

**December 3, 2019
NERDA Grant Workshop 5:00
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 December 3, 2019

Call to Order

Consent Agenda

Minutes

- Regular Meeting 11/19/19 Pages 1-3

Bldg. Department

- Update (Quarterly)

Long Term Recovery Committee- First Meeting of Each Month

PSJRA- Update

City Attorney

- Update

Old Business

- Government Complex Grant-Update
- Capital City Bank Lease- Update
- Roberts Rules of Order
- RFP 2019-13 Frank Pate Park Gazebo Page 4

New Business

- Fair Housing- Bruce Ballister
- Postage and Mailing Machine- State Contract Lease Pages 5-6
- Frank Pate Park Tennis Court

Public Works

- First Street Traffic Light Repairs

Surface Water Plant

- Surplus Property Page 7

Waste Water Plant

- Update

Finance Director

- Update

City Engineer

- Trail Lighting/Upgrades Grant- Update

- **Road Bond Money**
- **NERDA Grant Task Order**

Pages 8-10

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **Christmas Parade 12/14 at 6:00 P.M.**

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, November 19, 2019, at 12 Noon.**

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Attorney Adam Albritton were also present. Commissioner Lowry was absent.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting on November 5, 2019. All in favor; Motion carried 4-0.

Building Department Update – Quarterly:

Long Term Recovery Committee Update – Nancy Stewart, Executive Director, updated the Commission on progress that is being made by their committee.

PSJRA Update – Commissioner Ashbrook asked that a PSJRA Workshop be held January 14, 2020, at noon to discuss the future of the PSJRA.

City Attorney –

Special Master Contract

Attorney Albritton recommended that, when reinstatement notification has been received that Mr. Magidson is no longer in retirement status with the FL Bar, that the contract be signed. The contract will be for a 2 year period at a price of \$150 per hour beginning December 1, 2019. A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to accept Mr. Albritton's recommendation. All in favor; Motion carried 4-0.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

Government Complex Grant Update – City Staff continues to look at options and Mayor Buzzett will be meeting with Jorge Gonzalez of the St. Joe Company tomorrow.

Capital City Bank Lease Update – Nothing has been received from Capital City Bank on this. Mr. Anderson is to see what their intentions are. Attorney Albritton shared that there had been no indication from Capital City that they are willing to sign the agreement of \$3,000 per month while occupying the City's property.

RFQ 2019-03 Electrical Service Continuing Service Contract - A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to Table this for further review. All in favor; Motion carried 4-0.

Roberts Rules of Order – Mayor Buzzett noted that Robert Rules of Order are very structured and he is working with Attorney Albritton on a hybrid policy to provide a better way of conducting the commission meetings.

New Business

Planning Board Membership – A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to reappoint members Travis Burge, Phil Earley, and Hal Keels for another 3 year term. All in favor; Motion carried 4-0.

Washington Gym Lighting - A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to accept the Estimate of Current Solutions in the amount of \$8,800 for lighting upgrades to the Washington Gym. All in favor; Motion carried 4-0.

Mr. Anderson shared that this morning a pipe had burst in the Women's Restroom in the Washington Museum and efforts are underway to clean the area up.

Public Works – Mr. Grantland was absent and Mr. Anderson updated the Commission on his projects.

Stump Grinder – This was Tabled as there is a possibility the Workforce labor will be able to help with this.

Bids will be opened Friday for the Frank Pate Park Pier/Gazebo.

The 16th Street Park bridge foundation that connects the walking trails should be done this week.

The fence at the Tennis Court adjoining Frank Pate Park will come down this week. Efforts are underway to resolve playing areas for Tennis and Pickle Ball enthusiasts.

Surface Water Plant – Larry McClamma

RFP 2019-02 Membrane Filter Modules

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to accept the bid of Evoqua to provide 144 Micro Membrane Filter Modules in the amount of \$83,520. All in favor; Motion carried 4-0.

Wastewater Plant – Kevin Pettis did not have anything new to update the Commission on.

