July 21, 2015
Budget Workshop
5:00 P.M.
Regular Public Meeting
6:00 P.M.

Port St. Joe Fire Station 402 Williams Ave Port St. Joe, Florida



## City of Port St. Joe

Bo Patterson, Mayor-Commissioner William Thursbay, Commissioner, Group I David Ashbrook, Commissioner, Group II Phil McCroan, Commissioner, Group III Rex Buzzett, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

## **BOARD OF CITY COMMISSION**

**Regular Public Meeting** 6:00 p.m. Port St. Joe City Hall **Fire Station** Tuesday July 21, 2015

Call to Order	
Consent Agenda	
Minutes	
• Regular Commission Meeting 7/7/15	Pages 1-4
PSJRA	
• Update	
City Attorney	
Ordinance 514-Overnight Parking, 2nd Reading& Consideration of Adoption	Pages 5-7
Old Business	
Gulf Pines Hospital Site- Update	
Yard Debris Laydown Yard- Update	
Utility Billing Write-Off Policy	Page 8
Brent Circle Lift Station- Comm. McCroan	
New Business	
Fee Waiver Request	
o Family Life Church	Page 9
<ul> <li>St. Joseph Bay Humane Society</li> </ul>	Page 10
Holly Hills Funeral Home Property	Page 11
Old Wastewater Headworks Property	
Mayor Pro-Tem	
Public Works	
• RFP # 2015-06 Cape Sewer Extension Bores (Handout)	
BED # 2015-00 Cape Sewer Extension Dores (Handout)	

- RFP # 2015-07 Cape Sewer Extension Materials (Handout)
- Waterline- Ms. Zola's Drive
- Boat Ramp Improvements- Update

#### **Surface Water Plant**

• 10th Street Tank

Page 12

#### **Waste Water Plant**

• Update

#### **City Engineer**

• Update

#### **Code Enforcement**

• Update

#### **Police Department**

• Update

#### City Clerk

• Update

Citizens to be Heard Discussion Items by Commissioners Motion to Adjourn Page 13

# MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, July 7, 2015, AT 6:00 P.M. The Meeting was held in the Port St. Joe Fire Department Meeting Room due to a request for accessibility from a citizen.

The following were present: Mayor Patterson, Commissioners Ashbrook, Buzzett, McCroan and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce and Attorney Tom Gibson were also present.

#### **Audit Update**

Auditor Ben Vance gave an overview of the Fiscal Year 2013 – 2014 audit and stated it was unqualified and about as good as last year's audit.

#### CONSENT AGENDA

#### **Minutes**

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to approve the Minutes of the Regular Meeting on June 16, 2015 and the Special Meeting of June 24, 2015. All in favor; Motion carried 5-0.

#### Port St. Joe Redevelopment Association (PSJRA)

PSJRA Chairman Rex Buzzett noted the premier documentary showing of *The Rescue and Relocation of the Cape San Blas Lighthouse, Keepers Quarters' and Oil Shed* would be held at the First United Methodist Church on Thursday, July 30, 2015. He also noted that the playground equipment at the Washington Gym is approximately 95% complete, plans for the William J. Rish Parking Lot have been revised and the grant for the Port Theater Building went through.

#### CITY ATTORNEY - Tom Gibson

Ordinance 514: Overnight Parking – First Reading A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to read by Title only. All in favor; Motion carried 5-0. Attorney Gibson read by Title only.

Mr. Gibson provided the Commissioner with a rough draft of the Declarations of Covenants, Conditions and Restrictions for the lots that will be for sale at the old Gulf Pines Hospital site. He asked for comments or concerns from the Commissioners to incorporate in the document.

A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to name the new subdivision Patton Park Subdivision. All in favor, motion carried 5-0.

#### CITY MANAGER'S REPORT - Jim Anderson

#### **Old Business**

Gulf Pines Hospital Site - Most of the work has been completed and should be finished shortly.

City Budget – Staff has completed their draft of the FY '15 – '16 Budget and has requested a Workshop to begin reviewing the budget. The first Workshop will be held on July 21, 2015, at 5:00 P.M.

