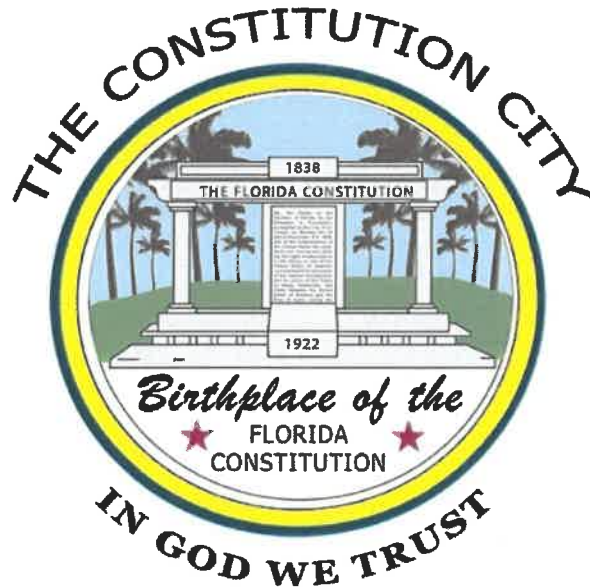


**June 16, 2020**  
**Commission Reception**  
**11:30**  
**Regular Meeting**  
**12:00 Noon**  
**App- Zoom**  
**Phone #1-646-876-9923**  
**Meeting ID: 844 1635 4969**  
**Password: 886543**



## 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

Commission Reception

11:30

Regular Public Meeting

12:00 Noon

App- Zoom

Phone # 1-646-876-9923

Meeting ID: 844 1635 4969

Password: 886543

Tuesday June 16, 2020

## Call to Order

### Consent Agenda

- Swearing In of City Commissioners
  - Comm. Scott Hoffman
  - Comm. Brett Lowry

### Minutes

- Regular Meeting 6/2/20

Pages 1-5

### City Attorney

- Update

### Old Business

- Coronavirus (COVID-19) Update
  - Resolution 2020-02- State of Emergency, Currently Still in Place
  - Summer Recreation Programs
- Census 2020
  - Contact Info.- 2020census.gov or 844-330-2020
- July 4<sup>th</sup> Fireworks- Update

Pages 6-7

### New Business

- Maddox Park- Eva Maddox Davis
- MLK Overlay District Task Order
- Four-Way Stop at Long Ave. & Fourth Street- Comm. Ashbrook
- Boat Ramp Credit Card Machine- Comm. Ashbrook

Pages 8-11

### Public Works

- Stump Grinding Quotes

Pages 12-13

### Surface Water Plant

- Update

### Wastewater Plant

- RFP 2020-02 Shop Wall Opening (Handout, closed on Friday)

**Finance Director**

- Update

**City Engineer**

- NRDA Grant- Update
- Walking Path FDOT Grant- Update
- CDBG Grant- Update
- First Street Lift Station and Long Ave.- Update
- Commercial District- Water/Sewer TRIUMP Grant Application

**Code Enforcement**

- Update

**Police Department**

- RFP 2020-03 PD Renovation Project (Handout, Closed on Monday)

**City Clerk**

- Grant Application

**Page 14**

**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, June 2, 2020, at Noon.  
Teleconference as allowed under Executive Order 20-69; App – ZOOM;  
Phone 1-646-876-9923, Meeting ID: 82894635305; Password 434634**

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

**CONSENT AGENDA**

**Proclamation Honoring Roger Hall**

Mayor Buzzett read the Proclamation recognizing Roger Hall for his commitment to our community and providing a hospital facility for this area through Ascension Sacred Heart Hospital. A copy of the Proclamation is attached.

**Minutes**

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Minutes of the Regular Meeting on May 19, 2020. All in favor; Motion carried 4-0.

**City Attorney –**

Attorney McCahill shared that he is still waiting on a call from Gulf County Attorney Jeremy Novak to meet on the Transfer Station property.

Mr. McCahill has reached out to the St. Joe Company on their Right of First Refusal on the Transfer Station but has not received a response as of today.

Attorney McCahill noted that four letters will be sent from Code Enforcement beginning the proceedings to demolish two houses: 302 16<sup>th</sup> Street – Richard Robinson; 242 Avenue B – Carlos Cunningham; and the clean up of all junk and debris at 206 Long Avenue – Keith Nixon, and 522 Sixth Street – William Thursbay.

