to make improvements in the financial area over the last few years and that there have been a lot of improvements in the bookkeeping in the last year.

3. County conveyance of deeds for lift station properties—City Attorney Sloan explained to the Council that several properties underlying City-owned lift stations had not been conveyed formally to the City by the County in 1996 when the AWT agreement went into effect. The properties were noted on the attachment as: P-5--E Hwy 98 at HG Harders; P-1--Parker Village Circle; P-14--Stratford Ave & Brannon Pl; P-9--1139 West St; P-11--West St & Lake Dr; P-10--Morris Dr; P-6--1352 Stratford Ave; Parcel with Sewer Gravity Mains to P-14--10' x 264' parcel along east side of Brannon Pl. Council Member Miller made a motion to accept the conveyance from the County of the properties identified in the attachment. The motion was seconded by Council Member Jones and it passed, 5 ayes, 0 nays.

4. 2017-2018 Budget Schedule—City Clerk Rowell proposed a schedule for the next two months of workshops and regular meetings to address consideration of the budget, noting that the first budget discussion would be at the Regular Meeting on August 1. She said that: 1) the budget will be presented primarily by the department heads and Bookkeeper Dean; 2) it would include a 10% increase for health insurance unless a more firm amount is known before the first meeting; 3) it would not include City increases to water and sewer rates, only an increase to cover the County's increased rates for sewer; and; 4) will show capital needs separately. The Council accepted the schedule with one change, a workshop moved from August 7 to August 10. City Clerk Rowell also briefly reviewed the benefits of the City of Parker compared to other Bay County municipalities in preparation for the upcoming budget discussions. Council Member Jones suggested considering during budget discussions some payout for sick leave upon retirement.

CLERK'S REPORT—City Clerk Rowell reported that: 1) there is a new Mechanic, Steven Strickland; 2) she is getting proposals to update the City's comprehensive plan; 3) Casey is gathering information for the 2017 audit which CRI will be conducting ; and 4) water shutoff begins in the morning.

MAYOR'S REPORT—Mayor Musgrave: 1) read a letter requesting support for Dylan Futer, becoming an Eagle Scout from the Parker Troop; 2) read a letter from the Slay family thanking the Police and Fire Departments for service; and 3) recommended Cheri Lane being the next infrastructure project after street paving and described what the scope might include.

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
August 1, 2017
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
City Clerk Rowell 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 Miller, the minutes of the Regular Council Meeting of July 18, 2017 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Pam Kapps of E. 3rd Street addressed the Council saying there were roaming, dangerous dogs in her area that killed chickens and are trying to attack citizens. She said she feels scared; that neither Code Enforcement nor Animal Control have been able to help; that the dogs and owner live at 4934 E. 3rd. St.

Jackie Hudgins addressed the Council regarding the same dogs and that the owner does not have them under voice command.

Cicely Austin addressed the Council saying that she had lived in Parker since June 18th and that her apartment was not in good shape, and gave several instances of things she felt weren't safe or were not according to current building code. She said the landlord was Arell Holloway. City Attorney Sloan replied that what she was describing were issues between landlords and tenants which should be addressed using the Landlord-Tenant Act found in the Florida Statutes. Ms. Austin again said she thought it was the City's responsibility.

REGULAR AGENDA

- 1. Request for approval to place non-ad valorem tax assessments on tax roll**—Code Enforcement Officer Brannon addressed the Council recommending assessments on three properties in order to recover costs for the City for abatement (clean-up). The properties were: 4809 N. Lakewood Drive, 101 N. Lakewood Drive, and a vacant lot behind 5007 Donalson Road. Council Member Haney made a motion to assess and place the properties on the tax roll. Council Member Miller seconded the motion and it passed, 5 ayes, 0 nays.
- 2. Banking Resolution 2017-346**—Bookkeeper Dean addressed the Council, explaining that the resolution would enable the City to begin electronic banking and payments with Trustmark Bank. She explained that risk would be minimized by one person being able to initiate a payment and another required to authorize it; having an authorized list of vendors to which payments could

be made and that a person outside the payment process would receive an alert if an unauthorized payment was initiated. Council Member Miller suggested that those with signatory authority must review and approve the vendor list and any additions to it.

Council Member Miller made a motion to read Resolution 2017-346 and Council Member Chaple seconded motion. The motion passed, 5 ayes, 0 nays, and City Clerk Rowell read the resolution by title.

Council Member Miller made a motion to adopt Resolution 2017-346 and Council Member Chaple seconded the motion. By a vote of 5 ayes, 0 nays, the motion passed and Resolution 2017-346 was adopted.

3. Department Heads' presentation of 2017-2018 draft budgets--Mayor Musgrave introduced the item, noting that this was the first opportunity for the Department Heads to go over their expense requests for the upcoming year.

Fire Chief Kelly addressed the Council, saying it was basically the same budget as last year; that he was not asking for any equipment; that the largest increase was in overtime; that because of the low salaries for firefighters (\$10 hr.) there was constant turnover and he needed overtime dollars to cover the vacancies. Mayor Musgrave noted that the Chief had, in the past, not wanted to increase the hourly rate, and the Chief said that he was wrong, that it should be increased.

Police Chief Hutto addressed the Council, noting that there were some cost savings in communications and building and grounds; that he wanted to put a little money into community outreach, mostly for kids; that repair and maintenance for vehicles should go down if the Council will agree to fund another new vehicle. Chief Hutto was asked about the income to the City for a traffic ticket and he gave a breakdown of the proceeds, noting the City would receive .12 cents from a \$112 citation.

City Clerk Rowell addressed the Council, noting that all budgets would reflect an increase in retirement contributions and health insurance; that in the general government budget there was an increase in other contractual services for the new financial management system when it comes on board mid-year; an increase in training/travel; a reduction in utilities due to a re-alignment and calculation of general government electrical usage; a reduction in the allocation of property/casualty insurance costs in general government; the reduction of \$100,000 going into reserves; \$75,000 budgeted for half the expense of the new financial management system and the other half is in Utilities; in the category construction-in-progress is \$150,000 as a placeholder to expend a portion of the expected infrastructure revenue. She went over the Code Enforcement budget, noting a reduction in the legal fees due to current year estimates.

