

September 19, 2017
Regular 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 September 19, 2017

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 9/5/17 Pages 1-5
- Emergency Meeting 9/7/17 Page 6
- Special Meeting 9/14/17 Page 7

PSJRA

- Update

City Attorney

- Update

Old Business

- City Non-Departmental Contribution Fund Page 8

New Business

- Speed Bumps on 6th and 7th Street- Comm. Thursbay
- Delineators at Hwy 98 & 3rd Street- Mayor Patterson
- Entertainment District- Mayor Patterson
- City Charter Revision Discussion- Comm. Thursbay
- Donation Request- PSJ Varsity Cheerleaders Page 9
- PDRB Membership Terms

Public Works

- Update

Surface Water Plant

- RFP 2017-12 Clarifier #3 Renovation- Request to Award Bid Page 10

Waste Water Plant

- Update

Finance Director

- 2017-2018 Budget- Update

City Engineer

- Projects Update
 - Frank Pate Park Boat Ramp Improvements
 - Long Avenue Water/Sewer/Road Paving
 - Jones Homestead Sewer

Code Enforcement

- **Update**

Page 11

Police Department

- **Update**

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, September 5, 2017, AT 6:00 P.M.

The following were present: Mayor Patterson, Commissioners Ashbrook, Buzzett, Lowry, and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Attorney Clinton McCahill were also present.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to approve the Minutes of the Special Commission Meeting of August 14, 2017. All in favor; Motion carried 5-0.

A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to approve the Minutes of the Workshop Meeting held on August 24, 2017, with a Scribner's revision. All in favor; Motion carried 5-0.

DAR Proclamation, Constitution Week – Mabel Hodges

Mayor Patterson read the Proclamation proclaiming the week of September 17 through September 23, 2017, as Constitution Week. Master Frederick William (Freddy) Wynn, dressed as a Revolutionary Soldier, accepted the Proclamation for the DAR.

PORT ST. JOE REDEVELOPMENT AGENCY (PSJRA)

Extension of Current CRA – Commissioner Buzzett shared that they are nearing the end of the renovations on the Keepers Quarters, Eglin, in Core Park. The PSJRA is considering requesting an extension of an additional 30 years for the CRA and would like to have a Workshop on this. They continue to work on the Budget for next year.

CITY ATTORNEY

Attorney McCahill requested that Ordinance 542 Seventh Street Road Abandonment be moved up in the Agenda

Ordinance 542 Seventh Street Road; Abandonment Public Hearing, and First Reading –

Public Hearing - Mayor Patterson asked if anyone from the public would like to address this issue. No one from the public wished to speak.

A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to read Ordinance 542 by Title only. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 542 by Title only.

Easements: Wimico Timber and Commerce Park Lot

Wimico Timber – Attorney McCahill shared there had been no change since the last meeting as he has not talked with anyone from American Forestry.

Commerce Park – Attorney McCahill noted the Quit Claim Deed terminating an Easement for the Premier Chemical, LLC pipe that crosses the City Commerce Park Lot has been recorded.

Medical Marijuana – A Motion was made by Commissioner Ashbrook, second by Commissioner Thursbay, to extend the current moratorium, which expires in October, for twelve months while issues are being worked out on the state level. All in favor; Motion carried 5-0.

Ordinance 535 Voluntary Annexation of Parcel 06077-000R; Public Hearing, Second Reading and Consideration of Adoption –

Public Hearing - Mayor Patterson asked if anyone from the public would like to address this issue. No one from the public wished to speak.

A Motion was made by Commissioner Ashbrook, second by Commissioner Thursbay, to read Ordinance 535 by Title only. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 535 by Title only.

A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to adopt Ordinance 535. All in favor; Motion carried 5-0.

Ordinance 536 Zoning Change of Parcels 06067-000R and 06077-000R; Public Hearing, Second Reading and Consideration of Adoption –

Public Hearing - Mayor Patterson asked if anyone from the public would like to address this issue. No one from the public wished to speak.

A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to read Ordinance 536 by Title only. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 536 by Title only.

A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to adopt Ordinance 536. All in favor; Motion carried 5-0.

Ordinance 537 Multi-Family in Certain Areas of the C-1 District; Public Hearing, Second Reading and Consideration of Adoption –

Public Hearing - Mayor Patterson asked if anyone from the public would like to address this issue. No one from the public wished to speak.

A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to read Ordinance 537 by Title only. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 537 by Title only.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to adopt Ordinance 537. All in favor; Motion carried 5-0.

Ordinance 538 Amendment to Section 3.21 of the LDR; Public Hearing, Second Reading and Consideration of Adoption –

Public Hearing - Mayor Patterson asked if anyone from the public would like to address this issue. No one from the public wished to speak.