Yard Debris Laydown Yard – Permits have been turned in to DEP, Staff has met with the vendor and there is no cost to the City. Staff has requested that Liability Insurance be provided by the vendor. A Motion was made by Commissioner Ashbrook, second by Commissioner McCroan, to move forward with the project. All in Favor: Motion carried 5-0.

Centennial Building Roof – Contractor Jerry Wilson, BITEC representatives and Staff met at the Centennial Building today. The Port St. Joe Fire Department sprayed water on the roof and numerous leaks were noted around the down spouts. Mr. Wilson will be applying sealants in hopes of correcting the problems.

League of Cities Annual Conference – Cost and information was provided for the Conference. Mayor Patterson stated he would like to attend and Commissioner Thursbay also asked to attend. A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, for two Commissioners to attend the conference. The City will pay the expenses of the two attendees, the cost of any guests attending would be the responsibility of the Commissioner, and attendees are to be rotated each year. All in Favor; Motion carried 5-0.

*Utility Billing Write-Off Policy* – For the record, Commissioner Thursbay stated he was tired of hearing that 3 Commissioners were responsible for the large amount of charges that are being written off and that they are also giving water away. He stated that these statements are not true.

City Staff was tasked to tweak the current policy. Suggested changes include the requirement of an invoice from a certified plumber and to allow leak adjustments on water for residential customers only. Staff will have a draft of the new policy for the next meeting.

20<sup>th</sup> Street Stop Signs: Mayor Patterson – After talking with additional citizens, Mayor Patterson has found that no one wants four way stop signs or speed bumps. He suggested that speed limits be lowered.

John Grantland noted there are various speed limits throughout town and he is preparing information on this.

Karen Spratt shared her concerns of excessive speeds in the First United Methodist Church area. She noted that speed limits are posted but not observed.

Consensus of the Commission was for the Police Department to write tickets to drivers not observing the posted speed limit signs.

#### **New Business**

Light Pole Inspection – Mr. Anderson noted that a light pole had fallen at the girls' softball field and there is a need for the light poles to be inspected and / or repaired in the near future. Staff will work with Duke Energy to see if they have someone to inspect the poles.

Request to open Washington Gym: Raye Bailey – A Motion was made by Commissioner McCroan, second by Commissioner Ashbrook, to grant this request. All in favor; Motion carried 5-0.

Lime Slurry Bids – The Northwest Florida Water Management District will provided \$350,000 in grant funds for the Lime Slurry equipment and water line replacement between Highway 71 and Tenth Street from Long Avenue to Monument Avenue. A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to reject all bids that were received for the Lime Slurry portion of the grant as the bids would not leave enough money for the line replacement portion of the grant. All in favor; Motion carried 5-0.

A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to rebid the Lime Slurry portion of the grant and to separate the cost of the equipment and the construction. All in favor; Motion carried 5-0.

A Motion was made by Commissioner McCroan, second by Commissioner Thursbay, to bid the materials for the water line distribution portion of the grant. All in favor; Motion carried 5-0.

*Property Taxes DR-420* – A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to set the FY '15-'16 Millage rate at 4.5914. This is a preliminary increase of 1 Mill and will be for planning purposes. All in favor; Motion carried 5-0.

Municode Update – A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to update the Municode system for approximately \$3,708.56 for Ordinances 478 - 515. This includes updates on the website and hard copies for existing books. All in favor; Motion carried 5-0.

Fee Waiver Request: American Legion Post 116 – A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to grant the request of the American Legion. All in favor. Motion carried 5-0.

Marketing and Advertising of Gulf Pines Lots: Commissioner Thursbay – A request was made by Commissioner Thursbay that a broad market be used to advertise the sale of the lots.

Commission Meetings on You Tube: Commissioner Ashbrook – A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to place the Commission Meetings on You Tube. All in favor; Motion carried 5-0.

Centennial Park Swing Set: Mayor Patterson – A Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to purchase a Single Bay Bipod Swing Set with strap seats for \$2,550 through BSN who has a local sales representative. All in favor; Motion carried 5-0.