Public Works Supervisor Summerlin addressed the Council regarding his various budgets. He began with Trash, noting that disposal and tipping fees should remain the same because the incinerator may be closing down for maintenance which will cause the City to go further to dump

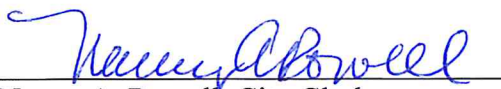
the trucks; vehicle repair is increasing due to the age of the two old trucks which are still in daily service (13 and 11 years old). He asked for approval to order a new trash truck so that it will be available when the last payment is made on the most recent truck (4 years). For the Street Department, he said vehicle costs and repair and maintenance for buildings and grounds were reduced, but that there was a capital need for a new tractor (\$40,000); that the old tractor is a 1990 model and doesn't have a front bucket. He also said that for traffic signal maintenance, the plan was to give that over to the County and let them pursue reimbursement from the State; that this was a very high cost area with accidents and wire/squirrel damage. Supervisor Summerlin reviewed the Fleet budget and said it was the same as last year's. He went over the Parks budget, noting a decrease in machinery and equipment repair, along with a request for a new lawnmower; that the lawnmowers were 17, 16, 11 and 9 years old and another was needed. He said repair and maintenance for buildings and grounds was reduced, with a \$10,000 capital request for new roofs on park buildings. For the Utility budget, Supervisor Summerlin said that it was basically the same as last year except for capital needs. He noted that all digital water meters had been purchased, but that 10 new fire hydrants are needed costing \$28,000. He also said that instead of asking for a replacement backhoe, he is asking for a mini-excavator and a skid-steer and described a number of situations where the combination would be beneficial.

CLERK'S REPORT—City Clerk Rowell reported the Clerk's Office was working on cleaning out files; the insurance settlement for the police car crash; updating the website; budget estimates for the Council; the next newsletter; researching small cell antennas for permitting; reviewing the medical marijuana law to determine changes to the LDR; and, meeting with DOT officials on sidewalks.

MAYOR'S REPORT—Mayor Musgrave reported that the SRF program, through the Florida Department of Economic Opportunity, had let the City know that there may be additional funding available to help with the project already approved; that instead of a 30% grant, 70% loan, it could be 70% grant, 30% loan if the City could create an inventory of all our wastewater assets.

COMMENTS AND ANNOUNCEMENTS—Council Member Miller asked the Council if they wanted to further prioritize the sidewalk projects' work. The Council Members, by thumbs up, indicated they wanted to ask DOT to schedule the project from Morris Drive to the Sports Complex for design in 2019 and construction in 2021 to be on a similar time frame with the other projects. Council Member Haney said he would like to revisit the City picking up garbage instead of haulers. Council Member Chaple noted that the City's 50th anniversary celebration will be September. 22nd.

ADJOURNMENT—The meeting was adjourned at 6:59 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
August 10, 2017**

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

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

Also Present: Bookkeeper Dean, Police Chief Hutto, Fire Chief Kelly and Public Works Supervisor Summerlin

1. Review year-to-date revenues and expenditures and review draft of 2017-2018

budget—Bookkeeper Dean addressed the Council and reviewed the Funds Summary Sheet, noting the current year budget, the projected end-of-year revenues and expenditures for current year, the loss showing in the General Fund and the surplus in the Utility Fund, and a correction to be made in the Workers' Compensation expense. She reviewed the Utility revenues, noting that the proposed budget does not include a rate increase for the City, only the 2.85% increase for sewer per gallon charges from the County; the slight decrease in projected water revenue due to current year trend of lower usage; the Proceeds from Reserves for the dollars being budgeted for purchase of a new financial management system. She reviewed the General revenue, noting most all amounts were the same; that a new line item is shown for the Local Infrastructure Half Cent Tax.

Fire Chief Kelly addressed the Council noting most of the Fire Department expenses were the same as prior year and years before; that he only asks for what he needs to get by; that he expects to under-spend this year's budget by about \$10,000; that the new ISO rating could save Parker taxpayers between \$16.66 and \$34.00 per month per house insured; that his budget reflected a large increase in Overtime to cover vacancies; that Repair and Maintenance was increased due to needing to replace fire truck tires more often. Council Member Haney asked if some of the projected remaining dollars could be used to help retain the firefighter. Chief Kelly said his proposed budget included a 2% increase for all positions and a dollar-per-hour raise included for positions gaining EMT certification; that he would like to do a salary study next year; that once you make firefighter there is no further advancement; that there should be an interview with those leaving the department.

Police Chief Hutto addressed the Council saying his large request was for a new 2018 model-year vehicle from Capital Outlay (a March delivery date); that he would be able to replace the vehicle that was recently totaled with expense dollars from the investigative cost recovery fund and the settlement from the insurance company (a 2017 model-year vehicle with a mid-September delivery date); that the road expectancy for a police vehicle is seven years; that he wanted to remain competitive with other jurisdictions with benefits and hourly pay and that the hourly rate should be brought back to the table next year; that Lynn Haven police have a higher hourly rate but the benefits are not as good as Parker's.

Public Works Supervisor Summerlin addressed the Council saying that the amount budgeted for Tipping Fees in Trash was increased by \$5,000; that the "new" trash truck's last payment was in

the proposed budget; that a tractor was requested for Streets in the amount of \$40,000; that for the first time ever, all water meters were read in one day and credited the Bulldog “scooters” and the touch-read meters and his team; that Parks has a decrease in the Buildings and Grounds-Capital Outlay amount (\$45,000) to finish building repair and roof replacement; that a lawn mower was needed in Parks for \$15,000 and was requested in Capital Outlay, and that another mower would probably be needed next year; that Utilities needed \$28,000 for 10 fire hydrants and additional manhole rain-stoppers; that there was further need for Capital funds for a mini-excavator and skid-steer to replace the 24-year-old backhoe and that there was a possibility of zero-percent financing with payments over 4 years.

