

**November 5, 2019  
Regular Meeting  
6:00 P.M.  
2775 Garrison Avenue  
Port St. Joe, Florida**



## City of Port St. Joe

Rex Buzzett, Mayor-Commissioner  
Eric Langston, Commissioner, Group I  
David Ashbrook, Commissioner, Group II  
Brett Lowry, Commissioner, Group III  
Scott Hoffman, 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 November 5, 2019

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## Call to Order

### Consent Agenda

#### Minutes

- Regular Meeting 10/15/19 Pages 1-4

#### Bldg. Department

- Update (Quarterly)

#### Long Term Recovery Committee- Update

#### PSJRA- Update

#### City Attorney

- TDC Fifth Penny Page 5-7

### Old Business

- Government Complex Grant-Update
- White Goods and C & D Materials- Comm. Langston
- NRDA Stormwater Grant- Update Page 8
- Restore Act Pot 3 Funding- Mayor Buzzett Page 9

### New Business

- FRDAP Committee Page 10
- Tennis Court Repairs Page 11
- Roberts Rules of Order- Mayor Buzzett

#### Public Works

- Update

#### Surface Water Plant

- RFP 2019-02 Membrane Filter Modules

#### Waste Water Plant

- Update

#### Finance Director

- Update

#### City Engineer

- Trail Lighting/Upgrades Grant- Update
- Road Bond Money

**Code Enforcement**

- **Special Master RFQ 2019-02**

**Police Department**

- **Update**

**City Clerk**

- **Ghost on the Coast**
- **Christmas Parade**
- **Keepers Quarters**

**Page 12**

**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, October 15, 2019, at Noon.**

The following were present: Mayor Buzzett, Commissioners Hoffman, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Attorney Adam Albritton were also present. Commissioner Ashbrook joined the meeting at 12:17 p.m.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting of October 1, 2019. All in favor; Motion carried 4-0.

**Building Department Update – Quarterly**

Between October 10, 2018, and October 10, 2019, the Building Department issued the following permits: Demolition Permits 61; Residential Reroof 391; Commercial Reroof 59, Residential Remodel 246; Commercial Remodel; Temporary Power Poles 51; Electric Service Repair 119; Accessory Structures 25; New Single Family Structures 18; Temporary Structure Permits 32. Total permits issued 1,538.

**Long Term Recovery Committee Update** – No representative was at the meeting.

**PSJRA Update** – There was no update from the PSJRA.

**City Attorney –**

*Resolution 2019-09 Customer Trash Rates*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to read and adopt Resolution 2019-19.

Attorney Albritton read Resolution 2019-19 by Title only.

Marvin Davis, Christy McElroy, and Charles Gathers asked about the increase in rates, yard debris, and white goods being picked up.

After discussion and Public Comment, the vote was taken. All in favor; Motion carried 4-0.

Commissioner Ashbrook joined the meeting at 12:17 P.M.

A signed contract has been received from BCC and the residential rate for citizens will be \$20.15 for a single 96 gallon container.

**CITY MANAGER’S REPORT – Jim Anderson**

**Old Business**

*Capital City Bank Lease Agreement – Ramsay Sims*

Mr. Sims addressed the Commission, and shared his concerns about the \$3,000 monthly rental rate charge. He noted that Capital City is committed to the community, he anticipates an announcement soon on a new location in Port St. Joe, and requested that the monthly rental fee be reduced to \$2,000 per month.

After discussion, a Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to resend the Motion made on September 3, 2019, establishing the rental rate of \$3,000 per month, and set the new rental rate at \$2,500 per month. The Motion failed 3-2 with Commissioners Langston and Ashbrook voting for the Motion and Mayor Buzzett and Commissioners Hoffman and Lowry voting no.

*Disc Golf –*

City Staff recommended that the 9 hole Disc Golf location be established around Buck Griffin Lake and between 16<sup>th</sup> and 20<sup>th</sup> Streets. This area is currently mowed and maintained and would be a good location for the sport. Parking, restrooms, and pavilions are available in this area and would enhance the playing field.

