

**January 4, 2022
Regular Meeting
12:00 Noon**



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

12:00 Noon

Tuesday January 4, 2022

Call to Order

Consent Agenda

Minutes

- Special Meeting 12/14/21 Pages 1-4

City Engineer

- Maddox Park Gazebo Pages 5-6
 - RFP 2021-08
- First Street Lift Station and Long Ave. Water/Sewer Project
- First Street Sewer Repairs and Paving
- Clifford Sims Park Plan
- Ave. C, Ave. D, & Long Ave. Paving Task Order
- City Hall Design Task Order

City Attorney

- Food Truck Ordinance-Workshop on 1/18 at 11:00

Old Business

- City Projects Pages 7-8
- Covid-19 Update- Mayor Buzzett

New Business

- Road Paving- Mayor Buzzett Page 9

Public Works

- Update

Surface Water Plant

- Update

Wastewater Plant

- Update

Finance Director

- Update

Code Enforcement

- Update

Police Department

- **Update**

City Clerk

- **Grants- Update**

Pages 10-11

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

**MINUTES OF THE SOCIAL MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, December 14, 2021, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to approve the Minutes of the Regular Meeting of December 7, 2021. All in favor; Motion carried 5-0.

City Engineer – Josh Baxley

Maddox Park Gazebo

Bids for this project will be received on December 21, 2021.

First Street Lift Station and Long Avenue Water / Sewer Project

This project is under construction.

First Street Sewer Repairs and Paving

The project will be submitted to FDOT for their review this week.

Clifford Sims Park Plan

This project is currently in design.

Avenues C, D and Long Avenue Paving Task Order

Task Orders are being prepared for each street.

City Attorney –

Food Truck Ordinance Update

Attorney McCahill asked that Commissioners get with him if they have any questions or comments about the Ordinance. A Workshop was scheduled for January 18, 2021, at 11:00 A.M. to discuss the Ordinance.

Ordinance 595 Large Scale Plan Amendment - Port Planning Area; Second Reading and Adoption

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to have the Second Reading and Adoption of Ordinance 595. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 595 by Title only.

Workforce Housing MOU

A Motion was Made by Commissioner Ashbrook, second by Commissioners Langston, to approve the Workforce Housing MOU with Oikos Development Corporation. All in favor; Motion carried 5-0.

Michael Snodgrass thanked the Commission for approving the MOU and stated the Oikos Development Corporation is looking forward to working with the City on this project.

Old Business

City Projects

Mr. Anderson shared that the First Street Lift Station and Long Avenue Water / Sewer Project should be tied into the First Street Lift Station around the first of the year. A lot of engineering is being done, Task Orders for road paving and the Washington Gym are being prepared.

Covid-19 Update Mayor Buzzett

Mayor Buzzett shared that the Gulf County Health Department has not seen, nor do they anticipate, the Omicron Virus in Gulf County. He noted that the Health Department continues to offer free testing, vaccines, and flu shots.

New Business –

Resolution 2021-17 Employee Pay Scale Update

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to adopt the revised Employee Pay Scale to include a Mechanic and Carpenter position salary range update. All in favor; Motion carried 5-0.

Boat Slip Rental Agreement, William Little – Commissioner Hoffman

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve the Boat Slip Rental Agreement as presented in the Agenda. All in favor; Motion carried 5-0.

PSJRA Membership

This item was Tabled. PSJRA Chairman, David Ashbrook, shared that Loretta Costin had requested that her name be removed from consideration.

Road Striping – Mayor Buzzett

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve the striping of the roads listed in the quote provided by Emerald Coast Striping in the amount of \$34,312.00. All in favor; Motion carried 5-0. Funds for the project are to come from FEMA and Insurance Contingency accounts.

Employee Bonus – Commissioner Hoffman

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to give each fulltime, parttime, and Volunteer Firefighter, a \$250 Employee Appreciation Bonus. Departments that have open positions will use funds allotted for that position to offset the cost of the bonus for their department. Funding for departments with no vacancies will come from contingency dollars. All in favor; Motion carried 5-0.

Public Works – John Grantland

Water Meter Replacement

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to purchase 912 Allegro Customer Loyalty Water Meters from a Sole Source Provider, Consolidated Pipe and Supply Company, Inc., in the amount of \$201,752.64. All in favor; Motion carried 5-0. Mr. Grantland noted this will complete the last phase of water meter replacement in our system and everyone will be on the same type meter.

Surface Water Plant – Larry McClamma

Mr. McClamma was running the plant and unable to attend the meeting. Mr. Anderson shared the plant is running smoothly, and Mr. McClamma is currently advertising for an Operator that has a FL DEP License.

