

**August 18, 2015  
Budget Workshop  
5:00 P.M.  
Regular Public Meeting  
6:00 P.M.**

**Port St. Joe Fire Station  
402 Williams Ave  
Port St. Joe, Florida**



## City of Port St. Joe

Bo Patterson, Mayor-Commissioner  
William Thursbay, Commissioner, Group I  
David Ashbrook, Commissioner, Group II  
Phil McCroan, Commissioner, Group III  
Rex Buzzett, 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

6:00 p.m.

Port St. Joe City Hall

Fire Station

Tuesday August 18, 2015

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## Call to Order

## Consent Agenda

### Minutes

- Budget Workshop Meeting 8/4/15
- Regular Commission Meeting 8/4/15
- Budget Workshop Meeting 8/11/15

Pages 1

Pages 2-5

Pages 6

### PSJRA

- Update

### City Attorney

- Patton Park Platt- Update

## Old Business

- 102 Stone Drive- Building Permit
- Budget- Update
- Boat Ramp Improvements- Update
- Municode- Update

## New Business

- Library Request
- Tom Haddock Retirement Payout- Handout
- Museum Property
- Vacant Lots- Mayor Patterson

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### Public Works

- Cape Sewer Extension- Update
- Patton Park Subdivision Site Work- Update

### Surface Water Plant

- Update

### Waste Water Plant

- Update

### City Engineer

- Update

### Code Enforcement

- Update

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**Police Department**

- Update

**City Clerk**

- Update

**Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

**MINUTES OF THE FY 2015 – 2016 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE PORT ST. JOE FIRE DEPARTMENT MEETING ROOM, August 4, 2015, AT 5:00 P.M.**

The following were present: Mayor Patterson, Commissioners Buzzett, McCroan, and Ashbrook. City Manager Jim Anderson, City Clerk Charlotte Pierce, Financial Analysts Mike Lacour, Police Chief Matt Herring, Public Works Director John Grantland, and Surface Water Treatment Plant Supervisor Larry McClamma were also present. Commissioner Thursbay joined the Meeting at 5:20 P.M.

The purpose of the Workshop was to discuss the FY 2015 – 2016 Budget with focus being on the Water Fund.

Copies of the preliminary 2015 – 2016 Fiscal Year Budget were distributed.

Financial Analyst Mike Lacour discussed the budget process and noted the revisions that had been made since the previous Workshop. At the present time, there is not a negotiated rate for health insurance but all indications are there will be a sizeable increase because of the number of claims paid this past year. Mr. Van Lierop is meeting with Blue Cross today and will also get quotes from other providers.

There will be a conference with Burton and Associates tomorrow to discuss data that has been provided to determine what the Water and Sewer rates will need to be for the coming year.

Mr. Anderson shared that the First Public Hearing for the FY '15 – '16 Budget will be held on Thursday, September 10, 2015, at 5:01 P.M.

Commissioners were asked to review the information provided prior to the next Workshop which is tentatively scheduled for August 11, 2015, at 5:00 P.M.

Mayor Patterson adjourned the Workshop at 5:40 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
James "Bo" Patterson, 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 IN THE  
COMMISSION CHAMBER AT CITY HALL, August 4, 2015, AT 6:00 P.M.  
The Meeting was held in the Port St. Joe Fire Department Meeting Room due  
to a request for accessibility from a citizen.**

The following were present: Mayor Patterson, Commissioners Ashbrook, Buzzett, McCroan, and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce and Attorney Tom Gibson were also present.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner McCroan, second by Commissioner Ashbrook, to approve the Minutes of the Regular Meeting and Budget Workshop Meeting on July 21, 2015, and the Special Meeting of July 28, 2015. All in favor; Motion carried 5-0.

**PORT ST. JOE REDEVELOPMENT ASSOCIATION (PSJRA)**

Chairman Rex Buzzett announced that Bill Kennedy has been hired as the new Executive Director of the PSJRA. There were 5 applicants and a 4-2 vote for Mr. Kennedy to be hired.

**CITY ATTORNEY – Tom Gibson**

Mr. Gibson did not have anything to report.

**CITY MANAGER'S REPORT – Jim Anderson**

**Old Business**

*102 Stone Drive: Building Permit* – Robert Mike, the property owner, addressed the Commission concerning the "Stop Work Order" that has been placed on his property. Mr. Mike noted that he had met all the requirements for the modular home to be placed on the site, shared his disappointment in the recent actions of the Commission, the inconveniences the decision has caused and the financial impact it has created.

The following individuals spoke in opposition of the modular home being placed in their neighborhood: Lee Fontaine, Ed Creamer, Matthew Taylor, and Stan Price.

Curtis Lowe addressed the Commission stating that it appeared all i's had been dotted, all t's crossed and that Mr. Mike should be allowed to place the modular home he has purchased on his property.

No action was taken on the "Stop Work Order" which remains in place while research continues.