Mayor Musgrave handed out a fund summary showing 4-year financing of the skid-steer, mini-excavator and tractor and the complete purchase of the mower and said that there would still be a surplus of approximately \$54,000 and there would still be enough to purchase the police vehicle; that prior years’ carryover would still be \$368,000. Public Works Supervisor Summerlin said that he would prefer to seek equipment for the “fleet” that is consistent with what the City currently has.

ADJOURNMENT—The workshop meeting was adjourned at 6:30 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
August 15, 2017**

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

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

Also Present: Bookkeeper Dean, Police Chief Hutto, Fire Chief Kelly and Public Works Supervisor Summerlin

1. Review year-to-date revenues and expenditures and review draft of 2017-2018

budget—Mayor Musgrave noted that the Funds Summary sheet now included all the Capital Needs rolled into Expenses. City Clerk Rowell reviewed increasing the Professional Services category by about \$13,000 for review of the Comprehensive Plan and LDR; that in the General Government category a 2% increase was included for Bookkeeper Dean and for herself; that the proposed budget was less than prior year except for the purchase of the new financial management system; that the Construction In Progress category included \$150,000 as a placeholder in order to expend infrastructure funds.

Mayor Musgrave asked the Council to consider establishing a Tuition Reimbursement Program and to budget some amount for that. The Council discussed and said they wanted an agreement for continuing to work for the City for some amount of time after the tuition had been reimbursed, and agreed to put \$20,000 into such a program fund. Fire Chief Kelly spoke against the program requiring employees to stay a certain amount of time. The Council said they wanted the courses to pertain to the employee's job. Mayor Musgrave said he would gather information from other jurisdictions.

Bookkeeper Dean noted the Funds Summary included all of July's expenditures for both funds and Utility revenues for July; that it includes the financing for the tractor, mini-excavator and skid steer for the full 4-years, and the mower and police vehicle purchase; that there was a surplus of \$49,000. Council Member Chaple asked if the new financial management system will allow electronic payments/automatic withdrawals and City Clerk Rowell responded, yes. He also asked about what type of mowers might be purchased and Public Works Supervisor Summerlin said that he would purchase the least expensive and best products that best fit with the City's current fleet and maintenance capabilities.

ADJOURNMENT—The workshop meeting was adjourned at 4:27 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
August 15, 2017**

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

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

Also Present: Bookkeeper Dean, Police Chief Hutto, Fire Chief Kelly and Public Works Supervisor Summerlin

1. Review year-to-date revenues and expenditures and review draft of 2017-2018 budget—Mayor Musgrave noted that the Funds Summary sheet now included all the Capital Needs rolled into Expenses. City Clerk Rowell reviewed increasing the Professional Services category by about \$13,000 for review of the Comprehensive Plan and LDR; that in the General Government category a 2% increase was included for Bookkeeper Dean and for herself; that the proposed budget was less than prior year except for the purchase of the new financial management system; that the Construction In Progress category included \$150,000 as a placeholder in order to expend infrastructure funds.

Mayor Musgrave asked the Council to consider establishing a Tuition Reimbursement Program and to budget some amount for that. The Council discussed and said they wanted an agreement for continuing to work for the City for some amount of time after the tuition had been reimbursed, and agreed to put \$20,000 into such a program fund. Fire Chief Kelly spoke against the program requiring employees to stay a certain amount of time. The Council said they wanted the courses to pertain to the employee's job. Mayor Musgrave said he would gather information from other jurisdictions.

Bookkeeper Dean noted the Funds Summary included all of July's expenditures for both funds and Utility revenues for July; that it includes the financing for the tractor, mini-excavator and skid steer for the full 4-years, and the mower and police vehicle purchase; that there was a surplus of \$49,000. Council Member Chaple asked if the new financial management system will allow electronic payments/automatic withdrawals and City Clerk Rowell responded, yes. He also asked about what type of mowers might be purchased and Public Works Supervisor Summerlin said that he would purchase the least expensive and best products that best fit with the City's current fleet and maintenance capabilities.

ADJOURNMENT—The workshop meeting was adjourned at 4:27 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
September 5, 2017
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
City Clerk Rowell 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, Public Works Supervisor Summerlin and Bookkeeper Dean.

Mayor Musgrave asked the Council's agreement to add a new Item #5—SRF Sewer System Project Change Order and they agreed to add the item.

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Haney, the minutes of the Regular Council Meeting of August 1, 2017, and the Workshop Meetings of August 10 and August 15, 2017, were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Public Hearing on City of Parker and Community Redevelopment Agency 2017-2018 Budgets—Dennis Barnes of Barnes Insurance and Financial Services addressed the Council regarding the health, life and dental insurance program for City employees. He reviewed the current health insurance plan and said that he was not proposing any changes to the current plan because the benefits were quite good; that the increase from Florida Blue was going to be 4.22%, one of the lowest increases his firm had seen; that at the request of the City, he was proposing an additional plan which provided lower premiums for dependant coverage but also reduced benefits; that the cost to the City would be \$749.42 per employee; that after shopping prices for dental and life insurance, Unum provided the best coverage for the lowest premium. It was noted that the prices Mr. Barnes had given the Council had been placed in the budget numbers.

Bookkeeper Dean discussed the Fund Summary Sheet with the Council, identifying the projected surplus for 2016-17 as approximately \$176,000; identifying the surplus from prior years as \$440,830 and noting a total surplus of \$616,790; that if the mini-excavator, tractor and skid-steer previously agreed to be purchased were purchased outright, the total capital amount would be \$170,000, not \$190,000 proposed in the 0% financing option; that if that amount is taken from surplus, and if a bucket truck is also funded for \$20,000, the net surplus would be \$426,790; that the proposed budget for 2017-2018, without adjustment, would yield an approximate \$88,500 surplus.

Public Works Supervisor Summerlin addressed the Council noting that the City has a need for a bucket truck; that the City has been borrowing a truck from a private company when needed, but that when the City needs it, it is in service with the company; that the company has been very

generous to help the City; that he would like to buy a used bucket truck, an F-450 or 550 with a 35- to 40-ft arm. After much discussion, Council Member Jones recommended budgeting \$20,000 for such a purchase and budgeting \$170,000 for a cash purchase of a mini-excavator, tractor and skid-steer. Council Member Miller made a motion to put \$190,000 into the budget for the four capital purchases discussed (\$170,000 plus \$20,000) and \$100,000 into operating reserves. Council Member Chaple seconded the motion and it passed, 5 ayes, 0 nays.