**Old Business –**

*Coronavirus (COVID-19) Update – Resolution 2020-02 – State of Emergency Still in Place*

*Summer Recreation Program*

After discussion, it was determined to review this at the next meeting. Concerns of sanitizing, social distancing, and the acceptable way to check temperatures were the items of major concern.

Kim Bodine, Executive Director, Careersource Gulf Coast shared the plans for their Summer Recreation Program. Mrs. Bodine is to prepare a protocol for consideration by the City before using any City facilities. She will have this for the next meeting.

*2020 Census* – City Manager, Jim Anderson, stated that numbers for Gulf County are still very low and he encouraged everyone to contact the Census and be counted. You may contact the Census Bureau by either social media at 2020census.gov or by calling 844-330-2020.

*Palm Boulevard Pedestrian Bridge –*

Consensus of the Commission was to request Bids for 2 Pedestrian Bridges at Buck Griffin Lake, 1 Pedestrian Bridge on Long Avenue, and a Golf Cart Crossing on Palm Boulevard.

## **New Business –**

### *Playground Equipment Donation –*

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to accept the donation of Playground Equipment from the First United Methodist Church. All in favor; Motion carried 4-0.

### *Gulf Coast Workforce Development Board Lease Renewals - Incubator Building and Washington Gym:*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to extend the Incubator Building Lease for 1 year and the Washington Gym Lease even though the exact dates for use of the gym are not known at this time. All in favor; Motion carried 4-0.

## **Public Works – John Grantland**

### *Stump Grinder –*

Mr. Grantland will prepare a summary of areas with stumps and the number of stumps in that area to determine if it is more feasible to pay someone to grind the stumps or purchase a stump grinder.

## **Surface Water Plant – Larry McClamma**

Mr. McClamma noted the City has passed the Second Quarter Disinfectant Byproducts Testing and that the new aeration system is working well in the ground storage tank. He shared that FL DEP will be conducting their 3 year Sanitary Inspection of our water system this week.

## **Wastewater Plant – Kevin Pettis**

Mr. Pettis advised the Commission that there is 4' of free board in the lagoon, the plant will not be discharging to the Sprayfields in June because of the amount of free board in the lagoon. Interior work on the lab has been completed, trim work will be done shortly, and the HVAC will follow. Work to be done on the Maintenance Building is out for bid.

## **Finance Director – Mike Lacour**

Mr. Lacour continues to work with FEMA. Ownership of the Transfer Station Property needs to be resolved for FEMA, and he is working with FEMA on Clifford Sims Park, Maddox House, and the Frank Pate Park Gazebo. He anticipates receiving the Audited Financial Statements in a few weeks. The \$418,000 FEMA Funds covering Payroll and Equipment used for the 10 days following Hurricane Michael are being reviewed by the state.

He continues to work on the NRCS Grant.

## **City Engineer – Josh Baxley**

### *NRDA Grant Update –*

Draft comments are ready for review and will be sent to Northwest Florida Water Management for their response.

### *Walking Path FDEP Grant Update –*

A response letter, requesting a 1 year time extension until November 2021, has been submitted. Mr. Baxley anticipates hearing from FDOT this week.

### *CDBG Grant Update –*

The grant is ready for internal review, the ad will be advertised in the Star and News Herald, and bids will be opened on July 15, 2020.

### *First Street Lift Station and Long Avenue Update –*

Comments from FL DEP are minimal and the engineer's response will be provided next week. Mr. Baxley hopes to have the permit for this project in a week or two.

### **Code Enforcement –**

Both Code Enforcement Officers for the City are working. Four cases, demolition of 302 16<sup>th</sup> Street – Richard Robinson and 242 Avenue B – Carlos Cunningham; and the cleanup of all junk and debris at 206 Long Avenue – Keith Nixon, and 522 Sixth Street – William Thursbay, are moving forward.

Mayor Buzzett asked that a Task Order be given to Dewberry to replace sewer in the downtown area, MLK Boulevard, and submit a funding request to TRIUMP for their consideration. Currently, there is a shovel ready project for water in the downtown area and he would like to include both of these.

### **Police Department – Paul Beasley**

Mr. Beasley noted there were 10 persons at the mandatory Pre-Bid Meeting on May 22, 2020, for the repairs of the Police Station.

### **City Clerk – Charlotte Pierce**

Clerk Pierce did not have any updates for the Commission.