Wastewater Plant – Kevin Pettis

Mr. Pettis noted that there is 3' of freeboard in the lagoon, staff is working on the spray fields, they will begin pushing water next month, and because of the warmer weather, there are still small amounts of Algae. A Sonic Disrupter, to help with the Algae, has been ordered and he anticipates it will be in by the end of next month. There is a Solar Bee Maintenance Program for the life of Solar Bees and he recommends taking advantage of the program.

Finance Director – Mike Lacour

Mr. Lacour shared that the two FRDAP Grants are still on hold while the property surveys are being completed. The Disc Golf Course has been laid out at Buck Griffin Lake, the course for the Washington Complex will be flagged soon. Maddox Park Bids are due next week and the relocation of the bathrooms at the park will have to be approved by FEMA. Paperwork for the auditors is being compiled.

Code Enforcement –

Mr. Anderson shared that there are Code Violation Hearings scheduled for later this month.

Police Department – Chief Richards

Chief Richards did not have any updates for the Commission, but noted the parade went well.

Mayor Buzzett commended Chief Richards and his department for keeping the parade area safe.

City Clerk – Charlotte Pierce

Grants Update –

Clerk Pierce shared that City Staff continues to work with our grant writers, the Ferguson Group, on the availability of grants for the City.

She shared that a representative of the Florida Communities Trust had visited the 3 parcels in Port St. Joe and was very pleased with each site.

Mayor Buzzett and the Commissioners thanked City Staff for all the hard work that was done to have such a large parade that was attended by many, many people. Numerous compliments have been received by the Commission about the parade.

Citizens to be Heard –

No citizens addressed the Commission.

Discussion Items by Commissioners

Commissioner Hoffman noted the Employee Appreciation Lunch on Wednesday, December 21, 2021, at noon. He wished everyone a Merry Christmas, Happy Holidays, safe travels, and shared it would be back to business after the holidays.

Commissioner Lowry stated that the County would like to propose a deal to advertise for a tenant at the old Transfer Station location on County Road 382. Attorney McCahill reminded the Commission there is a revertible clause that the location must be a Transfer Station and he will talk with County Attorney, Jeremy Novak, about this.

Commissioner Ashbrook wished everyone a Merry Christmas, Happy New Year, and to be safe.

Commissioner Langston asked that the light at the corner of First Street and Dr. Langston Drive be checked as it is out. He wished everyone a Merry Christmas, Happy New Year, to be safe, and continue to work together for the betterment of the City.

Mayor Buzzett shared that he has received a number of compliments on the lights on the lighthouse and the view that they provide.

He noted that the Christmas Parade was outstanding, stated that he has received many compliments on it, and thanked everyone again for all of their hard work to make it possible. The Mayor wished everyone a Merry Christmas, Happy New Year, and stated he was looking forward to 2022.

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:00 P.M.

Approved this _____ day of _____ 2022.

Rex Buzzett Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Rebid of RFP 2021-08 Maddox Park Gazebo
(1) Bid Monolith Construction

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

ITEM	ITEM DESCRIPTION	EST. QTY.	UNIT	BID UNIT PRICE	BID PRICE
GENERAL COSTS					
1	MOBILIZATION (5% OF BID MAX)	1	LS	\$10,915.50	\$10,915.50
2	BONDS AND INSURANCE (2% OF BID MAX)	1	LS	\$4,366.50	\$4,366.50
3	DUMPSTER ROLL OFF & CHEMICAL TOILET	1	LS	\$2,434.00	\$2,434.00
4	EROSION CONTROL/CONSTRUCTION FENCING (ALLOWANCE)	1	LS	\$750.00	\$750.00
5	CONSTRUCTION STAKEOUT	1	LS	\$900.00	\$900.00
Subtotal General Costs					\$ 19,366.00
SITE WORK CONSTRUCTION COSTS					
6	CLEARING AND GRUBBING	1	LS	\$1,125.00	\$1,125.00
7	BORROW IMPORT	115	CY	\$34.50	\$3,967.50
8	BRICK PAVERS (INCLUDING BASE PREP, 57 STONE AND BITUMINOUS SETTING BED)	165	SY	\$126.33	\$20,827.13
9	6" RIBBON CURB	300	LF	\$33.35	\$10,003.50
10	SOD	100	SY	\$15.30	\$1,530.00
Subtotal Site Work Construction Costs					\$37,453.13
BUILDING CONSTRUCTION COSTS					
11	APPLICABLE PERMITS	1	LS	\$450.00	\$450.00
12	CONCRETE FOOTINGS PER STRUCTURAL, INCLUDING P.T.TIMBER POSTS	1	LS	\$20,862.00	\$20,862.00
13	FRAMING PACKAGE PER STRUCTURAL PLANS, INCLUDING ALL BEAMS & RAFTERS. ALL MEMBERS SHALL BE PRESSURE TREATED	1	LS	\$53,532.00	\$53,532.00
14	STRUCTURAL FASTENERS & CONNECTORS PER STRUCTURAL PLANS	1	LS	\$3,750.00	\$3,750.00
15	PAVERS AT GROUND LEVEL (CONFIRM PAVER EXTENTS PER CLIENT)	1	LS	\$3,000.00	\$3,000.00