*Government Complex Grant –*

Mr. Anderson noted that 2 parcels have been looked at. One adjoins the present Commission Chamber at Ward Ridge and the other is behind CVS. Mayor Buzzett shared that he has called Jorge Gonzalez with the St. Joe Company about a parcel of land off Langston Drive. He is waiting to hear from Mr. Gonzalez. City Staff was requested to begin looking for parcels that might be acceptable for purchase to construct a city complex in phases.

*Police Department Building – Mayor Buzzett*

Mayor Buzzett stated that he feels the Police Department should be back in their building and asked that steps be taken to begin that process as there is insurance money to cover the repairs. Staff was asked to make sure the building has a safe environment and review the reports that have been provided.

*Computer Upgrades –*

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to accept the Dell Lease Purchase price of \$102,998.13. This amount is in the current budget. All in favor; Motion carried 5-0.

**New Business**

*First Street Lift Station Easement -*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to accept the Easement Offered by the St. Joe Company. The City will pay Closing Cost and for a survey. All in favor, Motion carried 5-0.

*Electrical Service: Request to Bid for Continuing Service Contract –*

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to advertise an RFQ for Electrical Service with industrial experience and a defined response time. All in favor; Motion carried 5-0. This will provide the City with a backup plan.

**Public Works – John Grantland**

The bridge for 16<sup>th</sup> Street is in production and should be here in 4 – 6 weeks.

**Surface Water Plant – Larry McClamma**

Mr. McClamma requested permission to participate in a FL Rural Water Pilot Program to recycle filtered back wash water. This will reduce the cost for chemicals, and reduce the amount of water being sent to the Wastewater Treatment Plant. A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to participate in the program. All in favor; Motion carried 5-0.

**Wastewater Plant – Kevin Pettis**

Maintenance work will continue all month. FL DEP will be conducting an inspection on Thursday.

**Finance Director – Mike Lacour**

The transition is being made from last year's fiscal year to the current year; he continues to work with FEMA, and feels he is past the half way point on costing.

**City Engineer – Clay Smallwood, III:** Mr. Smallwood was absent and Mr. Anderson gave the following updates.

*Trail Lighting / Upgrades Grant Update* – Still waiting on figures from Duke Energy.

*Road Bond Money* – Moving forward with patches and paving of Clifford C. Sims Park.

**Code Enforcement -**

There is an ongoing advertisement for this position.

**Police Department – Chief Matt Herring**

Chief Herring did not have anything to update the Commission on.

**City Clerk - Charlotte Pierce –**

*Ghosts on the Coast*

Clerk Pierce noted that things are moving forward, people continue to volunteer to work with the event, and there is a need for candy to be handed out at the event.

**Citizens to be Heard –**

*Christy McElroy* shared that she was thrilled with the proposed location of the Disc Golf Course; noted the walking area by the bay is a disaster and needs to be restored; stated the city and county approached her to settle the law suit; reminded the Commissioners of the Development Order and NERDA Grant existing conditions; mentioned opportunities for the Field of Dreams property, and feels the City should be getting the lion's share of the TDC funds.

*Jill Bebee* suggested that a Parks Committee be formed and stated that she loves Disc Golf.

*Charles Gathers* questioned if there is a Policy and Procedures document; if there is still a Recreation Department, and asked if other areas had been considered for the Disc Golf Course.

Marvin Davis shared his concerns about debris being placed in the yard of other neighbors.

**Discussion Items by Commissioners**

*Commissioner Hoffman* asked Attorney Albritton his opinion on the settlement of the law suit with Ms. McElroy. Mr. Albritton read from the letter of Attorney Dickey stating there was room for compromise and their firm had reached out to the City's insurance carrier to resolve the suit. Attorney Albritton will provide a copy of the letter to the Commission.

Commissioner Hoffman suggested that a park committee should prioritize areas; asked that a head count be kept for each meeting as there is not much difference in the noon and 6 P.M. attendance, and asked that Attorney Albritton follow up on the County owing the City the 5<sup>th</sup> penny tax from TDC. Attorney Albritton has requested the information but has not received anything yet.

*Commissioner Lowry* noted he has received calls about the garbage pickup. He reminded everyone that boxes should be broken down and placed in the container as BCC will only pick up what is in the container. He also shared that the cost of two 96 gallon containers per month is \$29.35.

*Commissioner Ashbrook* questioned the minimum cost to take items to the land fill.