Finance Director – Mike Lacour shared that October Financials are completed. He continues to work with FEMA and our insurance carrier on issues.

City Engineer – Clay Smallwood, III

Trail Lighting / Upgrades Grant Update – A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to pay \$135 per month and reduce the number of lights by one half to 14. All in favor; Motion carried 4-0.

Road Bond Money – Mr. Smallwood hopes to have a December start date on this project.

Code Enforcement – No report necessary.

Police Department – Chief Matt Herring did not have anything for the Commission.

City Clerk - Charlotte Pierce

Christmas Parade – Clerk Pierce shared that the number of parade entries are increasing and inquiries are being received on a regular basis.

Citizens to be Heard –

Marquita Thompkins shared her concerns about the readiness of the Washington Gym to serve as a Disaster Preparedness Facility. She provided several documents and asked for an update on the progress that is being made. The Commission assured her improvements are being made, the lighting is the first step, and windows, and bathroom improvement options are being reviewed.

Marvin Davis extended an invitation to attend a free Financial Workshop on December 7, 2019, at the Philadelphia Primitive Baptist Church.

Tan Smiley asked about the Peters Park Bathroom and why the PACES Foundation request had been denied. The Commissioners noted they are working on improvements in the park area shared their concerns about the PACES Foundation. Mayor Buzzett noted that PACES had not come by to the Commission since receiving suggestions on ways to work with the City on the project.

Discussion Items by Commissioners

Commissioner Hoffman made a Motion to add Pickle Ball enthusiast, Rod Ragle, to the FRDAP Committee. A second was made by Commissioner Ashbrook. All in Favor, Motion carried 4-0.

He also asked about having language on paper concerning the 5th cent of the TDC Tax. Commissioner Ashbrook represents the City on the TDC and shared that requests should be made for all park projects.

Commissioner Ashbrook did not have anything to share with the Commissioners.

Commissioner Langston reviewed the progress that is being made on the Washington Gym improvements, wants to have input from the communities on the Tennis Courts, and announced the Jonathan Rouse Memorial Thanksgiving Dinner to be held at the Washington Gym at 3:30 on Tuesday. He also shared his concerns about bears in the neighborhoods and what needs to be done to protect our residents.

Commissioner Hoffman noted that he had spoken with Chief Rhett Boyd of Law Enforcement with the FWC and recommends that a letter be written from the City to Chief Boyd.

Mayor Buzzett noted the need to have a way to address waiver requests for the FEMA / Code Enforcement Letters that have been mailed to residents. Attorney Albritton recommended that the Florida Statute be followed for all proceedings.

He expressed his appreciation to the committee responsible for placing lights on the lighthouse again this year and for their purchase of Christmas snowflake decorations for Monument Avenue. He also thanked those providing Thanksgiving lunch and wished everyone a Happy Thanksgiving.

Mayor Buzzett asked that thought be given to creative ways to provide road paving for the City.

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to adjourn the meeting at 1:23 P.M.

Approved this _____ day of _____ 2019.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**CITY OF PORT ST. JOE (RFP 2019-13)
FRANK PATE PARK GAZEBO
PROJECT #50085429**

**BID TABULATION FOR BIDS RECEIVED
AT PORT ST. JOE CITY HALL
ON NOVEMBER 22, 2019 AT 11:00 A.M. (E.S.T.)**

BIDDER	TOTAL BASE BID
1. R.J. Gorman Marine	\$468,415.37
2. Monolith Construction	\$641,335.00

City of Port St. Joe
 PO Box 278
 305 Cecil G Costin, Sr. Blvd
 Port St Joe FL 32456
 Phone: 850-229-8261

**STATE OF FLORIDA - PURCHASE ORDER -
 LEASE**

State of Florida Contract Number – 44102100-17-1

To:
 Mail Finance Inc.
 478 Wheelers Farms Road
 Milford, CT 06461
 1-800-636-7678

