

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST JOE, FLORIDA, HELD AT 2775 GARRISON AVE., November 20, 2018, AT 6:00 P.M.**

The following were present: Commissioner Patterson, Hoffman, and Lowry. City Manager Jim Anderson, and City Attorney Adam Albritton were also present. Commissioners Ashbrook and Langston were absent.

**CONSENT AGENDA**

A Motion by Commissioner Hoffman, second by Commissioner Lowry, to approve the minutes of the Emergency meeting of October 30, 2018, Joint City/County meeting of November 1, 2018, Emergency meeting of November 1, 2018 and the Regular meeting of November 6, 2018. All in favor; Motion passed 3-0.

**Building Department update**, EPCI representative Willie Payne discussed the number of permits issued and the completion of a letter to explain the substantial damage process. He added that this information is being posted on the Building Department Facebook page. Commissioner Hoffman asked about the permit requirements for homeowners removing and replacing sheetrock in their homes. Mr. Payne indicated that a permit was required if it involved the removal and replacement of insulation. An Energy inspection is required for that work. Mr. Hoffman restated his concern that the city and county building departments were on the same page.

**Planning Board Recommendation**, Jim Anderson presented the Planning Board's recommendation with regards to permits for Accessory Structures, motion by Scott Hoffman to adopt the planning board recommendation with one change to add conforming structures. Motion is to allow conforming and non-conforming accessory structures with a prior permit or sufficient evidence of a prior structures existence and footprint, such as google earth, would not require a new variance or special exception. Also, no charge would be required for anyone with a prior permit, but a fee would be required for those who do not have a prior permit and the duration of this special exception would be for six months, second by Brett Lowry, motion passed 3-0.

**City attorney**, Adam Albritton had no new business but did state that a representative of Neal Dunn's office would be available at the Ward Ridge building to answer questions on November 27, 2018 from 10am-2pm eastern time.

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

**Old Business**

**CDBG grant update** from Bruce Ballister, Bruce indicated that the city's grant application scored in the bottom third of the submitted grants and that we did not receive the grant for sewer improvements to North Port St Joe.

**Hurricane Michael update**, Jim Anderson indicated that he has contacted the state about clean up along the State Hwy 71 and Hwy 98 corridor. He will also ask them about clean-up of the city alleys. Commissioner Hoffman asked if we could get a list of completed roads and/or a map of the completed areas. FEMA representative Brenda Gustafson gave an update on the availability of FEMA trailers. She also gave a FEMA fraud hotline number 866-720-5721.

**SBA update**, Jarmon Hariri, indicated that the SBA is still open at the Port St Joe Library and the deadline for completing of your application is December 10, 2018.

**Triumph Funds**, Jim Anderson indicated that the city and county have been in discussion about possible multi-year support payments from the Triumph funds to supplement loss revenues due to the storm. We are submitting a preliminary application request or 20 percent loss funding, which amounts to approximately \$1.38 million in potential lost revenues for this year and \$1.6 million in next year lost revenues.

#### **New Business**

**Meeting Change request**, Jim Anderson relayed a request for Commissioner Langston to move the regular scheduled meeting time up to noon to allow for a work conflict. Motion by Scott Hoffman to move the meeting time to noon, second by Brett Lowry, motion passed 3-0.

**Waste Pro contract**, Jim Anderson discussed the fact that the county was going out to bid for their garbage contract which expires in March 2019. The city Waste Pro contract runs through September 30, 2019. Commissioners instructed Jim to gather information on the current contract rate increases and on the county's bid process and report back at the next meeting.

**Utility Billing for October**, Jim presented a staff recommendation to give utilities the ability to adjust customer accounts for both water and sewer using a six month average due to large water usage caused by Hurricane Michael. Motion by Commissioner Lowry, second by Commissioner Hoffman, motion passed 3-0.

**Public Works, Sewer Lift Stations Task Order**, John Grantland requested approval to issue a task order to the city's engineering firm, Dewberry Associates, to task them with developing the repair needs and bid specifications for the repair of the city's sewer lift stations. Motion by Commissioner Hoffman, second by Commissioner Lowry, Motion passed 3-0.

**Surface Water Plant- Larry McClamma**, Did not share anything with Commission.

**Waste Water Plant, RFP 2018-14 Biological Dredging**, Jim indicated that the bids for the dredging were significantly higher than the budgeted amount of \$115K, the lowest bid was \$154K annually, Jim requested we table the bids until we can contact FDEP to request some help with funding or a variance of six months. Commissioners agreed.

**Finance Director – Mike Lacour**, Did not share anything with Commission.

**City Engineer – Clay Smallwood**, gave commissioners an update on Langston Drive project.

**Code Enforcement**, no action was required. Commissioners requested that Richie continue to pick up contractor signs placed illegally in the right of ways.

**Police Department – Matt Herring**, gave an update on the police department repair bids, the bids are available on the city website and he encouraged contractors to bid on the repairs.

**City Clerk** – Christmas parade is scheduled for December 6, 2018 at 6pm.

**Citizens to be heard –**

Cheryl Steindorff representing Pioneer Bay and the Pack, requested a letter to allow her organization to use the game room at the Washington Gym as a meeting space.

Lorinda Grinnell reported the Port St Joe Farmers Market will have a Christmas market on December 6, 2018 9am till 3pm. Also noted that the chamber was going to coordinate with local businesses to have an open house in conjunction with the Farmers Market. She also informed the board of a meeting with public adjustors to help citizens with insurance claims to be held at the Senior Citizen Center November 29, 2018 from 6 P.M. till 8 P.M.

Chris Brumbaugh expressed concerns about the noise at 103 Monica site city ordinance 387, he wanted to issue a formal notice of his complaint and ask that the city do something about the customer living on the property without utilities. He asked the city to contact the health department and he called for another city code enforcement warning. Commissioners discussed possible options and asked staff to follow up with an action plan. The Commission talked about the police department issuing a trespassing warning and to look at an ordinance to require residence be issued a permit to run a generator.

Chester Davis, Waste pro representative, stated that the current waste pro contract would stand alone even if the county elected another vendor for garbage pickup in the county.

**Discussion Items by Commissioners**

Commissioner Hoffman – made a motion to allow city non-essential personnel to take a half day Holiday on Wednesday November 21, 2018, second by Commissioner Lowry, motion passed 3-0.

Commissioner Lowry – requested that staff look at a speaking ordinance, work with staff and city attorney to present an ordinance similar to the county ordinance. City attorney Albritton indicated he would review the county ordinance and work up a draft ordinance for review.

Mayor Patterson – had nothing to discuss.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to adjourn the meeting at 7:11 P.M.

Approved this 4<sup>th</sup> day of December 2018.

James "Bo" Patterson  
James "Bo" Patterson Mayor

Michael D. Lacour  
Michael D Lacour, City Finance  
Director

12/5/18  
Date

12/5/18  
Date