Mr. Anderson noted there will be a Town Hall Meeting in the Gulf County Board of County Commissioners Board Room at 6:00 P.M., on Wednesday, July 15, 2015, with the PACES Foundation to discuss their local housing project. Plans were received today and are available for review at the City's Building Department.

**Public Works – John Grantland** did not have anything to report. Mayor Patterson expressed his appreciation to Mr. Grantland for all the work he has done around town at the Mayor's request.

#### Surface Water Plant - Larry McClamma

Tenth Street Tank – Mr. McClamma requested that Attorney Gibson review the maintenance agreement with Utility Service to determine to City's obligation if the tank is taken off line. Mr. Gibson will review the contract.

#### Wastewater Plant - Lynn Todd

Algae Control Options: Sonic Unit Quote – A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to purchase 6 SS Sonic units at a cost of \$39,030 from Allied Group USA Inc., as a sole source provider and this is an Emergency situation. The purchase will be made with BP Funds. All in favor; Motion carried 5-0.

Lagoon Pipe Replacement Quote – A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to proceed with the Lagoon Pond pipe replacement at a cost of \$27,673. This is an Emergency issue and funds from the old Sewer Headworks cleanup will be used to fund the project. All in favor; Motion carried 5-0.

#### City Engineer - Clay Smallwood, III

Mr. Smallwood did not have anything to update the Commission on as current projects had already been discussed. He did note that the state did not approve funding for stormwater drainage projects.

#### Code Enforcement

Mr. Burkett's report was reviewed, no action was taken.

Mayor Patterson commended Mr. Burkett for the work being done with code enforcement. He feels that things are going in the right direction, asked that everyone support the improvements and please call the City if you see trash being dumped on the City roadways.

#### Police Department - Chief Herring

The Police Department is partnering with Diana Burkett and the Christian Community Development Fund to check on local senior citizens though the KISS (Keeping Independent Seniors Safe) Program. Commissioner Thursbay encouraged anyone needing assistance to call the Police Department at 227-1414.

#### City Clerk - Charlotte Pierce

Mrs. Pierce did not have anything to report.

#### Citizens to be Heard

Ann White requested that future meeting of the Commission be held in a ground floor meeting area.

#### **Discussion Items by Commissioners**

Commissioner Buzzett presented the Commission with a picture made of the 2015 Port St. Joe Dixie Youth Baseball teams at their Day of Baseball.

Commissioner McCroan did not have anything to discuss.

Commissioner Ashbrook thanked the department heads for giving him a tour of their respective departments and noted they had been very helpful. He also shared that he has an on line Blog and the City meetings will be on his website.

Commissioner Thursbay did not have anything to share.

*Mayor Patterson* reminded everyone that the Port St. Joe Port Authority will be meeting at Gulf Coast State College tomorrow at 10:00 A.M.

A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to adjourn the Meeting at 7:43 P.M.

Approved this day of	2015.	
	, , , , , , , , , , , , , , , , , , ,	
James "Bo" Patterson, Mayor		Date
Charlotte M. Pierce, City Clerk		Date

#### **ORDINANCE NO. 514**

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA AMENDING SECTION 3.01 OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY; PROHIBITING THE OVERNIGHT PARKING OF CERTAIN VEHICLES IN DESIGNATED AREAS OF THE CITY; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Planning and Development Review Board of the City of Port St. Joe (PDRB), pursuant to PDRB responsibilities pursuant to Section 2.11(f) of the Land Development Regulations (LDR's) and after consideration of information presented at advertised public hearing has found that safety and esthetic concerns are impacted by overnight parking of certain vehicles and as such, justify the regulation of parking of certain vehicles in designated areas of the City; and

WHEREAS, the PDRB also finds that the areas designated herein are all located within Tourism Corridors which justify heightened parking restrictions to insure the availability of parking and to promote order and attractiveness within the Tourist Corridor; and

WHEREAS, the PDRB has made recommendation to the City Commission to enact certain changes to the LDR's to enact parking regulations described herein; and

WHEREAS, the City Commission has held public hearings as required by statute and determined, based on PDRB recommendations and information submitted at City Commission hearings that parking regulations set forth herein are a reasonable and least restrictive manner in which to address the concerns raised by the PDRB.