Bookkeeper Dean reviewed the CRA budget resolution and there was no discussion.

Mayor Musgrave opened the budget public hearing. There were no comments. He closed the public hearing.

2. Tuition Reimbursement Program—Mayor Musgrave introduced the item, noting the details addressed the concern of an employee receiving reimbursement for tuition and leaving the City; that the classes taken must be pertinent to the job and must be approved before registration; that the percentage of reimbursement is based on the grade attained in the class. Council Member Miller asked that the program not reimburse for Masters or Doctoral level study, nor for employees in DROP, and that there be a \$3,500 yearly cap on reimbursement per employee. City Attorney Sloan suggested the agreement include the award of legal fees if the City must pursue repayment by an employee. Mayor Musgrave noted the changes would be made and brought back to the Council at the next meeting.

3. Report on Infrastructure Sales Surtax—City Clerk Rowell addressed the Council, noting the amount collected and remitted to date was \$189,961. Of that, \$98,910 has been spent on the Hwy.22-A manhole replacement project, leaving a balance of \$91,051. She told the Council the Infrastructure Committee met on August 23 and would likely not meet again until the Spring; that Public Works Supervisor Summerlin let the Committee know that street resurfacing would begin in January and that some of the streets had been reprioritized and the first three groups of streets would be done; that she had compiled a list of Infrastructure Surtax contacts in each jurisdiction so that the Committee members could contact them, if desired, to find out about their projects; that the County continues to maintain a website where each jurisdictions' progress could be reviewed.

4. Parker 50th Birthday Party—Mayor Musgrave updated the Council on the progress of the volunteer group planning the event. He noted there would be miniature train rides, a cake walk, kids' games, face painting, a silent auction, arts and crafts sales, raffle-hat full of lottery tickets, anniversary/birthday coin sales, free food, Parker Elementary School choir, stories and book signing by Ann Houpt, a pirate, and coverage by Channel 13 anchor Amy Hoyt.

5. SRF Sewer System Project Change Order—Public Works Supervisor Summerlin addressed the Council noting that due to the number of underground utilities, a change in boring under US Hwy 98 at Janice Dr. and Fleming St. must be made; that the existing utilities can't be

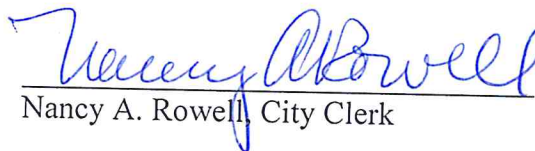
moved; that DOT will only allow boring and pipe placement at a specific depth; that DOT would not waive the depth requirements but have approved angular boring which is \$12,547 more than originally contracted. Dina Bautista of Dewberry Preble-Rish Engineers addressed the Council noting that the City has saved \$11,302 in tax-exempt purchases which would almost pay for the change and that there will be further savings; that approximately 10-15% of the project is complete. Council Member Miller made a motion to approve the change order, seconded by Council Member Jones, and the motion passed, 5 ayes, 0 nays.

CLERK'S REPORT—None

MAYOR'S REPORT—Mayor Musgrave read a thank you note from Pastor Danny Davis of Refuge AG Church for the service of the Fire Department.

COMMENTS AND ANNOUNCEMENTS—None

ADJOURNMENT—The meeting was adjourned at 6:43 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
SPECIAL MEETING
PARKER CITY COUNCIL
September 21, 2017
5:30 p.m.**

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

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

Absent: Council Member Jones

Also Present: City Clerk Rowell, Bookkeeper Dean 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 September 5, 2017, were approved, 4 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

1. Public Hearing on City of Parker and Community Redevelopment Agency 2016-2017 Budgets—Mayor Musgrave opened the Public Hearing. No members of the public commented on the proposed budgets and the Public Hearing was closed. Mayor Musgrave asked the Council if they wanted to put the \$100,000 previously identified for operating reserves in the General Fund into reserves in the Utility Fund instead, to begin saving again for capital purchases needed in the future. Council Member Miller made a motion to put the \$100,000 into Utility Reserves. Council Member Chaple seconded the motion and the motion passed, 4 ayes, 0 nays.

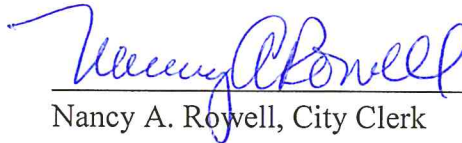
2. Resolution No. 2017-347-Adopting City Final Budget for FY 2017-2018—Council Member Miller made a motion to read Resolution 2017-347. It was seconded by Council Member Haney and the motion passed, 4 ayes, 0 nays. City Clerk Rowell read the resolution by title. Council Member Miller made a motion to adopt Resolution 2017-347. It was seconded by Council Member Haney, the motion passed and Resolution 2017-347 was adopted by a vote of 4 ayes, 0 nays.

3. CRA Resolution No. 2017-21-Adopting CRA Final Budget for FY 2017-2018—Council Member Haney made a motion to read Resolution 2017-21. It was seconded by Council Member Miller and the motion passed, 4 ayes, 0 nays. City Clerk Rowell read the resolution by title. Council Member Miller made a motion to adopt Resolution 2017-21. It was seconded by Council Member Chaple, the motion passed and Resolution 2017-21 was adopted by a vote of 4 ayes, 0 nays.

4. **First Reading of Ordinance No. 2017-378—Contracting and Bidding**—Council Member Haney made a motion to read Ordinance No. 2017-378 by title and Council Member Miller seconded the motion. The motion passed, 4 ayes, 0 nays, and City Clerk Rowell read the ordinance by title. City Clerk Rowell explained that the ordinance made a single change to the bidding section of the City Code; that the change would allow the City to purchase from a purchasing cooperative when that cooperative had bid products to ensure competitive pricing.

Council Member Chaple and Mayor Musgrave reminded the Council of the 50th birthday party for the City the following day, beginning at 3:00 p.m. The Council members commented on the new digital sign at the Sports Complex.