*Boat Ramp Improvements* – A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to approve a Change Order with A-1 Construction in the amount of \$7,400 to complete the step down area of the boat ramp at Frank Pate Park. All in favor; Motion carried 5-0.

*Utility Billing Write-Off Policy* – A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to adopt the updated Write-Off Policy. The Motion passed 4-1 with Mayor Patterson, Commissioners Ashbrook, Buzzett, and McCroan voting in favor. Commissioner Thursbay opposed the change.

*Gulf Coast Parkway: Christy McElroy* updated the Commission on recent meetings concerning the Parkway. She asked that the Commission continue to support Alternates 14 and 15 as being in the best interest of Gulf County residents.

*Affordable Housing Update* – Mr. Anderson noted Staff has reviewed the latest set of plans from PACES and has provided a letter to PACES detailing specific items that are still needed. As of today, the items have not been received from PACES.

Mark Dumas of PACES addressed the Commission and shared that a packet would be arriving tomorrow with the requested documents. A discussion followed as to the cost of the project, the type housing that will be provided, and the salary range of individuals that will be considered for housing. Mr. Dumas stated that this is not Section 8 Housing and no government subsidies are received for the project. He noted another Town Hall Meeting will be held at a later date.

## **New Business**

*FRDAP Committee Review and Recommendation* – Mike Lacour shared that the Benny Roberts Sports Complex FRDAP project has been completed, he is waiting on pictures of the sign and the reimbursement request will be submitted shortly. Mr. Lacour is completing the PSJRA FRDAP for the Washington Site and will have it ready to submit soon.

A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, for the City to apply for two new FRDAP Grants. The first grant will be for lighting, light pole replacement and parking at the 10<sup>th</sup> Street location. The second grant will be to refurbish the playground and make parking improvements at the STAC House. All in favor; Motion carried 5-0.

*Soccer Complex Reel Mower* – A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to transfer the Reel Mower to the Gulf County School System. The mower use was designed specifically for use on the soccer fields, the school system now owns the fields and the mower was not useable on any City sites. All in favor; Motion carried 5-0.

*Temporary Road Closure Request: Church of God in Christ* – A Motion was made by Commissioner McCroan, second by Commissioner Thursbay, to approve the road closure request of the Church of God in Christ. All in favor; Motion carried 5-0.

*Reid Avenue Parking* – Business owners and workers continue to park on Reid Avenue eliminating parking for patrons. Staff will talk with those creating the problems to see if a workable solution can be reached.

*Gulf Public Transportation Disadvantaged Board Appointment* – A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, for Commissioner Ashbrook to server on this board. All in favor; Motion carried 5-0.

## **Public Works – John Grantland**

*Brent Circle Lift Station Update* – The work has been completed, the station is operational and in service.

*Sewer Department Position* – A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to advertise for an Electrician in the Sewer Department. The employee will spend the majority of the time with the Sewer Department but will also be responsible for some electrical work and replace the Utility Service Worker II position. This position is not currently in the budget. The starting salary will be \$16.00 per hour. The Motion passed 4-1 with Commissioners Ashbrook, Buzzett, McCroan, and Thursbay voting in favor of the Motion. Mayor Patterson voted against the Motion.

Materials for the bores at Cape San Blas should be in tomorrow and work will commence next week.

*Surface Water Plant – Larry McClamma* did not have anything to share with the Commission.

*Wastewater Plant – Lynn Todd* noted that the flushing site at Gulf Coast State College is a state approved compliance sampling site. The Sonic Disruptors are on site and installation should begin tomorrow. There is Algae bloom on the lagoon but no odor.

**City Engineer - Clay Smallwood, III** shared that FL DOT has requested grant applications for the coming year and they are due by August 17, 2015. A Motion was made by Commissioner McCroan, second by Commissioner Ashbrook, to submit an application and authorize City Manager Jim Anderson to sign all paperwork relative to the application for the paving of Garrison Avenue from Highway 71 to Sixteenth Street. All in favor; Motion carried 5-0. Mr. Smallwood suggested applying for smaller projects as grants approved this year favored the smaller requests.

Commissioner Buzzett asked Mr. Smallwood about the foundation structure of 102 Stone Drive.

Commissioner McCroan asked for clarification as to how a permanent foundation is defined.

Mr. Smallwood recommended that a firm with more experience in this area be contacted as this is not a specialty area for their firm.

### **Code Enforcement**

Mr. Burkett's report was reviewed, no action was taken.

**Police Department – Chief Herring** did not have anything to report to the Commission.

**City Clerk – Charlotte Pierce** shared that the official letter and certificate have been received announcing that the Cape San Blas Lighthouse Complex was listed on the National Register of Historic Places on May 7, 2015.

### **Citizens to be Heard**

Ann White shared that her garbage can was damaged when picked up several weeks ago; the next week the wheels were knocked off and last week the wheels were on the ground beside the can. She asked for assistance in replacing her can. Commissioner Thursbay will call WastePro about this tomorrow.

