

January 3, 2017

Regular Public Meeting

6:00 P.M.

2775 Garrison Avenue

Port St. Joe, Florida



City of Port St. Joe

Bo Patterson, Mayor-Commissioner
William Thursbay, Commissioner, Group I
David Ashbrook, Commissioner, Group II
Brett Lowry, 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.

2775 Garrison Avenue

Tuesday January 3, 2017

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 12/6/16
- Special Commission Meeting 12/13/16

Pages 1-3

Page 4

PSJRA

- Update

City Attorney

- Legal Services Contract- Handout
- Special Master Position
- Whatley Funeral Home- Update

Old Business

- 2017 Legislative Session Budget Request
- Utility Billing Workshop- Comm. Buzzett
- Pickle Ball Court – Comm. Lowry

Pages 5-12

New Business

- Chamber APP- Roni Coppock
- George Core Park Rental- Discussion
- Free Smoke Detector Program
- FRDAP Grants- Comm. Thursbay
- Medical Marijuana Dispensaries- Comm. Buzzett
- Senior Citizens Association – Comm. Thursbay

Pages 13-14

Public Works

- Request to Purchase Vehicles on State Contract

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Projects Update
 - Garrison Ave. Paving
 - 6th & 7th Street Drainage
 - Frank Pate Park Boat Ramp Improvements
 - Long Avenue
 - Jones Homestead Sewer

Code Enforcement

- Update

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Police Department

- PSJ Cadet Program

City Clerk

- Update

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, December 6, 2016, AT 6:00 P.M.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting on November 15, 2016. All in favor; Motion carried 4-0.

PORT ST. JOE REDEVELOPMENT AGENCY (PSJRA) No one was present from the PSJRA.

CITY ATTORNEY –

Ordinance 528 Boat Ramp Launch Fee Designation Area Discussion

This was Tabled to allow more time for review by the Commissioners.

Whatley Funeral Services, LLC

Mr. Gibson noted that the City will need to respond to the *Order to Show Cause* within 60 days of December 1, 2016. He suggested that when the new attorney is hired, they discuss how to respond to the Order, and proceed from there.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

RFP 2016-10 Legal Services – A Special Meeting will be held on Tuesday, December 13, 2016, at 5:00 P.M. to select a new attorney for the City.

Christmas on the Coast – December 20, 2016 at 6:00 ET - Clerk Pierce shared that there are over 60 entries as of this afternoon and everything is on go for Saturday.

Golf Cart Crossing Update – Mr. Anderson noted that FDOT has changed the light intervals at the intersection of First Street and Monument Avenue and the City is waiting for the new signage to make drivers aware of the Golf Cart Crossing.

CDBG Grant Application Update – City Manager Anderson announced that the CDBG Grant, in the amount of \$650,000 has been approved; Northwest Florida Water Management District has given a grant of \$80,000, and with the City's match of \$25,000 this should cover the remaining work to be done on water in North Port St. Joe.

Employee Appreciation Dinner – Commissioner Thursbay: A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to allow excess funds generated from sale of scrap in the amount of \$1,800 - \$2,000 for the dinner to be used to purchase gift cards as door prizes for employees. Commissioner Thursbay and John Grantland will work with Mike Lacour to set this up. All in favor; Motion carried 4-0.

New Business

Residential Speed Limits – Commissioner Thursbay requested that Chief Herring check for speed limit options on the residential circles in the City. He feels that there needs to be some adjustments in these areas to protect the residents and children.

2017 Legislative Budget Request – Mr. Anderson asked that the Commissioners let him know what they would like to submit as their Legislative Budget Request for the coming session. Commissioner Lowry suggest that Long Avenue be the focus of the request. Mr. Anderson will be talking with Don Butler, Gulf County Administrator, to establish the priorities for the requests.

Fee Waiver Request – Wounded Warrior Event: Consensus of the Commission was to deny the request and asked that City Staff follow the established policy in the future and not bring these request to the Commission.

Staff Training Opportunities – Mr. Anderson referenced the training opportunities provided in the Agenda and noted that he is working with Staff to provide training.

Public Works – John Grantland did not have anything to share with the Commission.

Surface Water Plant – Larry McClamma did not have anything to discuss.

