

**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 15, 2016, AT 6:00 P.M.**

The following were present: Commissioners Ashbrook, Buzzett, Lowry, and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Attorney Tom Gibson were also present. Mayor Patterson was absent and the meeting was chaired by Mayor Pro tem Thursbay.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to approve the Minutes of the Regular Meeting on November 1, 2016. All in favor; Motion carried 4-0.

A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to approve the Minutes of the Special Meeting of November 7, 2016. Commissioners Buzzett, Ashbrook, and Thursbay voted in favor of the Minutes and Commissioner Lowry abstained as he was not at the meeting. Motion carried 3 in favor and 1 abstention. Form 8B – Memorandum of Voting Conflict is attached for Commissioner Lowry.

PORT ST. JOE REDEVELOPMENT AGENCY (PSJRA)

There was no report from the PSJRA.

CITY ATTORNEY –

Judge Fishel will review the case. If he finds there is cause, the City will be required to provide information for the case.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

RFP 2016-10 Legal Services: A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to advertise for Legal Services with the following changes made to the Specifications:

Page 1 – I. Intent - Remove the first sentence of paragraph 3.

Page 4 – 3. Proposed Fee Structure – Paragraph 1 changed to: Propose an hourly rate plus a retainer fee that is inclusive of all service costs for the identified Scope of Work and General Specifications, payable in equal monthly installments, for identified legal services.

All in favor; Motion carried 4-0.

Christmas on the Coast – December 10, 2016, at 6:00 P.M. ET – Entry forms are being received and plans are progressing well for the parade.

New Business

Sea-Today, LLC – Lagoon Enzyme Trial Presentation – John Grosse: A Handout was provided and reviewed by Mr. Grosse. The Commissioners requested time to review the information before making a decision on his presentation.

Utility Bills – Commissioner Buzzett requested that a Workshop be held in January to review the connect and disconnect process of utility services provided by the City. There is approximately \$170,000 in

outstanding utility bills due to the City being pursued by the Collection Agency and he would like to look at this also.

Employee Appreciation Dinner – Commissioner Thursbay: A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to allow John Grantland to sell scrap materials to cover the cost of the dinner on Friday, December 16, 2016. All in favor; Motion carried 4-0.

Ward Ridge Building Improvements – Commission Ashbrook: Mr. Anderson shared that an inspector has been contacted to look at the building.

Commissioner Buzzett feels that there needs to be some changes concerning the building as having the dance studio in the building is very disruptive on meeting nights. He requested that the Dance Studio be given the opportunity to purchase the building or look at selling the building.

Public Works –

In the absence of John Grantland, Mr. Anderson shared that point repair work is being done on Garrison in preparation for the SCOP paving project.

Mr. Anderson advised the Commission that he had received a letter today from Christina Coger of the Northwest Florida Water Management District stating the City has been approved for an \$80,000 grant for water line improvements in North Port St. Joe.

Surface Water Plant – Larry McClamma

RFP 2016-09 Membrane Filters – Request to Award Bid: A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to award the bid to Evoqua Water Technologies in the amount of \$99,220.00. All in favor; Motion carried 4-0.

Wastewater Plant – Kevin Pettis

Wastewater Treatment Plant Operating Permit Renewal – A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to approve the Task Order for Dewberry to begin the permit renewal. All in favor; Motion carried 4-0. Philip Jones will be contacted to work on this as he prepared the last renewal. Anticipated cost is \$14,000 for the permit renewal and this is not in the current budget.

Request to Purchase Trucks under State Contract - A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to purchase 2 trucks for the state contract price of \$22,700 each. All in favor; Motion carried 4-0. This is \$700 more than the anticipated cost and the Surface Water Plant and the Wastewater Treatment Plant will be responsible for the additional funds from their budget.

City Engineer – In the absence of Mr. Smallwood, Mr. Anderson provided the following information.

Golf Cart Crossing Update – Preliminary approval has been given for the crossing but the following stipulations must be met: Signage identifying the crossing must be provided by the City and FDOT will have to make changes to the traffic lights at the intersection to allow a longer interval for the golf carts to cross.

Project Updates:

Garrison Avenue Paving – Work should begin around December 1, 2016.

6th and 7th Streets Drainage – Plans have been given to John Grantland for review.

Frank Pate Park Boat Ramp Improvements – Everything has been submitted to FWC for their review.

Long Avenue Trunk Line – The City engineer is working on the design phase of this.

Code Enforcement - Mr. Burkett's report did not require any action.

Police Department – Chief Herring did not have any updates for the Commission.

City Clerk – Charlotte Pierce

Clerk Pierce asked for two volunteers to ring the Salvation Army Red Kettle Bell on Friday, December 16, 2016. Commissioner Buzzett volunteered to cover one of the available times.

Citizens to be Heard

Chester Davis asked Chief Herring for help with off road vehicles in North Port St. Joe. Mr. Davis noted that officers were working the area and when those riding the vehicles see the officers, they take off recklessly in another direction creating safety concerns for residents.

Letha Mathews asked that in 2018 the Commission consider providing a safe area for children to ride little electric vehicles in.

Discussion Items by Commissioners

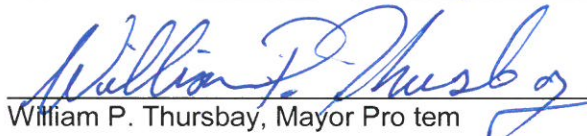
Commissioners Ashbrook nor Buzzett had anything to discuss.

Commissioner Lowry suggested that, due to the holidays, the December 20, 2016, meeting be moved to December 13, 2106.

Commissioner Thursbay expressed his appreciation to everyone for their help tonight as this was his first time chairing a meeting.

A Motion was made by Commissioner Buzzett, second by Commissioner Lowry, to adjourn the Meeting at 6:58 P.M.

Approved this 6th day of December 2016.



William P. Thursbay, Mayor Pro tem

12-7-16

Date



Charlotte M. Pierce, City Clerk

12/7/16

Date