*Commissioner Langston* expressed his desire to see the city wide cleanup begin and recommended that it start in November by sections and be completed before the holidays. He shared that the Community Garden Committee is still working with the St. Joe Company on contract language, and the dugouts at Peters Park need work.

*Mayor Buzzett* would like to see Roberts Rules of Order adopted by the Commission and have a training session before implementation. He and Mr. Anderson will be meeting with Warren Yeager Thursday to discuss the reallocation of funds from the Consortium Pot 3 money to projects inside the City to include lift stations.

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to adjourn the meeting at 1:46 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Rex Buzzett, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date

**BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY, FLORIDA  
COUNTY ATTORNEY'S OFFICE**

1000 CECIL G. COSTIN SR. BLVD., ROOM 302 , PORT ST. JOE, FLORIDA 32456  
PHONE (850)229-4700 • FAX (850) 229-1148 • EMAIL: [jtnovak@novaklaw.us](mailto:jtnovak@novaklaw.us)  
DATE AND TIME OF MEETINGS • FOURTH TUESDAY AT 9:00 A.M., E.T

*Jeremy T.M. Novak, Esq.  
Gulf County Attorney*

October 26, 2019

Via Electronic Mail and U.S. First Class Mail  
**City of Port St. Joe**  
**c/o Jim Anderson, City Manager ([janderson@psj.fl.gov](mailto:janderson@psj.fl.gov))**  
**305 Cecil G. Costin Sr. Blvd**  
**Port St. Joe, Florida 32456**

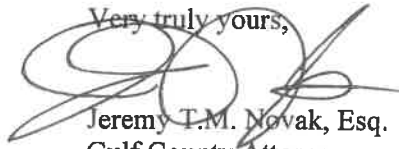
RE: Gulf County Board of County Commission  
City of Port St. Joe 10<sup>th</sup> Street Park Revitalization Project

Mr. Anderson:

Please accept this letter in furtherance of the unanimous vote and direction provided by the Gulf County Board of County Commissioners ("Gulf County") at its September 5, 2019 meeting regarding the conditional pledge to the City of Port St. Joe 10<sup>th</sup> Street Park project and its grant funding.

As you will recall Gulf County voted on September 25, 2018 to provide the City of Port St. Joe with a conditional approval to work with the administration toward implementing an interlocal agreement and grant reimbursement program to assist the City with its proposed "revitalization plant option 6A". (authorizing memorandum {9/25/18} from administrator attached for your reference). Unfortunately, the City and County were sued by residents of the City shortly thereafter and neither an interlocal agreement nor a grant program were ever entered by the city and county.

Most recently Gulf County having discussed and reviewed the status of the City project and voted unanimously to rescind and terminate the conditional pledge provided last year. The Board of County Commissioners unanimously voted to rescind and terminate the conditional pledge and directed the City to submit proposals for any future projects they sought funding and support for from the Tourist Development tax revenue. Official minutes for the Board action are still pending however please refer to the vote of the Board at the 15:01 minute mark through 18:26 of the September 5, 2019 public meeting. (<https://www.youtube.com/watch?v=1xDiEtRpd0Q&t=466s>) for you reference.

Very truly yours,  
  
Jeremy T.M. Novak, Esq.  
Gulf County Attorney

cc: City of Port St. Joe Attorney, Adam Albritton  
City of Port St. Joe Commission



Gulf County Board of County Commissioners  
Gulf County Administrator Michael L. Hammond

Encl.

BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY, FLORIDA  
**COUNTY ADMINISTRATOR'S OFFICE**

Michael L. Hammond, County Administrator  
1000 CECIL G. COSTIN SR. BLVD., ROOM 301, PORT ST. JOE, FLORIDA 32456  
PHONE (850)229-6106 • FAX (850) 229-5334 • EMAIL: mhammond@gulfcounty-fl.gov

Memorandum

To: Gulf County Board of County Commissioners  
From: Gulf County Administrator  
Date: 9/8/2018  
Re: TDC funding of the 10<sup>th</sup> Street Park Project

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
18 SEP 19 AM 10: 17

Commissioners, I have received and reviewed the City of Port St. Joe resolution 2018-07, site plan and proposed budget. I also have reviewed the city's proposal in conjunction with my receipt of the County Attorney's follow up legal review, analysis and opinion as to the use of the TDC funds. Finally, I have received an update and report from the TDC and Clerk's office regarding the current total balance of the available TDC "5<sup>th</sup> cent" funds.