ADJOURNMENT—Mayor Musgrave adjourned the meeting at 5:45 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
October 3, 2017
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

Mayor Musgrave asked the Council's agreement to add a new Item #5—SRF Sewer System Project Change Order and they agreed to add the item.

APPROVAL OF MINUTES—On motion of Council Member Haney and second of Council Member Chaple, the minutes of the Special Council Meeting of September 21, 2017 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—James Haskins of 633 N. 9th Plaza addressed the Council asking to replace the canvas cover on a temporary carport in the front yard. After explaining the requirements of the LDR, the Council told Mr. Haskins that he could not replace the cover and that the pole structure of the temporary carport needed to be removed.

REGULAR AGENDA

1. **Tuition Reimbursement Program**—City Clerk Rowell noted that the documents before the Council included changes to include recovery of attorney's fees if needed in collecting amounts due the City and to exclude employees in DROP and those in master's- or doctoral- level studies. She said she had missed the change to cap annual reimbursement to \$3,500 per year. After review of the material, Council Member Haney made a motion to adopt the program, to include the \$3,500 cap. Council Member Jones seconded the motion and it passed, 5 ayes, 0 nays.

2. **Amendment to Agreement for Legal Services**—City Clerk Rowell introduced the item stating that she had reviewed other cities' fees for legal services; that most pay a retainer and an hourly rate; that Parker's existing agreement was last amended with an hourly increase eleven years ago; that the proposed change from \$200 to \$250 hourly would not impact the new budget for 2017-2018. City Attorney Sloan asked the Council for a raise after 11 years. Council Member Haney noted that it would be impossible to find another attorney with the kind of knowledge of the City that Mr. Sloan has. Council Member Jones made a motion to adopt the amendment to the legal services contract to increase hourly rates, and Council Member Haney seconded the motion. The motion passed, 5 ayes, 0 nays.

CLERK'S REPORT—City Clerk Rowell said that: 1) the evaluation and appraisal of the Comprehensive Plan was complete and would go to the Planning Commission for its review; 2) Mexico Beach and Panama City Beach were considering a fire assessment; 3) Lynn Haven was having a blood drive on October 10th for storm victims; 4) City of Panama City plans to be in new City Hall by end of May; 5) Casey did a excellent job with budget and is closing out last fiscal year and has the books set up for new fiscal year; 6) auditors have already requested information to begin audit of FY 2016-2017; 7) insurance policies are closing and new ones going into effect; and, 8) City Attorney Sloan and his staff have identified numerous files for proper disposal under Florida Public Records law.

MAYOR'S REPORT—Mayor Musgrave reported that: 1) the new electronic-message sign at the Sports Complex was static because the remote wireless portion had not been set up yet, that our technical person was waiting on the sign company to show up and that no payment had been made yet; 2) Public Works Supervisor Summerlin had found a bucket truck in very good shape for \$21,000 and would purchase it; 3) the City's 50th birthday party had a about 400 attendees and raised approximately \$1,900 for the Parker History Museum; 4) that new time capsule items would be solicited from the community; 5) the Tree Lighting Ceremony would be December 8th from 4 – 7 pm.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple suggested making sure the City had a well-functioning sound system for events. Council Member Haney asked Public Works to review signage and add new/additional signs as needed to advise a low noise level and hours of operation. Council Member Miller asked the status of league play, cricket fields and the dog park. Mayor Musgrave said sometime in November would be grand opening and that Frisbee and football leagues are still practicing in the park. City Clerk Rowell reported that Public Works Supervisor Summerlin had told the interested parties “no” because a cricket field needs concrete in the center.

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



Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
October 17, 2017
5:30 p.m.**

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

Present: Council Members Chaple, Haney, Jones, Miller and Mayor Musgrave
Also Present: Robin Combs, 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 Council Meeting of October 3, 2017 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Presentation on keeping natural waters clean and the National Pollutant Discharge Elimination System (NPDES)—Dina Bautista, Engineer with Dewberry presented information about the program, noting that it began as part of the 1972 Clean Water Act. She said the NPDES program regulates point source discharges from industrial, municipal and agricultural activities and includes stormwater runoff; that it was created to reduce pollution and increase water quality; that the states and local governments are required to implement stormwater management programs (SWMP) with certain elements to help ensure pollution reduction. Public Works Supervisor Summerlin addressed the Council and reviewed the City's SWMP elements of public education and outreach, public involvement and participation, detecting and eliminating illicit discharge, controlling construction site stormwater runoff, and preventing pollution through good "housekeeping" measures such as cleaning and cutting ditches and swales and inspecting and cleaning inlets/grates and manholes. He identified the major water bodies being protected as Parker, Pitts and Pratt Bayous, Martin Lake and St. Andrew and East Bays. Council Member Jones asked how many stormwater runoff areas the City has that go into the bay without protection. Public Works Supervisor Summerlin said that while there were 32 outfalls in the City that went into the surrounding water bodies, the flow went through catch basins first; that if there was a large rainfall event, the percolation would not occur and the flow would go untreated into the water bodies.

2. Second Reading of Ordinance No. 2017-378—Contracting and Bidding—Council Member Haney made a motion to read the ordinance for the second time and Council Member Miller seconded the motion. The Council voted 5 ayes, 0 nays, to read the ordinance for the second time. City Attorney Sloan read Ordinance No. 2017-378 by title:

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PARKER (ORDINANCE NO. 2010-349, AS AMENDED); AMENDING CHAPTER 2 OF THE CODE OF ORDINANCES RELATED TO EXCEPTIONS TO CONTRACTING AND BIDDING REQUIREMENTS; 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.

Council Member Miller made a motion to adopt the ordinance and Council Member Chaple seconded the motion. Ordinance No. 2017-378 was adopted by a vote of 5 ayes, 0 nays.

