

# **MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, May 16, 2017, 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 Clinton McCahill were also present. Commissioner Buzzett was absent.

## **CONSENT AGENDA**

### **Minutes**

A Motion was made by Commissioner Lowry, second by Commissioner Thursbay, to approve the Minutes of the Regular Meeting on May 2, 2017, and the Special Commission Meeting of May 10, 2017. All in favor; Motion carried 4-0.

Mayor Patterson attended the 2017 Tallahassee / Leon County Historic Preservation Awards Ceremony on May 11, 2017, in Tallahassee. The City of Port St. Joe was the recipient of the *Preservation Project of Regional Impact Award of Excellence* for the relocation of the Cape San Blas Lighthouse Complex. Mayor Patterson presented the plaque to Clerk Pierce and recognized former Mayor, Mel Magidson, Jr., for their endeavors to relocate the complex. The plaque will be displayed at either City Hall or the Cape San Blas Lighthouse Complex.

### **PORT ST. JOE REDEVELOPMENT AGENCY (PSJRA) Bill Kennedy**

Mr. Kennedy was meeting with a contractor and was unable to attend the meeting.

**CITY ATTORNEY UPDATE** – Attorney McCahill did not have anything to share.

Mayor Patterson asked Attorney McCahill to define what allows a Commissioner to abstain from voting on an issue. Attorney McCahill responded that Commissioners must abstain from voting on an issue which would inure to his special private gain or loss; the private gain or loss of a principal by whom he is retained; or the private gain or loss of a relative or business associate.

### **CITY MANAGER'S REPORT – Jim Anderson**

#### **Old Business**

*Commerce Park Lot Utilities Update* – Staff is currently researching records to see who has rightful ownership to the line that has been located.

*Avenue D Sidewalks* – Commissioner Thursbay shared that work has progressed well, the sidewalks have been tied in, and he anticipates the project will be completed by next weekend.

*Flushing Program* – Starts June 5<sup>th</sup> - Mr. Anderson noted plans are on schedule for the flushing to begin on June 5<sup>th</sup>.

#### **New Business**

*Property and Casualty Insurance Update* – Dwight Van Lierop:

City Insurance Agent, Dwight Van Lierop, noted it has been several years since the City went out for RFPs on Property, Casualty, and Workers Comp Insurance and suggested that this be done prior to the upcoming Fiscal Year. Mayor Patterson and each Commissioner expressed their displeasure with the recent settlement of a Work Comp case in the amount of \$600,000 and the fact that the City was not included in any decisions and was notified of the amount after the amount had been awarded. A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to advertise for an RFP for Property, Casualty, and Workers Comp Insurance. All in favor; Motion carried 4-0.

*Road Abandonment Request Kaye Haddock / Citizens to be Heard – Faye Garcia and Tom Buttram*

Prior to the meeting, Mrs. Haddock requested that this issue be Tabled until the June 6, 2017, meeting.

*2017 / 2018 Budget Update* – Staff is working on their upcoming budgets.

Commissioner Thursbay requested that time be set aside for one on one visits with each Commissioner and their concerns about the budget.

*Human Resource Committee – Commissioner Ashbrook:* City Manager Jim Anderson and Clerk, Charlotte Pierce, were asked to review the current Employee Handbook and make recommendations on items that need to be changed.

*Log Trucks Exiting Stebel Avenue beside the Water Canal – Commissioner Thursbay:* Commissioners expressed their concerns about the safety of the City's water system and damage that could be done by heavy trucks on the road. After discussion, consensus was to install gates to keep trucks off the water canal where the pipe comes under the road. Staff and Attorney McCahill will work on this issue.

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

***Surface Water Plant – Larry McClamma***

*RFP 2017-05 St. Joe Beach Water Tank Lid Replacement*

A Motion was made by Commissioner Ashbrook, second by Commissioner Thursbay, to award RFP 2017-05, St. Joe Beach Water Tank Lid Replacement to Williams Industrial and Marine in the amount of \$50,000. This is \$3,000 over the budgeted amount and will be taken from the Water Plant Capital Improvement Fund. All in favor; Motion carried 4-0.