Following my review of the (1) recommendations from the nine Gulf County TDC 10<sup>th</sup> Street Park subcommittee meetings under the leadership of Chairman Quinn, as well as (2) the County's receipt of the recent resolution in support of the Port St. Joe Tenth Street Park Revitalization Plan Option 6A; and (3) the proposed site plan and budget, it is my administrative recommendation to the Board of County Commissioners that they accept and approve this city park revitalization project and plan. With this approval I request that the Board of Commissioners authorize me to direct the county staff and professionals to proceed with implementing an interlocal agreement and grant reimbursement program to fund the City's proposed park plan up to but not to exceed \$700,000.

Additionally, with the elimination by the City of the pickle ball courts from its proposed project, it is my further recommendation to allocate and budget the remaining \$118,000 of the available funds to the development and construction of the pickleball project at the Veteran's Park at Beacon Hill.

Adopted and Authorized Administrator to proceed in open session this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Date \_\_\_\_\_  
Chairman of the Gulf County Board of County Commissioners

\_\_\_\_\_  
Date \_\_\_\_\_  
Attest to Chairman's signature: Deputy Clerk of Court

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CONSENT 73  
DATE: 9/25/18 MS

**Port St. Joe City Commission  
Workshop Meeting  
Public Hearing Notice**

The City of Port St. Joe is proud to announce it has been awarded a grant in the amount of \$775,000 for Stormwater Improvement. The grant agreement is with the Northwest Florida Water Management District. Funding is provided through this agreement pursuant to the National Resource Damage Assessment (NRDA) Final Restoration Plan and Environmental Assessment, dated March 2019, as approved by the Florida Trustee Implementation Group.

The public hearing will be held on Tuesday, December 3, 2019, at 5:00 P.M., to begin the grant process and take public comments. Any handicapped person requiring special mobility accommodation at this meeting should contact Charlotte Pierce at the City Hall, or by phone at (850) 229-8261, at least five calendar days prior to the meeting. Any handicapped person requiring an interpreter for the hearing impaired or the visually impaired should contact Charlotte Pierce at the City Hall, 305 Cecil G Costin Blvd. or by phone at (850) 229-8261 at least five calendar days prior to the meeting and an interpreter will be provided. Any non-English speaking person wishing to attend the public hearing should contact Charlotte Pierce at the City Hall, or by phone at (850) 229-8261 at least five calendar days prior to the meeting and a language interpreter will be provided. To access a Telecommunication Device for Deaf persons, (TDD) please call (850) 229-1227.

Run 11/7/19 in the Star

**Scanned & Emailed**

8

*10/29/19 9:53 AM CP  
To: Commissioners, Mr. Jim,  
Attorney Alberto,  
Dir. Cost*

