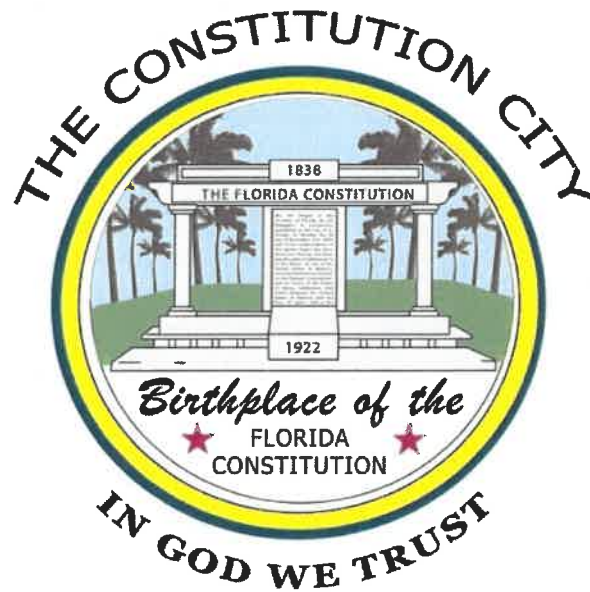


September 20, 2022
Regular Meeting
12:00 Noon



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 September 20, 2022

Call to Order

Consent Agenda

Minutes

- **Workshop Meeting 8/16/22** **Pages 4**
- **Regular Meeting 8/16/22** **Pages 5-12**
- **Special Meeting 8/23/22** **Page 13**
- **Workshop Meeting 8/23/22** **Page 14**
- **Joint City/County Workshop Meeting 8/25/22** **Pages 15-16**
- **Special Meeting 9/13/22** **Pages 17-18**

City Engineer

- **Long Ave. Water/Sewer/Paving**
- **Ave. C, D, & Dr. Joe Parking lot Paving- Out for Bid**
- **First Street Paving**
 - **Funding Shortage From FDOT** **Page 19**
- **Downtown Utility Improvements**
- **Beacon Hill Sewer Design**
- **Sewer Plant Improvements**

City Attorney

- **ESAD Sewer MOU Update, Joint City/County Workshop 9/21 at 5:00**
- **Resolution 2022-12 Dumping Fees Price Change** **Pages 20-22**

Old Business

- **City Projects** **Page 23**

New Business

- **Boat Dockage at Clifford Sims Park** **Page 24**
- **Government Complex Property- Comm. Hoffman** **Page 25**
- **Exercise Equipment Covered Shelters** **Page 26**

Public Works

- **RFP 2022-11 Control Panels** **Pages 27-28**
- **CDBG-DR Engineering Task Order #1** **Pages 29-33**

Surface Water Plant

- **RFP 2022-12 Membrane Caustic Soda 50% Grade** **Page 34**

- **RFP 2022-13 Allied Universal Corp.**
- **RFP 2022-14 Liquid Ferric Sulfate**

Page 35

Page 36

Wastewater Plant

- **Update**

Finance Director

- **FEMA- Update**
- **2022/23 Budget Hearing 9/27 at 5:01 P.M.**

Code Enforcement

- **Update**

Police Department

- **Dispatching Contract 2022/2023**

Pages 37-43

City Clerk

- **The Wave Learning Center Request**
- **Grants Update**

Page 44

Pages 45-46

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE FY 2022 - 2023 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT 2775 GARRISON AVENUE, August 16, 2022, AT 11:00 A.M.

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, Financial Director Mike Lacour, Police Chief Jake Richards, Public Works Director John Grantland, Surface Water Treatment Plant Superintendent Larry McClamma, and Wastewater Treatment Plant Superintendent Kevin Pettis were also present. Commissioner Lowry was absent and Commissioner Langston joined the meeting at 11:12 A.M.

The purpose of the Workshop was to review the FY 2022 – 2023 Budget.

Mr. Anderson provided the Commissioners with a revised Budget from the previous Workshop.

Finance Director, Mike Lacour, reviewed budget issues. Discussions were held on various items in the budget.

The rates for Liability Insurance, Property Insurance, and Workers Comp have not been determined as of today. Mr. Van Lierop is working on this and will let the City know what the rates will be as soon as he receives them.

The next Budget Workshop will be held in the City Commission Meeting Room at Ward Ridge on Tuesday, August 23, 2022, at 12 Noon.

Mayor Buzzett adjourned the meeting at 11:55 A.M.

Approved this _____ day of _____ 2022.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, August 16, 2022, at Noon.**

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

CONSENT AGENDA

Request for Port St. Joe Skate Park –

Mayor Buzzett asked that the Commission hear a request from Port St. Joe High School students for a skate park. Ayden Sapp was the spokesperson for the group. Other individuals encouraging the Commission to consider the request were James Watkins, Tyler Matney, Sissy Godwin, and Cleveland Acree. Letters of support were provided from Jerome Williams and Andrew White.

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of August 2, 2022, and also the Workshop Meeting on August 2, 2022. All in favor; Motion carried 5-0.

Planning Board Recommendations

Final Plat Approval – The Cove at Palmetto Bluff

The Planning, Development, and Review Board gave a favorable recommendation, with contingencies as listed in the letter from Developer Ralph Rish, for this project.

Commissioner Lowry stated that he would be abstaining from the vote as he has a business relationship with Mr. Rish. Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers as completed by Commissioner Lowry is attached. A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve the Final Plat when the contingencies outlined in the letter from Ralph Rish are met. See attached (Ex. A). All in Favor; Motion passed 4-0 with Commissioner Lowry abstaining.

Workforce Housing Update – Michael Snodgrass, Oikos Development

Michael Stodgrass, Dr. Jeff Sharky, and Randy Butler of Oikos Development updated the Commission on the current project. The access road is a matter of concern and asked for the City's help to negotiate with Duke Energy and Genesis Wyoming.

City Engineer – Josh Baxley

Long Avenue Water and First Street Lift Station

The project is under construction and Dewberry is working on final items including lateral lining and water main tie-ins.

Long Avenue Paving – The stormwater model will be complete this week and the advertisement will be prepared next week.

Avenues C, D, and Dr. Joe Parking Lot Paving Bid Specs

A 90% completion plan set will be provided to the city for review next week by Dewberry.

First Street Paving

Dewberry is waiting on performance and payment bonds from the contractor.

