

5. Consider adopting a resolution authorizing a professional services agreement with _____ of __[CITY, STATE]_____ for define type of service (e.g. design and bidding phase) services required for the ____[define project]___ project in the amount of \$ _____.

SAMPLE



**MINUTES
CITY OF PANAMA CITY
CITY COMMISSION MEETING
OCTOBER 10, 2023
8:00 A.M.**

1. Opening Prayer with Minister Josh Pickern of Immanuel Baptist Church.
2. Pledge of Allegiance to the Flag.
3. Roll Call and approval of Minutes for the September 26, 2023 Commission Meeting and the September 26, 2023 Budget Hearing.

City Clerk Jan Smith called the roll with the following members present: Mayor Michael Rohan, Commissioners Jenna Haligas, Janice Lucas, Brian Grainger, and Josh Street. Also present: Interim City Manager Brandy Waldron, City Attorney Nevin Zimmerman, and Assistant City Manager Jared Jones.

Commissioner Lucas moved to approve the minutes for the September 26, 2023 City Commission meeting and the September 26, 2023 Budget Hearing as presented. On a roll call vote, Commissioners Jenna Haligas, Janice Lucas, Brian Grainger, Josh Street and Mayor Michael Rohan voted "YEA". "NAYS" - none. The City Clerk certified the motion passed by a 5-0 vote.

4. Additions, Deletions and Modifications.

City Attorney Nevin Zimmerman requested the addition of a report on the auctioned Houses.

Commissioner Haligas requested the addition of a discussion about the Special District Downtown.

Mayor Rohan requested removal of item 5.d., discussion of the sale of the Downtown Improvement Board Building.

Commissioner Grainger moved for approval of the requested additions and deletion. On a roll call vote, Commissioners Jenna Haligas, Janice Lucas, Brian Grainger, Josh Street and Mayor Michael Rohan voted "YEA". "NAYS" - none. The City Clerk certified the motion passed by a 5-0 vote.

5. Mayor's Report

5.a. Recognition of the retirement of Mike Mims, Signs & Markings Division Foreman, and 23-years of service plaque.

Mayor Rohan presented Mike Mims with a retirement plaque and recognized him for 23-years of service.

5.b. Proclamation for the 75th Anniversary of the Oakland Terrace Men's Club.

Mayor Rohan presented a Proclamation to Ethan Brown and the Oakland Terrace Men's Club proclaiming October 21st, 2023 as the 75th Anniversary of the Oakland Terrace Men's Club.

5.c. Notice of Term Expiration on the Board of Trustees for the City of Panama City Municipal Police Officers' Pension Trust Fund.

Commissioner Grainger moved to reappoint Austin Klanjac to the Board of Trustees for the City of Panama City Municipal Police Officers' Pension Trust Fund for a 4-year term that expires on October 12, 2027. On a roll call vote, Commissioners Jenna Haligas, Janice Lucas, Brian Grainger, Josh Street and Mayor Michael Rohan voted "YEA". "NAYS" - none. The City Clerk certified the motion passed by a 5-0 vote.

5.d. Discussion of the Sale of the Downtown Improvement Board Building.

This item was deleted.

5.e. Community Announcements.

Mayor Rohan read the City of Panama City Community Announcements during a video slide presentation.

Mayor Rohan discussed the 5th anniversary of Hurricane Michael and the progress the City has made since the Storm.

6. Audience Participation (Limited to items on the agenda, remarks are limited to three (3) minutes).

Catherine Shores, 1914 Dewitt St., Panama City; Jimmy Ciesielski, 1208 Cherry St., Panama City; addressed the Commission.

7. City Attorney

- 7.a. Consideration of approval of Budget Resolution No. 20231010.2 and 20231010.3 and contract with Reynold Roeder for NMTC consultant and Alan Pasternack for NMTC Attorney Service.

Commissioner Lucas moved for approval of Budget Resolution No. 20231010.2 and 20231010.3 and contract with Reynold Roeder for NMTC consultant and Alan Pasternack for NMTC Attorney Service. On a roll call vote, Commissioners Jenna Haligas, Janice Lucas, Brian Grainger, Josh Street and Mayor Michael Rohan voted "YEA". "NAYS" - none. The City Clerk certified the motion passed by a 5-0 vote.

The Resolutions were read by title only as shown below:

RESOLUTION NO. 20231010.2

A RESOLUTION PROVIDING FOR THE AMENDMENT OF THE APPROVED FISCAL YEAR 2023-2024 BUDGET TO APPROPRIATE FUNDS FOR THE NEW MARKET TAX CREDIT CONSULTANT.

RESOLUTION NO. 20231010.3

A RESOLUTION PROVIDING FOR THE AMENDMENT OF THE APPROVED FISCAL YEAR 2023-2024 BUDGET TO APPROPRIATE FUNDS FOR THE NEW MARKET TAX CREDIT ATTORNEY.

