

**May 7, 2024
Regular Meeting
12:00 Noon**

**City Commission Chambers
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
Steve Kerigan, 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

May 7, 2024

Call to Order

Consent Agenda

Minutes

- Regular Meeting 4/16/24
- Emergency Meeting 4/26/24

Pages 1-4

Pages 5

Planning Board Recommendations

- Ordinance 609 Butler Bay Road PUD
 - 2nd Reading & Adoption

Pages 6-12

City Engineer

- City Complex- Task Order

Pages 13-16

City Attorney

- Update

Old Business

- City Projects

Pages 17-18

New Business

- Splash Pad and Skate Park- Commissioner Langston

Public Works

- RFP 2024-09 Downtown Waterlines Replacement Phase II
(Handout, bids close on 5/4/24)

Surface Water Plant

- 2023 CCR Report

Pages 19-22

Wastewater Plant

- Request to Purchase a Godwin 8" Pump on State Contract
- RFP 2024- 07 Bar Screen Replacement

Pages 23-25

Page 26

Finance Director

- FEMA- Update
- Grants Reimbursement- Update

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **Grants- Update**

Pages 27-28

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, April 16, 2024, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of April 2, 2024. All in favor; Motion carried 4-0.

Planning Board Recommendations

Development Order – Marina Cottages, St. Joe Marina Cottages LLC Parcel #'s 04594-030R, 04594-022R, and 04594-021R

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to accept the recommendation of the PDRB and approve the Development Order for Marina Cottages. All in favor; Motion carried 4-0.

Ordinance 609 Butler Bay Road PUD, First Reading

Ray Greer, the advocate's representative, presented the PUD information. Discussion was held on the issue, Christy McElroy and Robert Branch voiced their concerns about the project. A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to have the First Reading of Ordinance 609. Voting in favor of the Motion were Commissioners Hoffman, Kerigan, and Langston. Voting against was Mayor Buzzett. Motion carried 3-1.

Attorney McCahill read Ordinance 609 by Title.

City Engineer

City Street Resurfacing

Dewberry is working on 30% plans.

City Government Complex

A Task Order, based on the latest Master Plan is being prepared. Dewberry expects to submit this to the City this week.

Monument Avenue

Plans are 60% designed, they are moving toward 90% by April 30, 2024.

Beacon Hill Sewer

The final Punch List items have been completed. Dewberry is waiting on the final as-builts.

Allen Memorial Way

Plans are 60% complete and Dewberry anticipates having them 90% complete by April 30, 2024.

Downtown Utilities Phase 2

This project is out for bid and is to be opened on May 3, 2024. A mandatory Pre-bid meeting was held last week, and Mr. Baxley expects the project to start in June.

Second Street Parking Conceptual Design

A recommendation of Award and Agreement has been provided to the City.

City Attorney

Mr. McCahill did not have anything specific to discuss with the Commission.

Old Business

City Projects

Mayor Buzzett noted that the projects are moving forward and there were no questions concerning any of the projects.

New Business

Surplus Property Request

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Surplus Property Request from the Springfield Police Department of five Dell Latitude Laptops. All in favor; Motion carried 4-0.

Pioneer Bay CDC – Brownfields

Marquita Thompkins introduced Donna Foxworth as the new Director of Pioneer Bay. Patrick Barnes, Clark Henry, Rick Shoyer, Chester Davis, Candy Nesemeier, and Marvin Davis spoke on the benefits of Brownfields. The Commission requested that a map be presented to them showing those that have requested their property be included in a Brownfields area.

RFQ 2024-01 Planning Services (Handout, bids closed 4/12/24)

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve DesignWest Group to provide Professional Planning Services for the City. All in favor; Motion carried 4-0.

Splash Pad and Skate Park

Commissioner Langston shared his concerns about the lack of activities for the children and youth of Port St. Joe. George Foxworth shared Commissioner Langston's concerns and Christy McElroy suggested that the City talk with other locations that have Splash Pads to see the problems they have encountered as some have been closed due to challenges.

After discussion, a Motion was made by Commissioner Langston, second by Commissioner Hoffman, to apply for a \$250,000 FRDAP Grant for restrooms and the Splash Pad. All in favor;

Motion carried 4-0. Mr. Lacour reminded the Commissioners that the next grant cycle will open in October of 2024, and we will not know if the grant is awarded until April of 2025.

Letter of Support – Gulf County, Floating Dry Dock Application

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to write another Letter of Support for the Floating Dry Dock Application. Christy McElroy questioned if the dock would stay in Gulf County or be moved around. All in favor; Motion carried 4-0.

Public Works – John Grantland

Mr. Grantland noted that Monolith Construction will be making crosscuts to Marina Drive next Tuesday and Wednesday nights between the hours of 9 P.M. and 5 A.M.

Surface Water Plant – Larry McClamma

Northwest Florida Water Management Group has approved the City's Permit for individual use. They have increased the number of conditions from 13 to 40 and the permit will have a 5 year renewal rather than the previous 10 year period.

Wastewater Plant – Joe Harris

Mr. Harris shared there is 10" of free board in the lagoon and the plant is running extended hours to provide more space.

RFP 2024-07 – Bar Screen Replacement (Handout, bids close 4/12/24)

Five bids were received, and the WWTP Staff is not ready to make a recommendation. They have 3 site visits scheduled to see several of the Bar Screens in operation before making a recommendation.

RFP 2024-08 – Telehandler (Handout bids close 4/12/24)

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to award the bid to Clark Equipment in the amount of \$132,310 as they currently have the equipment in stock. The low bidder could not provide the equipment until the third or fourth quarter of this year. All in favor; Motion carried 4-0.