Downtown Utility Improvements

The plan review, FDOT Permit Application, facilities plan review, cost estimate and specifications package are being addressed by Dewberry.

Beacon Hill Sewer Design

This project is in design.

Consumptive Use Permit – Task Order

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to approve the Task Order with Dewberry in the amount of \$10,000. All in favor; Motion carried 5-0.

City Attorney –

ESAD Sewer, Memorandum of Understanding Update

The engineers report has been sent to ESAD and the County. The Beacon Hill Sewer System needs to be up and running before the ESAD System is on line.

Resolution 2022-08 Madison Street SCOP

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve Resolution 2022-08 Madison Street SCOP Grant. All in favor; Motion carried 5-0. The work will be from the Intersections of Madison Street and Garrison Avenue to Long Avenue.

Resolution 2022-09 Highway 98 Beautification Grant Application

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve Resolution 2022-09 Highway 98 Beautification Grant. All in favor; Motion carried 5-0.

Special Master Contract

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve the request from Code Enforcement Hearing Officer Special Master Mel Magidson, Jr., for a pay compensation increase from \$150.00 per hour to \$175.00 per hour for a two-year period effective August 16, 2022. All in favor; Motion carried 5-0.

Old Business

City Projects

Mr. Anderson shared that the covered walkway at the Washington Gym is wrapping up and looks very good.

Commissioner Langston noted the need for upgrading the restroom at the WIG Building and stated that Commissioner Quinn has offered his assistance with the project. Commissioner Langston, John Grantland, and Eddie Fields are to visit the site to see what upgrades need to be made.

Joint City / County Workshop August 25, 2022, at 5:00 P.M.

Mr. Anderson reminded everyone of the Sports Complex Workshop to be held next Thursday, August 25, 2022, at 5 P.M. in the City Commission Chamber.

New Business –

Sewer Connection Statute

A Motion was made by Commissioner Langton, second by Commissioner Ashbrook, to adhere to FS 381.00655 requiring the connection to an available publicly owned sewer system within 365 days after written notification by the owner of the availability of the service. A maximum of three years is allowed for completion of the hookup. All in favor; Motion carried 5-0.

RFQ 2022-02 Environmental Review Services CDBG-DR

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve RFQ 2022-02 Environmental Review Services CDBG-DR in the amount of \$35,000 with Fred Fox Enterprises. All in favor; Motion carried 5-0.

RFQ 2022-03 CEI Services, First Street Resurfacing

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve RFQ 2022-03 CEI Services, First Street Resurfacing with SEC. All in favor; Motion carried 5-0.

Safe Routes to School Grant Application

After discussion of possible routes for the walk, this was Tabled to allow for more information to be obtained.

Purchase of Vehicles on State Contract for 2022-2023 Budget Year, Letter of Intent to Purchase:

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to provide the Letter of Intent to Purchase 8 vehicles for the 2022-2023 Budget Year, and contingent upon statutory requirements, to provide a surplus police department vehicle to the Gulf County Senior Citizens once a new vehicle is received for the police department. All in favor; Motion carried 5-0.

Public Works – John Grantland

Mr. Grantland did not have any updates for the Commission.

Surface Water Plant – Larry McClamma

Mr. McClamma shared that the Tenth Street Water Tank was cleaned yesterday and the Shark Tank would be cleaned next week.

Wastewater Plant – Kevin Pettis

Mr. Pettis noted there is 6" of free board in the pond, staff is discharging water to the spray fields around the clock, and the backwash pump is in need of repair.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour shared that Clifford Sims Park is currently in Step 5 of 8 and he has requested the state push the project to FEMA.

2022-23 Budget Update

Mr. Lacour reminded the Commission of the Budget Workshop on Tuesday, August 23, 2022, at 12 Noon.

Code Enforcement –

Mr. Anderson shared that he and the Code Enforcement Officers made a drive through of town this week and noted the campers, substandard structures, and unsightly grass. He also shared that a number of hearings are scheduled for unacceptable locations.

Police Department – Chief Richards

Chief Richards reported that the first day of Scallop Season was uneventful as the weather was bad and there were very few scallopers. He shared that traffic is being rerouted during Scallop Season, a Police Officer is on duty the first two days of the season and will be on sight each Friday and Saturday.

Chief Richards reminded everyone that school had started and asked drivers to slow down and be cautious of students.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted that City Staff continues to work with our grant writers providing needed documents for applications.

She also shared that the Lighthouse is closed as of August 15, 2022, for repairs and painting. The closing should last for approximately 90 days.

Citizens to be Heard –

Chester Davis stated that the Brownfield meeting was very successful with the eye on North Port St. Joe. He also suggested the Safe Routes to School Grant consider crossing railroad property at the end of Garrison Avenue, and shared that funds are on the way for their projects. Mr. Davis asked about the letter concerning funding for the PSJRA and was told there needs to be a meeting of the PSJRA.

Discussion Items by Commissioners

Commissioner Langston thanked Chief Richards and John Grantland for the crosswalk lights.

Commissioner Ashbrook mentioned the email he received from a citizens wanting to lease property at the marina. *Commissioner Hoffman* reminded him that the Commission had agreed they would not be adding any more rental space on the City owned bulkhead.

Commissioner Lowry asked about a drainage issue on Marvin Avenue and Mr. Grantland state that it had been taken care of.

Commissioner Hoffman would like to see the feasibility of revitalizing the 9-hole golf course on 16th Street. He suggested that after new hires are made, they could be responsible for keeping the grass mowed and take care of the flags marking each hole.

Mayor Buzzett shared that the next meeting would be on Tuesday, September 6, 2022, and suggested that the meeting be cancelled since it is the day after Labor Day.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to cancel the meeting schedule for September 6, 2022. All in favor; Motion carried 5-0.

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:35 P.M.

Approved this _____ day of _____ 2022.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Lowry Brett Charles		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners
MAILING ADDRESS 134 Gulf Coast Circle		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY Port St. Joe, FL	COUNTY Gulf	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED 08/16/2022		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brett C. Lowery, hereby disclose that on Aug 16th, 2022:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☒ inured to the special gain or loss of my business associate, Ralph Rish;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I have a business relationship with Mr. Rish, Developer.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

8/16/22

Signature

[Signature]

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Date: July 27, 2022

To: City of Port St. Joe
Jim Anderson

From: Ralph Rish

Re: The Cove at Palmetto Bluff

Dear Mr. Anderson,

It is our understanding that the planning board needs some clarification in regards to the final plat submitted for the Cove at Palmetto Bluff Subdivision and what we are asking for as conditional approvals. Please see the clarifications below.