SHIP TO:
 Carla Riley
 City of Port St. Joe
 305 Cecil G Costin, Sr. Blvd
 Port St. Joe FL 32456
 Phone: 850-229-8261

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
		Best Way		48 month lease

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	IH600AFWP5, IHWP5DW, IH600AFAI	IN Series 600 Base & Meter w/ Autofeeder, Sealer, Catch Tray, Ink Cartridge, LAN Cable & INWP5, Differential Weighing		
1	DS64i-INT2SE	DS64i Folder/Inserter w/(2) sheet feeders		

Why Wait Program: Lease #: N15102746

48 MONTH LEASE TERM AT \$299.66 PER MONTH	SUBTOTAL	\$458.00
BILLED QUARTERLY IN ARREARS	SALES TAX	Tax Exempt
INCLUDES MAINTENANCE	SHIPPING & HANDLING	included
NEW LEASE WILL COMMENCE ON 2/23/2020	OTHER	
	TOTAL	\$458.00/month Billed Quarterly in Arrears

- Order is governed under the terms and conditions of the State of Florida Contract – 44102100-17-1. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:
 Mail Finance Inc.
 Dept 3682
 PO BOX 123682
 Dallas, TX 75312-3682
 Federal ID Number: 94-2984524

By electing to participate in the Why Wait program, you agree to the following:
 You agree to continue making payments on lease number **N15102746** through the end of its Initial Term or, if applicable, the current Renewal Term.

- The term of the new lease, being signed concurrently with this agreement, ("New Lease") will commence when the Current Lease reaches the end of its Initial Term or, if applicable, the current Renewal Term.
- The Products that are subject to the Current Lease will be replaced with the Products identified in the New Lease for the remainder of the Current Lease's Initial Term or, if applicable, the current Renewal Term.
- The replaced products must be returned to us within thirty (30) days of the effective date of this agreement.

Send all correspondence to:
 City of Port St. Joe
 305 Cecil G Costin, Sr. Blvd
 Port St. Joe FL 32456
 Phone: 850-229-8261

Authorized by _____

Date _____

Print Name and Title _____

Section (A) Office Information

Office Number:	Office Name:	Office Phone #:	Date Submitted:
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Section (B) Billing Information

Company Name (Full legal name): CITY OF PORT ST JOE		
DBA:		
Billing Address: PO Box 278 / 305 Cecil G Costin Sr., Blvd		
Billing City: Port St. Joe	State: FL	ZIP Code + 4: 32456
Billing Contact Name:	Contact Phone Number: 850 229 8261	
Billing Contact Title:	Contact Fax Number:	
Billing Contact email Address:	Purchase Order Number:	

Section (C) Installation Information (if different than Billing Information)

Company Name (Full legal name): CITY OF PORT ST JOE		
Installation Address (No PO Boxes or General Delivery): 305 Cecil G Costin, St. Blvd		
Installation City: Port St. Joe	State: FL	ZIP Code + 4: 32456
Installation Contact Name: Carla Riley	Phone Number: 850 229 8261	
Installation Contact Title: Utility Billing Supervisor	Fax Number:	
Installation Contact email Address: criley@psj.fl.gov		
Main Post Office Name / Mail Drop off:	Post Office 5-Digit ZIP Code:	

Section (D) Products

Quantity	Model / Part Number	Description (Include Serial Number, if applicable) <input type="checkbox"/> See additional listed products on attached continuation schedule.
1	IH600AFWP5, IHWP5DW, IH600AF	IN Series 600 Base & Meter w/ Autofeeder, Sealer, Catch Tray, In
2	DS40i-INT2SE	DS40i Folder Inserter with 2 Sheet Feeders
3		
4		

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax-Exempt (Certificate attached)	Period	# of Months	Monthly Payment (plus applicable taxes)
	First	60	\$458.00
	Next		
	Next		
	Next		
Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Annually	Current Lease Number: N15102746		
Billing Method: <input type="checkbox"/> Standard <input checked="" type="checkbox"/> Arrears	<input type="checkbox"/> ACH (Customer to submit authorization form)		