RFP 2024-06 Sprayfield Zone 3 Clearing

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to award the bid to North Florida Construction in the amount of \$234,000. Debris on the property may be burned with City approval, but the ashes will have to be hauled off. All in favor; Motion carried 4-0.

Finance Director – Mike Lacour

FEMA

Mr. Lacour is waiting on the completion of Clifford Sims Park Project before he can close the grant and request reimbursement.

Grants Reimbursement Updates

The Madison Street and Centennial Building Projects are in cue for reimbursement.

Code Enforcement

Mr. Anderson thanked the County for their help with the demolition of 3 structures and noted that Liens have be filed against the property to recover the costs of the tipping fees. City Staff continue to work on additional requests for voluntary demolition of several structures.

Letters have been sent concerning junk vehicles and responses are being received about them.

Mr. Anderson shared that in the City limits there are campers with people living in them that are tied into homes. This is a violation of City policies and these violations will be addressed by Code Enforcement.

Police Department – Chief Richards

Chief Richards did not have any updates for the Commission.

City Clerk – Charlotte Pierce

Current Grants Update

City Staff continues to seek grant funding and provide compliance documents on current grants.

Citizens to be Heard

Robert Branch and Christy McElroy shared their ongoing concerns about the 10th Street Ball Park, wetlands, and drainage.

Commissioner Kerigan left the meeting at 1:45 P.M.

Mayor Buzzett presented Christy McElroy with a \$1,000 check that had been sent to her by Certified Mail that she never picked up. Ms. McElroy had previously made a donation to help with upgrades to the Centennial Building and recently requested that the money be returned to her.

Discussion Items by Commissioners

Neither *Commissioner Langston* nor *Mayor Buzzett* had any additional items to discuss with the Commission.

Commissioner Hoffman asked about Amnesty Days for the County.

Motion to Adjourn

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:55P.M.

Approved this _____ day of _____ 2024.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

MINUTES OF THE EMERGENCY MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, FOR AVENUE F STORMWATER PIPE REPLACEMENT HELD AT 2775 GARRISON AVENUE APRIL 26, AT 9:00 A.M.

The following were present: Mayor Buzzett, Commissioners Kerigan, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Chief of Police Jake Richards, and Public Works Director John Grantland were also present. Commissioner Hoffman was absent.

The Purpose of the meeting was to consider emergency replacement of a stormwater pipe at the intersections of Avenue F and Battle Street that has collapsed.

Call to Order

Agenda

Avenue F /Stormwater Pipe Replacement

John Grantland made the Commissioners aware of the collapsed pipe. This is a public safety issue and he asked that an emergency replacement be made of the pipe.

George Foxworth, Christy McElroy, and Robert Branch shared their concerns about the issue.

A Motion was made by Commissioner Langston, second by Commissioner Lowry, for Jason White Construction, LLC to make the repairs in the amount of \$32,895.00. All in favor; Motion carried 4-0. Mr. White’s original quote was for \$39,595 but Mr. Grantland was able to locate pipe for a direct purchase in the amount of \$6,700 which lowered the cost to \$32,895. Repairs should begin on either May 2, 2024, or May 6, 2024.

Citizens to be Heard

There were no additional citizens that wished to address the Commission.

Discussion Items by Commissioners

Neither Mayor Buzzett, Commissioners Kerigan, Langston, nor Lowry had anything else to discuss.

The meeting was adjourned at 9:15 A.M.

Approved this _____ day of _____ 2024.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

ORDINANCE NO. 609

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, RELATING TO AND AMENDING THE ZONING CODE; AMENDING THE CITY OF PORT ST. JOE ZONING MAP; DESIGNATING AND ESTABLISHING THE BULTER BAY ROAD PLANNED UNIT DEVELOPMENT ZONING DISTRICT; ADOPTING CERTAIN REGULATORY REQUIREMENTS FOR THE BULTER BAY ROAD PLANNED UNIT DEVELOPMENT ZONING DISTRICT TO SUPERSEDE REQUIREMENTS IN THE CITY OF PORT ST. JOE ZONING CODE; PROVIDING FOR REPEAL OF ANY CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Port St. Joe ("City") has deemed it appropriate to establish a planned unit development for a community ("Butler Bay Road Planned Unit Development Zoning District") to be located on a parcel of land which is legally described in Exhibit "A", attached and incorporated herein ("Property"); and

WHEREAS, on April 2, 2024, the Planning and Development Review Board for the City, recommended approval of the Butler Bay Road Planned Unit Development Zoning District; and

WHEREAS, The Butler Bay Road Planned Unit Development Zoning District is intended to consist of a single family residential development; and

WHEREAS, The Butler Bay Road Planned Unit Development Zoning District will be served by City water and sewer facilities; and

WHEREAS, The Butler Bay Road Planned Unit Development Zoning District will comply with the all applicable stormwater management requirements for the Property; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PORT ST. JOE, FLORIDA:

SECTION 1. NAME

This Ordinance shall be known as the implementing ordinance for the Butler Bay Road Planned Unit Development Zoning District.

SECTION 2. CONSISTENCY WITH CITY OF PORT ST. JOE COMPREHENSIVE PLAN

The Board of City Commissioners hereby finds and determines that the Butler Bay Road Planned Unit Development Zoning District is consistent with the goals, objectives, and policies of the City of Port St. Joe Comprehensive Plan, including but not limited to Future Land Use

Element Policy 1.3.4, Mixed Use.

SECTION 3. APPROVAL

The establishment of the Butler Bay Road Planned Development Zoning District on the lands legally described in Exhibit "A", which is attached hereto and incorporated herein by this reference, is hereby approved subject to the conditions in this Ordinance.