1. The Homeowner Association (HOA) and Covenants and Restrictions have been completed and are attached with this letter.
2. The FDEP Permits for Water and Sewer apply to the full completion of both the Cove and the Retreat phases of the Palmetto Bluff Subdivision. Partial clearances for the Cove portion shall be completed as described in items 3 through 5 below.
3. A partial FDEP clearance for the water system will be requested for the watermain from its tie-in point on long avenue to the 8" gate valve located at the East end of Palmetto Bluff Trail and the watermain running South down Cove Lane. This will cover the service requirements for lots associated with the Cove. We will obtain the partial clearance from FDEP prior to the signing of the final plat.
4. A partial FDEP clearance for the sewer system will be requested for the force main from its beginning point at the cul-de-sac of Cove Lane to its termination point at the lift station serving Sacred Heart Hospital. Excluded from this certification request will be the 2" force main that is to serve lots 49-65, 91-93, and 99-106 in the Retreat Phase. As part of the clearance request the easement running through Sacred Heart's property shall be approved and in place. This partial clearance shall cover all service requirements for the lots associated with the Cove.
5. Proposed upgrades to the Sacred Heart Lift Station shall take place prior to the certification of the Retreat Phase of Palmetto Bluff Subdivision.
6. Due to wet weather, a portion of the stormwater structures have not been installed at this point. Prior to the signing of the plat, these will be installed and approved by the appropriate city staff.
7. The road is proposed to have two (2) 1-inch lifts of asphalt for final completion. Prior to the signing of the plat, one (1) 1-inch lift will be completed. We acknowledge that we will still be responsible for the final lift of asphalt prior to the road dedication to the city.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Ralph Rish
RRish@Dewberry.com
850-227-5137

**MINUTES OF THE SPECIAL MEETING FOR THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT 2775
GARRISON AVENUE, August 23, 2022, AT 11:58 A.M.**

The following were present: Mayor Buzzett, Commissioners Ashbrook, and Hoffman. City Manager Jim Anderson, City Clerk Charlotte Pierce, Financial Director Mike Lacour, Police Chief Jake Richards, Public Works Director John Grantland, Surface Water Treatment Plant Superintendent Larry McClamma, and Wastewater Treatment Plant Superintendent Kevin Pettis were also present. Commissioners Lowry and Langston were absent.

The purpose of the Special Meeting was for consideration of Resolution 2022-10 First Street SCOP Grant Additional Funding.

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to adopt Resolution 2022-10. All in favor; Motion carried 3-0.

Mayor Buzzett adjourned the meeting at 12:05 P.M.

Approved this _____ day of _____ 2022.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

MINUTES OF THE FY 2022 - 2023 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT 2775 GARRISON AVENUE, August 23, 2022, AT 12:00 NOON.

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, Financial Director Mike Lacour, Police Chief Jake Richards, Public Works Director John Grantland, Surface Water Treatment Plant Superintendent Larry McClamma, and Wastewater Treatment Plant Superintendent Kevin Pettis were also present. Commissioner Lowry was absent and Commissioner Langston joined the meeting at 12:07 P.M.

The purpose of the Workshop was to review the FY 2022 – 2023 Budget.

Mr. Anderson provided the Commissioners with a revised Budget from the previous Workshop.

Finance Director, Mike Lacour, reviewed budget issues. Discussions were held on various items in the budget. After a lengthy discussion on salaries, consensus was that all employees would receive an additional \$1.00 per hour increase in their salary and a 6.5% COLA increase for the coming fiscal year.

Mr. Anderson shared an email from Dwight Van Lierop, the City's Insurance Agent, that rates for General Liability, Property, Inland Marine, Auto, Crime, etc., were up 13.3%. The Workers Comp rate is down 6.15%.

Mayor Buzzett adjourned the meeting at 1:40 P.M.

Approved this _____ day of _____ 2022.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE FIELD OF DREAMS WORKSHOP FOR THE JOINT CITY /
COUNTY COMMISSION MEETING OF THE BOARD OF CITY COMMISSIONERS
FOR THE CITY OF PORT ST. JOE FLORIDA AND THE GULF COUNTY BOARD
OF COUNTY COMMISSIONERS HELD IN THE CITY COMMISSION CHAMBERS
August 25, 2022 at 5:00 P.M.**

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, and Langston. City Manager Jim Anderson, City Attorney Clinton McCahill, Chief of Police Jake Richards, and Public Works Director John Grantland were also present. Representing the Gulf County Board of County Commissioners were Chairman Sandy Quinn, Commissioners Phil McCroan, Ward McDaniel, Patrick Ferrell, and County Attorney Jeremy Novak. Other County Staff present were: Leanna Roberts, and County Administrator Michael L. Hammond. City Clerk Charlotte Pierce was absent due to a medical issue. Commissioner Lowry was absent.

The purpose of the meeting was to discuss the Field of Dreams Project.

Call to Order

The meeting was called to order by Mayor Rex Buzzett at 5:00 P.M. He expressed his appreciation for the joint meeting of the Boards and welcomed those present to the meeting.

Chairman Quinn thanked the City for having the meeting, and asked that a date and time be established for the ESAD Sewer Workshop. The date of Wednesday, September 21, 2022, at 5:00 P.M., in the County Commission Chamber was agreed upon by both Commissions.

Mayor Buzzett thanked the County Commissioners for attending and asked them to share their thoughts on the project.

Commissioners McDaniell, McCroan, and Ferrell shared their thoughts with the group. Commissioner McDaniell gave his perspective of the history on the project. Commissioner McCroan noted the efforts that he and Chairman Quinn have given through the years to the project. Commissioner Ferrell expressed his willingness to work to gather.

City Commissioners Hoffman, Langston, and Ashbrook offered their thoughts on the project and willingness to work with the County to accomplish the goal of providing the sports complex for the children of Gulf County.

The following individuals spoke, whether in favor or against the project:

Skate Park enthusiast Ayden Sapp, Rhett Jemison Tristin Connell, Taylor Campbell; Christy McElroy, Josh Dailey, Tim Peterson, and Robert Branch.

Gulf County Attorney Jeremy Novak explained the use and requirements of the 5th cent sales tax and stated that it was up to the County Commissioners as to how it would be spent.