### **Citizens to be Heard –**

*Robert Branch* shared his concerns about the NRDA Grant.

*Christy McElroy* noted it was good to be back to regular meetings, reiterated the NRDA Grant Workshop is for the public, not Northwest Florida Water Management District, and asked that the Field of Dreams be included in the Capital Improvement Plan.

*Marvin Davis* shared his concerns about vehicles parking behind the Washington Gym and Track. He noted that posts and cables have been placed there before and are being removed. He asked why there was no longer an African American on the Police force and stated he was not aware of CareerSource asking for any help from churches in the North Port St. Joe area for the Summer Recreation Program.

*Chester Davis* asked about funds to retain John Hendry. Mr. Davis noted that Mr. Hendry has been their consultant since the beginning and he is also a developer working with the NPSJ PAC. There are no funds in the PSJRA Budget for this and he was asking if the City would fund Mr. Hendry from funds coming from the County.

Mayor Buzzett explained the funds from the county would not be available until January 2021. He reminded Mr. Davis that anything above the \$10,000 bid threshold would need to be bid out for consulting services.

Mr. Anderson shared that Ray Greer, the City's Planner is working on a Task Order to complete the Overlay District Map for the Martin Luther King Boulevard District. He also noted that paying a consultant for a Task Order would need to be bid out if there is not a Continuing Services Contract.

### **Discussion Items by Commissioners –**

*Commissioner Lowry* did not have any updates for the Commission.

*Commissioner Langston* asked about the Washington Gym and Tennis Courts. Mr. Lacour responded that a tennis consultant looked at the courts, but indications are it would need to be redone rather than patched.

He also asked about State Championship signs for the entryways to Port St. Joe. Mr. Grantland was working on this prior to Hurricane Michael.

*Commissioner Hoffman* asked about making it easier for residents to rebuild to the same footprint items that were destroyed by Hurricane Michael. Mr. Anderson noted the LDR allows for six months to repair a nonconforming structure after a natural disaster. The allotted time for these repairs has passed and the current LDR does not allow for Pole Barns in the front yard, so it would require a Special Exception approval from the Planning Board.

He asked if a response has been received from the County on ditch cleanups. Mr. Lacour responded that he is working on this, but several items in the County' grant are not clear.

Commissioner Hoffman also asked if the current grant writers are working for the City. Mr. Anderson responded the Ferguson Group has been diligently seeking grants, keeps the City well advised on what they are seeking, and are eliminating grants that would not be of help to the City.

*Mayor Buzzett* asked about the ditch inside the fence area at Avenue F and Battle Street. He also noted he had received a call concerning rebuilding a carport on Garrison Avenue. The Mayor shared that he had received a request to relax allowing a travel trailer next to a home for a relative to live it. It was noted that the current LDR does not allow for people to live in travel trailers in the City limits.

**Motion to Adjourn -**

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to adjourn the meeting at 1:40 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Rex Buzzett, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date

*Office of the Mayor*

**City of Port St. Joe, Florida**

# Proclamation



**WHEREAS:** Since 2008, Roger Hall has worked to better health care in this community; and

**WHEREAS:** Roger has represented this hospital within the Ascension Sacred Heart System to make sure we received the resources needed to not only sustain this hospital, but to grow its capabilities and services. Medical care options have expanded since the hospital opened in March 2010; and

**WHEREAS:** Because of economic conditions in healthcare, there was a time when consideration was given to scaling back the hospital and its services by the Ascension System. But Roger Hall stood up for this hospital, and pushed for more, not less; and

**WHEREAS:** He set a high standard for Ascension Sacred Heart on the Gulf, and provided leadership to achieve those lofty goals. Today, we have some of the highest rankings in the State of Florida and among the best in the Nation for healthcare and patient safety; and

**WHEREAS:** Mr. Hall assembled a medical staff of top-quality doctors, nurses, practitioners, technicians and administrators to provide the best healthcare and level of services for any community of comparable size; and

**WHEREAS:** Although this community has faced changing times, natural disasters and extreme economic uncertainty, the mission of this hospital has never wavered; the vision that Roger Hall had for our area has remained focused; and

**NOW, THEREFORE, BE IT RESOLVED THAT:** We are so blessed to have the healing ministry of Ascension Sacred Heart and our wonderful medical staff, providing care and comfort for our healthcare needs. To go from no hospital to what we have today has been an amazing journey. We are truly in a better place, thanks to the leadership of Roger Hall.

