

December 1, 2015

Regular Public Meeting

6:00 P.M.

2775 Garrison Avenue

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.

2775 Garrison Avenue

Tuesday December 1, 2015

Call to Order

Consent Agenda

Minutes

- Workshop Meeting 11/17/15
- Regular Commission Meeting 11/17/15

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Pages 2-5

PSJRA

- Update

City Attorney

- Short Term Rentals- Update

Old Business

- 102 Stone Drive- Update

New Business

- CIP Plan Update 2015-2020
- STAC House Renovation

Pages 6-7

Public Works

- Long Ave. Sewer Evaluation- Update
- Bobcat E85 & Caterpillar 416 Backhoe- Request to Purchase

Surface Water Plant

- RFP 2015-13 St Joe Beach Tank Repair

Page 8

Waste Water Plant

- RFP 2015-12 Outboard Motor

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City Engineer

- Golf Cart Crossing- Update
- Wastewater Lagoon Study

Code Enforcement

- Update

Page 10

Police Department

- JAG Grant Submission

City Clerk

- **Christmas on the Coast- Update**
- **Auto Accident Repair Bill- Request for Payment**

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Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE RESTORE ACT APPLICATIONS WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE CITY OF PORT ST. JOE COMMISSION CHAMBER, 2775 Garrison Avenue, November 17, 2015, AT 5:30 P.M.

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.

The purpose of the Workshop was to discuss the Restore Act Applications.

At the City Commission Meeting on November 3, 2015, the Commission approved submitting the following projects on behalf of the City: Centennial Building Improvements; Washington Improvement Group Program & Building Improvements; Wastewater Lagoon Study; Downtown Water, Sewer & Stormwater Replacement; Cape Sewer / Beach Hill Sewer Systems, and North Port St. Joe Sewer.

Due to the reduction in available funding for the projects, the application list was reviewed and consensus was that the Beacon Hill Sewer as well as the Cape Sewer were the most environmentally sensitive and should be the City's priorities. Action will be taken on this in the City Commission Meeting to follow the Workshop.

A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to adjourn the Workshop at 5:57 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 AT
2775 GARRISON AVENUE, November 17, 2015, AT 6:00 P.M.**

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 Ashbrook, second by Commissioner McCroan, to approve the Minutes of the Regular Meeting on November 3, 2015. All in favor; Motion carried 5-0.

PORT ST. JOE REDEVELOPMENT ASSOCIATION (PSJRA) - Bill Kennedy

Mr. Kennedy shared that power had been installed to the top of the lighthouse; currently there is a 12 volt light that will be replaced by a new 110 volt bulb that will be brighter. Renovation of the Keepers' Quarters will begin shortly with work being done in small phases. The Phase V (Avenue D to the Overpass), Landscape Project has been delayed due to several unresolved issues with Phase IV. Work on the four facade grants that were recently approved will begin shortly.

CITY ATTORNEY – Tom Gibson

Resolution 2015-10: Lighthouse Utilities Fees – A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to adopt Resolution 2015-10. All in favor; Motion carried 5-0. A contract will be prepared and brought to the Commission soon.

Ordinance 520 Accessory Buildings: First Reading – A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to Table this issue. Motion carried 4-1 with Mayor Patterson, Commissioners Ashbrook, Buzzett, and McCroan voting yes and Commissioner Thursbay voting no.

Ordinance 521 Design Standards: First Reading – A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to have the First Reading of Ordinance 521. All in Favor; Motion carried 5-0.

Attorney Gibson read Ordinance 521 by Title only.

Ordinance 522 Port Security Fencing: First Reading – A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to have the First Reading of Ordinance 522 with the stipulation that the fencing / buffer must be completed within six months. All in favor; Motion carried 5-0.

Attorney Gibson read Ordinance 522 by Title only.

Short Term Rentals Update - Mr. Gibson has been researching this and will watch a Florida League of Cities Webinar on the issue. It appears that there is a proposed bill in the Florida Senate to further remove local governmental control on this issue.

David Griswold requested the Board seek an opinion from the Florida Attorney General on the validity on the section of our LDR that references Short Term Rentals.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

102 Stone Drive: Update – The Building Department has received a Foundation Plan and has sent it

for review. Mr. Mike has located another lot; Mr. Gibson will contact him concerning the lot and give the Commission a report at their next meeting.