Mayor Buzzett thanked everyone for attending and stated that the City Commission is looking forward to working with the County Commission to provide a quality facility for the children of Gulf County.

There was no further information to be shared and Major Buzzett adjourned the meeting at 6:12 P.M.

Approved this _____ day of _____ 2022.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE SPECIAL MEETING FOR THE FISCAL YEAR 2022 – 2023
BUDGET FOR THE CITY OF PORT ST. JOE; ORDINANCE 599 AD VALOREM
TAX ORDINANCE; 600 2022 - 2023 BUDGET FOR FY 2022 - 2023 WITH THE
BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE,
FLORIDA, HELD IN THE WARD RIDGE BUILDING, September 13, 2022, at
5:01 P.M.**

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

The purpose of the Special Meeting was Ordinance 599 – 2022 / 2023 Ad Valorem Tax Millage Rate Public Hearing, First Reading; Ordinance 600 – 2022 / 2023 Budget Public Hearing, First Reading.

City Attorney –

Ordinance 599 Ad Valorem Property Taxes 2022 – 2023, Public Hearing, First Reading:

Kevin Holden asked if the Millage rate was an increase or decrease. Mayor Buzzett shared that the Millage rate, 3.5914, is the same as it has been for a number of years, and the percentage by which the Millage levied is 16.59% more than the rolled-back rate.

Curtis Brown, representing Barefoot Cottages, asked if the City had considered reducing the Millage rate. Mayor Buzzett responded that the increase in property taxes will bring in more money, inflation is currently at 9%, and the Commission has concentrated on taking care of the employees, infrastructure, and roadways.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to have the First Reading of Ordinance 599. All in favor; Motion carried 3-0.

Attorney McCahill read Ordinance 599 in its entirety.

The Ad Valorem Property Tax Millage Rate for Municipal Purposes to be levied on the taxable property within the City limits of the City of Port St. Joe for the Fiscal Year Beginning October 1, 2022, and ending September 30, 2023, is set at the rate of 3.5914 mills. The percentage by which this millage rate to be levied is more than the rolled-back rate of 3.0803 mills (computed pursuant to Florida law) is 16.59%

Ordinance 600 Budget 2022 – 2023, Public Hearing, First Reading:

No one from the public wished to address the Commission.

Mayor Buzzett complimented City Staff on a job well done allocating the funds and noted the total Budget for FY 2022 – 2023 is \$38,480,962.

Commissioner Lowry stated that he had been out a lot lately, but had a lengthy meeting with City Manager Jim Anderson yesterday and appreciates all the hard work that has been done on the Budget.

Mr. Anderson shared that most municipalities in our area have gone up on their rates. He noted that the City has not had an increase in City Water or Sewer rates, and by contract, garbage collection may go up 3% in January.

Commissioner Hoffman reminded everyone that water supplied by the City of Port St. Joe has passed the state criteria each quarter where the water provide by the County has failed the criteria each quarter and their customers have had to be notified of the situation. He also shared that he feels the City has a solid budget, bringing new employees on is a service to the City, the Commission has held the line on water and sewer rates and noted that all Bay County municipalities have increased their rates. Commissioner Hoffman stated that, in his opinion, the City is way behind in wages for employees, wants to have a more competitive workforce, and thanked the Commissioners and Employees for their support.

Commissioner Lowry noted that water and sewer rates have been held at 3% and he hoped to continue this trend.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to have the First Reading of Ordinance 600. All in favor; Motion carried 3-0.

Attorney McCahill read Ordinance 600 by Title only.

Citizens to be Heard

Kevin Holden questioned why the area of Jones Homestead Road was annexed into the City, stated he did not feel the residents of Jones Homestead Road were receiving sufficient benefits from being in the City, and asked what would be required to de-annex that section from the City.

Chief Richards shared that the voluntary annexation had taken place around the time work was begun on the hospital and long before any of the houses were built.

Mr. Anderson noted that Jones Homestead Road is a County road, the ditches, sidewalks, and 60' Right of Way are all County Property.

Tim Hightower shared about issues with his water filters and encouraged the Commission not to de-annex the Jones Homestead area.

Discussion items by Commissioners

There was no discussion by Commissioners

Motion to Adjourn

Mayor Buzzett adjourned the meeting at 5:25 P.M.

Approved this _____ day of _____ 2022.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Ph54 - application (Des/Const)
Low Bidder - const only

386,214
493,594
(107,380)

SA#1 - Construction only

107,380

NOT ACCCOUNTED FOR

Design Services

CEI estimate

SA2 - funding shortfall

29,708
46,606
76,314

Dawberry
SCE

RESOLUTION NO 2022-12

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY
OF PORT ST. JOE ADOPTING A SCHEDULE OF FEES,
CHARGES AND EXPENSES RELATED TO PROGRAMS AND
FACILITIES PROVIDED BY THE CITY OF PORT ST. JOE,
PROVIDING FOR REPEAL OF ANY RESOLUTION IN
CONFLICT HERewith, AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the City of Port St. Joe, Florida provides numerous facilities and programs for the benefit of the public; and

WHEREAS, these programs and facilities require considerable expenditure of public funds; and

WHEREAS, it is appropriate for the actual users of these facilities and programs to bear a portion of the costs thereof; and

WHEREAS, it is in the best interest of the City Commission and the people of the City of Port St. Joe to adopt a schedule of fees, charges and expenses;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Port St. Joe, Florida as follows:

1. The City Commission hereby adopts the schedule of fees, charges and expenses attached hereto as Exhibit "A" for programs and facilities described therein.
2. Resolutions or other schedule of fees, charges and expenses of any kind associated with City programs and facilities adopted prior to the date hereof is repealed.
3. This Resolution is effective immediately upon passing.

THIS RESOLUTION ADOPTED this ____ day of September, 2022.