- 7.b. Addition – Report on Specialty Center.

Commissioner Haligas briefly discussed a Specialty Center Downtown.

Cole Davis, Downtown Improvement Board representative, discussed a Specialty Center Downtown Open Container district and advised he has prepared a draft Ordinance.

Commissioner Haligas motioned to request Staff research Specialty Center and review the draft Ordinance for the Specialty Center Downtown District. On a roll call vote, Commissioners Jenna Haligas, Janice Lucas, Brian Grainger, Josh Street and Mayor Michael Rohan voted "YEA". "NAYS" - none. The City Clerk certified the motion passed by a 5-0 vote.

- 7.c. Addition – Report on Auctioned Houses.

City Attorney Nevin Zimmerman gave a report on Auctioned Houses.

8. Unfinished Business (**Public Hearing, remarks are limited to three (3) minutes**)

Mayor Rohan announced the Public Hearing.

- 8.a. Final reading of Ordinance 3177 to approve changes to the City of Panama City Municipal Firefighters' Pension Trust Fund Deferred Retirement Option Plan.

Commissioner Street moved for approval of Final reading of Ordinance 3177 to approve changes to the City of Panama City Municipal Firefighters' Pension Trust Fund Deferred Retirement Option Plan. On a roll call vote, Commissioners Jenna Haligas, Janice Lucas, Brian Grainger, Josh Street and Mayor Michael Rohan voted "YEA". "NAYS" - none. The City Clerk certified the motion passed by a 5-0 vote.

The Ordinance was read as a final reading by the title only as shown below:

ORDINANCE NO. 3177

AN ORDINANCE OF THE CITY OF PANAMA CITY, FLORIDA, AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE VI, EMPLOYEE BENEFITS, DIVISION 4, MUNICIPAL FIREFIGHTERS' PENSION TRUST FUND, OF THE CODE OF ORDINANCES OF THE CITY OF PANAMA CITY; AMENDING SECTION 2-422, DEFERRED RETIREMENT OPTION PLAN; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

9. Consent Agenda

- 9.a. First Baptist Church Trunk or Treat, October 22, 2023, 4:00 pm - 6:00 pm, on Grace Avenue between 6th St and 7th St. This event is organized by First Baptist Church of Panama City.
- 9.b. Benevolent Patriotic Order of Does (BPOD) 180 Run, November 4, 2023, from 10:00 am - 1:00 pm on Cherry St. from N. Palo Alto Ave. to N. Bonita Ave. This is organized by Christine Ostertag.
- 9.c. Millville Children's Christmas Parade, Dec 1, 2023, from 9:30 am - 12:00 pm on 3rd St from Maple Ave. to Daffin Park. This is a City of Panama City Sponsored Event.

- 9.d. City of Panama City Christmas Parade, Dec 2, 2023, from 6:00 pm - 8:00 pm on Harrison Avenue from 13th St to 6th St. This is a City of Panama City Signature Event.
- 9.e. Ratification of the Lease Agreement between the City of Panama City and ECSC, LLC for the vacant land, located at 578, 580, 560, 558, 550, 548, 544, 540 Harmon Avenue and at 567, 569, 671 Cone Ave. to be used for the temporary storage of construction materials associated with the SRF Project "Lift Station 44 Force Main Improvements."
- 9.f. Ratification of emergency repairs to the Star Avenue water main to Marshall Brothers Construction in the amount of \$219,947.50
- 9.g. Consideration to approve RFP PC23-052 Disaster Recovery Consultant Services contracts for CDR Macquire, Hagerty Consulting, Integrity, Metric Consulting, and Tetra Tech.
- 9.h. Consideration of approval to enter into contract negotiations with Florida Architects & VBA for architect/engineering services for Hometown Revitalization Façade Program.
- 9.i. Consideration for approval to enter into contract negotiations with Dewberry Engineers, Inc. for Project Restore – Glenwood Project (CDBG-DR).
- 9.j. Consideration to approve a three-year contract with HUB Public Risk in the amount of \$150,000 annually for Insurance Consulting Services.

Commissioner Haligas moved for approval of the consent agenda as presented. On a roll call vote, Commissioners Jenna Haligas, Janice Lucas, Brian Grainger, Josh Street and Mayor Michael Rohan voted "YEA". "NAYS" - none. The City Clerk certified the motion passed by a 5-0 vote.

10. City Manager

- 10.a. Consideration of approval of Budget Amendment Resolution No. 20231010.1 and Task Order from Integrity Group for a comprehensive analysis for permanent - work Hurricane Michael FEMA projects in the not to exceed amount of \$153,000.