3. First Reading of Ordinance No. 2017-379—Sewer Use and Pretreatment Standards—

Council Member Miller made a motion to read the ordinance for the first time. Council Member Haney seconded the motion and the Council voted 5 ayes, 0 nays, to read the ordinance. City Attorney Sloan read Ordinance No. 2017-379 by title:

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PARKER (ORDINANCE NO. 2010-349, AS AMENDED) CODIFYING ORDINANCE 96-217, AS AMENDED, REGARDING SEWER USE REGULATIONS, PROVIDING FOR CERTAIN AMENDMENTS TO VARIOUS PROVISIONS OF CHAPTER 82, ARTICLE III OF THE CODE OF ORDINANCES OF THE CITY OF PARKER; REVISING DEFINITIONS AND TECHNICAL TERMS; UPDATING STATE AND FEDERAL RULE REFERENCES; PROVIDING FOR INSPECTIONS; REVISING PENALTIES AND ADMINISTRATIVE ENFORCEMENT PROCEDURES; INCORPORATING CHANGES IN DISCHARGE STANDARDS, LOCAL LIMITS AND PROHIBITIONS; PROVIDING FOR DISCHARGE PERMITS; UPDATING PRETREATMENT STANDARDS; INCORPORATING REPORTING REQUIREMENTS; REORGANIZING CERTAIN SECTIONS OF THE CODE OF ORDINANCES; 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.

Public Works Supervisor Summerlin addressed the Council noting that this was a required ordinance from the County to regulate industrial waste disposal into the AWT Plant, even though the City did not have any current industrial waste producers.

4. First Reading of Ordinance No. 2017-380—Medical Marijuana—Council Member Miller made a motion to read the ordinance for the first time and Council Member Chaple seconded the motion. The Council voted 5 ayes, 0 nays, to read the ordinance and City Attorney Sloan read Ordinance No. 2017-380 by title:

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 VARIOUS SECTIONS OF THE CITY'S COMPREHENSIVE PLANNING AND LAND DEVELOPMENT REGULATION CODE INCLUDING DEFINITIONS AND PROHIBITED USES WITHIN A MIXED USE-ONE (MU-1) LAND USE DISTRICT; PROVIDING A MECHANISM FOR THE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR THE LIBERAL CONSTRUCTION OF THIS ORDINANCE; PROVIDING FOR REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.


Mayor Musgrave opened a public hearing and Jennie Noel addressed the Council regarding her experience with marijuana sales in Colorado; that homeless people gathered there; that she was not in favor of dispensaries in Parker. Mayor Musgrave closed the public hearing.

CLERK'S REPORT—None

MAYOR'S REPORT—Mayor Musgrave brought up the Fifth Tuesday meetings, noting that attendance had not been as hoped, and asked the Council Members their opinions. After discussion, the Council decided not to continue those meetings. He noted that the buzzards roosting on the cell tower, after being dispersed with the radio sounds/waves for several months, have come back; that since the sounds aren't working, the City property needs to be protected.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple expressed concern about the water loss report and Public Works Supervisor explained that some of it is the difference in the County meter readings and billings to the City and the City readings and billings to customers, and some of it is due to water line breaks.

ADJOURNMENT—The meeting was adjourned at 6:03 p.m.


Nancy A. Rowell, City Clerk for Robin Combs

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
November 7, 2017
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
City Clerk Rowell 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 Miller, the minutes of the Regular Council Meeting of October 17, 2017 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Second Reading of Ordinance No. 2017-379—Sewer Use and Pretreatment

Standards—Council Member Haney made a motion to read the ordinance for the second time, and Council Member Miller seconded the motion. The motion passed, 5 ayes, 0 nays, and the Clerk read Ordinance No. 2017-379 by title:

AN ORDINANCE OF THE CITY OF PARKER, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PARKER (ORDINANCE NO. 2010-349, AS AMENDED) CODIFYING ORDINANCE 96-217, AS AMENDED, REGARDING SEWER USE REGULATIONS, PROVIDING FOR CERTAIN AMENDMENTS TO VARIOUS PROVISIONS OF CHAPTER 82, ARTICLE III OF THE CODE OF ORDINANCES OF THE CITY OF PARKER; REVISING DEFINITIONS AND TECHNICAL TERMS; UPDATING STATE AND FEDERAL RULE REFERENCES; PROVIDING FOR INSPECTIONS; REVISING PENALTIES AND ADMINISTRATIVE ENFORCEMENT PROCEDURES; INCORPORATING CHANGES IN DISCHARGE STANDARDS, LOCAL LIMITS AND PROHIBITIONS; PROVIDING FOR DISCHARGE PERMITS; UPDATING PRETREATMENT STANDARDS; INCORPORATING REPORTING REQUIREMENTS; REORGANIZING CERTAIN SECTIONS OF THE CODE OF ORDINANCES; 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.

City Attorney Sloan noted that there was a change to be made to correct the sections of the Code to be reserved (82-154 through 82-170).

Council Member Haney made a motion to adopt Ordinance No. 2017-379 with the correction as noted, and Council Member Chaple seconded the motion. Mayor Musgrave opened a public hearing. No one spoke and the public hearing was closed. Mayor Musgrave called for the vote and the ordinance was adopted by a vote of 5 ayes, 0 nays.

2. Second Reading of Ordinance No. 2017-380—Medical Marijuana--Council Member Haney made a motion to read the ordinance for the second time, and Council Member Miller seconded the motion. The motion passed, 5 ayes, 0 nays, and the Clerk read Ordinance No. 2017-380 by title:

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 VARIOUS SECTIONS OF THE CITY'S COMPREHENSIVE PLANNING AND LAND DEVELOPMENT REGULATION CODE INCLUDING DEFINITIONS AND PROHIBITED USES WITHIN A MIXED USE-ONE (MU-1) LAND USE DISTRICT; PROVIDING A MECHANISM FOR THE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR THE LIBERAL CONSTRUCTION OF THIS ORDINANCE; PROVIDING FOR REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

Council Member Haney made a motion to adopt the ordinance and Council Member Jones seconded the motion. City Attorney Sloan described the Planning Commission recommendation. Council Member Chaple and Council Member Miller spoke against adoption, with Council Member Miller noting that placement of MMTCs could impact the volume of work of the Parker Police Department since the businesses' financial transactions would be in cash; that there were other areas in Bay County where the MMTCs could do business. Council Members Haney and Jones spoke in favor of the ordinance, noting that the voters of Florida approved the medical use of marijuana and that certain patients needed medical marijuana for their conditions. Mayor Musgrave opened a public hearing. No one spoke and the public hearing was closed. Mayor Musgrave called for the vote and Ordinance No. 2017-380 was adopted by a vote of 3 ayes, 2 nays, with the nay votes cast by Council Members Chaple and Miller.