CITY COMMISSION OF THE CITY
OF PORT ST. JOE, FLORIDA

BY: _____
Rex Buzzett, Mayor-Commissioner

Attest: _____
Charlotte M. Pierce, Auditor/Clerk

Exhibit A: Recreation Programs and Facility Fee Schedule Updated 9/20/2022

CITY OF PORT ST JOE

RECREATION USER FEES

Program Location/Area	Activity	User Fee 7/19/2022
Facility Fees:		
Public Building Rental (Commercial) Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental (Individuals, Corporations or Businesses)	\$300.00 Security Deposit and \$ 1500.00 (+ tax) per day user fee Seasonal \$50 (+ tax) per day utility fee, May-September
Public Building Rental (Non-Commercial) Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental (Individuals and Groups)	\$300.00 Security Deposit and \$400.00 (+ tax) per day user fee, Seasonal \$50 (+ tax) per day utility fee, May-September
Public Building Rental (Civic/Non Profit) Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental	\$100.00 (+ tax) per day user fee, Seasonal \$50 (+ tax) per day utility fee, May-September
STAC House Building Rental (Non-Commercial)	Facility Rental (Birthday Parties)	\$200.00 Security Deposit and \$100.00 per day (+ tax) user fee
Event Park Rental	Park Rental	\$200.00 Security Deposit and \$100 up to \$1,000 (+ Tax) per day user fee
Pavilion Rental	Pavilion Rental	No Fee-First Come-First Serve
Frank Pate Park \$100	Boat Launch Fee	City Property Owner- No Fee County Property Owner-No Fee Out of County- \$20 per Day Out of County Annual Pass-
Administrative Fees:		
Code Enforcement	Special Pick Up Admin. Fee	\$25.00 per pick up,
Administrative	Lien Search Fee	\$25.00 per search,
Waste Water (In City Haulers)	Dumping Fee	\$55.00 per 1,000 gallons, truck capacity

<p>Waste Water (Out of City Haulers)</p> <p>**Standard working hours are 7am-3pm M-F and Sat. 7am-9am. All waste haulers are subject to an additional \$50 fee after hours between 3pm-5pm M-F. \$150 additional fee between the hours of 5pm-7am M-F and after 9 am on Saturday and all day on Sunday.**</p>	<p>Dumping Fee</p>	<p>\$100.00 per 1,000 gallons, truck capacity</p>
--	--------------------	--

Current City Projects 9/20/22

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board
- Clifford Sims Park Repairs- The Bids have been sent to FEMA/FDEM for approval
- Maddox Park Gazebo- Bid Awarded, Under Construction.
- Centennial Bldg. Rehab- Bids to be opened on 8/12/22, received one high bid.
- Lighthouse Complex Rehab- Bids to be opened on 8/12/22. No Bids received.
- Lighthouse Painting- Bid Awarded Razerback- Under Construction
- Core Park Stage, Splash Pad, & Restroom- Was not Approved
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, working on Task Orders.
- City Hall Complex- Working on USDA Grant/Loan Docs
- Community Garden- Lease Agreement signed
- First Street Paving from First Street to Hwy 71 SCOP- Contract signed with Pigottt
- Long Ave Water/Sewer- Under Construction
- Long Ave. Paving- Working on Bid Specs
- Ave. C, D, & Dr. Joe Parking Lot Paving- Working on Bid Specs
- Dooder Parker Park- Outdoor Exercise Equipment & Disc Golf Improvements- Complete
- Washington Gym Complex- Outdoor Exercise Equipment & Disc Golf Course- Complete
- Haven Road & Sea Grass Circle Sewer- Materials have been ordered
- New Boat Ramp Access Road- Tabled
- Washington Gym Sidewalk Cover- Complete
- Beacon Hill Sewer- Task order signed for design by Dewberry 2/22, Working on an interlocal agreement for the Lift Station location & ESAD Sewer Purchase

VIA EMAIL

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

Re: Port St. Joe Marina, LLC ("Joe") License Agreement to City of Port St. Joe ("City")

Dear Mr. Anderson,

In the summer of 2019, Joe granted a license agreement to the City for the use of certain submerged lands by commercial fishing charter boats. This was done to support local tourism and allow commercial charter boats to continue to operate while the adjacent marina was rebuilt after Hurricane Michael. This license expired December 31, 2020.

We are excited to share that the rebuild of the marina is nearing completion and will soon be open to the boating community. As such, we respectfully request you to promptly advise the vessel owners using the land subject to the expired license agreement to remove their vessels.

Thank you in advance for your assistance. Should you have any questions, please let us know.

Sincerely,

Port St. Joe Marina, LLC



Patrick Murphy, President

8/25/22

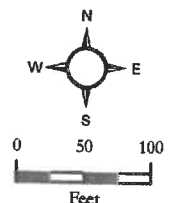


FDEP Covenant Coverage Area

City of Port St Joe: 5.21± Acres
 FDEP Covenant: 2.05± Acres
 No FDEP Covenant: 3.16± Acres

1. Groundwater cannot be used, drilling and wells prohibited
 2. Dewatering activities must be approved by DEP
 3. Stormwater features subject to DEP approval
 4. Certain removed soils must be disposed of in accordance with Chapter 62-785, F.A.C.
 5. Certain uses prohibited (e.g. parks, households, elementary/secondary schools, etc.)
- No listed prohibition for police, fire, emergency management, municipal buildings, etc.)

Refer to Declaration of Restrictive Covenants recorded at OR BOOK 584 PAGE 591 for complete information





Tool Time Buildings
3822 A East 15th Street
Panama City, FL 32404
Phone: 850-763-0065
Fax: 850-763-0097

Pole Barns

08/12/2022

Company Representative

Jordan Mackie
Phone: (850) 730-7630
jordan.tooltime@gmail.com

2- 21x31x12 Pole Barn covers over concrete slab. Using 6x6 poles with 2x6 roof purlins, and standard steel trusses.
Roof to be 29ga Galvalume Tuff rib roof system.

John Grantland
City Of Port St. Joe
305 Cecil G. Costin Sr. Boulevard
Port St. Joe, FL 32456
(850) 527-2221

Job: John Grantland

Pole Barns Section

Pole Barn

Construction Labor

Materials from Inventory

TOTAL

\$20,832.00

Starting at \$314/month with  **Acorn** • **APPLY**

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date

RFP # 2022-11
Lift Station Control Panels
Stone Drive
August 26, 2022 – 3:05 P.M.
City Commission Conference Room

[illegible]

BID SPECIFICATIONS:

This bid is for the purchase and installation of two (2) control panels as shown in the attached control panel specifications for Heron Walk and Stone Drive Lift Stations.

