

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, January 16, 2018 AT 6:00 P.M.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner Langston, to approve the Minutes of the Regular Commission Meeting on December 19, 2017. All in favor; Motion carried 4-0.

PORT ST. JOE REDEVELOPMENT AGENCY (PSJRA) Bill Kennedy shared that the PSJRA will be focusing on downtown improvements in the coming year. He noted that it is necessary to remove two oak trees next to the parking area in the City Commons as they are destroying the concrete. They will also be addressing the planter beds on Reid to make them more useable.

CITY ATTORNEY –

Ordinance 546 CIP Plan Update: First Reading and Request to Advertise

A Motion was made by Commissioner Lowry, second by Commissioner Buzzett, to have the First Reading and Advertise Ordinance 546. All in favor; Motion carried 4-0.

Attorney McCahill read Ordinance 546 by Title only.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

19th Street Bridge – Commissioner Lowry did not have any updates on this but would like to have a firm estimated to make this a pedestrian bridge only. Mr. Grantland will research this.

Centennial Building Train – Commissioner Buzzett requested that Mr. Grantland proceed with getting projected costs for this and asked that the Commission be prepared to vote on it in the next meeting. City crews will do the work to keep costs down.

New Business

Ethics Training Courses will be offered by the Northwest Florida League of Cities at the meeting to be held here on February 22, 2018. Mayor Patterson and Commissioners Buzzett, Langston, and Lowry indicated they would be attending the class.

WIG Building Lease Agreement – A Motion was made by Commissioner Buzzett, second by Commissioner Langston, to extend the WIG Lease for an additional year. All in favor; Motion carried 4-0. Letha Mathews was in attendance and said that the same lease would be acceptable to her committee.

League of Cities Action items – Request to Represent the City, HB 3725: Commissioner Ashbrook

A Motion was made by Commissioner Buzzett, second by Commissioner Lowry, for Commissioner Ashbrook to represent the City in Tallahassee during the current Legislative Session on matters pertaining to the City. All in favor; Motion carried 4-0.

Mayor Pro-Tem – This was Tabled until Commissioner Ashbrook could be present.

SCOP Grant Cycle – Mr. Anderson noted the City has been approved for a SCOP Grant to repave Garrison Avenue from 16th Street to the Intersection of Garrison Avenue and Madison Street. He requested that the Commissioners decide on an area they would like to see addressed in the new SCOP Grant Cycle.

Trees along the Bike Path on Garrison Avenue – Mayor Patterson shared that he has been asked to have the Crepe Myrtle trees removed. A Motion was made by Commissioner Lowry, second by Commissioner Langston, to completely remove all the trees. All in favor; Motion carried 4-0.

10th Street Recreation Complex – Clay Smallwood, of Dewberry / Preble – Rish provided a hand-out of Option 3 Conceptual Design as revised in the committee meeting earlier today. A Motion was made by Commissioner Buzzett, second by Commissioner Lowry, to approved Option 3 as presented. All in favor; Motion carried 4-0.

Public Works – John Grantland

Water Line Replacement Project – Update:

Mr. Grantland shared the CDBG Project is approximately 98% complete. The area of North Garrison to North Bay lacks 1 boring, and pressure testing should be done by the end of the week. He also noted the Second Phase, involving a loop of the Highway 98 line to take the 6" line out of play, is being considered. Clay Smallwood stated that he feels the project could be closed out in 3 weeks.

Mr. Grantland requested to go to bid for an equipment trailer. He noted this trailer is not offered on a state list and anticipates it will be about \$13,000 which is over the purchase threshold of \$10,000. A Motion was made by Commissioner Lowry, second by Commissioner Buzzett, to advertise for the trailer. All in favor; Motion carried 4-0.

Surface Water Plant – Larry McClamma

RFP 2017-16 Membrane Filter Modules

Mr. McClamma recommended that RFP 2017-16 be awarded to Scinor Water America, LLC in the amount of \$79,200 plus freight. He also noted there is a 10 year, prorated warranty on the Membrane Filter Modules. A Motion was made by Commissioner Buzzett, second by Commissioner Langston, to award RFP 2017-16 to Scinor Water America, LLC in the amount of \$79,200 plus freight. All in favor; Motion carried 4-0.