Wastewater Plant – Kevin Pettis noted the plant is operating under standard running conditions.

City Engineer – Clay Smallwood, III

Project Updates -

Garrison Avenue Paving – The Preconstruction Meeting with City Staff has been held, the project should begin next week, and work should be completed before Christmas. Signage and sod should be in place after the first of the year.

6th and 7th Streets Drainage – City Staff is currently reviewing the plans.

Frank Pate Park Boat Ramp Improvements – Plans are being reviewed by FWC.

Long Avenue – Engineering is focusing on the water issues and is in the process of finalizing the plans.

Jones Homestead Sewer – A Legislative Budget Request in the amount of \$250,000 has been approved. Consensus of the Commission was to put lateral lines in place and offer options to the residents of the area. A Workshop will be held to determine the best plan of action.

Code Enforcement - Mr. Burkett's report did not require any action.

Police Department – Chief Matt Herring did not have anything to share with the Commissioners. He referenced a previous speed limit research and noted that the residents did not want a change in regulated speeds in their area.

City Clerk – Charlotte Pierce asked for direction on purchasing a Christmas Ad in the Star from City employees. A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to purchase the ad. All in favor; Motion carried 4-0.

Citizens to be Heard No Citizens asked to speak to the Commission.

Discussion Items by Commissioners

Commissioners Lowry, Ashbrook, nor Thursbay had anything to share with the Commission.

Mayor Patterson asked if anything could be done to pick up leaves that are piled by the road quicker rather than them being scattered again. Mr. Grantland suggested that leaves be bagged as there is only one debris truck and it stays busy.

The Mayor noted his concerns that the Gulf County Canal has not been dredged to the required depth lately and it is creating an issue for a business trying to use the canal. He also shared that he is working with groups to bring jobs to Port St. Joe and feels that better days are ahead for our town.

Commissioner Thursbay requested that a letter be written to the Army Corps of Engineers encouraging them to do the necessary dredging in the Gulf County Canal.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to adjourn the Meeting at 7:00 P.M.

Approved this _____ day of _____ 2017.

James "Bo" Patterson, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775
GARRISON AVENUE, December 13, 2016, at 5:00 P.M.**

The following were present: Mayor Patterson, Commissioners Ashbrook, Buzzett, Lowry, and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce, Attorney Tom Gibson, and Chief of Police Matt Herring, were also present.

Consent Agenda

BP Claim – William Harrison: Doug Sale of Harrison, Sale, McCloy, addressed the Commission about the possibility of additional recovery money from the BP Oil spill disaster. This claim would be for punitive damages through Maritime Law.

A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to retain the firm of Harrison, Sale, McCloy, who handled the previous suit and will work under the same agreement with a 20% commission. Mr. Anderson was directed to work with Mr. Sale on this. Voting in favor of the Motion were Mayor Patterson, Commissioners Ashbrook, Lowry and Thursbay. Commissioner Buzzett abstained as he has a relative that is involved with the proceedings. All in favor; Motion carried 4-0. Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public officers is attached for Commissioner Buzzett.

Jones Homestead Sewer Plan – A Motion was made by Commissioner Lowry, second by Commissioner Thursbay, to approve submitting a work plan with DEP to run lateral lines down each street in Jones Homestead and buy grinder pumps on a first come first serve basis with the remaining funds from the \$250,000 grant. All in favor; Motion carried 5-0.

RFP 2016-10 Legal Services – A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to hire Clinton McCahill as the City Attorney for a fee of \$3,000 per month excluding travel and advertising fees associated with City business.

Motion carried 4-1 with Commissioner Lowry voting no.

Citizens to be Heard - No one addressed the Commission.

Discussion Items by Commissioners

Commissioner Buzzett commended Bill Kennedy on the work that is being done by the PSJRA and noted that he would like to see the Board return to a volunteer board.

Commissioner Lowry asked that Mr. Anderson contact Clay Smallwood, III, about possible additional funding for the Long Avenue Project.

Commissioner Ashbrook requested the Mr. Anderson contact Mr. Smallwood as he had been given the same information about possible funding. He also shared that he supports a voluntary PSJRA Board because of the expertise individuals will bring from their field of work.