NOW, THEREFORE, be it enacted by the people of the City of Port St. Joe, Florida as follows:

- 1. The City Commission approves and adopts the findings and recommendations of the PDRB.
- 2. Section 3.01 of the Land Development Regulations of the City of Port St. Joe, Florida is hereby amended by the addition of Paragraph (7) which reads as follows:
  - (7) Except as hereinafter provided:
  - (a) No recreational vehicle, camper, boat, jet ski, trailer of any type or any similar item of personal property (collectively "Property"), whether or not it is properly registered with the State of Florida, shall be parked

or stored for a period of more than seven (7) calendar days within the area of the City designated in Exhibit A attached hereto and made a part hereof unless it is stored completely within a building so that it is not visible from a public street or alley.

(b) Penalties for violation of this ordinance shall be as set forth in Section 1-15 or Chapter 2, Article IV, Code of Ordinances, City of Port St. Joe.

#### 3. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

#### 4. SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable. If any provision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.

#### 5. EFFECTIVE DATE

City Clerk

This Ordinance shall become effect	ctive 60 days after its adoption by the City Commission.
This Ordinance was adopted in orday of, 2015.	pen regular meeting after its second reading this
	THE CITY OF PORT ST. JOE BOARD OF CITY COMMISSIONERS
	James C. Patterson, Mayor-Commissioner
Attest : Charlotte M. Pierce	

## Exhibit A

That portion of the City of Port St. Joe, Florida bounded on the north by 1<sup>st</sup> Street, bounded on the east by Long Avenue, bounded on the south by Cecil G. Costin Boulevard and bounded on the west by U.S. Highway 98.

## **Policy for Utility Billing Adjustments**

WATER & SEWER charges eligible for credit adjustments based on (6) months of average use:

- All leaks including residential and commercial accounts caused by city staff or a city contractor and incorrect excessive usage readings caused by equipment error, reading error or billing errors.
- Residential water leaks documented by a certified plumber, including a receipt for the repair cost. Limited to (1) adjustment in a (12) month period for (2) consecutive billing periods.

\*\*\*The City Auditor's suggestion's to reduce the water charge to total gallons multiplied by water production cost per 1000 gallons, instead of the (6) month average, limited to (1) adjustment in a (12) month period for (2) consecutive billing periods. Calculations to be determined by the City's Rate Study conducted and certified by Burton & Associates\*\*\*

#### SEWER charges eligible for credit adjustment based on (6) month of average use:

 Residential and Commercial accounts with excessive usage NOT due to a water leak, equipment or billing error to include but not limited to pool installation and/or refill.
 Limited to (1) adjustment in a (12) month period for (2) consecutive billing periods.

All requests for water and sewer credit adjustments must be submitted to the City Utility Department on the "Request for Utility Billing Adjustment Form"

Utility charges related to a water leak determined to be due and payable may be eligible by the Utility Department for payment over a reasonable amount of time based on hardship but not to exceed a (12) month period. A payment agreement must be signed by the account holder and approved by the Utility Billing Supervisor. Interest or penalties will be not applied as long as the plan is in good standings. If the account becomes delinquent the City reserves the right to disconnect the service until the delinquents charges are paid in full and the account is current.



St. Joseph Bay Humane Society
1007 Tenth St.

Port St. Joe, FL 32456 850-227-1103 phone 850-227-1191 fax

www.SJBHumaneSociety.org

July 1, 2015

Shelter Director
Townsend.hsdirector@gmail.com
850-247-9476 mobile

Melody B. Townsend

City of Port St Joe

Dear Mr. Mayor and City Commissioners

The St Joseph Bay Humane Society will be conducting our "Bow Wow Bash" fund raising event on October 24, 2015. This event is one of the primary sources for our annual operating funds. We are a not for profit cooperation, and our mission to provide animal control and shelter as well as spay and neuter services. We would like to request the use of the Centennial Building, at no cost, to lower the cost of this event. This event is focused in the City of Port St Joe and Gulf County.

We would like to request the use of the Centennial Building, and for the City to waive the standard fee.

Thank you for your consideration in this matter and your continued support.

