



“The Crossroads to the Future”

## Town Council Meeting Minutes

April 18, 2016

7:00 P.M.

**Present at Meeting:** Mayor Rau, Mr. Bass, Mrs. Smith, Mr. Mellecker, Mr. Branham, Mrs. Shaw, Mrs. Knagge, Mr. Fontes, Mr. Williams, and two (2) members of the Community.

**Absent:** None

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- I. **Call to Order** – Mr. Bass at 7:00 PM
- II. **Pledge of Allegiance to Flag & Invocation** – Mr. Bass
- III. **Visitors Welcomed & Reminded Meeting Minutes are Being Recorded** – Mr. Bass
- IV. **Persons Wishing to Address Council – 3 Minute Limit**
  - Mrs. Shirley Graham – 45274 Oak Trail
    - Wanted to make sure the Town had on the official record the concerns of the Citizens of Oak Trail:
      - The Filling of dirt on the Higginbotham property across from Cedar River Seafood that backs up to Oak Trail could cause flooding.
      - That the Town is keeping track of the Permits for said property.
      - Mr. Fontes stated that the large retention pond should help with any flooding.
      - Mr. Williams stated that the permits for the pond and filling came through St. John’s River Management District. The only permit from the Town was for Land Clearing.

## V. Minutes

- Motion to Approve the Minutes by Mr. Fontes and 2<sup>nd</sup> by Mr. Mellecker.
  - No Discussion
  - Motion Carried.

## VI. Presentation

- Port Authority Charter Review Update – Hugh Graham
  - Reviewed the Task Force Committee & Goals of said Committee.
  - The Board has had 3 meetings: Fernandina Beach, Yulee, & Callahan.
  - The next Meeting is in Hilliard on April 25, 2016 at 5:00 PM.
  - The Board follows all Sunshine rules and minutes are available upon request.
  - The Board should conclude its findings & recommendations by October.

## VII. Business

- Appointment of Zoning Administrator
  - Mr. Williams stated that Mr. Larsen has asked to resign from his position as Zoning Administrator due to other commitments.
  - Mr. Williams recommended Mr. Gary Garver for the Position. His responsibility will be to make sure all documents are in place before the Planning & Zoning Meetings and the Council Meetings.
  - Motion to Approve Gary Garver as Zoning Administrator at the rate of \$200 per month by Mr. Mellecker and 2<sup>nd</sup> by Mr. Fontes.
    - Discussion:
      - Mr. Mellecker asked if Mr. Garver wanted to do Home Inspections, as well. Mr. Williams stated he isn't licensed to do them all, so he really didn't want to take that over.
    - Motion Carried
- 1<sup>st</sup> Public Hearing
  - Ordinance 2016-001 – Chapter 195 Update
    - Read by Title by Mr. Branham with Amendment
    - Motion to Approve the Proposed Changes to Chapter 195 of the Town of Callahan Code Book by Mr. Fontes and 2<sup>nd</sup> by Mr. Mellecker.
    - Discussion:
      - Mr. Fontes asked if we should add a section about Solar Panels. Council Consensus was to hold off at this time.
      - Chapter 195-31 – Obstructions? Remove A, and make B an A.
      - Chapter 195-41 – Remove A, and change numbers to A-F.
    - Motion Carried.

## VIII. Review & Approval of Town Expenditures

- General Fund **\$11,415.51**
  - Motion to Pay the General Fund by Mrs. Smith and 2<sup>nd</sup> by Mr. Fontes.
    - No Discussion
    - Motion Carried
- Water & Sewer Fund **\$14,626.33**
  - Motion to Pay Water & Sewer Fund by Mr. Mellecker and 2<sup>nd</sup> by Mrs. Smith.
    - No Discussion
    - Motion Carried
- Water & Sewer Disbursements -- None
  - Water & Sewer Adjustments – None

## IX. Around the Council Table

- **Mayor** – Stated how pleased he was that Railroad days turned out so nice for the Town & its residents.
- **Mrs. Smith – Parks** – Nothing
- **Mr. Fontes – Water & Sewer** – Nothing
- **Mrs. Kirk – Treasurer** – Nothing
- **Mrs. Shaw – Streets** – Nothing
- **Mr. Mellecker – Zoning** – Stated that the Planning & Zoning Board is discussing the Town Impact Fees, since the County is updating theirs. The Towns current fees are \$1500-Residential & \$1800-Commercial. The Planning & Zoning Board will have its recommendations to the Council in the next month or two.
- **Mr. Branham – Attorney** – Nothing
- **Mrs. Knagge – Clerk** -- National Day of Prayer Thursday, May 5<sup>th</sup> at 5:30 PM
- **Mr. Williams – Town Manager** – Would like the Council to consider covering the cost of the Pavement at Ewing Park, so that the Grant money can go solely to new equipment. Also, stated due to the playground equipment only being able to be fixed by the company originally purchased from we would need a Sole Source Exemption.
- **Mr. Bass – Council President & Fire** – Nothing

**X. Adjourn**

- Motion to adjourn by Mr. Fontes and 2<sup>nd</sup> by Mr. Mellecker. Motion Carried.
- Time: 7:52 PM



**John Kenneth Bass, Council President**



**Stephanie Knagge, Town Clerk**