*In witness whereof I have hereunto set my hand  
and caused the seal of this city to be affixed*

*Mayor* \_\_\_\_\_

*Date* \_\_\_\_\_



## STAC House - Reopening Plan

June 22nd thru August 2nd Monday – Friday, 8am-Noon morning session, facility cleaning, noon – 1pm lunch, 1pm-4pm afternoon session, 4pm – 5pm full facility cleaning,

Kindergarten – Sixth Grade allowed in morning session,

Sixth and up afternoon sessions. Sixth graders may choice to either morning or afternoon session but not both,

Set up sign in table at entrance, mark six feet lines on sidewalk,

Sign in and contact information, Temperature check, handwashing/hand sanitizing upon arrival,

Limit 50 children per session, first come first serve, allow children to play freely,

Have hand sanitizer available, wipe down-game controllers after each use, encourage all kids wash hands/hand sanitizer prior starting a new game,

CDC Best Practices: Maintain safe behavioral practices in groups, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

Between Session and End of Day Cleaning procedures: CDC Guidance:

- First, clean the surface or object with soap and water.
- Then, disinfect using an EPA-approved disinfectant.
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Bleach solutions will be effective for disinfection up to 24 hours.
- tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks, controllers, all games and equipment, outdoor equipment,

## CDC GUIDANCE FOR CLEANING & DISINFECTING PUBLIC SPACES,

1. **DEVELOP YOUR PLAN DETERMINE WHAT NEEDS TO BE CLEANED.** Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas. **DETERMINE HOW AREAS WILL BE DISINFECTED.** Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces. **CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.** Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.
2. **IMPLEMENT CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER** prior to disinfection. **USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.** Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs. **ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.** The label will include safety information and application instructions. Keep disinfectants out of the reach of children.
3. **MAINTAIN AND REVISE CONTINUE ROUTINE CLEANING AND DISINFECTION.** Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily. **MAINTAIN SAFE PRACTICES** such as frequent handwashing, using cloth face coverings, and staying home if you are sick. **CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.** Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.



**Stantec Consulting Services Inc.**  
 2316 Killearn Center Blvd.  
 Suite 102  
 Tallahassee, FL 32309  
 Telephone: 850-878-5001

**TASK ORDER AND  
 NOTICE TO PROCEED**

TASK ORDER NO: 2

DATE: June 10, 2020

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN THE CITY OF PORT ST. JOE AND STANTEC CONSULTING SERVICES INC. (SCSI) RELATING TO PROFESSIONAL PLANNING SERVICES FOR THE CITY OF PORT ST. JOE PLANNING SERVICES TASK, dated January 19, 2018, (the "Agreement"), the terms, conditions and definitions of which are incorporated herein as if set forth in full. Neither party is in breach of the Agreement.

1. Pursuant to the Agreement, Stantec Consulting Services Inc. agrees to perform the specific tasks set forth upon incorporated **Attachment A**, Scope of Services.

2. Planning Consultants total compensation for the services to be provided by it under this Task Order shall be determined by one of the following methods as mutually agreed upon by both parties and as further defined in **Attachment A (North Port St. Joe LDC Overlay District)**. Consultant's compensation shall be paid in monthly installments as specified in the Agreement.

X Consultant's total compensation, including reimbursable expenses, if any, is established in a stipulated sum of \$ 6,500.00, or

Consultant's total compensation, including reimbursable expenses, if any, is established in a stipulated sum of \$ \_\_\_\_\_, plus the specified allowances listed below which hereafter may be authorized in writing by City Manager or his designee,

allowance of \$ \_\_\_\_\_ for \_\_\_\_\_, and  
 allowance of \$ \_\_\_\_\_ for \_\_\_\_\_, and  
 allowance of \$ \_\_\_\_\_ for \_\_\_\_\_, or

Consultant's total compensation, including reimbursable expenses, if any, will be established by a fee determined on a time-involved basis with a maximum cost of \$xxxx

3. Work shall begin on June 22, 2020 and shall be substantially completed by September 22, 2019. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement. The schedule for the services required hereunder is set forth in **Attachment A** attached hereto and incorporated herein.

Upon execution of this Task Order by both CONSULTANT and CITY OF PORT ST. JOE is directed to proceed.



June 10, 2020  
Page 2 of 2

**Reference:** City of Port St. Joe Large Scale Text and Map Amendment for MILK Boulevard

IN WITNESS WHEREOF the parties have caused these presents to be executed in their names on the date shown.