Electronic Sign at Frank Pate Park: TDC – Currently, the Commission is not interested in a partnership on the sign. Mr. Anderson will advise Ms. Jenkins of the Commission's decision.

Christmas Lights: Duke Energy Quote – After discussion, it was determined that the City should review the needs and begin the project after the first of the year. Duke Energy could not guarantee that any work would be done prior to Christmas.

Restore Act Applications – A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to revise the Restore Act Applications and submit the Beach Hill Sewer and the Cape Sewer Projects for consideration. All in favor; Motion carried 5-0.

Mr. Anderson shared that the Port Authority is requesting a Letter of Support from the City for their Restore Act Application. A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to provide the letter. All in favor; Motion carried 5-0.

New Business

Special Event Permit: Denise Jones – A request was received today to have a parade in addition to the special event. Mr. Anderson noted that it would require overtime for City employees to provide road closures, use of the Fire Truck, and moving a stage. A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to grant the request. All in favor; Motion carried 5-0.

Carpet Country Sewer: Mayor Patterson – A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to allow Carpet Country to hook up to City sewer for \$500. All in favor; Motion carried 5-0. Years earlier, Mr. Peak had requested to hook up to the City sewer and was denied. The additional cost of approximately \$3,500 to bring Carpet Country on line will have to come from the Budget of Public Works.

Public Works – John Grantland

Water Line Upgrades on Long Avenue - A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to go out for Bid for materials to make Water Line Upgrades to 19 customers between 19th and 22nd Streets on Long Avenue. All in favor; Motion carried 5-0. The water pressure to these residents is very low and a new line should improve their water service.

Presnell RV Resort: Request to Bid Lift Station – A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to advertise for bids to construct a Lift Station for the Presnell RD development. The Impact Fees for this project were prepaid. All in favor; Motion carried 5-0.

Boardwalk Subdivision: Sewer – A Motion was made by Commissioner McCroan, second by Commissioner Ashbrook, to advertise for bids for the materials needed for the project. All in favor; Motion carried 5-0. This is a 50 unit development and Commissioner Buzzett would like to have Letters of Commitment before proceeding with the engineering.

Surface Water Plant – Larry McClamma

Surplus Property – A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to declare the 1996 Ford Explorer, with a VIN # of 1FMZU61EXYUB63411, as Surplus Property. All in favor; Motion carried 5-0. City of Port St. Joe Property Sticker 0481 and Tag # 122940, are attached to the vehicle which was formerly Police vehicle #3.

Wastewater Plant – Lynn Todd

Ms. Todd noted that she had not heard anything else from the company requesting to rent a Hydro Meter for

aerial spraying.

City Engineer - Clay Smallwood, III

Golf Cart Crossing Update – FDOT has reviewed the City's request for a crossing and has approved proceeding with a study. A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to consider the First Street and Highway 98 Intersection as the area for Golf Carts to cross. All in favor; Motion carried 5-0.

Wastewater Lagoon Study: Mr. Anderson shared that he has been approached by a private landowner that is considering paying the remainder of the loan portion if the City will consider paying \$20,000 toward the study. The State Revolving Fund has offered \$175,000 to the City of Port St. Joe of which \$66,000 (38%) is grant funds. This was Tabled for more information and research on the project.

Ms. Todd shared that the City would need to look at all aspects of the project as cleanup of the lagoon would be very costly and mostly likely all expenses would be the responsibility of the City.

Code Enforcement

Mayor Patterson noted that Mr. Burkett is working diligently to have overgrown lots cleaned up and is addressing the issue of vehicles with no tags cluttering lots.

Mr. Anderson advised that the County will be working with the City to remove 4 structures in North Port St. Joe. The demolition and disposal details are being worked out for the project.

Police Department – Chief Herring

New Police Officer Position: Request to Fill - A Motion was made by Commissioner Ashbrook, second by Commissioner McCroan, for Chief Herring to fill the new position budgeted for FY 2015 / 2016 in his department. All in favor; Motion carried 5-0.

City Clerk – Charlotte Pierce

Christmas on the Coast Update – Clerk Pierce shared that interest is growing in the parade and asked that Commissioners get with her on their availability for the parade.

Auto Accident Repair Bill – Request for Payment: No action was taken on the request as further information has been requested concerning insurance from the auto owner.

Clerk Pierce shared that Full Moon Climbs for the lighthouse will be November 25th and December 24th, 2015.