SECTION 4. PERMITTED USES

The following uses shall be principal permitted uses within all areas of the Butler Bay Road Planned Unit Development (PUD) Zoning District:

- A. Residential. Single family and multi-family residential units. Density shall not exceed fifteen (15) units.
- B. Recreation. Active recreation means recreational lands and improvements that are facility oriented which may require equipment and take place at prescribed places, or sites, which may include a club house, changing rooms/restrooms and pool. Passive recreation means recreational lands and improvements that are natural resource oriented. Passive recreational facilities may include, but are not limited to walking and nature trails, viewing platforms, docks, boardwalks, picnic areas and bird watching.
- C. Permitted Accessory and Ancillary Uses. The following shall be accessory permitted uses within all areas of the Butler Bay Road Planned Unit Development Zoning District: Uses of land customarily incidental and subordinate to one of the permitted principal uses, including but not limited to a sales center, mail kiosk, and other uses or facilities associated with the support of the permitted principal uses.

SECTION 5. DEVELOPMENT STANDARDS

- A. All residential uses shall be served by central potable water facilities and central wastewater facilities, as provided by the City.
- B. All development within the Butler Bay Road Planned Unit Development Zoning District shall be in compliance with all applicable land development regulations of the City of Port St. Joe, except as otherwise contained in this Ordinance.
- C. The minimum setbacks for residential units shall be as follows:
 - Front Setback: Ten (10) Feet
 - Side Setback: Five (5) Feet
 - Rear Setback: Fifty (50) Feet from the Mean High-Water Line of St. Joe Bay

- D. A retaining wall may be located at a minimum of thirty (30) feet from the Mean High-Water Line of St. Joseph Bay. The setback defined in Section 4.08 of the Land Development Regulations shall not apply to the placement of a retaining wall only.
- E. Maximum overall impervious coverage of the entire site shall be 80%.
- F. There shall be a minimum lot width of fifty-two (52) feet and minimum lot depth of 120 (120) feet.
- G. All construction shall meet the standards in the Florida Building Code, latest edition.

SECTION 6. DEVELOPMENT PLAN/PLAT PHASING

The Butler Bay Road Planned Unit Development Zoning District Subdivision will be developed as one (1) phase, with the submission of development plan and preliminary plat. All development plans will be reviewed as a Level 2 Major Development as such term is defined in the Code. The City will review the preliminary plat as part of the development review process. The development plan, preliminary plat and appropriate application fees shall be initially submitted to the City for review. The applicant may obtain simultaneous approval of the preliminary plat, development order and development permit approval with respect to the development.

SECTION 7. CREATION OF ZONING DISTRICT

The purpose of this Ordinance is to create the text of the Butler Bay Road Planned Unit Development Zoning District. The precise location of the permitted uses will be set forth in the application for development plan and preliminary plat approval. This Ordinance is not intended as a unified plan of development.

SECTION 8. ENFORCEMENT

The City may enforce this Ordinance as authorized by law.

SECTION 9. OTHER ORDINANCES

Except as specifically modified or changed in this Ordinance, all provisions of the Code shall apply in the same manner as throughout the City.

SECTION 10. ZONING MAP

Upon this Ordinance becoming effective, the City of Port St. Joe Zoning Map shall be amended to show the property described on attached Exhibit "A" as the Butler Bay Road Planned Unit

Development Zoning District.

SECTION 11. SEVERABILITY

The provisions of the Ordinance are hereby declared to be severable. If any revision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.

SECTION 12. EFFECTIVE DATE

This Ordinance shall become effective as provided by law.

This Ordinance was adopted in open regular meeting after its second reading this _____, after due notice in accordance with Florida Law.

ATTEST:

BOARD OF CITY COMMISSIONERS
OF PORT ST. JOE, FLORIDA

Charlotte M. Pierce, City Clerk
APPROVED AS TO FORM:

Rex Buzzett, Mayor

Clinton McCahill, City Attorney

EXHIBIT "A"