Judy Miick

Co-Director of DAWGS in Prison

Co-Chairperson for the Bow Wow Bash

Jos Milick

FSC 509 (a) (1)

Section 501 (c) (3)

EIN 59-3487791



323 Reid Ave ~ Port St Joe ~ FL 32456 850-229-5433 ~ www.familylifechurch.net



July 9, 2015

To whom it may concern,

We would like to request use of the Centennial Building for the afternoon and evening of August 7<sup>th</sup>, 2015 for a community wide worship and testimony service, and for the customary fees to be waived. No fees will be charged or received and no individual organization will be benefited. As a participant, I have agreed to submit this request under our local church letterhead, supervision and tax exempt certificate (attached). Please contact Cheryl Best at 850-814-4541 with any questions or instructions.

Thank you for your consideration.

Sincerely,

Andrew Rutherford

Pastor, Family Life Church



July 6, 2015

City of Port St. Joe Jim Anderson, City Manager Board of County Commissioners P.O. Box 278 Port St. Joe, FL 32457

Dear Sirs and Madams:

After much analyzing and thought, we as a company feel we cannot go forward with the purchase of 2775 Garrison Avenue, Port St. Joe, FL as planned.

We studied the comps, appraisals and survey and do not feel it would be in the best interest of our business to purchase the property. The appraisals came in much lower than expected and much lower than the purchase price. The survey also had an unexpected easement we were not aware of. Furthermore, it would not be cost effective for us to go forward.

Machriste, Inc. and the Southerland family will honor the original lease ending effective August 31, 2015.

Bart Way, Director of Operations, would like to set an appointment with Mr. Anderson to discuss a possible future lease beginning September 1, 2015. If such future agreement cannot be met, Southerland Family Funeral Homes will vacate the building at the end of the current lease agreement. We feel after many upgrades to the building, i.e., (electrically, plumbing, carpeting, paint, roof leaks, landscaping) our family will leave the property in much better condition than the former tenants. Machriste, Inc. will pay their prorated portion of the taxes as they become due for 2015.

Since this has been a timely process, we feel we must follow the decision outlined above.

Respectfully submitted,

Machriste, Inc.

Steve Southerland, II, President

Mary Sue Southerland, Secretary

Mary Sue Southerland

John B. Way, Director of Operations

Northside 100 E. 19th Street Panama City, FL 32405 (850) 785-8532 • Fax 763-7561 Port St. Joe 2775 Garrison Avenue Port St. Joe Fl 32456 (850) 229-8111

### **Zimbra**

## janderson@psj.fl.gov

#### Fwd: Cancellation of 10th Street Tank

From: Larry McClamma

Mon, Jun 15, 2015 08:38 AM

<lmcclamma@psj.fl.gov>

2 attachments

Subject: Fwd: Cancellation of 10th

Street Tank

To: Jim Anderson

<janderson@psj.fl.gov>,

Michael Lacour

<mlacour@psj.fl.gov>

From: "Paula Jones" <pjones@utilityservice.com>

To: Imcclamma@psj.fl.gov

**Sent:** Friday, June 12, 2015 4:26:26 PM

Subject: Cancellation of 10th Street Tank

Larry,

I wanted you to be aware that you will still be responsible for the remaining 2 quarters of billing for the 2015 service that was completed in March 2015. They would be billed in Aug and Nov in the amount of \$2689.10 each for a total of \$5378.20. If you want I can send you a final invoice in the amount of \$5378.20 to be due within 30 days of receipt.

Please let me know what you want me to do. Have a great weekend.

Paula

#### Paula Jones

Lead Customer Service Representative

## Code Enforcement 2015 Activity As of 7/16/15

	Open	Closed	Total	Increase
Unlawful Accumulation	21	46	69	11
Substandard Structure	4	9	13	
Abandoned Vechicle	7	4	11	1
Unlawful Sewer				
Land regulation Violation	1	2	3	
Business Lic. Violation				
Special Master Hearings				
Building Demolition	3	9	12	
Waste Violation	22	235	255	35
Sign Violation		60	60	1
Total	58 Total	365 To	tal 423 Total	48