Citizens to be Heard

Letha Mathews wants to place a large Christmas tree in the vicinity of 202, 204, and 206 MLK Boulevard and asked for assistance in getting electricity to the site. John Grantland is to review the site for options.

Amy Rogers asked about the road paving for Garrison Avenue and the possibility of extending Garrison Avenue to Avenue A. Mr. Anderson advised that the SCOP Money being used for Garrison Avenue is for resurfacing only. It was also noted that the land between First Street and Avenue A is owned by the St. Joe Company.

Discussion Items by Commissioners

Commissioners Buzzett, Ashbrook, Thursbay nor Mayor Patterson had anything to discuss.

Commissioner *McCroan* asked that Mr. Anderson check with the citizen making the request for their repair bill to be paid to see if they have insurance and what their deductible is.

A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to adjourn the Meeting at 7:21 P.M.

Approved this _____ day of _____ 2015.

James "Bo" Patterson, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

EXHIBIT "B" - PROPOSED FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS

ID #	Project Name General Location	Project Description Yes/No Comp Plan Concurrency	Required to meet LOS	FY 2014/2015 Funding	FY 2015/2016 Funding	FY 2016/2017 Funding	FY 2017/2018 Funding	FY 2018/2019 Funding	Project Funding Source				
A Sewer													
1	Remainder Basin 10 gravity sewer rehabilitation Port St. Joe	Gravity Sewer Rehabilitation Yes, Sewer Pg 6 Objective 2.1	No					\$ 1,500,000	Anticipate CDBG Grant				
2	Basin 9 gravity sewer rehabilitation Port St. Joe	Gravity Sewer Rehabilitation Yes, Sewer Pg 6 Objective 2.1	No					\$ 2,000,000	Anticipate CDBG Grant				
3	Catch Basin 6 PH II Port St. Joe	No	No					\$ 2,000,000	Anticipate State Revolving Fund				
4	1st Street Lift Station Port St. Joe	No	No					\$ 800,000	Anticipate State Revolving Fund				
5	Lift Station Improvements Port St. Joe	Rehabilitate 7 existing lift stations throughout the city No	No	\$ 60,000				\$ 750,000	Anticipate State Revolving Fund				
6	WWTF Power Improvements Port St. Joe	Upgrade power at plant to include Emergency Power capabilities to buildings No	No		\$ 75,000				City Budget/Grant Opportunities				
7	Solar Aeration for Lagoon Port St. Joe	Replace aging aerators in lagoon with solar power No	No	\$ 83,628	\$ 83,628	\$ 83,628	\$ 83,628	\$ 83,628	City Budget/Grant Opportunities				
8	Cape Sewer Improvements Port St. Joe	Construct collection system to remove existing septic tanks No	No	\$ 75,000					City Budget/Grant Opportunities				
9	WWTF Lagoon Improvements Port St. Joe	Rehabilitate sprayfield intake No	No	\$ 25,000					City Budget/Grant Opportunities				
B Water				Sewer Total \$ 243,628					\$ 158,628	\$ 83,628	\$ 83,628	\$ 7,133,628	
1	CDBG Water Improvements Phase II Port St. Joe	Replace aging water pipes throughout cit	Yes	\$ 650,000					CDBG Grant				
2	Water Distribution System Phase III Port St. Joe	Replace aging water pipes throughout cit	Yes				\$ 1,000,000		State Revolving Fund				
3	St. Joe Beach Distribution Improvements Beaches	Replace fire hydrants and various valves throughout St. Joe Beach and Beacon Hill No	No					\$ 600,000	City Budget/Grant Opportunities				
4	Chipola River Pump Station Wewahitchka	Rehabilitate the #2 Chipola River Pump No	No	\$ 225,000					NWFWMD				
5	Surface Water Treatment Plant Improvements Port St. Joe	Construct lime addition improvements No	No	\$ 271,780					NWFWMD				
6	Hwy 71/Hwy 98 Water Improvements Port St. Joe	Replace aging water pipes along HWY 71 & HWY 98 No	No	\$ 87,140					NWFWMD				
7	White City Booster Plant Improvements White City	Upgrade the fill line, Ground Storage Tank, and distribution lines No	No					\$ 1,000,000	City Budget/Grant Opportunities				
8	Lighthouse Utilities Purchase Jones Homestead	Purchase and System Upgrades No	No					\$ 5,000,000	City Budget/Grant Opportunities				
9	Utility Location Port St. Joe	Re-route utilities under existing buildings between 1st Street & 4th Street No	No					\$ 750,000	Grant Opportunities				
10	Well Abandonment Old Primary Site	Fully abandon production well at old primary sit No	No		\$ 30,000				City Budget/Grant Opportunities				
11	Well Abandonment SWTP	Abandon #4 production wel No	No						City Budget/Grant Opportunities				
12	Booster Plant Improvements White City	Add telemetry equipment at the White City Booster Plan No	No	\$ 12,000					City Budget				
13	SWTP Improvements Port St. Joe	Rehabilitate membrane module No	No					\$ 600,000	City Budget				
Water Total \$ 1,245,920				\$ 30,000	\$ -	\$ 1,000,000	\$ 7,950,000						