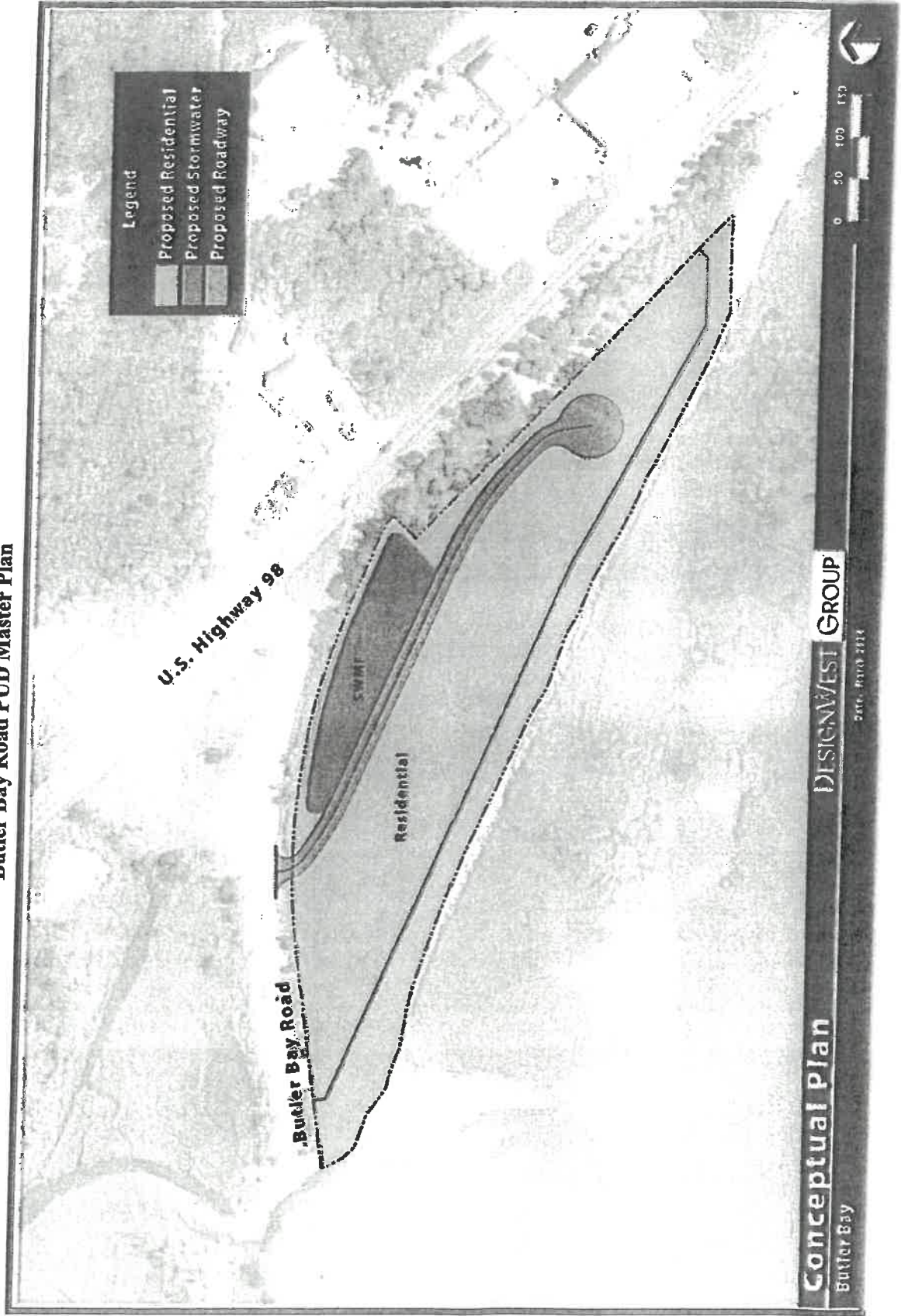
**GULF COUNTY PARCEL ID: 04561-200R AND A PORTION OF GULF COUNTY
PARCEL ID: 04561-500R, AS DESCRIBED BELOW:**

Commence at the Northwest corner of original Government Lot 2 in Section 27, Township 7 South, Range 11 West, Gulf County, Florida; thence run along the Westerly boundary line of said Government Lot 2, South 00 degrees 00 minutes 00 seconds East 170.28 feet to a point lying on the Southwesterly right of way line of U.S. Highway #98; thence leaving said Westerly boundary line run along said Southwesterly right of way line South 46 degrees 47 minutes 20 seconds East 32.50 feet; thence leaving said Southwesterly right of way line run South 00 degrees 49 minutes 18 seconds West 1078.04 feet; thence run South 89 degrees 12 minutes 28 seconds East 148.87 feet to a rod and cap; thence run South 00 degrees 30 minutes 28 seconds West 193.58 feet to a rod and cap; thence run South 00 degrees 30 minutes 13 seconds West 66.00 feet to a rod and cap lying on the Southerly right of way line of Butler Bay Road; thence run along said Southerly right of way line as follows: South 88 degrees 14 minutes 20 seconds East 194.76 feet to a point of non-tangent curve to the left having a radius of 3373.00 feet; thence run Northeasterly along the arc through a central angle of 03 degrees 49 minutes 20 seconds for a distance of 225.01 feet, chord of said arc being North 87 degrees 03 minutes 55 seconds East 224.97 feet; thence run North 81 degrees 58 minutes 29 seconds East 9.46 feet; thence run North 81 degrees 58 minutes 29 seconds East 45.55 feet to a point marking the intersection of said Southerly right of way line with the mean high water line of a Creek entering into St. Joseph Bay, said point being the POINT OF BEGINNING; thence leaving said POINT OF BEGINNING and said mean high water line continue along said Southerly right of way line as follows: North 81 degrees 58 minutes 29 seconds East 276.03 feet to a point of non-tangent curve to the right having a radius of 954.00 feet; thence run Southeasterly along the arc through a central angle of 26 degrees 07 minutes 23 seconds for a distance of 434.96 feet, chord of said arc being South 83 degrees 42 minutes 06 seconds East 431.20 feet to a rod and cap; thence leaving said Southerly right of way line run South 00 degrees 26 minutes 14 seconds West 290.95 feet to a point lying on the mean high water line of said St. Joseph Bay as located on February 2, 2023 at an elevation of 0.57' NAVD 88 DATUM; thence run along said mean high water line of St. Joseph Bay as follows: North 71 degrees 00 minutes 39 seconds West 74.28 feet; thence run North 60 degrees 32 minutes 29 seconds West 45.10 feet; thence run North 66 degrees 32 minutes 23 seconds West 96.67 feet; thence run North 64 degrees 03 minutes 35 seconds West 48.89 feet; thence run North 66 degrees 41 minutes 50 seconds West 53.04 feet; thence run North 69 degrees 26 minutes 19 seconds West 95.09 feet; thence run North 71 degrees 37 minutes 24 seconds West 91.91 feet; thence run North 78 degrees 23 minutes 08 seconds West 26.92 feet; thence run North 81 degrees 05 minutes 00 seconds West 46.33 feet; thence run North 70 degrees 27 minutes 26 seconds West 39.34 feet; thence run North 77 degrees 10 minutes 52 seconds West 19.23 feet; thence run North 55 degrees 25 minutes 37 seconds West 42.83 feet; thence run North 70 degrees 59 minutes 45 seconds West 44.50 feet; thence run North 44 degrees 49 minutes 05 seconds West 19.22 feet; thence run North 29 degrees 57 minutes 16 seconds West 20.52 feet; thence run North 19 degrees 26 minutes 27 seconds West 10.50 feet to the POINT OF BEGINNING. Containing 3.00 acres more or less and;