16	DECORATIVE SPIRE/PINNACLE AT PEAK OF STRUCTURE AND CONNECTION TO ROOF FRAMING	1	LS	\$900.00	\$900.00
17	5/8" CDX PLYWOOD ROOF DECKING & CODE APPROVED UNDERLAYMENT	1	LS	\$2,430.00	\$2,430.00
18	STANDING SEAM METAL ROOFING	1	LS	\$16,068.00	\$16,068.00
19	EXTERIOR BUILDING FLASHING & TRIM	1	LS	\$1,050.00	\$1,050.00
20	DECORATIVE LATTICE WORK AT UPPER CUPOLA	1	LS	\$4,800.00	\$4,800.00
21	32" DECORATIVE FRIEZE AT POST TO HEADER CONNECTION	1	LS	\$5,557.50	\$5,557.50
22	DECORATIVE TRIM WORK	1	LS	\$4,800.00	\$4,800.00
23	LABOR COSTS ASSOCIATED WITH BUILDING CONSTRUCTION	1	LS	\$28,218.75	\$28,218.75
24	TWO COATS OF 25-YEAR EXTERIOR PAINT	1	LS	\$15,345.00	\$15,345.00
25	TERMITE TREATMENT	1	LS	\$750.00	\$750.00
Subtotal Building Construction Costs					\$ 161,513.25
TOTAL BASE BID CONSTRUCTION COST					\$ 218,332.88
Notes:					
Contractor shall coordinate with Owner regarding all exterior and interior finish paints, stains, and all decorative features & trim, including lattice, spire, frieze, etc.					

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

Current City Projects 1/4/22

- Washington Gym Bathroom- County Approved a match of up to \$25K to Rehab. the Restrooms on 8/24/21, County has the project out for bid til 1/21 and will open 1/25
- Keepers' Quarter (Eglin) Rehab- Under Construction
- Tree/Stump removal from Parks- Ongoing
- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board
- Clifford Sims Park Repairs- Dewberry is working on a plan
- Maddox Park Gazebo- Project has been rebid, 1/4/22 agenda
- City Pier Lighting- Being Reviewed by City Electricians
- Centennial Bldg. Rehab- Grant Approved
- Lighthouse Complex Rehab- Grant Approved
- Core Park Stage, Splash Pad, & Restroom- Applying for Legislative Funding 11/1/21
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Waiting on Grant Agreement
- Stormwater Rehab. MLK Corridor CDBG-DR (FAMU)- Grant Application was not approved
- City Hall Complex- Working on a possible USDA Grant/Loan, waiting on a design task order
- Community Garden- Lease Agreement signed
- Park Point Sewer- Waiting on Materials to be delivered
- First Street Sewer Rehab- Scheduled for 12/21 & 1/22
- First Street Paving from First Street to Hwy 71 SCOP- Under Design
- Long Ave Water/Sewer- Under Construction
- Lighthouse Rehab- Approved to bid on 7/6, working on Bid Docs
- Monument Ave. Sidewalks- Set to begin January 2022
- Dooder Parker Park- Outdoor Exercise Equipment & Disc Golf Improvements- Waiting on the State Approval to Award Bid, Part of the Monument Ave. Concrete Bid

- Washington Gym Complex- Outdoor Exercise Equipment & Disc Golf Course- Waiting on State Approval to Award Bid, Part of the Monument Ave. Concrete Bid
- Haven Road & Sea grass Circle Sewer- Under Design & Permitting
- New Boat Ramp Access Road- Under Design
- Dugout Repairs at Benny Roberts Park- City staff is making the repairs
- Washington Gym Sidewalk Cover- Plans are being Engineered
- Road Striping- Set to begin January 2022

43 roads, \$5.6 million

Is your road on the list?