EXHIBIT "B" - PROPOSED FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS

ID	Project Name	Project Description	Required to meet LOS	FY 2014/2015 Funding	FY 2015/2016 Funding	FY 2016/2017 Funding	FY 2017/2018 Funding	FY 2018/2019 Funding	Project Funding Source
#	General Location	Yes/No Camp Plan Concurrency							
C Drainage									
1	Stormwater Master Plan Update Port St. Joe	Create a City wide Master stormwater plan including alleyways No	No			\$ 50,000			City Budget/Grant Opportunities
2	Stormwater Improvements Port St. Joe	Construct stormwater improvements throughout city No	No					\$1,000,000	City Budget/Grant Opportunities
3	Battles Street Outfall Port St. Joe	Construct stormwater facility at north end of Battles St. and improve the upstream collection system No	No				\$ 450,000		NWFWMD
4	Forest Park Stormwater Improvements Port St. Joe	Construct stormwater facility in Forest Park and replace the stormwater pipe under 10th St. Ballfield No	No				\$ 790,000		NWFWMD
Drainage Total				\$ -	\$ -	\$ 50,000	\$ 1,240,000	\$ 1,000,000	
D Recreation									
1	Sports Complex Jones Homestead	Construct sports facility No	No					\$ 2,500,000	Grant Opportunities
2	Frank Pace Park Boat Ramp Port St. Joe	Boat Ramp Improvements No	No					\$ 750,000	Florida Boating Improvement Grant Other Grant Opportunities
3	Kayak Boat Launch Port St. Joe	Build kayak launch area on bay front No	No					\$ 75,000	Florida Boating Improvement Grant
4	Benny Roberts Park Port St. Joe	Rehabilitate restrooms, baseball fields, and basketball court No	No	\$ 50,000				\$ 50,000	FRDAP & Other Grant Opportunities
5	Dog park Port St. Joe	Build dog park for off leas No	No					\$ 40,000	City Budget/Grant Opportunities
6	Centennial Building Improvements Port St. Joe	Construct improvements to the Centennial Building No	No					\$ 650,000	City Budget/Grant Opportunities
7	Community Garden Port St. Joe	 No	No					\$ 75,000	City Budget/Grant Opportunities
8	Lighthouse Complex Improvements Port St. Joe	Construct improvements to Lighthouse complex No	No	\$ 125,000					City Budget/Grant Opportunities/Donations
9	Forest Park South Port St. Joe	Rehabilitate restrooms, picnic, and playground No	No		\$ 50,000				FRDAP & Other Grant Opportunities
10	Frank Pace Park Tennis Courts Port St. Joe	Rehabilitate tennis court No	No					\$ 50,000	FRDAP & Other Grant Opportunities
Recreation Total				\$ 225,000	\$ 50,000	\$ -	\$ -	\$ 4,290,000	
E Transportation									
1	David B. Langston Drive Sidewalk Port St. Joe	Construct sidewalk along Langston Drive No	No	\$ 9,000			\$ 70,000		FDOT
2	City Signs Port St. Joe	 No	No				\$ 120,000		City Budget/Grant Opportunities
3	City Roadway Improvements Port St. Joe	Mill and resurface Garrison Ave, Long Ave, & other streets as required No	No					\$ 2,000,000	City Budget/Grant Opportunities/FDOT
4	Sidewalk improvements Port St. Joe	Rehabilitate aging sidewalks throughout the city No	No					\$ 250,000	City Budget/Grant Opportunities
5	HWY 98 Golf Cart Crossing Port St. Joe	Construct Golf Cart crossing for HWY 98 No	No					\$ 7,500	City Budget/Grant Opportunities
6	Gateway Boulevard Port St. Joe	Create master plan for connector road from affordable housing development to industrial par No	No	\$ 40,000					DEO Planning Grant
7	City Hall ADA Improvements Port St. Joe	Construct ADA improvements to City Hal No	No				\$ 100,000	\$ 100,000	City Budget/Grant Opportunities
Transportation Total				\$ 49,000	\$ -	\$ -	\$ 290,000	\$ 2,357,500	

CITY OF PORT ST. JOE

70 HP Outboard Motor

RFP #2015-12

Friday, November 20, 2015

3:05 P.M.