A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to read Ordinance 538 by Title only. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 538 by Title only.

A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to adopt Ordinance 538. All in favor; Motion carried 5-0.

Ordinance 541 Commissioners Salary; Public Hearing and First Reading –

Public Hearing - Mayor Patterson asked if anyone from the public would like to address this issue.

Greg Johnson stated his feelings had not changed about a raise and feels that the proposed increase to \$1,000 per month is exorbitant. A \$500 raise would be sufficient.

Christy McElroy shared that she agrees with Mr. Johnson and in addition to the current salary of \$300 per month the Commissioners receive health insurance coverage in the amount of \$700 which is paid by the City. She encouraged the Commissioners to be leaders, and realize that it is all about public service.

Chester Davis stated that he felt a raise was needed, questioned how fast it should be done and suggested that it be put out to the public to decide.

Mayor Patterson shared that the Commission was not volunteers, they were elected officials and needed a raise and it should be done now.

Commissioner Buzzett noted there were options to consider, and he felt \$575 would equate to COLAS over the past 20 years. He stated that he would reluctantly accept that amount.

Commissioner Lowry felt that the original amount needed to be reduced, he was open to options but felt the raise should be done now.

A Motion was made by Commissioner Ashbrook to make the salary for Commissioner \$1,000 per month beginning with the next election. The Motion died for the lack of a second.

A Motion was made by Commissioner Thursbay for Commission Salaries to be \$1,000 per month beginning with the new fiscal year.

Mayor Patterson passed the Chair to Commissioner Lowry to second the Motion.

Commissioner Lowry stated the Motion and Mayor Patterson, Commissioners Thursbay and Lowry voted in favor of the Motion. Commissioners Ashbrook and Buzzett voted no. Motion passed 3-2.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

Administrative Leave Policy – Commissioner Ashbrook

After discussion, a Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to allow a maximum of 104 annual hours of Administrative Leave for City employees serving on the Gulf County Board of County Commissioners or the Gulf County School Board. All leave must be approved by the supervisor and City Manager and will become effective October 1, 2017. All in favor; Motion carried 5-0.

FRDAP Update – Mr. Anderson advised the Commission that there is no funding allocated for FRDAP Grants this year and they are not accepting applications

Stormwater at 1111 Garrison Avenue – Rebecca Durden

Ms. Durden did not attend the meeting but Commissioner Lowry noted that he had received a message from her that she was satisfied with what has been done.

New Business

Bi-Annual Hazardous Waste Collection – Mr. Anderson noted this will be held on September 16, 2017, from 8 A.M. until 12 Noon at the Waste Pro Transfer Station located at Five Points and is for city residents to dispose of household hazardous waste.

Public Officials Fair Housing Workshop – Bruce Ballister

Mayor Patterson paused the meeting for Mr. Ballister to conduct a Public Officials Fair Housing Workshop. Mr. Ballister provided a handout, *Reasonable Accommodations Under the Fair Housing Act*, and provided information as to how reasonable accommodations for persons with disabilities may be met. He also noted that four activities are required per year by HUD on aspects of Fair Housing. One will be for elected officials, another for the region's real estate and financial professionals and two others that reach out to the community.

RFP 2017-09 CDBG Water Line Project: A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to award RFP 2017-09 to North Florida Construction in the amount of \$549,026.00 pending approval by the Department of Economic Opportunity. All in favor; Motion carried 5-0.

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to advertise for bids for Alternates A and B of the CDBG Project. All in favor; Motion carried.

RFP 2017-10 Long Avenue Water Line Materials: By consensus of the Commission, this was Tabled.

RFP 2017-11 Long Avenue Water Line Bores: By consensus of the Commission, this was Tabled.

SCOP Grant Approval – Mr. Anderson announced that the City had received notification SCOP Grants funds will be provided to pave Garrison Avenue from 16th Street to Madison St.

Port Authority – Commissioner Buzzett shared there are several opportunities where the City may possibly receive TRIUMP Funds and encouraged the Commission to request a place at the table when meetings are held. Areas of interest are a floating dry dock at the mill docks and the possible renovation of approximately 200' of the low docks for the docking of boutique cruise ships.

Mr. Anderson shared that Duke Energy will be bringing power down tomorrow night for upgrades to the sub-station, and noted that the City is monitoring Hurricane Irma.

Commissioner Thursbay requested that Duke Energy look at transformer issues that continue within the City and to see if the City is eligible for SCRAP Grants.