Commissioner Thursbay shared that the County has offered to help with several of the drainage ditches around the local cemeteries. The question of land availability for expansion of the cemeteries was discussed and Staff is to research what is currently owned by the City.

***Wastewater Plant – Kevin Pettis***

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to award RFP 2017-06, to Suez Advanced Solutions in the amount of \$16,500. All in favor; Motion carried 4-0.

Mr. Pettis shared there has been a little Algae and the Sonic Disrupters seem to be keeping it at bay.

**Finance Director – Mike Lacour** anticipates having the 2016 Audit by the end of this month. Playground equipment for Dooder Parker Park will be shipping around June 5, 2017. Staff will contact the company to see if can be shipped earlier as this will be a man power issue for Public Works once the Flushing Program begins.

The Budget process has started and Mr. Lacour will be meeting with department heads on their budgets.

***City Engineer – Clay Smallwood, III***

Project Updates -

*Frank Pate Park Boat Ramp Improvements* – Progress is being made and the boat ramp will be opened for Memorial Day.

*Long Avenue* – Mr. Smallwood will be getting with Mr. Grantland on this project.

*Jones Homestead Sewer* – Dewberry / Preble-Rish continues to work on the Task Order.

***Code Enforcement –***

*General Update* – Mr. Burkett's report was reviewed, no action was required.

**Police Department – Chief Matt Herring** updated the Commission on the progress being made on the Public Safety Day, June 24, 2017. The event continues to grow and more entities are getting involved almost daily.

Chief Herring has been working on the Policy and Procedures Manual for the Police Department for over a year. The proposed changes have been reviewed by Bob Pell and seven minor changes were suggested. The manual will be sent to the City Attorney for his review.

**City Clerk – Charlotte Pierce** did not have anything to share.

#### **Citizens to be Heard –**

*Christy McElroy* provided the Commission with an update and handouts on a former resident, David Mazzeo.

*Chester Davis* of the NPSJ PAC shared of an upcoming retreat on June 9<sup>th</sup> and 10<sup>th</sup> for pastors and their community. The retreat is funded by the du Pont Foundation.

Mr. Davis asked that Mayor Patterson open their June 30<sup>th</sup> gathering and requested Chief Herring's presence at the event.

He extended an invitation to everyone to join them on July 4<sup>th</sup> for a celebration in their community; noted the DEC has volunteered their help for the event; asked about an application for the use of the gym; noted there will be a Basketball tournament going on, and reminded the Commission of the bathroom issues and asked for help with them.

*Letha Mathews* inquired as to the status of the CDBG Grant and asked that the restrooms in Peters Park be checked. Mr. Anderson shared the City is waiting on the contract for the CDBG Grant and approval to go to bid.

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

Neither Commissioners Lowry nor Ashbrook had anything additional to discuss.

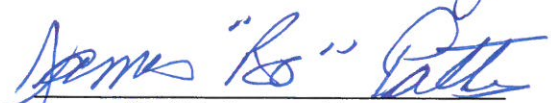
*Commissioner Thursbay* thanked everyone who voted for him, stated he was humbled by their support, and was appreciative of the opportunity to serve two more years.

*Mayor Patterson* asked about the lights that are out all over town. He noted a number of lights are out on Reid Avenue and requested that they be taken care of immediately.

Mr. Anderson shared that Staff has been reaching out to Duke Energy for help but have not received any in return. He did speak with Danny Collins of Duke Energy last Friday and reminded him of the request concerning Mimosa Avenue, the Cape San Blas Lighthouse Complex, and the LED lights for the City.

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

Approved this 6<sup>th</sup> day of June 2017.

  
James "Bo" Patterson, Mayor

6/6/2017  
Date

  
Charlotte M. Pierce, City Clerk

6/7/2017  
Date