Commissioner Grainger moved for approval of Budget Amendment Resolution No. 20231010.1 and Task Order from Integrity Group for a comprehensive analysis for permanent - work Hurricane Michael FEMA projects in the not to exceed amount of \$153,000. On a roll call vote, Commissioners Jenna Haligas, Janice Lucas, Brian Grainger, Josh Street and Mayor Michael Rohan voted "YEA". "NAYS" - none. The City Clerk certified the motion passed by a 5-0 vote.

The Resolution was read by title only as shown below:

RESOLUTION NO. 20231010.1

A RESOLUTION PROVIDING FOR THE AMENDMENT OF THE APPROVED FISCAL YEAR 2023-2024 BUDGET TO APPROPRIATE FUNDS FOR A COMPREHENSIVE ANALYSIS OF OPEN OBLIGATED HURRICANE MICHAEL FEMA PROJECTS.

- 10.b. Consideration to approve Budget Amendment Resolution No. 20231010.5 to allow for the payment of \$450,000.00 to JoePC for design of the Wet Slips for the Downtown Marina.

Commissioner Grainger moved for approval of Budget Amendment Resolution No. 20231010.5 to allow for the payment of \$450,000.00 to JoePC for design of the Wet Slips for the Downtown Marina. On a roll call vote, Commissioners Jenna Haligas, Janice Lucas, Brian Grainger, Josh Street and Mayor Michael Rohan voted "YEA". "NAYS" - none. The City Clerk certified the motion passed by a 5-0 vote.

The Resolution was read by title only as shown below:

RESOLUTION NO. 20231010.5

A RESOLUTION PROVIDING FOR THE AMENDMENT OF THE APPROVED FISCAL YEAR 2023-2024 BUDGET TO APPROPRIATE FUNDS IN THE PANAMA CITY MARINA INFRASTRUCTURE FUND FOR THE JOE PCOZ, LLC DESIGN AGREEMENT.

- 10.c. Consideration to approve Task Order One with CDR Maguire, LLC., for the FEMA Road Project for a not to exceed amount of \$250,000 and Budget Amendment Resolution No. 20231010.6 to fund task order.

Commissioner Street moved for approval of Task Order One with CDR Maguire, LLC., for the FEMA Road Project for a not to exceed amount of \$250,000 and Budget Amendment Resolution No. 20231010.6 to fund task order. On a roll call vote, Commissioners Jenna Haligas, Janice Lucas, Brian Grainger, Josh Street and Mayor Michael Rohan voted "YEA". "NAYS" - none. The City Clerk certified the motion passed by a 5-0 vote.

The Resolution was read by title only as shown below:

RESOLUTION NO. 20231010.6

A RESOLUTION PROVIDING FOR THE AMENDMENT
OF THE APPROVED FISCAL YEAR 2023-2024 BUDGET
TO APPROPRIATE FUNDS FOR TASK ORDER #1 WITH
CDR MAGUIRE, LLC FOR THE FEMA ROAD PROJECT.

11. City Manager - First Readings **(Public Hearing)**.

Brandy Waldron announced the public hearing.

- 11.a. First of Two Public Hearings on Ordinance 3174, an ordinance amending the Zoning Map of the City to reflect a zoning designation of General Commercial-2, GC-2, for a property located at 3910 W 23rd Court.

Mayor Rohan announced the public hearing.

The Ordinance was read as a first reading by title only as shown below:

ORDINANCE NO. 3174

AN ORDINANCE ZONING A PARCEL OF PROPERTY
LOCATED AT 3910 W 23RD COURT, (PARCEL ID
27053-020-000), PANAMA CITY, FLORIDA, HAVING
APPROXIMATELY 0.809 ACRES, GENERAL
COMMERCIAL-2, GC-2, PROVIDING FOR
SEVERABILITY AND PROVIDING FOR AN EFFECTIVE
DATE.

12. Audience Participation **(Open to any issue related to City of Panama City's authority, remarks are limited to three (3) minutes)**.

James Barker, 1120 Harmon Ave., Panama City; Jimmy Ciesielski, 1208 Cherry St., Panama City; Walter P Henry, 614 Maple Ave., Panama City; Robert Slay 1334 St. Andrews Blvd., Panama City; Jennifer Bennett, 920 W. Beach Dr. Panama City; Hank Picken, 820 W. Beach Dr., Panama City; Jan Gainer, 720 W. Beach Dr., Panama City; addressed the Commission.

Jonathan Hayes public works director addressed the Commission and discussed the Open House meeting on October 24th about West Beach Drive.

Commissioner Haligas talked briefly about Hurricane Michael and expressed her appreciation of the Commission and staff that were working during the event.

Commissioner Lucas announced CRA staff will give an update on the future of the AD Harris Learning Village during a community meeting at AD Harris Learning Village on October 18, 2023 from 5 to 6:30 pm.

13. Adjournment.

There being no further business the meeting was adjourned at 10:19 a.m.