Public Works – John Grantland

Backflow Preventers – Mr. Grantland reminded the Commission that the mandate and charge of \$50 on Backflow Preventers is from DEP. Letters are being prepared for Irrigation System owners and Commercial users.

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

Wastewater Plant – **Kevin Pettis** noted spraying is continuing and the plant continues to push water out to the spray fields.

Finance Director – Mike Lacour

2017 – 2018 Budget Update – Mr. Lacour shared that the Budget is balanced across all funds, reminded the Commissioners of the First Public Hearing on September 14, 2017, at 5:01 P.M., and provided updated Budget Handouts to the Commission.

City Engineer – Clay Smallwood, III

Project Updates -

Frank Pate Park Boat Ramp Improvements – Cleanup has begun, they are in a holding pattern due to the weather, and plans are being formulated for additional improvements.

Long Avenue Water / Sewer / Road Paving – This was covered earlier and has been Tabled.

Jones Homestead Sewer – Dewberry / Preble-Rish continues to engineer the sewer lines for the project and plans are close to being submitted to DEP.

Code Enforcement –

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

Police Department – **Sgt. Jake Richards** shared there were four car burglaries over the weekend and encouraged citizens to lock their cars and remove valuables from sight.

Mayor Patterson questioned the frequency of visits by the Police Department to Gateway Apartments and Sgt. Richards responded that it is walked twice per shift by officers.

City Clerk – Charlotte Pierce did not have anything to discuss.

Citizens to be Heard –

Chester Davis noted that the NPSJ PAC had attended a meeting of the TRIUMP Group in Panama City and talked with them about funding. He wanted the Commission to know of their visit and attempt to gather funds. Mr. Davis also shared that WastePro has contacted him and he will be the liaison between WastePro and the City as well as Gulf County. He also asked if signs could be placed at previous amnesty sights directing them to the current sight on September 16, 2017. Mr. Davis also questioned the possibility of a police officer living full time at Gateway Apartments.

Discussion Items by Commissioners

Neither Commissioner Thursbay nor Ashbrook had anything to discuss.

Commissioner Lowry announced that the Gulf County SHIP Program will be hosting a Workshop on Home Rehabbing or Purchasing Assistance on September 11, 2017, from 2 P.M. – 3 P.M. or 5 P.M. – 6 P.M., in the Gulf County Board of Commission Meeting Room.

Commissioner Buzzett encouraged citizens to be prepared for Hurricane Irma, watch the news for updates and remember those in Houston that had been effected by Hurricane Harvey.

Mayor Patterson noted the lunch being provided by Woodman Life for First Responders on September 11, 2017, at First Baptist Church.

A Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to adjourn the Meeting at 7:32 P.M.

Approved this _____ day of _____ 2017.

James "Bo" Patterson, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE EMERGENCY MEETING FOR HURRICANE IRMA OF THE
BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE,
FLORIDA, HELD AT 2775 GARRISON AVENUE, September 7, 2017, AT 12
NOON.**

The following were present: Mayor Patterson, Commissioners Ashbrook and Buzzett. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Attorney Clinton McCahill were also present. Commissioner Lowry was absent due to a medical appointment for his daughter. Commissioner Thursbay was also absent.

Call to Order

Agenda

Resolution 2017-11, Declared State of Emergency for Hurricane Irma

A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to read Resolution 2017-11. All in favor; Motion carried 3-0.

Attorney McCahill read Resolution 2017-11 by Title only.

A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to adopt Resolution 2017-11. All in favor; Motion carried 3-0.

Citizens to be Heard

No one from the Public attended the meeting.

Discussion Items by Commissioners

There was no discussion by Mayor Patterson or the Commissioners.

A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to adjourn the Meeting at 12:02 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, September 14, 2017, at 5:01 P.M.**

The following were present: Mayor Patterson, Commissioners Ashbrook, Buzzett, Lowry, and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce, Attorney Clinton McCahill, and Financial Director Mike Lacour were also present.

The purpose of the Special Meeting was Ordinance 539 – 2017 / 2018 Ad Valorem Tax Millage Rate Public Hearing and First Reading and Ordinance 540 – 2017 / 2018 Budget Public Hearing and First Reading.

Ordinance 539 Ad Valorem Taxes – Public Hearing and First Reading:

No one from the public spoke on Ordinance 539.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to have the First Reading of Ordinance 539. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 539 in its entirety.

Mr. Anderson noted that the Millage rate for the coming year is 3.5914, which is the same as last year.

Ordinance 540, 2017-2018 Budget – Public Hearing and First Reading:

No one from the public spoke on Ordinance 540.

A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to have the First Reading of Ordinance 540. All in Favor; Motion carried 5-0.