The 43 roads to be repaved are:

- Nancy Avenue
- North Lakeshore Drive
- Hale Avenue
- Anne Avenue
- Dorothy Avenue
- Gulf Drive

- South Pleasant Oak Court
- Princess Lane
- High Avenue
- 27th Street
- 24th Court
- Harvard Avenue
- Britton Road
- Wild Ridge Road

- Turkey Run
- 46th Place
- Bartow Avenue
- Canal Avenue
- Panama Avenue
- Bradenton Road
- Hyde Avenue
- Altha Avenue
- Wakulla Avenue

- Orlando Road
- First Street
- Second Street
- Riley Road
- Oak Knoll Road
- Cedar Bluff Road
- Camp Street
- North Cedar Bluff Circle

- South Cedar Bluff Circle
- Red Bay Circle
- Melinda Circle
- Buckhorn Circle
- Camp Flowers Road
- Merritt Brown Road

- Merritt Brown Way
- East 14th Court
- Charlene Drive
- Katherine Avenue
- Pocahontas Street
- Woodhurst Drive

Views of Princess Lane, at the intersection of Michigan Avenue, are seen on Dec. 21. Princess Lane is on the list of streets and roadways in Bay County to be paved in 2022. PHOTOS BY MIKE FENDER/THE NEWS HERALD

Bay County approves contract to repave 11 miles of streets

Mantha Neely Panama City News Herald
TODAY NETWORK

BAY COUNTY — It should be smoother driving for motorists in Bay County next year. The Bay County Commission recently approved a \$5.6 million contract to repave 43 roads. Every year, the county makes a contract for resurfacing roadways. The contract this year was awarded to Anderson Columbia Co., Inc. to resurface about 11 miles of Bay County roads. According to the agenda, the project will include mixing of full-depth patching, base repair in selected areas, paving, replacement, lining of existing cross drains and stabilization of all disturbed areas. Commissioner Robert Carroll said there is no particular schedule or order for which the roads crews will work on first.

"We've approved the contract today, they have less than a year to get it all done, so you'll start seeing paving equipment around in these neighborhoods getting resurfaced," Carroll said. During the meeting, Commissioner Bill Dozier said the commission will look to do more roads in the future.



"I'd like to just point out that as we go forward with these roads and these are completed, there's more to come through the program," Dozier said. "I've had a number of people ask about other roads."

Carroll said the repavings are being funded

through the county's half-cent gas surtax. "We are thankful for the surtax continuing to get the bang for our buck and allow our residents that come and spend their money here can use those taxes to help pave our local roads," Carroll said.

Grants Updated- 1/4/22

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDOT/SCOP	\$397,375	Application for resurfacing of first Street from Hwy 98 to Hwy 71. Approved for 21/22 funding
FEMA PA	\$9,778,787	Damage from Hurricane Michael
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match
FRDAP	\$100,000	Applied for (2) grants on 10/15/20. Washington Gym Complex and Dodder Parker Park for exercise equipment, playground Equipt. & Disc Golf. Grants approved 7/21 Waiting on State Approval to Award Bids
FDEP/SRF	\$4,537,600	Application submitted for Construction of Long Ave. Sewer Line and Lift Station. Grant \$3,630,080 and Loan \$907,520 Combo 80/20. Approved, Notice of Award has been issued.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded, waiting on a contract. No Match.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21.
CDBG-DR	\$8,566,469	Police/Fire Station. Application not approved. Re-submitted in Round two of funding on 9/15/21
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
Legislative Approp.	\$150,000	Washington Gym Restrooms. Application not approved.
FDOT/SCOP	TBD	Niles Rd. from Garrison to Long Ave Re-surfacing. Application submitted.
Historic Resources/Hurricane Michael	\$83,000	Washington Gym. Submitted by UF, ranked #10
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. Approved with no match
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Potential Match for New Government Complex
FDEO	\$943,222.50	Commercial District Waterline Replacement. Grant Application is due January 2022.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21
FDEP Water Protection Funds	\$1,834,401.60	Pipe Replacement under the 10 th Street Park. Grant Application submitted 7/15/21. Was not approved.

CDBG- DR Phase II	\$6,654,566	Road & Stormwater Repairs. Application submitted 9/15/21
FDEP	\$230,000	Resilient Florida (Study of PSJ). Submitted 8/30/21
FRDAP	\$150,000	Core Park Splash Pad, 25% City Match. Submitted 10/14/21. Was not approved.
Legislative Appropriation	\$500,000	Core Park Splash Pad, Rest Room, & Stage. Application submitted 10/25/21 to Representative Shoaf

****\$23,879,572 in approved grants as of 11/16/21 highlighted in green****