Section (F) Postage Meter & Postage Funding Information

Meter Model:	Machine Model:
Postage Funding Method: <input type="checkbox"/> Bill Me <input type="checkbox"/> Prepay By Check <input type="checkbox"/> ACH Debit (Submit Customer authorization form) <input type="checkbox"/> OMAS <input type="checkbox"/> CPU (include authorization form)	Postage Funding Account: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing Account TMS Account # 257570 POC Account #
Agency Code	Sub Agency Code
Service Products (Check all that apply) <input checked="" type="checkbox"/> Online Postal Rates iMeter™ App (SP10) <input type="checkbox"/> Online Postal Expense Manager iMeter™ App (SP20/NeoStats) <input type="checkbox"/> Online E-Services iMeter™ App (SP30) <input type="checkbox"/> Online E-Services with Electronic Return Receipt iMeter™ App (SP35) <input type="checkbox"/> NeoShip BASIC – Requires NeoFunds/TotalFunds (EP70) <input type="checkbox"/> NeoShip PLUS – Requires NeoFunds/TotalFunds (EP70PLUS) <input type="checkbox"/> NeoShip ADVANCED - Requires NeoFunds/TotalFunds (NEOSHIPADV) <input type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES) <input type="checkbox"/> RunMyMail <input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Installation & Training <input type="checkbox"/> Software Support (Maintenance)	
Covered Product:	

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to NeoFunds/TotalFunds unless initialed here _____.

This document consists of a Government Product Lease ("Lease") with MailFinance Inc.; and a Postage Meter Rental Agreement ("Rental Agreement"), Maintenance Agreement, and an Online Services and Software Agreement with Neopost USA Inc.; and a NeoFunds/TotalFunds Account Agreement with Mailroom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version DirectGovLease-V04-16), which are also available at <http://portal.neopostinc.com/terms/DirectGovLease-V04-16.pdf>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Authorized Signature	Print Name and Title	Date Accepted
Accepted by Neopost USA and its Affiliates		Date Accepted

2005 Ford E-250 Work Van

Vin # 1FTNE24L46HB40876

Mileage 76304.6

License Plate # 136786



Dewberry Engineers Inc. | 850.227.7200
 324 Marina Drive | 850.227.7215 fax
 Port Saint Joe, FL 32456 | www.dewberry.com

November 26, 2019

Mr. Jim Anderson, City Manager
 City of Port St. Joe
 305 Cecil G. Costin Sr. Blvd.
 Port St. Joe, FL 32456

RE: Forest Park Stormwater Improvements – Design & Permitting
 NWFWMMD Grant 19-047
 Professional Services Proposal

Dear Mr. Anderson,

Dewberry Engineers Inc. (DEI) is pleased to provide this proposal for professional services. It is our understanding the City has received funding through the Northwest Florida Water Management District (NWFWMMD) to improve stormwater runoff quality prior to discharging into St. Joseph Bay. An approximately 280 acre drainage basin has been identified as the area to construct these improvements. This basin drains to a ditch that runs from Avenue A to the south side of 16th Street and ultimately discharges into Patton Bayou. The design will reduce pollutant loading into the bay from stormwater runoff and nonpoint source pollution. Per the grant language, it is anticipated this project will include the design & permitting of *“one or more retrofit treatment ponds near 16th Street with an additional downstream weir added to provide stormwater treatment capacity and improved water quality protection”*. We propose to provide the following scope of services and associated lump sum fee:

A. DESIGN

1. Based on the results from the public kick off meeting, DEI will prepare 30% design documents to be presented at the 2nd public meeting.
2. After the 2nd public meeting, DEI will prepare a site geometry plan based on the City’s approved layout.
3. Provide a topographic survey of the location of the retrofit pond(s)
4. DEI will identify the wetland boundaries in the areas of the proposed improvements. The wetland boundary will be recorded via GPS and included in the permit drawings.
5. Coordinate with Magnum Engineering, Inc. to establish the Seasonal High Water Table as required for permitting.
6. Prepare a grading plan, drainage plan, details, and technical specifications necessary to construct the improvements.