**Scanned & Emailed**

*10/29/19 9:12 AM CP  
To: Rhoxie@StarF.com*

RESTORE Act  
Compliance

Public Participation

Financial Integrity

Overall Consistency

Proposed Projects

Implementation

MILESTONE	ESTIMATED TOTAL DOLLARS	ESTIMATED POT 3 ALLOCATION
<i>Beacon Hill Septic to Sewer Phase I &amp; II</i>		
Feasibility study and preliminary design	\$100,000	\$100,000
<b>Planning Subtotal</b>	<b>\$100,000</b>	<b>\$100,000</b>
Final design and permitting	\$300,000	\$200,000
Construction	\$3,600,000	\$1,700,000
<b>Implementation Subtotal</b>	<b>\$3,900,000</b>	<b>\$1,900,000</b>
<b>Total</b>	<b>\$4,000,000</b>	<b>\$2,000,000</b>
<i>Port St. Joe Sewer Upgrade Phase I</i>		
Feasibility study and preliminary design	\$100,000	\$100,000
<b>Planning Subtotal</b>	<b>\$100,000</b>	<b>\$100,000</b>
Sewer system acquisition	\$1,000,000	\$500,000
Final design and permitting	\$500,000	\$500,000
Construction	\$5,400,000	\$1,900,000
<b>Implementation Subtotal</b>	<b>\$6,900,000</b>	<b>\$2,900,000</b>
<b>Total</b>	<b>\$7,000,000</b>	<b>\$3,000,000</b>
<i>Wewahitchka Septic to Sewer Phase I to IV</i>		
Feasibility study and preliminary design	\$100,000	\$100,000
<b>Planning Subtotal</b>	<b>\$100,000</b>	<b>\$100,000</b>
Final design and permitting	\$300,000	\$300,000
Construction	\$4,100,000	\$1,350,000
<b>Implementation Subtotal</b>	<b>\$4,400,000</b>	<b>\$1,650,000</b>
<b>Total</b>	<b>\$4,500,000</b>	<b>\$1,750,000</b>
Monitoring	\$250,000	\$250,000
<b>Total Cost</b>	<b>\$15,750,000</b>	<b>\$7,000,000</b>
<b>COMMITTED FUNDING SOURCES</b>		
Spill Impact Component		\$7,000,000
Direct Component		\$2,000,000
Other grants or co-funding		\$0
Other County funds		\$0
<b>Total Committed Funding</b>		<b>\$9,000,000</b>
<b>Budget Shortfall</b>		<b>\$6,750,000</b>

FRDAP Committee Members:

\_\_\_\_\_NAME\_\_\_\_\_

Jessie Pippin

Missy Ramsey

Rachel Crews

Kari Williams

Glenn Davis

Mike Lacour

Clay Smallwood III

Brian Marshall

Claude Thomas

Jim Anderson

**From:** John Grantland  
**Sent:** Wednesday, October 09, 2019 4:07 PM  
**To:** Jim Anderson  
**Subject:** Fwd: A&R P.F.D. tennis court fence quote at Frank Pate Jr. Park for the city of Port St. Joe

FYI

[Get Outlook for Android](#)

**From:** Steven Fleischmann <aandrfence@gmail.com>  
**Sent:** Wednesday, October 9, 2019 4:00:10 PM  
**To:** John Grantland <jgrantland@psj.fl.gov>  
**Subject:** A&R P.F.D. tennis court fence quote at Frank Pate Jr. Park for the city of Port St. Joe

360 linear feet of 10' x 9 gauge tennis court weave fence

All chain link will be 9 gauge GAW fabric  
Line posts will be 2" x schedule 40 galvanized pipe  
Terminals and gate posts will be 2 3/8" x schedule 40 galvanized pipe  
Top and middle rail will be 1 5/8 x schedule 40 galvanized pipe  
Bottom wire will be 7 gauge galvanized steel coil wire  
All fabric will be secured with 9 gauge galvanized prison grade ties  
Gate hardware will be bulldog style heavy duty hinges  
All hardware is hot dipped galvanized

If this quote is accepted all materials are to be paid for upon delivery with the difference paid after completion

Material cost is estimated at \$4450.00  
Labor is estimated at \$4900.00  
Total for completion is \$9350.00

This quote does not include removing and disposal of existing fence

If you have any questions please feel free to email/text/call

Thank you,  
Steve Fleischmann with A&R P.F.D.  
My email is [aandrfence@gmail.com](mailto:aandrfence@gmail.com)  
Phone#8503819472  
Ein#83-2722383

July 12, 2019

PREMIER PAINTING & REMODELING, INC  
2116 Long Ave  
Port St Joe, FL 32456

**ESTIMATE**

**RE: Lighthouse Keepers Quarters**

**Apply primer to all bare wood surfaces; apply 1 coat of paint to all previously painted exterior surfaces Total: \$9,950.00 each (\$19,900 for both)**

**This estimate includes all labor and materials. It includes cleaning and all necessary prep work. Application will be combination of brush, roll, and spray. Product will be premium exterior latex paint. A bucket lift will be used for efficiency and safety on second story surfaces.**

**If you should have any questions, please feel free to contact me anytime.**

Thank you,



Chris Butts

10/30/2019 – Chris Butts confirmed the quote is still good.

The St. Joseph Historical Society, through a Florida Lighthouse Association Grant, is providing \$8,000 towards the painting of the Sleeping Beauty Gift Shop.

Remaining funds are to come from insurance money for the lighthouse complex.