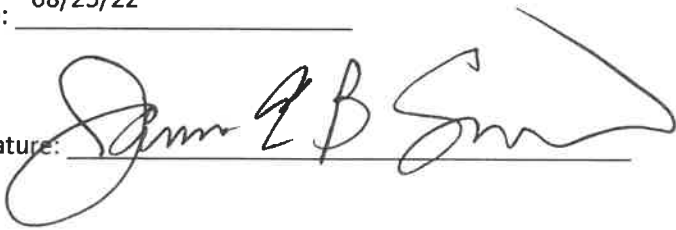
Bid Form:

Station Site	Control Panel	Installation	Total
Heron Walk	\$132,480.00	\$15,260.00	\$147,740.00
Stone Drive	\$ 49,486.00	\$12,320.00	\$ 61,806.00
Totals	\$181,966.00	\$27,580.00	\$209,546.00

Bid Provided by: Butch Branton for Pump & Process Equipment, Inc.

Date: 08/25/22

Signature: _____



August 31, 2022

**Mr. Jim Anderson
City Manager
City of Port St. Joe
City Hall
Post Office Box 278
Port St. Joe, Florida 32457**

Sent via email to: janderson@psj.fl.gov

**RE: CDBG-DR Sewer Collection and Transmission System Rehabilitation
Phase 1: Highest Priority Area – Wastewater Video Inspection and Analysis
Anchor Project No. 1680.001**

Dear Mr. Grantland:

The City of Port St. Joe (City) has received federal funding from the Department of Economic Opportunity (DEO) Community Development Block Grant – Disaster Recovery Program (CDBG-DR) and Hazard Mitigation Grant Program (HMGP) to rehabilitate many areas throughout Port St. Joe that were heavily damaged during 2018's Hurricane Michael.

The City has contracted with Anchor Consulting Engineering and Inspection, Inc. (Anchor) to professionally provide engineering and related services for these grant-funded projects.

Through conversations with the City, Anchor understands that the City's sewer collection and transmission system was heavily damaged as a result of Hurricane Michael. In order to determine the degree of damage sustained on the sewer collection and transmission system during Hurricane Michael, the City has requested assistance in procuring a professional firm to video inspect the sewer collection system within the City's eight wastewater basins.

The City has indicated a desire to split the project into phases to ensure the most efficient use of funds. This proposal reflects the requested phased approach which will include the following steps:

1. Prioritizing the sewer collection system within the project area as defined in the CDBG-DR application.
2. Dividing the CDBG-DR project area into two sections – Highest Priority and 2nd Highest Priority areas.
3. Complete a video inspection and analysis of the Highest Priority area of gravity sewer and sewer laterals.

4. Inspect and measure the manholes within the Highest Priority area.
5. Complete a map of proposed gravity sewer improvements (manholes, mains and laterals) based on the findings indicated by the video inspection and analysis.
6. Provide a cost estimate of those improvements.

This cost estimate and concept design will be reviewed with the City. The City will then decide if additional video inspection is needed or if the project is ready to proceed to the final design and bidding phases.

PHASE I: HIGHEST PRIORITY AREA - WASTEWATER VIDEO INSPECTION SERVICES SCOPE OF SERVICES

Task A. Data Collection and Preliminary Site Visit

Anchor will provide the following preliminary services:

- Schedule and attend a pre-video inspection meeting/virtual meeting with the City staff to discuss expectations and requirements for the bid project. This may also include representatives from DEO.
- Collect City-data related for locations of existing system.
- Conduct on-site inspections for existing site conditions.
- Coordinate with City staff to identify the Highest Priority Area boundaries and scope of services

Task B. Manhole Inspection and Report

Anchor shall visually inspect approximately half of the estimated 133 manholes (65 manholes) located within the project area with the assistance of the City of Port St. Joe personnel. For each manhole that is able to be opened, Anchor will document the condition, obtain the approximate depth, and gather other available information relevant to the condition and repair of the manhole. The data will be collected and presented in a report that will include maps and tables to assist with the design phase of the project. The report will further contain recommendations for repairs and replacements.

Task C. Contract Documents, Bidding and Procurement

Anchor shall assist the City in preparing bid documents, contract documents, technical specifications as needed, and plans/location map for video inspecting the City's sewer collection system within the project area as shown on **Exhibit A**. In coordination with City staff, the scope of work may include lateral inspection in some or all areas.

Anchor will assist the City in advertising (if needed) the project, respond to requests for information (RFIs) from prospective bidders, and issue any addenda deemed relative to the project. In addition, Anchor will conduct the Bid Opening at the City to receive and read aloud all bids, analyze bids to determine the apparent lowest responsive bidder, and provide a recommendation of award to the City. Upon acceptance of the award, Anchor will prepare all contracts between the City and the Awarded Contractor(s) as well as prepare the Conformed Set of Contract Documents and Plans for the City and Awarded Contractor.

Task D. Project Management

Anchor will coordinate with the selected video inspection contractor throughout this project. The fee for this task covers the time for Anchor to answer the Contractor's requests for information, coordinate the resolution of any issues that arise and to monitor their progress, evaluate and process pay requests and any potential change orders, as needed.

Task E. Concept Design

Anchor will conduct a comprehensive evaluation of all of the data collected within the High Priority Area and compile it into one final report to include an overall concept design proposal for that area. The concept design will consist of an overall map or series of maps that indicate the deficient collection areas as well as the proposed remedy. The concept design will not be in sufficient detail to construct the improvements but will indicate the repair or replacement of the deficient segments and laterals, where inspected.

A cost estimate for the High Priority area will be generated and evaluated and presented with the report.

PROFESSIONAL SERVICES FEE/COMPENSATION

Anchor will complete the above-referenced services for a not-to-exceed fee of **\$43,570.00**.

Task A. Data Collection and Preliminary Site Visit	\$3,650.00
Task B. Manhole Inspection and Report	\$14,140.00
Task C. Contract Documents, Bidding and Procurement	\$4,720.00
Task D. Project Management	\$1,670.00
Task E. Concept Design	\$19,390.00
Total	\$43,570.00

EXCLUSIONS

The following tasks are not included in this proposal:

- Any services associated with the 2nd Priority Area
- Sewer Collection and Transmission System Capacity Analysis/Report
- Sewer Collection and Transmission System Construction Documents
- ROW or easement dedication or vacation
- Permitting Application Fees, if any (application, permit, service, etc.)
- Environmental Services
- Geotechnical Services
- Lift Station Evaluation

August 31, 2022

**CDBG-DR Sewer Collection and Transmission System Rehabilitation
Phase 1: Highest Priority Area – Wastewater Video Inspection and Analysis
Professional Procurement Services**

To execute this proposal, please sign the attached Task Order and Notice to Proceed (Attachment A).

Anchor Consulting Engineering and Inspection, Inc.