Lots 1, 2, 3, 4, 5 & 6, Las Palmas, a subdivision as per map or plat thereof recorded in Plat Book 4, Page 165 in the Public Records of Gulf County, Florida

EXHIBIT "B"

Butler Bay Road PUD Master Plan



NOTICE OF PUBLIC HEARINGS FOR A ZONING AMENDMENT TO THE CITY OF PORT ST. JOE ZONING MAP FOR A PLANNED UNIT DEVELOPMENT DISTRICT

Public Hearing of the City of Port St. Joe Planning and Development Review Board and City Commission

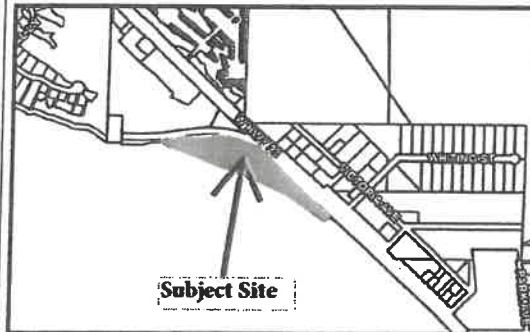
The Planning and Development Review Board sitting as the local planning agency will hold a hearing at 4:00 p.m., EST, at 2775 Garrison Avenue, Port St. Joe, Florida, on Tuesday, April 2, 2024, or as soon thereafter as the issue may be heard. The purpose of the Public Hearing will be to consider a recommendation to the Port St. Joe City Commissioners for the establishment of the Butler Bay Road Planned Unit Development District by Ordinance NO. 609 relating thereto, the title of which is set forth below.

The City of Port St. Joe City Commission will conduct a Public Hearing, hold the first reading of Ordinance NO. 609, the title of which is set forth below, at 2775 Garrison Avenue, Port St. Joe, Florida on Tuesday, April 16, 2024, at 12:00 p.m., EST, or as soon thereafter as the issue may be heard. The purpose of the Public Hearing will be to consider and conduct the first reading of an ordinance amending the Zoning Map to establish a Butler Bay Road Planned Unit Development District. The title of the ordinances to be considered are set forth below.

The City of Port St. Joe City Commission will conduct a Public Hearing and hold the final reading of Ordinance 609, the title of which is set forth below, at 2775 Garrison Avenue, Port St. Joe, Florida, on Tuesday, May 7, 2024, at 12:00 p.m. EST, or as soon thereafter as the issue may be heard. The purpose of the Public Hearing will be to consider and conduct the final reading of an ordinance amending the Zoning Code and Zoning Map to establish a Butler Bay Road Planned Unit Development District. The title of the ordinances to be considered are set forth below.

ORDINANCE NO. 609

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, RELATING TO AND AMENDING THE CITY OF PORT ST. JOE ZONING MAP; DESIGNATING AND ESTABLISHING THE BUTLER BAY ROAD PLANNED UNIT DEVELOPMENT ZONING DISTRICT; ADOPTING CERTAIN REGULATORY REQUIREMENTS FOR THE BUTLER BAY ROAD PLANNED UNIT DEVELOPMENT ZONING DISTRICT TO SUPERSEDE REQUIREMENTS IN THE CITY OF PORT ST. JOE ZONING CODE; PROVIDING FOR REPEAL OF ANY CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.



Copies of the Butler Bay Road Planned Unit Development District is available for public inspection at the City of Port St. Joe City Hall, located at 305 Cecil G. Costin, Sr., Blvd., Port St. Joe, Florida.

The hearing may be continued from time to time as may be necessary.

Interested persons may attend and be heard at the public hearing or provide comments in writing to the City Commissioners. Comments can be mailed to the City of Port St. Joe, City Hall, 305 Cecil G. Costin, Sr. Blvd., Port St. Joe, Florida. Transactions of the public hearing will not be recorded. Persons wishing to appeal any decision made during the hearing will need a record of the proceeding and should ensure a verbatim record is made, including the testimony on which the appeal is based.

Any person requiring special accommodation at this hearing because of a disability or physical impairment should contact the City Clerk's Office at (850) 229-8261, at least five (5) calendar days prior to the hearing.

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



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

April 29, 2024

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

RE: City Complex – Professional Services

Dear Mr. Anderson:

It is our understanding that the City wishes to construct a new City Hall along with a Police and Fire Station. It is also our understanding that the City has requested a proposal from Dewberry Engineers Inc. (DEI) to provide the professional services associated with this project. DEI is pleased to provide this proposed Task Order to provide these services. **Exhibit A** contains a detailed Task Order with a description of the scope of services for the pre-construction design services. DEI proposes to provide these services for a fee of **\$91,290.00**.

If you have any questions or need additional information, please contact Josh Baxley at (850) 693-2181 or by e-mail at jbaxley@dewberry.com.

Sincerely,
DEWBERRY

A handwritten signature in blue ink, appearing to be "JB", written over a large, stylized blue circular mark.

Josh Baxley, P.E.
Associate, Branch Manager

Attachment A Scope of Work and Fee Schedule

This Agreement is entered into this _____ day of _____ 2024, between The City of Port St. Joe known hereinafter as CLIENT, and Dewberry Engineers Inc. (DEI)

Attachment A of this Agreement defines the scope and fee for which DEI shall provide professional services to CLIENT. Attachment B defines the Terms and Conditions of the Agreement.