Commissioner Thursbay stated that he does not support a voluntary PSJRA Board but feels that is should be governed by elected officials. He thanked the Legal Services Applicants for their RFP submittals.

Mayor Patterson wished everyone a Merry Christmas and a Happy New Year.

Motion to Adjourn

A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to adjourn the Meeting at 5:28 P.M.

Approved this _____ day of _____ 2016.

James "Bo" Patterson, Mayor

Date

Zimbra

janderson@psj.fl.gov

Gulf County: 2017 Senate District 3 Budget Request Form

From : Marcia Mathis
<MATHIS.MARCIA@flsenate.gov>

Thu, Dec 01, 2016 02:22 PM

2 attachments

Subject : Gulf County: 2017 Senate District 3
Budget Request Form

To : 'janderson@psj.fl.gov'
<janderson@psj.fl.gov>

Cc : 'Charlotte Pierce'
<cpierce@psj.fl.gov>

Hi Jim - Senator Montford asked me to get the attached cover letter and 2017 Legislative Session Budget Request Form to you and the Commissioners.

Please confirm receipt and let us know if you have any questions.

Thank you!
Marcia

Marcia Mathis
Legislative Aide
Senator Bill Montford ▪ District 3

Capitol District Office
214 Senate Office Building
404 South Monroe Street
Tallahassee, FL 32399-1100
Phone: (850) 487-5003
Fax: (850) 487-5086

Please Note: Florida has a very broad public records

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law. Most written communications to or from state officials regarding state business are considered to be public records and will be made available to the public and the media upon request. Your e-mail messages may, therefore, be subject to public disclosure.

 **Budget Request Cover Letter.pdf**
115 KB

 **Senate District 3 Budget Issue Request 2017 Form_MM(a).pdf**
143 KB

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THE FLORIDA SENATE

Tallahassee, Florida 32399-1100

COMMITTEES:

Commerce and Tourism, *Chair*
Communication, Energy, and Public Utilities,
Vice Chair
Appropriations
Appropriations Subcommittee on Pre-K-12
Education
Health Policy
Rules

SENATOR BILL MONTFORD

3rd District

MEMORANDUM

TO: All County & City Officials, City Managers, County Administrators and
Community Development Departments

FROM: Senator Bill Montford

DATE: December 1, 2016

RE: 2017 Senate District 3 Budget Request Form

As you are aware, the 2017 Legislative Session will start on Tuesday, March 7, 2017. Therefore, I am requesting all Senate District 3 Budget Requests be submitted to my office no later than January 31, 2017.

To help ensure we have the appropriate information and uniformity district-wide, please submit all budget requests using the attached form. For processing purposes, please submit the form and all attachments electronically when possible.

Because of a possible budget short fall for the next fiscal year, I encourage you to identify those programs/projects that have strong local community support and have been identified/recognized as a need by a state agency. Please provide your projects in ranking order as this will assist me in addressing the most critical needs in your community.

My legislative staff and I stand ready to assist you in any way to make this budget process as smooth and successful as possible. If you have any questions regarding the process or form, please do not hesitate to contact me or my staff at (850) 487-5003.

REPLY TO:

- ☐ 214 Senate Office Building, 404 South Monroe Street, Tallahassee, Florida 32399-1100 (850) 487-5003
- ☐ 20 East Washington Street, Suite D, Quincy, Florida 32351 (850) 627-9100

Senate's Website: www.flsenate.gov

JOE NEGRON
President of the Senate

ANNTERE FLORES
President Pro Tempore

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Senator Bill Montford – District 3

214 Senate Office Building
404 South Monroe Street
Tallahassee, Florida 32399-1100
(850)-487-5003 or (850)-487-5086 FAX

2016-2017 Budget Request Form

NOTE: *If your organization submits more than one Budget Request Form, please rank your budget requests. Also, if additional space is needed to respond to a question, please feel free to attach additional pages*

1. Project Title: _____ Date: _____

2. Project Description (include services to be provided):

3. Requester: Name: _____
Organization: _____

4. Recipient: Name: _____ Street: _____
City: _____ Zip Code: _____
County(s): _____
Gov't Entity ☐ Private Organization (Profit/Not for Profit) ☐