**Elizabeth S. Moore, P.E.
President**

EM/mor

Attachments

COPY: Ms. Brittany Trumbull, P.E., Vice President Anchor (emoore@anchorcei.com)
Ms. Mandy O'Regan, Planning Tech, Anchor (moregan@anchorcei.com)

ATTACHMENT A

**COMBINED TASK ORDER
AND NOTICE TO PROCEED**

TASK ORDER NO. 1680.001

Reference is made to that certain **AGREEMENT FOR PROFESSIONAL SERVICES** between the **CITY OF PORT ST. JOE** and **ANCHOR CONSULTING ENGINEERING AND INSPECTION, INC.** (Consultant) dated **JULY 25, 2022** (the "Agreement"), the terms, conditions and definitions of which are incorporated herein as if set forth in full.

Pursuant to the Agreement, Consultant agrees to perform the specific tasks set forth upon incorporated proposal letter dated **August 31, 2022** relating to the **CDBG-DR Sewer Collection and Transmission System Rehabilitation, Phase 1 – Highest Priority Area** project.

Consultant's total compensation shall be a not to exceed amount of **\$43,570.00**

Work shall begin immediately upon signed Task Order.

There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

Upon execution of this task order by both Consultant and the City of Port St. Joe, Consultant is directed to proceed.

Parties have caused these presents to be executed in their names on the date shown.

ANCHOR CONSULTING ENGINEERING AND INSPECTION, INC.



Elizabeth S. Moore, P.E.
President

8/31/2022

Date

CITY OF PORT ST. JOE

Jim Anderson
City Manager

Date

RFP # 2022-12
Membrane Caustic Soda 50% Grade
September 9, 2022 – 3:05 P.M.
City Commission Conference Room

[illegible]

RFP # 2022-13
Sodium Hypochlorite
September 9, 2022 – 3:05 P.M.
City Commission Conference Room

[illegible]

Last Year
\$1,369
991

RFP # 2022-14
Liquid Ferric Sulfate
September 9, 2022 – 3:05 P.M.
City Commission Conference Room

[illegible]



Gulf County Sheriff's Office

Sheriff Mike Harrison

418 Cecil G Costin Sr Blvd • Port St. Joe, Florida 32456 • www.gulfsheriff.com
850-227-1115 • 850-639-5717 • Fax 850-227-2097

August 30, 2022

City of Port St. Joe
Mayor Rex Buzzett
PO Box 278
Port St. Joe, FL 32457

Mayor Buzzett,

Please find enclosed two (2) copies of the contract as agreed upon for Dispatching Services for the fiscal year 2022-2023. Please sign both copies, return one copy to the Sheriff's Office for our records and keep the other for your records.

Thank you for your attention to this matter.

Sincerely,

Mike Harrison

Mike Harrison
Sheriff

AGREEMENT FOR DISPATCHING SERVICES

This **AGREEMENT** is entered into by and between the City of Port St. Joe, a municipal corporation existing under the laws of the State of Florida (referred to as “Port St. Joe”), and Mike Harrison, as Sheriff of Gulf County, Florida (referred to as “the Sheriff”).

WHEREAS, the Sheriff maintains round-the-clock police services; and

WHEREAS, the Sheriff and the Police Department would realize a more cost effective dispatching service by sharing resources; and

WHEREAS, the Sheriff is willing to provide dispatching services to the Port St. Joe Police Department if the City of Port St. Joe reimburses the Sheriff’s applicable costs;

NOW, THEREFORE, the parties hereby agree as follows:

A. SERVICES TO BE PROVIDED BY THE SHERIFF

The Sheriff agrees to:

1. Provide all police dispatching services required within the corporate limits of Port St. Joe. Calls for such services are to be directed to telephone numbers to be provided to the Sheriff by Port St. Joe, in addition to the 911 calls, and the Sheriff will dispatch Port St. Joe Police units in response to such calls at all times.
2. Provide necessary instruction and training in proper radio use of communications to be established.
3. Maintain a numbered zone or other appropriate means of identification for calls within the City of Port St. Joe.

4. Keep adequate records, including assignment of appropriate case/event numbers, in regards to the handling of calls from the City of Port St. Joe and be responsible for all audits by FDLE.
5. Agree to provide access to Port St. Joe 24 hours a day, 7 days a week to information contained in the Florida Crime Information Center System (FCIC), National Crime Information Center System (NCIC), National Law Enforcement Telecommunications System (NLETS), other state and national criminal justice information systems, motor vehicle registry, driver license registry, boat registry, and administrative information systems as required to perform their law enforcement functions.

B. PORT ST. JOE'S RIGHTS AND RESPONSIBILITIES

The City of Port St. Joe agrees to:

1. Observe the instructions and procedures to be provided by the Sheriff for the use of radios and for coordination of dispatching efforts under this Agreement.
2. Provide adequate radio equipment compatible with radio equipment utilized by the Sheriff for use of the Port St. Joe police units.
3. In situations where the Port St. Joe Chief of Police or another responsible officer needs to dispatch police units, the Sheriff's dispatcher is to be notified as soon as possible as to the nature of the call involved and the location to which a Port St. Joe unit has been dispatched.

4. Supply the Sheriff's Dispatchers with a list of persons who are authorized to direct the dispatching of police units for Port St. Joe City business.
5. If Port St. Joe continues to maintain a telephone number that can be reached during the day for police-related calls, Port St. Joe will make arrangements for calls to this number to be referred to Sheriff's dispatching 24 hours a day.
6. Comply with all terms of the Memorandum of Agreement, including attachments thereto, between the Sheriff and the Port St. Joe Chief of Police. Said agreement is attached hereto and incorporated herein by reference.

C. MUTUAL COOPERATION AND INDEMNIFICATION

1. The Sheriff agrees to dispatch the Sheriff's units into Port St. Joe when:
 - a. A felony-in-progress or life-threatening situation is reported, and
 - b. A unit of Port St. Joe Police Department is unable to respond.Sheriff units that have been dispatched will do what is necessary upon arriving on the scene to assume control of the situation until a unit of the Port St. Joe Police Department arrives and is able to assume control.
2. Units of the Port St. Joe Police Department may be dispatched into areas outside of Port St. Joe, when necessary, to assist a Sheriff's deputy or as otherwise permitted pursuant to the mutual aid agreement in effect between the parties, and for routine calls.