PROJECT UNDERSTANDING

This proposal is for professional engineering services for the City of Port St. Joe City Complex.

The scope of this project is to provide survey services, site engineering design, permitting services and bidding services.

SCOPE OF PROFESSIONAL SERVICES

TASK A. SURVEY SERVICES

1. DEI shall perform the required office and field work to survey 1,320' in both directions on Hwy. 71 for FDOT permitting. Survey to include location of median, topographic survey and other roadway features required for turn lane design.

TASK B. GEOTECHNICAL SERVICES

1. DEI will sub-contract this work with Magnum Engineering to eleven (11) 20-foot deep Standard Penetration Test (SPT) borings in the proposed building footprint. Twelve (12) 5-foot to 10-foot deep hang auger borings will be taken in the proposed pavement and stormwater management area. An engineering report will be provided which will include stie/soil preparation recommendations, pavement recommendations, foundation recommendations and soil related recommendation to aid in the design of an effective stormwater management area in accordance with ERP and/or local municipal regulations.

TASK C. SITE CIVIL ENGINEERING DESIGN AND PERMITTING SERVICES

1. Coordinate with and assist architect as required.
2. Coordinate with City throughout project duration.
3. Prepare 30% construction engineering plans depicting the limits of demolition, site geometry, grading and drainage, erosion controls, FDOT turn lane design and utility design. 30% plan set will be based on approved conceptual plan.
4. Prepare 60% construction engineering plans incorporating Owner review comments and refinements from the 30% plan review.
5. Meetings as necessary.
6. Perform storm water drainage pipe hydraulic modeling utilizing ICPR software.
7. Prepare utility details in accordance with the City of Port St. Joe standards.
8. Prepare 100% final construction engineering plans incorporating Owner review comments, refinements from the 60% plan review, and permitting agency comments.
9. Prepare permit application packages and submit to the following permitting agencies:
 - City of Port St. Joe Development Order
 - FDEP - potable water distribution system permit, if required.

- FDEP – wastewater system permit, if required.
 - NFWFMD – Environmental Resource Permit (ERP) for stormwater
 - USACOE and/or FDEP regulatory authorizations for wetlands impacts
 - FDOT
 - Driveway connection permitting
 - Utility permitting, if required
 - Construction in ROW permitting
 - FDOT Drainage Connection permitting, if required
10. Provide responses to all requests for additional information (RFI) to the permitting agencies.

TASK D. BIDDING AND CONTRACT AWARD SERVICES

1. Prepare 100% final technical specifications package associated with the 100% final construction engineering plans.
2. Assist City in receiving bids and provide a recommendation for award.
3. Assist in pre-construction meeting

PROFESSIONAL SERVICES FEES SUMMARY

Task A: Survey Services	\$ 6,900.00
Task B: Geotechnical Services	\$ 8,690.00
Task C: Site Civil Engineering Design and Permitting Services	\$ 71,200.00
Task D: Bidding and Contract Award Services	\$ 4,500.00
TOTAL PROPOSED FEE:	\$ 91,290.00

Please note the following services are excluded from this proposal.


1. Boundary and Topographic Survey – Previously performed.
2. Wetland delineation – Previously performed.
3. Title searches or opinions.
4. Construction stakeout surveying.
5. As-built surveys.
6. Permit application fees.
7. Landscaping and irrigation design.
8. Wetland surveying.
9. Materials testing.
10. Traffic Impact Analysis and/or Traffic Studies.
11. Construction engineering and inspection. Can be provided in a separate proposal if required.
12. Architectural services
13. Structural engineering services
14. MEP services

City of Port St. Joe
Professional Services for the City of Port St. Joe City Complex
April 29, 2024

If you have any questions, please do not hesitate to contact us. We appreciate the opportunity to provide these services to you.

Sincerely,

Approved by:



Josh Baxley, P.E.
Associate, Branch Manager
Dewberry

Jim Anderson, City Manager

Date: _____

Current City Projects 5/7/24

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Clifford Sims Park Repairs- RJ Gorman has completed construction and the rock bid was awarded to Monolith Construction.
- Centennial Bldg. Rehab- Under construction with Monolith Construction.
- Lighthouse Complex Sleeping Beauty Rehab- The bid has been awarded Monolith Construction and the State has approved the modified plans.
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV work is complete and Anchor Engineering is working on the rehab/replacement plans.
- Long Ave. Paving- Final pay request to mill and resurface 1" on the entire road to be completed in the Spring 2024
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is under Construction. City staff is preparing to install the taps.
- 9/5/23 Dewberry tasked to draft a conceptual drawing to add parking along 2nd Street. The bid was awarded to F & F Contractors on 3/19/24.
- 11/7/23 Dewberry has provided a conceptual drawings for the 10th Street Ballfields based on League Representatives. A decision by the Board is needed on how to proceed along with the required funding.
- 9/15/23 Dewberry tasked to Survey & Topo the new City Hall Complex with Conceptual Plan options. Dewberry is working on a task order for permitting and a full set of plans.
- 9/26/23 Dewberry tasked to work on the Expansion of Zone 3 at the WW Sprayfields. The bid was awarded to North Florida Construction on 4/16/24 to clear the property.
- Downtown Waterline Replacement Phase I, construction began 11/13 by Monolith.
- Downtown Waterline Replacement Phase II- The SRF Funding has been approved and the project is out for bids.

- 2/11/24 A Task Order was signed with Dewberry to survey the alley between Bay & Harbor Street for potential stormwater improvements. The survey is complete and we are waiting on the H & H Study to determine the best course of action.
- 3/5/24 A Task Order was signed for Dewberry to design the paving of Monument Ave. from 19th Street to Allen Memorial.
- 3/19/24 A Task Order was signed with Dewberry to design the \$1.5 M Legislative Approp. For multiple roads to be paved.