3. Request for variance of fence height at 5209 Hickory St.—Mr. James Pippins addressed the Council, noting that the house being built next door to him was set at the minimum side setback and far forward of the front of his house; that the close proximity and placement was why he was requesting a variance to build a fence to a 6-foot height forward of the front of his house and to the right-of-way line; that if he couldn't build a 6-foot fence to the right-of-way, he would like to have a 6-foot fence to the front of the new neighbor's house and lower the fence height to 4-feet from there to the right-of-way line. Sean Chiodo, the builder of the new house, addressed the Council raising concerns about the fence and a telephone pole blocking the view from the driveway. After discussion by the Council Members and them answering positively the questions required to test a variance request, Council Member Jones made a motion to grant the variance for the fence to be 6-feet, with a slope to 4-feet from the front of the new house to the right-of-way. Mr. Pippins stated that the fence would be a shadow-box design so that both sides would look good. Mayor Musgrave called for the vote and the motion to grant the variance passed, 5 ayes, 0 nays.

4. **Expenditure for AWT Plant**—City Attorney Sloan explained the item, noting that when the AWT system partnership was formed, the cities were interested in knowing when large capital expenditures were necessary by the operator, which is the County. The County has brought the need for replacing a centrifuge dewatering unit to the city partners/owners, with an expected price of approximately \$300,000 - \$400,000. He asked for the Council's concurrence that the expenditure is okay without having a formal meeting of the AWT system owners. Council Member Miller made a motion for the County (operator) to go forward with the purchase of the centrifuge dewatering unit without a full meeting of the operators. Council Member Haney seconded the motion and it passed, 5 aye, 0 nays.

5. **Planning Commission Recommendation to Council on 4517 and 4519 Aster St.**—City Clerk Rowell introduced the topic, noting that the property in question had a large, partially built structure that was unpermitted and had several code complaints against it. The Planning Commission reviewed the case, agreeing that it did not meet the requirements of the LDR and asking the Council to take appropriate enforcement action. The Council agreed that the City Attorney should review the case and make recommendations to the Council for action.

CLERK'S REPORT—City Clerk Rowell said: 1) City newsletter would be mailed Nov. 16; 2) the City has a new police officer, James Sastre; 3) she attended a training conference of the Florida Association of City Clerks and named the classes attended; 4) she put a flyer in boxes regarding the League of Cities annual Christmas banquet and meeting on Dec. 5; 5) the 16-17 audit has begun. She also gave a code enforcement update for October. Council Member Miller asked her to look at an RV on Lake Dr. Mayor Musgrave noted that previous discussions about cleaning up the City had included getting rid of derelict structures so that buildable lots could be made available. He said he was interested in Springfield's plan to assist property owners with getting the derelict structure down.

MAYOR'S REPORT—Mayor Musgrave reminded the Council of the dog park grand opening on Thursday, November 16, at 4:00 p.m. and thanked the Public Works Department for their hard work on getting the park built. He said that he had heard from employees that they would like a Christmas bonus; that such bonuses had not been budgeted and would be taxable; that he wanted the Council's input. The Council agreed that bonuses should be given.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple thanked the citizens for attending the meeting and reminded the audience and the Council of the Tree Lighting Ceremony on December 8th from 4:30-7:30 pm. Council Member Jones gave a brief legislative report, noting that several bills from last year limiting Home Rule would probably be back in the 2018 Session; that he is still researching bills and talking with state representatives to voice the City's displeasure

Page Four
Minutes
Parker City Council
November 7, 2017

with some of the areas where Home Rule is being taken away; that there are other areas that are more appropriately regulated by the state such as septic tanks, medical marijuana and concealed weapons.

ADJOURNMENT—The meeting was adjourned at 6:31 p.m.


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
November 21, 2017
5:30 p.m.**

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

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 Council Meeting of November 7, 2017 were approved, 4 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

The Council agreed to add a new Item 1 to the agenda in order for the City Attorney to discuss a code enforcement lien on a property formerly owned by Jeff and Elizabeth Darway.

REGULAR AGENDA

- 1. Code Enforcement Lien on 1113 Ethlyn Rd.—Darway**—City Attorney Sloan addressed the Council noting that the property was foreclosed upon by the lender and that an offer of \$1500 had been made to settle the code enforcement lien. Council Member Haney made a motion to accept \$1500 for a partial release of the code enforcement lien (for the lender). Council Member Chaple seconded the motion and it passed, 4 ayes, 0 nays.
- 2. Request for Variance—Accessory structures at 725 West St**—Wesley Blewett addressed the Council, presenting his request for a variance in order to keep two sheds in their existing locations, neither of which meet the setback requirements of the Land Development Regulations (LDR). He said he didn't want to move them because it would cost him money and that there were other sheds in the area that didn't meet setbacks. Mayor Musgrave suggested he go back to the company who put the buildings in for him, and ask them to move them since they did not obtain a development order from the City for Mr. Blewett. Mr. Blewett said that he had told the company to put them in as close to the fence as possible. Council Member Miller made a motion to deny the variance, Council Member Chaple seconded the motion and the variance was denied by a vote of 4 aye, 0 nays. The Council gave Mr. Blewett 30 days to have the sheds moved and into compliance with the LDR. He said he would have them moved in two weeks.
- 3. Recommendation on action for 4517 and 4519 Aster St.**—City Attorney Sloan addressed the Council giving background on the code issues with the property and reporting that there were

four options that could be taken to bring the property into compliance with the City's LDR: 1) hold a quasi-judicial proceeding to determine the structure is a nuisance; 2) have Code Enforcement, with the aid of the City Attorney, pursue a magistrate hearing to order removal of the structure; 3) bring a civil case against property owner; or 4) issue a criminal citation to the property owner. Mr. Sloan recommended option 2. Council Member Haney made a motion to follow Mr. Sloan's recommendation, seconded by Council Member Miller, and the motion passed, 4 ayes, 0 nays.