3. The Sheriff and Port St. Joe do not assume any liability for the acts, omissions, or negligence of the other. To the extent permitted by Section 768.28, F.S., each shall indemnify and hold the other harmless from all claims, damages, losses and expenses arising out of or resulting from the performance of their respective operations under this Agreement.

D. TERM OF AGREEMENT

1. The term of this Agreement shall run from October 1, 2022, through September 30, 2023. Either party may terminate this Agreement of convenience by providing written notification at least sixty (60) days in advance to the other party. In the event of such a termination, payment will be made on a pro rata basis to the date of termination.

E. COMPENSATION

1. The City of Port St. Joe shall pay annually dispatching service fees to the Sheriff of Gulf County based on mutually agreed costs. During the term of this Agreement, the cost to the City of Port St. Joe will be \$80,000.00. The City of Port St. Joe shall pay salaries and benefits from October 1, 2022, through September 30, 2023 in October of 2022.
2. The Sheriff and City Commission will annually review the projected dispatch costs.
3. The Sheriff and Port St. Joe do not assume any liability for the acts omissions, or negligence of the other. To the extent permitted by Sections 768.28, F.S., each shall indemnify and hold the other

harmless from all claims, damages, losses and expenses arising out of or resulting from the performance of their respective operations under this Agreement.

F. MISCELLANEOUS PROVISIONS

1. If Port St. Joe or the Sheriff has any questions or complaints regarding matters covered under this Agreement, these shall be forwarded to either the Sheriff or the Chief of Police of Port St. Joe, as appropriate. If a satisfactory explanation is not provided to Port St. Joe regarding the particular question or complaint within five (5) working days, the Board of City Commissioners may then authorize a written communication to be sent to the Sheriff regarding such question. The Sheriff agrees to respond to such communications within a reasonable time, depending upon the seriousness of the question or problem involved.
2. All amendments to this Agreement shall be in writing and signed by all parties.
3. This written agreement supersedes all previous.


AGREEMENT

In accordance with policy established by Federal and State authorities for the FCIC/NCIC systems, the Port St. Joe Police Department, hereinafter referred to as "**Owner of the Record**," and the Sheriff's Office of Gulf County, Florida, hereinafter referred to as "**Holder of the Record**" enter into this Agreement, effective October 1, 2022 with both parties agreeing as follows:

1. The **Holder of the Record** shall be responsible for entering records into the FCIC/NCIC automated system during those shifts that it dispatches for Port St. Joe PD.
2. The **Holder of the Record** shall be responsible for updating all records maintained in the FCIC/NCIC automated system if updates become available while dispatching for Port St. Joe PD.
3. The **Holder of the Record** shall be responsible for confirming a hit on a record.
4. The **Owner of the Record** shall immediately notify the **Holder of the Record** when any record referred to in the Memorandum of Understanding is to be canceled or modified in accordance with applicable NCIC and FCIC standards and requirements.
5. The **Owner of the Record** shall provide complete and accurate supporting documentation to the **Holder of the Record** prior to initial record entries being made.
6. Both parties shall adhere to applicable FCIC and NCIC standards and requirements.

SHERIFF'S OFFICE OF
GULF COUNTY, FLORIDA

PORT ST. JOE POLICE DEPARTMENT
PORT ST. JOE, FLORIDA


Mike Harrison
Sheriff of Gulf County, Florida

Rex Buzzett
Mayor

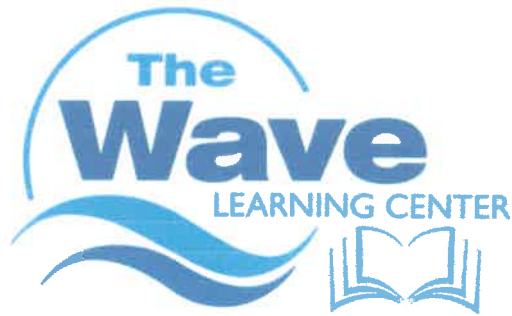
Date: 8-30-22

Date: _____

Jae Glass
The Wave Learning Center, Inc.
PO Box 1149
Port St. Joe, Florida 32456

August 31, 2022

Port St. Joe City Commissioners
% Charlotte Pierce



The Wave Learning Center is a 501c3, non-profit organization that was founded in Spring 2021. We have organized a summer camp for the kids of Port St. Joe for the past two summers. Our organization was created and designed to help meet the educational needs of families in our community through summer enrichment programs, and we have seen major benefits from our program so far.

The Wave has since identified another educational need: homeschool groups for families that are choosing to educate at home but desire social and extracurricular activities with other like-families. Currently, thirty families from PSJ have shown significant interest in a consistent meeting space and time.

Port St. Joe's homeschooling population is growing, and there is a dire need for a meeting place for these families. We seek a building for regular/weekly gatherings to include guest speakers, collaborative projects, indoor/outdoor play time, and other group study activities.

I am writing to you today to ask for permission for The Wave Learning Center's Homeschool Group to meet at Port St. Joe STAC House at 610 Eighth Street one day a week, beginning in October. Ideally, Fridays are the best meeting days for our group, but we are flexible if need be.

It is required that all children have a parent on site to support and lead learning activities at each of our meetings. An adequate (plus some) amount of adults are always present to monitor our kids at all times. Safety is always a top priority and would remain so as we transition into a building.

Should you have any questions, please feel free to reach out to me as my contact information is provided below. Our group is looking forward to hearing from you!

A handwritten signature in blue ink that reads "Jae Glass".

Jae Glass
Director, The Wave Learning Center
TheWaveLearningCenter.com
jae@thewavelearningcenter.com
870.532.3660

Grants Updated- 9/20/22

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 Equipmt. & 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 out for Bids to be opened on 8/12/22
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. Application not approved.
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
FDOT/SCOP	TBD	Niles Rd. from Garrison to Long Ave Re-surfacing. Approved, waiting on Grant Agreement.
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. Bids to be opened on 8/12/22.
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. 50% disbursement received.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Application submitted 1/2022. Grant Approved 4/8/22.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. Dewberry is working on the Design.
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. Application not approved.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF Approved, waiting on Grant Agreement
FRDAP	\$150,000	Core Park Splash Pad, 25% City Match. Submitted 10/14/21. Was not approved.
FDEP	\$145,000	Wastewater Treatment Plant Feasibility Study, submitted 8/22.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year.
Legislative Request Rep. Shoaf	\$500,000 \$2,000,000	Core Park Stage Field of Dreams, both submitted on 7/8/22