Attorney McCahill read Ordinance 540 by Title only.

Mr. Anderson noted that the Final Public Hearing and adoption of Ordinance 539 AD Valorem Tax and Ordinance 540 Budget will be held on Tuesday, September 26, 2017, at 5:01 P.M., in the Ward Ridge Building, 2775 Garrison Avenue.

Citizens to be Heard

No one from the public wished to speak.

Discussion Items by Commissioners

Neither Mayor Patterson nor the Commissioners had anything to discuss.

Motion to Adjourn

A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to adjourn the Meeting at 5:06 P.M.

Approved this _____ day of _____ 2017.

James "Bo" Patterson, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

09/15/2017 08:11
mlacour

City of Port St. Joe
G/L ACCOUNT DETAIL

Org: 001360 Object: 366001
DONATIONS - Non Departmental 001 -10-0-600-366001-

YEAR	PER JOURNAL	EFF DATE	SRC	TR	PO/REF2	REFERENCE	AMOUNT	POSTED
2017	11	000235	08/24/2017	CRP	1	940732	-1.00	Y
2017	11	000193	08/21/2017	CRP	1	940043	-0.08	Y
2017	11	000193	08/21/2017	CRP	1	940127	-5.00	Y
2017	11	000190	08/21/2017	CRP	1	939839	-5.00	Y
2017	11	000097	08/10/2017	CRP	1	937873	-1.00	Y
2017	10	000245	07/31/2017	CRP	1	935325	-2.00	Y
2017	10	000221	07/27/2017	CRP	1	934953	-50.00	Y
2017	10	000210	07/26/2017	CRP	1	934669	-1.00	Y
2017	10	000194	07/25/2017	CRP	1	934367	-10.00	Y
2017	09	000275	06/29/2017	CRP	1	928970	-3.00	Y
2017	09	000275	06/29/2017	CRP	1	928979	-1.00	Y
2017	09	000007	06/01/2017	CRP	1	923208	-6.00	Y
2017	08	000214	05/24/2017	CRP	1	922142	-1.00	Y
2017	08	000161	05/18/2017	CRP	1	921011	-5.00	Y
2017	04	000032	01/04/2017	CRP	1	892839	-50.00	Y
2017	04	000032	01/04/2017	CRP	1	892848	-1.00	Y
Total Amount:							-147.08	

** END OF REPORT - Generated by Mike Lacour **

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Port St. Joe Sharks Varsity Cheerleading

The Port St. Joe High School Varsity Cheerleaders are looking for sponsors to raise money to offset their many expenses. Therefore, we are in the process of designing our annual long-sleeved ad shirt. This shirt will be long-sleeved, with local business or personal ads on the back and sleeves. These shirts will be sold to the community and will be worn by the girls for travel, school activities, and community events. **Your support is greatly appreciated!!**

Below are the following ad details, sizes and prices:

\$250 ad will include:

- **extra large print** located on the **sleeve**. (**Only 4 sleeve ads will be on the shirt.)
- **business name**
- **logo**
- **brief personal message** (no more than about 4 words).
- **FREE SHIRT!**

\$100 ad will include:

- **extra large print** located on the top of the backside of the shirt.
- **business name**
- **logo**
- **brief personal message** (no more than about 4 words).

\$75 ad will include:

- **large print** located in the middle of the backside of the shirt.
- **business name**
- **no logo** (see \$100 for a logo)
- **brief personal message** (no more than about 4 words).

\$50 ad will include:

- **medium print** at the bottom of the backside of the shirt
- **Business Name or Personal Name Only**

Quinci Elphinstone

850-899-7074

RFP # 2017-12
Surface Water Treatment Plant
Clarifier #3 Renovation and Repaint
Friday, September 8, 2017
3:05 P.M.
City Commission Conference Room

VENDOR	BID AMOUNT
SEID Coatings, INC	86,310
ShelCO Painting	74,401
Crystal Coatings, INC.	69,500
Superior Tank Company, INC	89,595
TMI Coatings, INC	117,500
Razorback LLC	89,800
Cypress Construction & Coatings, Inc	93,501

*

**Code Enforcement 2017 Activity
As of 9/12/2017**

	Open	Closed	Total	Increase
Unlawful Accumulation	76	261	337	23
Substandard Structure	9	9	18	
Abandoned Vehicle	5	3	8	
Unlawful Sewer	0	1	1	
Land regulation Violation	1	4	5	
Business Lic. Violation	20		20	8
Special Master Hearings				
Building Demolition	5	4	9	
Waste Violation	14	198	212	9
Sign Violation		81	81	
Total	130	561	691	40