

# **MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, October 17, 2017, AT 6:00 P.M.**

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 on vacation and Commissioner Thursbay was absent due to medical reasons.

## **CONSENT AGENDA**

### **Minutes**

A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to approve the Minutes of the Regular Commission Meeting of October 3, 2017, and the Workshop Meeting of October 5, 2017. All in favor; Motion carried 3-0.

**Triumph Fund Update – Warren Yeager** updated the Commission on the anticipated EDC funds from the oil spill. Applications are due by November 15, 2017, for funding consideration. The Gulf County Board of County Commissioners voted earlier today to support Floating Docks for the Port and anticipate that to cost around \$20,000,000. Mr. Yeager encouraged the Commissioners to work with elected officials on these endeavors and suggested that a Letter of Support would be appreciated.

Commissioner Buzzett shared that he felt the City should have a representative at the table as the Port property is in the City Limits and will impact the City's utilities.

**PORT ST. JOE REDEVELOPMENT AGENCY (PSJRA)** There were no updates from the PSJRA.

**CITY ATTORNEY** – Attorney McCahill did not have anything new for the Commission.

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

#### **Old Business**

*Workshop October 24, 2017 at 12 Noon - Long Avenue and Water Meters*

Mr. Anderson reminded the Commissioners of the upcoming Workshop on October 24, 2017, at Noon.

#### *PDRB Membership*

After reviewing the PDRB Membership attendance, a Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to approve the current members, Jay Rish, Rawlis Leslie, and Minnie Likely for an additional 3 year term, remove Mr. Campbell from the Committee due to his living out of town, add James Sickels for a three year term, and readvertise for PDRB Membership. All in favor; Motion carried 3-0. A Public Notice was advertised in the Star for membership on the PDRB. Mr. Sickels submitted an application and Letha Mathews provided an application for a County Board. The application was returned to her, she indicated that she would submit a City application for PDRB Membership, but failed to do so by the deadline of October 13, 2017.

#### **New Business**

*New CDBG Grant Cycle and CATF Membership* – Bruce Ballister advised the Commissioners of an upcoming grant cycle and noted that sewer projects score better than water projects. A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, for Mr. Ballister to proceed with initial work on a sewer grant to complete areas in North Port St. Joe that need upgrades. Mr. Ballister noted that the current CATF Membership was acceptable to begin the grant project.

Mr. Anderson shared there had been a Pre-Construction meeting earlier today on the CDBG North Port St. Joe Water Improvements Grant and work will begin Monday on this project.

*Zoning of Parcel #04939-000R, 208 7<sup>th</sup> Street:* A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to have the City Attorney prepare an Ordinance allowing the Parcel zoned as C-1 continue as a residence. All in favor; Motion carried 3-0.

*2018 – 2019 Legislative Budget Request:* Mr. Anderson reminded the Commission that it is time to begin thinking about the requests to be made for the City this year. A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to make the Long Avenue Project the priority for this year's request. All in favor; Motion carried 3-0.

**Value Adjustment Board (VAB) Update** – Mr. Anderson shared that the VAB had met and concessions had been granted to the Joe Company. This will impact the City by a shortage of \$23,194. Mr. Anderson's recommendation is to keep our Millage the same and find ways to save the shortfall in the General Fund. A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to follow Staff's recommendation. All in favor; Motion carried 3-0.

**Public Works – John Grantland** was absent.

*RFP 2017-13 and RFP 2017-14, Alternate A and B Waterline Replacement Bids* - Mr. Anderson shared that Bids had been received for these projects. Two bids were received for RFP 2017-13 and only one bid was received for RFP 2017-14.

RFP 2017-13: A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to approve awarding RFP 2017-13 to Lanier Municipal Supply in the amount of \$27,214.33 pending approval of the Northwest FL Water Management District. All in favor; Motion carried 3-0.

RFP 2017-14: Due to only one bid being received, this will need to be readvertised. A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to rebid this project. All in favor; Motion carried 3-0.

**Surface Water Plant – Larry McClamma**

*RFP 2017-15, Clarifiers 3 and 4 Renovation (Handout):* Mr. McClamma shared that the low bidder did not account for the full scope of the bid and recommended that the second bid provided by Shelco of Dothan be considered. Mr. McClamma had checked references on Shelco Painting and found it to be a reputable company. A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to award the bid to Shelco Painting in the amount of \$132,050. All in favor; Motion carried 3-0.

**Wastewater Plant – Kevin Pettis** noted he had three pumps down, and the Grit Kings Pump will be in tomorrow. Mr. Pettis has funds in his budget specifically for repairs.

**Finance Director – Mike Lacour** noted he is in the end of year budget process, auditors will be in next week and he is working on the new Fiscal Year.

**City Engineer – Clay Smallwood, III**

Project Updates -

*Frank Pate Park Boat Ramp Improvements* – To complete the project, the boat ramp will need to be closed for approximately three weeks. Work will begin on October 30, 2017, and be completed by Thanksgiving. Commissioner Ashbrook requested that a notice be sent to the paper making people aware of the shutdown and that both sides of the boat ramp will be closed.

*Long Avenue Water / Sewer / Road Paving* – There is a Workshop on this Tuesday, October 24, 2017, at Noon at the Ward Ridge Building.

*Jones Homestead Sewer* – Staff is currently working on a letter to be sent to home owners in the grant area.

**Code Enforcement**

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

**Police Department – Sgt. Jake Richards**

*Dispatch Contract Renewal* – A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to approve the contract in the amount of \$71,000. There is an increase of \$5,000 which was budgeted for computer upgrades. All in favor, Motion carried 3-0.

Mayor Patterson asked that Chief Herring contact FDOT about the First Street Intersection.

**City Clerk – Charlotte Pierce**

*Code Red Contract Renewal* – A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to approve the contract in the amount of \$5,000. This is an upgrade in services at no additional cost. All in favor; Motion carried 3-0.

**Citizens to be Heard –**

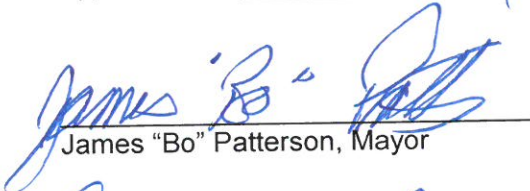
*Chester Davis* shared that he had spoken with Triumph Board members about being considered as a separate entity when applying for funds from their Board.

**Discussion Items by Commissioners**


Neither *Commissioners Ashbrook, Buzzett, nor Mayor Patterson* had anything further to discuss.

A Motion was made by Commissioner Ashbrook, second by Commission Buzzett, to adjourn the meeting at 6:40 P.M.

Approved this 7<sup>th</sup> day of November 2017.

  
James "Bo" Patterson, Mayor

11/7/17  
Date

  
Charlotte M. Pierce, City Clerk

11/7/17  
Date