2023 Annual Drinking Water Quality Report The City of Port St. Joe



**We are pleased to report that our drinking water meets
all federal and state requirements.**

*We're pleased to present to you this year's Annual Water Quality Report. We are proud to report we had **no** violations of our primary water quality standards in 2023. This report is designed to inform you about the quality water and services we deliver to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of your water. Our water source is surface water from the Chipola River Canal. This water is pre-treated with lime followed by enhanced coagulation and flocculation, clarification, submerged membrane micro-filtration, disinfection, pH adjustment and dosed with a corrosion inhibitor.*

If you have any questions about this report or concerning your water utility, please contact Larry McClamma or Chad Mack at 850-229-1421. We encourage our valued customers to be informed about their water utility. If you want to learn more, please attend any of our regularly scheduled City commission meetings. They are held on first and third Tuesdays of the month at 12:00 pm in the Commission meeting room at 2775 Garrison Ave.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

The City of Port St. Joe routinely monitors for contaminants in your drinking water according to Federal and State laws, rules, and regulations. Except where indicated otherwise, this report is based on the results of our monitoring for the period of January 1 to December 31, 2023. Data obtained before January 1, 2023, and presented in this report are from the most recent testing done in accordance with the laws, rules, and regulations.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

In the table below, you may find unfamiliar terms and abbreviations. To help you better understand these terms we've provided the following definitions:

Maximum Contaminant Level or MCL: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum Contaminant Level Goal or MCLG: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

Picocurie per liter (pCi/L) - measure of the radioactivity in water.

"ND" means not detected and indicates that the substance was not found by laboratory analysis.

Parts per million (ppm) or Milligrams per liter (mg/l) – one part by weight of analyte to 1 million parts by weight of the water sample.

Parts per billion (ppb) or Micrograms per liter (µg/l) – one part by weight of analyte to 1 billion parts by weight of the water sample.

Maximum residual disinfectant level or MRDL: The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum residual disinfectant level goal or MRDLG: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Nephelometric Turbidity Unit (NTU): measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.

2023 TEST RESULTS TABLE

Microbiological Contaminants							
Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	MCL Violation Y/N	The Highest Single Measurement	The Lowest Monthly Percentage of Samples Meeting Regulatory Limits	MCLG	MCL	Likely Source of Contamination
Turbidity (NTU)	1-12/23	N	0.082	100	NA	TT	Soil runoff
Stage 2 Disinfectants and Disinfection By-Products							
Contaminant and Unit of Measurement	Dates of sampling (mo./yr)	MCL Violation (Y/N)	Level Detected	Range of Results	MCLG	MCL	Likely Source of Contamination
Haloacetic Acids (HAA5) (ppb)	1-12/23	N	47.07	19.60 – 59.32*	NA	60	By-product of drinking water disinfection
Total Trihalomethanes (TTHM) (ppb)	1-12/23	N	64.05	17.53 – 71.89*	NA	80	By-product of drinking water disinfection
Chlorine (ppm) -Stage 1	1-12/23	N	0.79	0.68 – 1.03	MRDLG 4	MRDL 4.0	Water additive used to control microbes
*No MCL violation, compliance is based on an average of quarterly data. Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous systems, and may have an increased risk of getting cancer.							

Inorganic Contaminants							
Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	MCL Violation Y/N	Level Detected	Range of Results	MCLG	MCL	Likely Source of Contamination
Sodium (ppm)	5/23	N	20.0	NA	N/A	160	Salt water intrusion, leaching from soil
Barium (ppm)	5/23	N	0.019	NA	2	2	Discharge of drilling wastes; discharge from metal refineries; erosion of natural deposits
Lead and Copper (Tap Water)							
Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	AL Exceeded Y/N	90th Percentile Result	No. of sampling sites exceeding the AL	MCLG	AL (Action Level)	Likely Source of Contamination
Copper (tap water) (ppm)	6-9/23	N	0.15	0 of 33	1.3	1.3	Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Lead (tap water) (ppb)	6-9/23	N	1.8	0 of 33	0	15	Corrosion of household plumbing systems; erosion of natural deposits

*Our system has had **no** violations of any MCL's in 2023.*

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The City of Port St. Joe is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Contaminants that may be present in source water include:

(A) Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

(B) Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

(C) Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

(D) Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.

(E) Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.

*Turbidity is a measure of cloudiness of the water and has no health effects. We monitor it because it is a good indicator of the effectiveness of our filtration system. High turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea, and associated headaches. The city had **no** turbidity exceedances in 2023.*

In order to ensure that tap water is safe to drink, the EPA prescribes regulations, which limit the number of certain contaminants in water provided by public water systems. The Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

In 2023 the Florida Department of Environmental Protection performed a Source Water Assessment on our system. The assessment was conducted to provide information about any potential sources of contamination in the vicinity of our surface water intakes. The surface water system is considered to be at high risk because of the many potential sources of contamination present in the assessment area. The assessment results are available on the FDEP Source Water Assessment and Protection Program website at <https://fldep.dep.state.fl.us/swapp/> or they can be obtained from Larry McClamma @ 850-229-1421.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

Due to a laboratory error, test results for Sulfate, Chloride, Fluoride, and a second set of Synthetic Organic Compounds were incomplete for the monitoring and reporting period Jan. 1st through December 31, 2023. Because we did not take the required number of samples, we did not know whether the contaminants were present in your drinking water, and we are unable to tell you whether your health was at risk during that time. The appropriate number of samples were collected in early 2024 and were satisfactory. A new lab has been chosen and our sample plan has been updated.