City of Port St. Joe

Stantec Consulting Services Inc.

\_\_\_\_\_  
Rex Buzzett, Mayor

\_\_\_\_\_  
Raymond Greer, Project Manager

Date: \_\_\_\_\_

Date: June 10, 2020



June 10, 2020  
Page 1 of 2

**Reference: North Port St. Joe (MLK Boulevard) LDC Overlay District**

## **EXHIBIT A SCOPE OF WORK**

### **1. OVERVIEW**

1.1 The City of Port St. Joe (Client) requests Stantec to; prepare an overlay district to the City's Land Development Regulations and official Zoning map to implement the North Port St. Joe Project Area Coalition Redevelopment Plan for Martin Luther King Boulevard and the Comprehensive Plan.

### **2. SCOPE OF SERVICES**

#### **2.1 Planning Services**

2.1.1 Develop a new Overlay District, including defining language will apply specially apply to a portion of the Martin Luther King Boulevard that will implement North Port St. Joe Project Area Coalition Redevelopment Plan.

2.1.2 Prepare amendment to the City's Land Development Regulations to apply the new Overlay District over the existing Zoning Districts for the portion of the Martin Luther King Boulevard that will implement the North Port St. Joe Project Area Coalition Redevelopment Plan.

#### **2.2 Project Coordination and Meetings**

2.2.1 Stantec will attend and coordinate meetings with the City of St. Joe staff and public hearings to amend the Land Development Code.

### **3. GENERAL CONDITIONS AND UNDERSTANDINGS**

The City of Port St. Joe will provide GIS mapping for the Overlay District Zoning amendment.

### **4. FEE AND SCHEDULE FOR SCOPE OF SERVICES**

The Consultant proposes to provide the above Scope of Services on a Fixed Fee basis.

**Reference: North Port St. Joe (MLK Boulevard) LDC Overlay District**

Fee and Schedule		
Task	Schedule	Fee Amount
2.1., and 2.2	6 Months (August through January 2019)	\$6,500.00
<b>Total Professional Fees</b>		<b>\$6,500.00</b>

**Estimate**

H&H Trucking & Tree Service  
Kim Hunter, Owner  
P.O. Box 598  
Wewahitchka, Fl. 32465  
Cell (850) 227-8289  
Home (850) 639-3325

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City of P.S.T  
Fl. Forever  
Port St. Joe

H & H Tree Service will not be responsible for ruts in the yard.

ESTIMATE NUMBER	ESTIMATE DATE	TERMS	ESTIMATE TOTAL
# 16-520		Payable upon completion of project	\$ 2,500.00

**Job Description**

cut down, remove and grind tree stumps  
of 12 dead pines  
Grind the stumps of 20 existing  
stumps

\_\_\_\_ Estimate accepted and approved Signature \_\_\_\_\_

\_\_\_\_ Estimate not accepted

**Estimate**

H&H Trucking & Tree Service  
Kim Hunter, Owner  
P.O. Box 598  
Wewahitchka, Fl. 32465  
Cell (850) 227-8289  
Home (850) 639-3325

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City of P.S.J  
Frank Park Park  
Port St. Joe

H & H Tree Service will not be responsible for ruts in the yard.

ESTIMATE NUMBER	ESTIMATE DATE	TERMS	ESTIMATE TOTAL
#	6-5-20	Payable upon completion of project	\$ 800.00

Job Description

Grind all of the stumps within the park

\_\_\_\_\_ Estimate accepted and approved Signature \_\_\_\_\_

\_\_\_\_\_ Estimate not accepted



# Memo

**To:** Mayor Buzzett and City Commissioners  
**From:** Charlotte Pierce  
**cc:**  
**Date:** June 12, 2020  
**Re:** Grant Application Request

---

City Staff is requesting permission to submit a grant application to the Division of Historical Resources, National Park Service Hurricane Michael Subgrant for the continuing restoration and future preparedness against hurricanes for the Centennial Building and Cape San Blas Lighthouse Complex.

This project will provide funding to repair damages caused by Hurricane Michael and will also allow safeguards to be used to mitigate any damage that may be caused by future hurricanes. Both of our facilities would benefit greatly from this grant. If awarded, it will ensure the preservation of these historic community structures for years to come. These funds will also help sustain the work already put into these buildings from past grant funding.