5. Contact: Name: _____
Phone #: _____
E-mail: _____

6. What local/statewide interest does this project address?

7. Measurable Outcome Anticipated (Please also include the metrics that will demonstrate the beneficial return on investment to Florida taxpayers):

8. Amount you are requesting from the State for this project this year:
\$ _____

9. Total cost of project this year:

\$ _____

10. What is this request being made to fund (check all that apply)?:

Operations ☐ Construction ☐

11. What type of match exists for this request (check all that apply)?

Local ☐ Private ☐ Federal ☐ None ☐

11a. Enter all amounts that apply:

Total Cash Amount: \$ _____

Total In Kind Amount \$ _____

12. Was this project previously funded by the State?

Yes ☐ No ☐

12a. If yes, what was the most recent Fiscal Year the project was funded by the State (eg. 2012-2013)? _____

Amount: \$ _____

13. Is future-year funding likely to be requested?

Yes ☐ No ☐

13a. If yes, how much? \$ _____

13b. What is the purpose for future year funding?:

Recurring Operations ☐ Non-Recurring Construction ☐ Other _____

14. Will this be an annual request?

Yes ☐ No ☐

15. Was this project included in an Agency Budget Request?

Yes ☐ No ☐

15a. If yes, which agency made the request?:

16. Is there documented need for this project?

Yes ☐ No ☐

16a. If yes, what is the documentation (eg: county/local government, Agency Needs Assessment, etc.)?

17. Was this project request heard before a publicly-noticed meeting of a body of elected officials (municipal, county, or state)?

Yes ☐ No ☐

17a. If yes, what governmental entity heard the request?:

18. Is this a water project?

Yes ☐ No ☐

18a. Are you requesting funding for a storm water, surface water restoration, or other water management project?

Yes ☐ No ☐

18b. If yes, in which water management district or districts is your project located?

18c. Does the project implement a plan developed pursuant to the Surface Water Improvement and Management Act created in Part IV of ch. 373, F.S., other water restoration plans required by law, or management plans prepared pursuant to s. 403.067, F.S.?

Yes ☐ No ☐

18d. Is the project under construction?

Yes ☐ No ☐

18e. Does the project protect public health or the environment?

Yes ☐ No ☐

19. Are you requesting funding for a wastewater project?

Yes ☐ No ☐

19a. If yes, does your project qualify for funding from DEP's "Small Community Wastewater Treatment Grant Program" under s. 403.1838, F.S.?

Yes ☐ No ☐

19b. If yes, have you received or applied for funding?

Yes ☐ No ☐

19c. If yes, provide the DEP Disadvantaged Small Community Grant project number

19d. Have you received or applied for funding for this project from DEP's State Revolving Fund (SRF) program under s. 403.1835, F.S.?

Yes ☐ No ☐

19e. If yes, provide the DEP SRF project:

19f. Is the project under construction?

Yes ☐ No ☐

19g. Have you provided at least a 50% match (that is, one-half the total project cost identified in this request)?

Yes ☐ No ☐

19h. If yes, identify the amount and source of the match:

Amount \$ _____

Source: _____

(Matching requirement may be waived for counties with a population of 75,000 or less and municipalities with a population of 25,000 or less. Match requirement waiver shall be approved on the basis of fiscal hardship or environmental need. The applicant must certify that the cost of the match is a fiscal hardship pursuant to s. 218.075, F.S.)

20. Are you requesting funding for a drinking water project?

Yes ☐ No ☐

If yes, answer the following:

20a. Have you received or applied for funding for this project from DEP's Drinking Water/Wastewater Treatment Facility Construction State Revolving Fund program/or Small Community Wastewater Treatment Grants Program?

Yes ☐ No ☐

20b. If yes, provide the DEP SRF project number:

20c. Is the project under construction?

Yes ☐ No ☐

20d. Have you provided a match?

