



City of
Panama City Beach

City Hall
17007 PCB Parkway
PCB, FL 32413
www.pcbfl.gov

MINUTES of the **May 12, 2022** Regular Meeting of the City Council of the City of Panama City Beach, Florida, and when permitted or required by the subject matter, the Panama City Beach Community Redevelopment Agency.

Mayor Mark Sheldon called the May 12, 2022 regular meeting to order at 6:00 p.m.

OATH OF OFFICE

Mayor Sheldon invited Ms. Mary Coburn to take the Oath of Office. Mr. Burnie Thompson administered the Oath to Ms. Coburn. Mayor Sheldon welcomed Ms. Coburn and invited her to take her seat at the dais.

ROLL CALL

**MAYOR MARK SHELDON
VICE MAYOR PAUL CASTO
COUNCILMAN PHIL CHESTER
COUNCILMEMBER MARY COBURN
COUNCILMAN MICHAEL JARMAN**

A quorum was present with all five council members. Others present were City Manager Drew Whitman, Assistant City Manager Holly White, City Attorneys Amy Myers and Cole Davis, City Clerk Lynne Fasone, Directors, staff, and members of the public and press.

Pastor Ramon Duvall from the Beachside Fellowship Church led the invocation and Councilman Michael Jarman led the Pledge of Allegiance.

Mayor Sheldon provided community announcements. Mayor Sheldon called for approval of the April 28, 2022 regular meeting minutes. **Vice Mayor Casto so moved. Councilman Chester seconded the motion. The minutes were approved by a roll call vote (4-1).**

Councilman Jarman	Aye
Councilmember Coburn	Abstained
Councilman Chester	Aye
Vice Mayor Casto	Aye
Mayor Sheldon	Aye

APPROVAL OF AGENDA

Mayor Sheldon called for approval, additions and/or deletions of the agenda. Hearing and seeing none, **Councilman Jarman moved to approve the agenda. Councilman Chester seconded the motion. All were in favor of approval by a roll call vote (5-0).**

Councilman Jarman	Aye
Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Mayor Sheldon	Aye

PRESENTATIONS

On behalf of City Council, Councilman Michael Jarman presented the following:

1. Employee Service Awards;
2. Proclamation Presentation - Law Enforcement Week;
3. Proclamation Presentation – National Water Safety Month; and
4. Proclamation Presentation – National Safe Boating Week.

Mayor Sheldon welcomed and recognized Girls, Inc. award winners Raelynn Lucas Little-Miss of the Year, Dalis Garrett-Junior Girl of the Year, and Madison Norton-Girls, Inc. Girl of the Year.

Mayor Sheldon invited Utilities Director Mark Shaeffer to present the **attached Update on Conservation Park Classroom/Meeting Space**. Mayor Sheldon discussed the many assets of Conservation Park. Mayor Sheldon called for comments from Council. Hearing and seeing none, Mayor Sheldon thanked Director Shaeffer.

PUBLIC COMMENTS - NON-AGENDA BUSINESS (LIMITED TO THREE MINUTES)

Mayor Sheldon opened the floor for consent agenda and/or non-agenda business public comments.

Michelle Carter, 12202 Hutchinson Blvd., PCB – Ms. Carter provided her thoughts on the Outfall project and read from a book about a railroad to Key West, Florida.

Mayor Sheldon called for further public comments. Hearing and seeing none, Mayor Sheldon closed public comments.

CONSENT AGENDA

RESOLUTION NO. 22-152, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH AAG ELECTRIC MOTORS AND PUMPS, INC. FOR VERTICAL TURBINE AND HIGH SERVICE PUMP REMOVAL, REPAIR AND REINSTALLATION AT VARIOUS CITY FACILITIES ON A PER UNIT BASIS.

RESOLUTION NO. 22-153, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH AMERICAN BUSINESS CENTER FOR THE 36-MONTH LEASE OF TWO XEROX C8155H AND TWO XEROX C8170H MULTIFUNCTION COPIERS AND SCANNERS FOR THE CITY.

RESOLUTION NO. 22-154, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN EMPLOYEE REFERRAL PROGRAM AND REPEALING RESOLUTION 21-183 REGARDING HIRING INCENTIVES.

RESOLUTION NO. 22-155, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH STAMM MANUFACTURING FOR THE PURCHASE OF A BUCKET TRUCK FOR THE PUBLIC WORKS AND CRA DEPARTMENTS IN THE BASIC AMOUNT OF \$184,205.

Mayor Sheldon asked Ms. Fasone to read the consent agenda. Mayor Sheldon announced that the consent agenda was available to Council. **Councilman Jarman moved to approve the consent agenda. Councilman Chester seconded the motion. All were in favor of approval by a roll call vote (5-0).**

Councilman Jarman	Aye
Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Mayor Sheldon	Aye

REGULAR AGENDA- DISCUSSION/ACTION

ITEM 1. RESOLUTION NO. 22-156, APPROVING A PROCUREMENT MANUAL.

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 22-156 by title only. Mayor Sheldon called for public comments on Item 1. Hearing and seeing no comments, Mayor Sheldon closed public comments. Mayor Sheldon invited comments from City Manager Whitman and/or Assistant City Manager White.