We at the City of Port St. Joe work diligently to provide top quality water to every tap. We ask that all our customers help us protect our water sources, which are the heart of our community, our way of life and our children's future.

The City of Port St. Joe is committed to ensuring the quality of your water. If you have any questions or concerns about the information provided, please feel free to call any of the numbers listed.

April 17, 2024

Mr. Joe Harris
City of Port St Joe
PO Box 278
Port Saint Joe, FL 32456-0278

Phone: 850-229-6395

RE: CD225M - FSA
Sale Quotation 119033143

Dear Mr. Harris:

Thank for your interest in Xylem Dewatering Solutions Inc., and the products and services that we provide.

As requested, please see the attached sale quote for our CD225M Dri-Prime diesel pump with trailer.

The Godwin Dri-Prime CD225M pump offers flow rates to 3,240 GPM and has the capability of handling solids up to 3.0" in diameter and is able to automatically prime to 28' of suction lift from dry.

All pricing is based on the Florida Sheriff's Contract #FSA23-EQU21.0, Item #313. There are no delivery freight charges when utilizing the FSA Contract.

If you have any questions or require further information, please don't hesitate to contact me.

Sincerely,

Brent Jackson
Regional Director

BJ / gy

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SALE QUOTATION

ITEM	QTY	DESCRIPTION
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Contract Items:

A	1	Dri-Prime CD225M Diesel Pump <ul style="list-style-type: none">• 8" 150# Flange Suction and Discharge• John Deere 4045HFC04 FT4 99HP Diesel• Includes PrimeGuard Engine Controller• Highway Trailer• Electric brakes - 3" Pintle, DOT Lights
B	1	PrimeGuard Float Set <ul style="list-style-type: none">• w/ 65' Mechanical Floats

Our current delivery lead-times associated with this Quotation are best estimates at this time. Due to the outbreak of the COVID-19 virus pandemic and its global effects on commerce, supply chain, and logistics, these lead-times are an estimate only and not a commitment. Xylem is and will continue to use all commercially reasonable efforts to minimize any delivery delay impacts.

A signed copy of this Quotation is acceptable as a binding contract.

Signature: _____

Company/Utility: _____

Address: _____

Name: _____

(PLEASE PRINT)

Reference #: _____

Date: _____

Phone: _____

Email: _____

Fax: _____

NET LUMP SUM SALE TOTAL

\$ 81,274.01

THE PRICE PROVIDED IS BASED UPON XYLEM'S REVIEW OF THE APPLICABLE PLAN DRAWINGS AND RELEVANT TECHNICAL SPECIFICATION SECTIONS BEARING ON THE EQUIPMENT DESCRIBED IN THIS QUOTATION. SUBMISSION OF THIS QUOTATION SHOULD NOT BE MISCONSTRUED AS XYLEM'S ACCEPTANCE OF ANY OTHER PROVISIONS OF THE PRIME CONTRACT BETWEEN CONTRACTOR AND PROJECT OWNER (HOWSOEVER REFERENCED) AND ATTEMPTS IN ANY SUBSEQUENT SUBCONTRACT TO BIND XYLEM TO SUCH OWNER DOCUMENTS ARE HEREBY REJECTED AND SHALL BE OF NO FORCE AND EFFECT, IRRESPECTIVE OF ANYTHING STATED ELSEWHERE TO THE CONTRARY.

This pricing information is for internal use only. We ask that these items and terms be kept confidential. All quotations are subject to credit approval. All prices quoted in US dollars.

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April 12, 2024, at 3:05 P.M.

\$ 533,000.00

Grants Updated- 5/7/24

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
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. Approved 12/16/22
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
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. The project has been re-bid. Waiting on Approval of the amended scope of work by the State.
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex. The project is on hold.
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Funds received. \$1,000,000 allocated for 10 th Street Sports Complex & \$786,545 for Road Paving already spent.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Approved 4/8/22. Phase I under construction.
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. The collection system is out for bids and the lift station is being constructed.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF.
FRDAP	\$150,000	Core Park Splash Pad & Restroom, 25% City Match. Submitted 8/27/23. Second Request. Was not approved.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year.
NOAA	\$280,000 \$1,563,611	Stormwater Management (H&H) Study, Approved 4/21/23 Phase II Application submitted 12/19/23
FDOT Phase I FDOT Phase II	\$100,000 \$129,580	Hwy 98 Beautification Grant, Approved 12/16/22. Coastal has completed the design. Out for bids Phase II approved 1/10/24

Legislative Request 2023	\$1,500,000	Road Paving, submitted by Clark Smith approved in the 23/24 State Budget. Grant being worked thru FDOT.
FDEP/SRF	\$102,000 Loan/\$98,000 Grant	Lead and Copper Service Line Inventory. Additional \$9,800 Grant/\$10,200 Loan Approved as well.
FDEP/SRF	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23
Legislative Request 2023	\$500,000 \$1,000,000	Fire/Police Public Safety Facility Road Paving Workforce Housing Project Submitted 11/10/23
Army Corps of Engineers	TBD, up to \$15,000,000	Stormwater Improvements, Application submitted on 10/18/23
Gulf Consortium	\$750,000	Signed the sub-grant agreement with Gulf County on 10/31/23 for the ESAD Purchase re-imbursement
Dept. of Commerce	\$2,000,000	Rural Infrastructure Fund, Workforce Housing Access Road. Application submitted 11/3/23. Was not approved.
FDOT	\$47,302	Police Dept. - Occupant Protection. Application submitted on 2/27/24.
FDOT	\$84,302	Police Dept. -Speed & Aggressive Driving. Application submitted on 2/27/24.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted the first week in March 2024.