Yes ☐ No ☐

20e. If yes, please identify the amount and source of the match:

Amount \$ _____

Source: _____

- If additional space is needed to respond to a question, please feel free to attach additional pages.
- Please mail, email or FAX your completed form by January 31, 2017 to:

SENATOR BILL MONTFORD
ATTN: Marcia Mathis
214 Senate Office Building
404 South Monroe Street
Tallahassee, Florida 32399-1100
PHONE: (850) 487-5003
FAX: (850) 487-5086
EMAIL: Mathis.Marcia@flsenate.gov



Partner Direct Service Acknowledgment Form

V. 8/1/2016

Home Address		
Address *	Apt / Unit # *	Mark "NA" if Not Applicable
City *	State *	Zip * _ _ _ _ _
Services Provided		
# of 10-year smoke alarms installed and tested? *	Did the resident(s) create a fire escape plan? * Yes / No	
# of 9-volt smoke alarms installed and tested? *	Did the resident(s) review the Home Fire Safety Checklist? * Yes / No	
# of bedside alarms installed and tested for people who are deaf or hard of hearing? *	Did the resident(s) learn about a local hazard? * Yes / No	
# of batteries replaced? *	If yes, what hazard?	

I am a resident of the home at the address above. Today, I received the services indicated on this form. I also received instructions about how to use and maintain smoke alarms. It is my responsibility to maintain the smoke alarm(s) per the manufacturer's recommendations and to test the alarm(s) monthly. It is also my responsibility to make sure I have the appropriate type of smoke alarms in my home. Different types of alarms, ionization and photoelectric, detect fires differently and experts recommend having both types. It is additionally my responsibility to make sure that I have the appropriate number of smoke alarms and that the alarms are in appropriate locations. Furthermore, the American Red Cross and its partners are not responsible for determining the appropriate type, number or location of smoke alarms.

Your signature indicates that you have read the information above and that you agree with its content.

Resident's Printed Name *

Red Cross/ Partner Printed Name *

Resident's Signature *

Red Cross/ Partner Signature *

Date: ____/____/____ *

Date: ____/____/____ *

Initial Assessment Upon Visit	
How many people live here? *	How many pre-existing smoke alarms does the household already have?
How many youth ages 17 and under live here?	How many pre-existing smoke alarms are working?
How many adults ages 65 and older live here?	Is a bedside alarm needed for people who are deaf or hard of hearing? * Yes / No
How many individuals with a disability, or an access or functional need live here?	Additional Notes:
How many veterans, military members, or military family members live here?	
Partner Reporting	Region Designated Reporting Fields
National Partner *	Optional 1.
Local Partner(s) *	Optional 2.
Information for Future Follow-up	
Did the client provide contact info? * Yes / No	Email Address
Cell Phone Number	Other Phone Number

Administrative Section: Complete Section Below after Record is Entered into the Online Reporting Portal	
Who entered the record into the online reporting portal?	
What date was record submitted into the online reporting portal? ____/____/____	



**American
Red Cross**

Central Panhandle Chapter
430 E. 15th St.
Panama City, FL 32405
850 763 6587

To Whom It May Concern:

The most effective way to protect yourself and your home from fire is to identify and remove fire hazards. Sixty-five percent of home fire deaths occur in homes with no working smoke detectors. The American Red Cross is working on a national home fire preparedness campaign designed to prevent house fires and would like to offer you an opportunity to benefit from this service program which is **FREE** of charge.

If you have the need for a smoke detector(s), please reply with the information requested below. Forms can be returned via fax to (850)785-3995, or delivered to our offices located at 430 E. 15th Street in Panama City. As well as installing the smoke detectors, we will provide vital information about home fire preparedness. If you have any questions feel free to contact your local American Red Cross.

Thank You!

Name: _____

Street Address: _____

City, State, Zip: _____

Phone number: _____

Best time to schedule installation appointment: Weekdays or Saturdays

MONDAY

Number of Bedrooms: _____

Referred by: _____ (Agency or Name)

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Code Enforcement 2016 Activity
As of 12/20/2016

	Open		Closed		Total		Increase
Unlawful							
Accumulation	36		246		282		1
Substandard							
Structure	11		3		14		1
Abandoned							
Vehicle	4		12		16		
Unlawful							
Sewer			3		3		
Land regulation							
Violation	1		22		23		
Business Lic.							
Violation	0		1		1		
Special Master							
Hearings			2		2		
Building							
Demolition	3				3		
Waste							
Violation	24		337		361		24
Sign							
Violation	0		244		244		2
Total	79	Total	870	Total	949	Total	28