Wastewater Plant – Kevin Pettis

In the absence of Mr. Pettis, Mr. Anderson shared that, with the hire of a new employee last week, the Wastewater Treatment Plant is now fully staffed. He also noted that the City has responded to the DEP letter of October 19, 2017.

Finance Director – Mike Lacour shared that the audit field work has been completed. Auditor Ben Vance had been in town and everything seemed to be fine. He noted there were no fluctuations in the Expense or Revenue areas since last year and that the December Financials would be in the Commissioners' mail boxes this week.

City Engineer – Clay Smallwood, III

Project Updates -

Frank Pate Park Boat Ramp Improvements – Mr. Smallwood has requested that the silt at the end of the boat ramp be removed. He noted that cracks in the concrete have been sealed and the large, broken piece of concrete has been replaced. FWC has not given a final decision as to whether the remaining unused funds in the grant can be used for more work at the boat ramp. All work, except cleanup, has been completed.

Long Avenue Water / Sewer / Road Paving – The State Revolving Fund (SRF) offers forgiveness loans of 70%, 80% and 90%. Mr. Smallwood suggested that the City prepare a Facilities Plan for their consideration to help with the Long Avenue Project. If approved, the funds could be available in February of 2019. He also noted that the First Street Lift Station could be considered in this funding request. The City would not be obligated and could get out of this request at any time. A Motion was made by Commissioner Lowry, second by Commissioner Langston, to prepare a Facilities Plan for the SRF. All in favor; Motion carried 4-0.

Jones Homestead Sewer – There were no updates on this project.

Code Enforcement no action was required.

Police Department – Chief Matt Herring

Contract Employee – Chief Herring requested that he be allowed to hire a part-time employee for 29 hours per week with no benefits. The employee would be a DES of Florida employee and begin work in April or May. A Motion was made by Commissioner Lowry, second by Commissioner Langston, to hire the employee. Motion carried 4-0. Commissioner Buzzett noted that he still has some concerns and will be discussing them with Chief Herring.

Commissioner Langston asked about the police officers checking on elderly. Chief Herring shared that the department participates in the KISS Program (Keeping Independent Seniors Safe) and asked that anyone wishing to be added to the list please call the department.

City Clerk - Charlotte Pierce did not have anything for the Commission.

Citizens to be Heard –

Chester Davis, Waste Pro, shared his concerns about the Highway 98 Alley; stolen Waste Pro carts; Broken Waste Pro carts; noted Waste Pro is looking for employees from our area; request not to enter the Windmark area before 8 AM for garbage pickup, and the need for restrooms to be accessible when there are events at the Washington site.

Letha Mathews shared that all things should be upfront when permission is given to use a facility. Mr. Anderson suggested that a walk-through be done prior to an event to make sure everything is ready.

Discussion Items by Commissioners

Commissioner Langston noted the success of the MLK Day events and that everyone had a good time.

Commissioner Lowry did not have anything to share.

Commissioner Buzzett shared his concerns about the pole barns throughout the City, the effect they are having on property values, and requested that a moratorium be placed on pole barns until an Ordinance can be created to regulate pole barns. He requested this be on the February 6th Agenda.

Mayor Patterson noted there is a terrible problem with children driving golf carts, carts not being operational, and feels there should be more frequent inspections of the golf carts.

He asked about the sidewalks on Dr. Langston Drive. Mr. Smallwood shared they are in the FL DOT Work Plan, the County is administering the project and they are waiting on an agreement from FL DOT.

The Mayor announced that the boat place on Monument Avenue will not be coming and that the gentleman is joining Coast 2 Coast.

He also asked about the mini-golf project and Mr. Anderson responded that as far as we know, it is still on go.

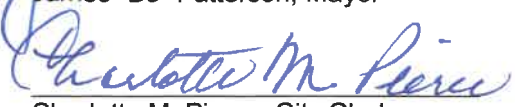
A Motion was made by Commissioner Buzzett, second by Commissioner Lowry, to adjourn the meeting at 7:10 P.M.

Approved this 6th day of February 2018.



James "Bo" Patterson, Mayor

2/6/18
Date



Charlotte M. Pierce, City Clerk

2/6/18
Date