Ms. White reported that most of the practices in the procurement manual were already practiced by Staff over the years, however, this would put the practices in written form and would incorporate the recent charter amendments. Ms. White explained further that most grant agreements required the City to have formal written procurement policies. Ms. White added that this was Staff's first attempt so there may be updates to the manual presented to Council from time to time. Ms. White thanked the City Attorney's office for their help.

Mayor Sheldon thanked Legal and the team for their efforts. Mayor Sheldon noted this item was available to Council. Councilman Jarman offered his support and thanked Legal for their work on this project. **Vice Mayor Casto moved to approve Resolution 22-156. Councilman Chester seconded the motion. Hearing and seeing no further comments, all were in favor of approval by a roll call vote (5-0).**

Councilman Jarman	Aye
Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Mayor Sheldon	Aye

ITEM 2. RESOLUTION NO. 22-157, ALLOCATING AMERICAN RESCUE PLAN ACT FUNDS.

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 22-157 by title only. Mayor Sheldon called for public comments on Item 2. Hearing and seeing no comments, Mayor Sheldon closed public comments. Mayor Sheldon invited comments from City Manager Whitman and/or Assistant City Manager White.

Ms. White discussed the grant award to the City and that Council would have time to specially obligate these funds to specific project at a later date. Ms. White reported further that the funds needed to be spent by 2026. Ms. White reported, as directed by Council at a previous meeting, this resolution broadly allocates funds to Parks & Rec and Public Safety. Ms. White added that this resolution would help the Staff pigeonhole the funds as Staff works through the budget this summer. Ms. White reported, if Council agreed, Staff would allocate approximately \$4 million to Parks & Rec and \$2 million to Public Safety projects.

Mayor Sheldon noted he was looking forward to reviewing the City’s Parks & Rec Master Plan. Mayor Sheldon noted this item was available to Council. Councilman Jarman offered his support and reported that these funds had some restrictions. Ms. White concurred. **Councilman Chester moved to approve Resolution 22-157. Councilman Jarman seconded the motion. Hearing and seeing no further comments, all were in favor of approval by a roll call vote (5-0).**

Councilman Jarman	Aye
Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Mayor Sheldon	Aye

ITEM 3. DISCUSSION / ACTION ITEM, REAPPOINTMENT OF AUDIT COMMITTEE MEMBERS JOHN JOHNSON, CAMERON SKINNER, AND ZACHARY VAN DYKE AND SELECTION OF COUNCILMEMBER CHAIR.

Mayor Sheldon called for public comments on Item 3. Hearing and seeing none, Mayor Sheldon closed public comments. Mayor Sheldon invited comments from City Manager Whitman. Manager Whitman reported that three of the four members on the Audit Committee would like to be reappointed and the fourth member moved out of town, so he was trying to find a member with financial background. Manager Whitman added that a Councilmember Chair needed to be appointed, as the Chair was Vice Mayor McConnell.

Mayor Sheldon noted this item was available to Council. Councilman Jarman nominated Mayor Sheldon as the Councilmember Chair of the Audit Committee. Vice Mayor Casto seconded the motion. Councilman Jarman moved to appoint the slate. Councilman Chester seconded the motion. **Hearing and seeing no further comments, all were in favor of approval by a roll call vote (5-0).**

Councilman Jarman	Aye
Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Mayor Sheldon	Aye

CITY MANAGER REPORT

City Manager Whitman reported that he would bring back to Council a few councilmember appointments to Boards/Commissions that were previously held by Vice Mayor McConnell after Councilmember Coburn was briefed on those Boards/Commissions. Manager Whitman congratulated and welcomed Ms. Coburn to Council.

CITY ATTORNEY REPORT

No report.


COUNCIL COMMENTS

Mayor Sheldon invited Council comments. Councilmember Coburn asked Staff to follow up on a couple items: 1) an updated on the roundabout at Front Beach and Rt. 79 and; 2) follow up on conveying the 700+ acres of land in the NWFL Water Management District. Ms. Coburn reported that she was happy to be here. Councilman Chester welcomed Ms. Coburn and noted he looked forward to working with her. Councilman Jarman concurred and briefly discussed the Outfall project. Vice Mayor Casto congratulated Ms. Coburn and noted he was looking forward to working with her. Mayor Sheldon congratulated Ms.

Coburn to welcomed her to the family. Mayor Sheldon invited everyone to adjourn to the lobby for cake in honor of Ms. Coburn.

With nothing further, Mayor Sheldon adjourned the meeting by unanimous consent at 6:39 p.m.

READ AND APPROVED this 26th day of May, 2022.



Mark Sheldon, Mayor
City of Panama City Beach, Florida

ATTEST:



Lynne Fasone, MMC
City Clerk

* ACTION ITEMS NOTED WITH AN ASTERISK ARE TAKEN BOTH BY THE CITY COUNCIL AND THE PANAMA CITY BEACH REDEVELOPMENT AGENCY JOINTLY AND CONCURRENTLY. IN THE EVENT OF A CONFLICT BETWEEN THE FOREGOING MINUTES AND A VERBATIM TRANSCRIPT OF THESE MINUTES, THE FOREGOING MINUTES SHALL CONTROL.