BID TABULATION FOR BIDS RECEIVED
AT THE CITY OF PORT ST. JOE

BIDDER	TOTAL BASE BID
1. Harts Marine & Outdoor	\$ 8,085.94
2. All Pro Watercraft 60 HP	\$ 7,424.99
3. Mexico Beach Marina	\$ 7,135.00
4. Wefing's Marine, Inc.	\$ 7,424.00
5. Wefing's Marine, Inc.	\$ 8,486.00
6. Mike's Marine Supply	\$ 7,494.00
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CITY OF PORT ST. JOE
St. Joe Beach Booster Station Tank
RFP #2015-13
Friday, November 20, 2015
3:05 P.M.

BID TABULATION FOR BIDS RECEIVED
AT THE CITY OF PORT ST. JOE

BIDDER	TOTAL BASE BID
* 1. Chris' Custom Welding	\$ 23,875.00
2. Pittsburg Tank & Tower Maintenance	\$ 27,500.00
3. Tank Pro Inc.	\$ 39,777.00
4. Williams Industrial & Marine	\$ 22,535.00
5. Williams Industrial & Marine Alternate	\$ 49,260.00
6. Cathey Construction	\$ 63,998.00
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* 12. 7% local preference -1,671.25	\$ 22,203.75
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**Code Enforcement 2015 Activity
As of 11/23/15**

	Open	Closed	Total	Increase
Unlawful Accumulation	76	145	221	4
Substandard Structure	7	9	16	3
Abandoned Vehicle	12	13	25	2
Unlawful Sewer				
Land regulation Violation	13	9	22	
Business Lic. Violation				
Special Master Hearings				
Building Demolition	5	12	17	
Waste Violation	24	390	414	15
Sign Violation	1	97	98	5
Parking Regulations		4	4	
Total	138	679	817	29

Preliminary Estimate

Customer: HAYS, DANNY

Job Number:

Vehicle: 2004 CHRY PT CRUISER TOURING 4D WGN 4-2.4L-FI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER					
2		O/H front bumper				2.5	
3	Repl	Bumper cover w/o accent w/dream cruiser	5086116AB	1	639.00	Incl.	2.6
4		Add for Clear Coat					1.0
5		Add for fog lamps				0.4	
6		FRONT LAMPS					
7	Repl	RT Fog lamp assy	5288796AD	1	108.00	Incl.	
8	#	HAZARDOUS WASTE REMOVAL		1	5.00		
SUBTOTALS					752.00	2.9	3.6

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			752.00
Body Labor	2.9 hrs @	\$ 44.00 /hr	127.60
Paint Labor	3.6 hrs @	\$ 44.00 /hr	158.40
Paint Supplies	3.6 hrs @	\$ 28.00 /hr	100.80
Subtotal			1,138.80
Sales Tax	Tier 1 \$ 1,138.80 @	7.0000 %	79.72
Grand Total			1,218.52

IF YOU RECIEVE AN INSURANCE CHECK AND DEPOSIT THAT CHECK, THERE WILL BE A 3% CHARGE WHEN USING A CREDIT CARD.

Limited lifetime warranty, except for rust - no warranty on rust - no limit on mileage

PAYMENT DUE IN FULL WHEN COMPLETED - CASH, CHECK, VISA, OR MC

A \$20.00 PER DAY STORAGE FEE WILL BE CHARGED ON VEHICLES THAT ARE LEFT ON THE PROPERTY. THIS FEE IS CHARGED TO THE INSURANCE COMPAINES ALONG WITH TEAR DOWN CHARGES AND TOW BILLS. IN THE RARE INSTANCE THAT THERE IS NO INSURANCE COMPANY INVOLVED THESE CHARGES WILL BE COLLECTED FROM THE CUSTOMER.

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