4. Request to declare as surplus a Police vehicle—Police Chief Hutto addressed the Council asking that vehicle # be declared surplus due to it being replaced by a new vehicle. On motion of Council Member Haney and second of Council Member Miller, the vehicle was declared surplus by a vote of 4 ayes, 0 nays.

5. Police Department update—Police Chief Hutto presented data to the Council on calls per officer per month, clearance rates, and arrests by type by year. He said he wanted to bring back to the Council recommendations on staffing, perhaps using more reserves, in order to keep sworn officer focused on true criminal situations. He said he was proud of his officers and their growth as a team over the last two years.

CLERK'S REPORT—City Clerk Rowell asked the Council if they wanted to advertise the City in the Chamber of Commerce's Bay Biz magazine and they said they did not.

MAYOR'S REPORT—Mayor Musgrave noted the successful opening of the new dog parks, reminded the Council of the Tree Lighting Ceremony December 8 at Memorial Park, and the Fire Truck Santa on December 16.

COMMENTS AND ANNOUNCEMENTS—Council Member Chaple reminded the Council of the Bay County League of Cities Christmas Dinner on Tuesday, December 5. The Council agreed to cancel the January 2, 2018 Council Meeting.

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


Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
December 5, 2017
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 Miller and second of Council Member Chaple, the minutes of the Regular Council Meeting of November 21, 2017 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Update on Pier for Earl Gilbert Park—Pearce Barrett of the Florida Department of Environmental Protection addressed the Council stating that Parker's pier project, funded from Deepwater Horizon funds from the BP oil spill, was moving forward; that there were two other piers in the area also funded from those dollars, a pier at the Panama City Marina and a pier in Gulf County near Windmark Beach; that he was looking for additional funds that are needed as the pier is projected to cost perhaps several hundred thousand more than originally requested; that there are other sources of money from the oil settlement agreement but the federal partners will have to agree; that he has tasked Taylor Engineering out of Destin to do conceptual cost estimates, environmental issues and site constraints on all the piers; that it will likely be a timber fishing pier, 10-12 feet wide, functional for public use 24 hours a day; that there are still sea grass studies that must be conducted during the growing season; that he would be back in the next couple of months with a conceptual design and drawings and to give the Council estimates on construction time frames.

2. Update from Public Works Department—Public Works Supervisor Summerlin addressed the Council stating the dog park appears to be successful, that there is more use of the area and have gotten good feedback from the public; that road resurfacing will begin as soon as water lines underlying the planned streets is complete and that water line replacement is going well; that resurfacing should begin around the first of February; that new equipment has all arrived and that his team is being trained in use, transport and safety of the equipment, and that he was grateful to the Council for funding the equipment; that the yard area near the bottom of the cell tower needs to be covered to protect the equipment from the bird droppings; he suggested the possibility of declaring the old tractor and using those funds to help build a pole structure to provide cover for the equipment; that the cost could be around \$21,500 and that he would budget next year for additional

covered area for the trash trucks and other equipment; and that the “limit noise” signs are up at the parks.

CLERK’S REPORT—City Clerk Rowell had no report.

MAYOR’S REPORT— Mayor Musgrave reminded the Council and audience of the tree lighting ceremony on Friday beginning at 4:30.

COMMENTS AND ANNOUNCEMENTS—Council Member Haney said he would miss the ceremony due to family responsibilities. City Attorney Sloan said he had been asked to handle a real estate transaction for Council Member Chaple and asked the members if they had any objection. They did not.

ADJOURNMENT—The meeting was adjourned at 5:55 p.m.



Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
December 19, 2017
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
Reverend Jack Stanley 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, Public Works Supervisor Summerlin and Bookkeeper Dean

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Miller, the minutes of the Regular Council Meeting of December 5, 2017 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. Financial Update—Bookkeeper Dean addressed the Council regarding the City's financial status, noting that: the City has a cash balance of approximately \$3.1 million; for FY 2016-2017, revenues exceeded expenses by about \$112,000; revenues received were about \$34,000 more than projected and expenses were about \$49,000 less than budgeted; the General Fund and Utility Fund both had revenues exceeding expenses but that the General Fund didn't include the grant funds for Earl Gilbert Park and the Utility Fund didn't include expenses for the manhole repair on Hwy. 22-A since infrastructure funds were used for that work. She reviewed historical cash balances from the last five years, noting that the cash balance has been increasing each year, and that for 2017 the restricted balance went down due to cashing CDs for the purchase of the new vac truck. She also told the Council that the balance of the Infrastructure Half-cent Sales Surtax revenues for the City was approximately \$197,000. Mayor Musgrave noted the first project after the first of the year would be street repaving, with perhaps the second being one of the identified water projects.

2. Request to Surplus Property—Public Works Supervisor Summerlin addressed the Council asking that they surplus the old tractor and use the proceeds to build covers for the new equipment. Council Member Haney made a motion to surplus the tractor and use the proceeds to provide covers for the new equipment. Council Member Chaple seconded the motion and it passed, 5 ayes, 0 nays.

CLERK'S REPORT—City Clerk Rowell said: the Florida Department of Environmental Protection visited that day to check on documentation and progress of the sewer project funded by the State Revolving Fund and provided positive comments; most development review has been for sheds and some single family homes; that at next meeting or first February meeting, derelict properties will be discussed.

MAYOR'S REPORT— Mayor Musgrave said about 130 people came to the tree lighting ceremony; that fire truck Santa has tossed candy in every Parker neighborhood for 63 years in a row; and that Parker was featured in the Florida League of Cities Quality Cities magazine.

COMMENTS AND ANNOUNCEMENTS—Council Member Haney suggested revisiting the restriction of placing sheds on properties without a principle structure, and Mayor Musgrave noted that the Planning Commission was going to undertake a review of the Comprehensive Plan and the Land Development Regulations. Council Member Miller asked about using CRA funds to assist property owners with derelict building, to take them down or help upgrade, and Public Works Supervisor Summerlin suggested the City helping with demolition and be repaid when the property is sold.

ADJOURNMENT—The meeting was adjourned at 5:52 p.m.



Nancy A. Rowell, City Clerk