B. PERMITTING

1. Prepare stormwater analysis, calculations, design, and report to comply with local and state requirements.
2. Prepare and submit an Environmental Resources Permit (ERP) application to the State of Florida.
3. Prepare and submit a United States Army Corp permit application.
4. Respond to any Request for Additional Information received from the permitting agencies.

C. SUBMITTALS

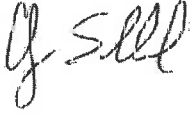
1. DEI will provide an electronic copy of the 30% design to the City and NWFWMMD for review and comment.
2. Incorporating the comments received from the 30% submittal, DEI will prepare an electronic copy of the 60% design including an opinion of probable construction costs and submit to the City and NWFWMMD for review and comment.
3. DEI will provide an electronic copy of the final design, technical specifications, and all required permits to the City and NWFWMMD.

TOTAL PROPOSED FEE: \$60,980.00

Mr. Anderson
Forest Park Stormwater
November 26, 2019

We appreciate the opportunity to provide engineering services for the City of Port St. Joe. If this proposal is acceptable, please sign in the space provided below. Should you have questions or need additional information, please give me a call at 850.571.1217.

Sincerely,



Clay Smallwood, P.E.
Project Manager

Accepted By: _____

Date: _____



Dewberry Engineers Inc. | 850.227.7200
 324 Marina Drive | 850.227.7215 fax
 Port Saint Joe, FL 32456 | www.dewberry.com

November 26, 2019

Mr. Jim Anderson, City Manager
 City of Port St. Joe
 305 Cecil G. Costin Sr. Blvd.
 Port St. Joe, FL 32456

RE: Stormwater Master Plan – NFWFMD Grant 19-047
 Professional Services Proposal

Dear Mr. Anderson,

Dewberry Engineers Inc. (DEI) is pleased to provide this proposal for professional services. It is our understanding the City has received funding through the Northwest Florida Water Management District (NFWFMD) to prepare a stormwater master plan for City proper. This plan will allow the City to properly assess the entire stormwater system and provide a road map to methodically improve the overall stormwater quality entering St. Joseph Bay. It is not intended that the master plan will provide construction ready improvements but the plan will provide a prioritized list of conceptual projects for future design and construction. We propose to provide the following scope of services and associated lump sum fee:

- A. DATA COLLECTION
 - 1. DEI will obtain and review available existing information including but not limited to:
 - i. Staff and citizen interviews to identify nuisance areas
 - ii. Site visits and documentation of the study area
 - iii. National Wetlands Inventory Maps
 - iv. LiDAR maps
 - v. National Resource Conservation Service (NRCS) Soil Data
 - vi. Existing survey and as-built data as available
- B. MAPPING & INVENTORY
 - 1. Based on the data gathered, DEI will delineate drainage patterns/basins within City proper and create a drainage basin map.
 - 2. DEI will create a stormwater features inventory highlighting major drainage structures and condition assessments of each.
- C. REPORT
 - 1. DEI will prepare a Draft Stormwater Master Plan that includes discussion of proposed improvements and prioritization of watersheds. The plan will also include a detailed engineer's cost opinion for each proposed improvement.
 - 2. An electronic copy of the plan will be submitted to the City and NFWFMD for review and comment.
 - 3. The Final Stormwater Master Plan will address the comments received from the City and NFWFMD and an electronic copy will be delivered.

TOTAL PROPOSED FEE: \$50,000.00

We appreciate the opportunity to provide engineering services for the City of Port St. Joe. If this proposal is acceptable, please sign in the space provided below. Should you have questions or need additional information, please give me a call at 850.571.1217.

Sincerely,

Clay Smallwood, P.E.
 Project Manager

Accepted By: _____

Date: _____