Mrs. White shared that she had spoken with Gulf County Administrator Don Butler concerning the City having their meetings in the Gulf County Administration Building. Per Mrs. White, Mr. Butler told her it had been approved for the City to use their meeting room, the City would be responsible for an officer, would need a key and be required to clean up behind themselves.

Christy McElroy stated that she felt the Commissioners showed grace when addressing the 102 Stone Drive issue and thanked them for that. She also provided the Commissioners with a copy of the *Gulf County EDC one year progress update July, 2015 Christy McElroy Chairman's Report*. She thanked Commissioner McCroan for his service to the board and noted that Chris Holley is their new director.

### **Discussion Items by Commissioners**

*Commissioner Thursbay* noted that the Summer Programs were over for the STAC House and Washington Site and thanked their respective workers and volunteers for a job well done.

*Commissioner Ashbrook* did not have anything to share.

*Commissioner McCroan* did not have anything to discuss.

*Commissioner Buzzett* asked that the McSpadden Family be remembered and noted the contributions Dr. McSpadden had made to Port St. Joe, his leadership in providing the local Gulf Coast State College Campus, and his many contributions to Gulf Coast State College.

*Mayor Patterson* shared that he had attended a RESTORE Act Meeting in Walton County recently and felt that with area counties working together it will be easier to obtain RESTORE Act Funds.

Brian D'Isernia of Easter Shipbuilding had invited Mayor Patterson to a ship launching earlier and they will be meeting soon to discuss opportunities for Port St. Joe.

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to adjourn the Meeting at 7:46 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
James "Bo" Patterson, Mayor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**MINUTES OF THE FY 2015 – 2016 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE PORT ST. JOE CITY COMMISSION CHAMBER, August 11, 2015, AT 5:00 P.M.**

The following were present: Mayor Patterson, Commissioners McCroan, and Ashbrook. City Manager Jim Anderson, City Clerk Charlotte Pierce, Financial Analysts Mike Lacour, and Police Chief Matt Herring were also present. Commissioners Buzzett and Thursbay were absent.

The purpose of the Workshop was to discuss the FY 2015 – 2016 Budget with focus being on the General Fund and an update on the meeting with Burton and Associates.

Copies of the preliminary 2015 – 2016 Fiscal Year Budget were distributed.

Financial Analyst Mike Lacour discussed the adjustments that had been made to the projected Budget since the last meeting. Health insurance is still an unknown.

Burton and Associates is reviewing information gathered from the meeting on August 5, 2015. There is a push to reduce rates for Water and Sewer in the coming year. A discussion was held on the danger of not escrowing the Grinder Pump and Impact Fees and using those fees to offset a rate increase. The next meeting with Burton and Associates will be on August 25, 2015.

A Motion was made by Commissioner Ashbrook, second by Commissioner McCroan, to adjourn the Workshop at 5:39 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
James "Bo" Patterson, Mayor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Zimbra****janderson@psj.fl.gov**

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**survey of library services**

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**From :** Nancy Brockman  
<nbrockman@nwrls.com>

Wed, Aug 05, 2015 12:18 PM

2 attachments

**Subject :** survey of library services

**To :** 'janderson@psj.fl.gov'  
<janderson@psj.fl.gov>

**Cc :** Bo Patterson  
<bpatterson@psj.fl.gov>

Hello Mr. Anderson,

The library is interested in public feedback on their services and operating hours to determine how to best serve our community. I spoke last week with Charlotte Pierce about the possibility of including some information on an upcoming billing statement in order to reach out to more citizens in our area. She indicated that she would speak to you about this possibility. Are you able/willing to include the following statement?

The library strives to provide exemplary service to our community. Please either call us at 229-8879 or take a confidential online survey at:

<https://www.surveymonkey.com/r/TP8TD8K> to let us know how we might improve what we do for you. Thank you for taking the time to share.

If you need me to alter the message in any way, please don't hesitate to contact me. Thank you in advance,

**Nancy Brockman MLIS**  
**Gulf County Library Coordinator**

Northwest Regional Library System  
Corrine Costin Gibson Memorial Library  
110 Library Drive  
Port St. Joe, Florida 32456  
Phone: 850.229.8879 FAX: 850.229.8313

Email: [nbrockman@nwrls.com](mailto:nbrockman@nwrls.com) Website: [www.NWRLS.com](http://www.NWRLS.com)



**Code Enforcement 2015 Activity**  
**As of 8/13/15**

	Open	Closed	Total	Increase
Unlawful Accumulation	27	52	79	3
Substandard Structure	4	9	13	
Abandoned Vehicle	6	6	12	1
Unlawful Sewer				
Land regulation Violation	1	7	8	
Business Lic. Violation				
Special Master Hearings				
Building Demolition	3	9	12	
Waste Violation	19	283	302	16
Sign Violation		71	71	5

Total	60	Total	437	Total	497	Total	25

On Vacation from 8/3/15 - 8/8/15