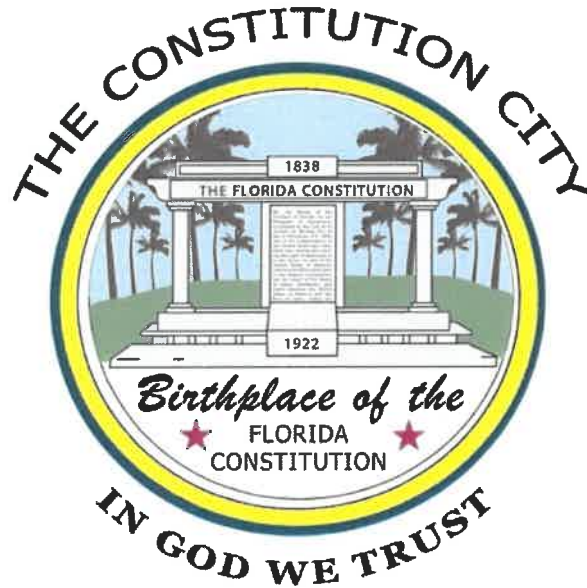


**January 15, 2019
Regular Meeting
12:00 Noon
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Bo Patterson, 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

Regular Public Meeting
12:00 Noon
2775 Garrison Avenue
Tuesday January 15, 2019

Call to Order

Consent Agenda

Minutes

- Regular Meeting 12/18/18

Pages 1-4

Bldg. Department- Update

PSJRA- Update

City Attorney

- Ordinance 551 Flood Plain Management- Update
- Resolution 2019-01 SRF Funding Request- Hurricane Damage

Pages 5-6

Old Business

- 103 Monica Drive- Health Department Update
- WastePro Contract- Chester Davis
- Hurricane Michael
 - FEMA
 - Debris Removal Deadline 1/31/19
 - SBA

New Business

- Election Qualifying Fees- Mayor Patterson
- RFP 2018-18,19, & 20 Emergency Lift Station Repairs
- Light House Keepers' Quarters- Roofs- Request to Bid Repairs
- Beaches Sewer System (ESAD)- Comm. Ashbrook
- Long Term Recovery Consultant- Joint City/County Bid
- Legislative Budget Request

Page 7

Public Works

- 6th & 7th Street Drainage

Surface Water Plant

- Update

Waste Water Plant

- Biological Dredging

Page 8

Finance Director

- Update

City Engineer

- **Langston Drive Sidewalk- Update**
- **Trail Lighting- Update**
- **Road Paving**
 - **Update On Current Projects**

Code Enforcement

- **Update**

Page 9

Police Department

- **Update**

City Clerk

- **City Election Time Line**

Page 10

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, December 18, 2018, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting of December 4, 2018. All in favor; Motion carried 4-0.

Building Department Update – Bo Creel, Building Inspector, clarified the rebuilding process.

PORT ST. JOE REDEVELOPMENT AGENCY (PSJRA) – Bill Kennedy noted that the PSJRA is currently working on a sign replacement plan for the business district, the 3rd Street informational sign, and a fish cleaning station at Frank Pate Park.

City Attorney –

ORDINANCE 551 - City of Port St. Joe Flood Plain Management and Minimum Base Flood Elevation First Reading and Request to Advertise.

Attorney Albritton noted that if the Commission wished to adopt Ordinance 551, it should be as an Emergency Adoption of the Flood maps, and then a finalized adoption at a later date.

Steve Womack asked if Ordinance 551 would apply to the private sector and City as well. Mr. Albritton responded that it would.

Christy McElroy noted that the County had adopted the 2' above Minimum Base Flood Elevation and questioned what effect this would have on businesses if the City adopted the same height.

Building Inspector Creel noted that for permitting purposes to move forward, 1' above Minimum Base Flood Elevation was required under the current code.

Commissioner Ashbrook requested that as of 12:25 P.M. today, the preliminary Flood Plain Management Maps be used as guidelines for permitting as the Commission intends to adopt the Flood Plain Management Maps and keep the Minimum Base Flood Elevation at 1' based on an emergency basis today.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

Hurricane Michael – Mr. Anderson noted that staff continues to work on hurricane debris removal and that commercial debris has to be taken care of by the owner. As of today, no deadline has been set for residential pickup.

FEMA – Brenda Gustafson shared this was her last meeting and introduced her replacement, Jeremy Bott.

SBA – Tamim Chocdhry updated the Commission on the number of loans that have been made by SBA.

RFP 2018-16 Roof Repairs – A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to award RFP 2018-16 to Land Roofing for the Centennial Building in the amount of \$98,000; the Washington Gym in the amount of \$58,800; and the STAC House in the amount of \$44,800. All in favor; Motion carried 4-0.

CDBG Grant Update – Mr. Anderson noted that the CDBG Grant for North Port St. Joe sewer had been moved up in the rankings and there is a good possibility that the rehabbing of the sewer on Avenues C and D could be accomplished. The grant would be for \$650,000.

North Port St. Joe Project Area Coalition Zoning Change Request – Mr. Anderson shared that the second letter and a copy of the Future Land Use Map and Zoning Change Area will be mailed this week to all property owners that would be impacted by this change. A meeting will be scheduled with the Planning, Development and Review Board for this request as the next step.

New Business

Buck Griffin Lake Timber Bridge Repair Task Order – A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to proceed with the Task Order for both the Buck Griffin Lake Timber Bridge Repair and the Frank Pate Park Picnic Facility and Gazebo Repair with the understanding that insurance money is the only source of funding for the project. All in favor; Motion carried 4-0.

Frank Pate Park Picnic Facility & Gazebo Repair Task Order – See Motion above for Buck Griffin Lake Timber Bridge Repair Task Order.

New Year's Eve Fireworks, December 31, 2018 at 10:00 P.M. – This is a reimbursable expense covered by the Gulf County TDC.

Duke Energy Grant – Mr. Anderson shared that the \$15,000 application has been submitted and the funds are to be used for rehab after Hurricane Michael.

Public Works – John Grantland

RFP 2018-18 Emergency Lift Station Repairs – Mr. Grantland requested that this be re-advertised as it needs to be individually advertised for Control Panels, Control Panel Installation, and Lift Station Pumps. A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to re-advertise. All in favor; Motion carried 4-0.

Mr. Grantland noted that plans are in the vendors hands for pricing on the 7th Street drainage issue. If approved, the City would be doing the work on the project.

Surface Water Plant – Larry McClamma did not have anything to update the Commission on.

Wastewater Plant – Kevin Pettis

Biological Dredging Update – Mr. Pettis shared that funding for 50% of the project is being requested from Florida Rural Water. He also noted there is a lot of water in the lagoon to pump out and that the Biological Dredging must begin in February.

Finance Director – Mike Lacour reported that the cash balance is holding steady, there will be pressure on the cash flow for the next few months, and there may be a need for help with immediate cash. All accounts are being reviewed daily.

Commissioner Ashbrook asked that grants be sought for additional staffing.

City Engineer – Clay Smallwood, III

Langston Drive Sidewalk Update – A CEI Firm will be selected at the next County meeting.

Trail Lighting Update – The County is in hopes the Scope of Work can be revised for Core Park. Lighting from 20th Street to St. Joe Elementary is being looked at.

Road Paving - Update on Current Projects – Hard dates for the projects should be available later this week. Work on 8th Street, Williams Avenue, and the intersection of 1st Street and Reid Avenue should begin after the first of the year.

Code Enforcement no action was required. Six pages of building permits have been pulled and the work that is being done is being checked on.

Police Department – Chief Matt Herring

RFP 2018-17 Building Repairs – It was noted that the quote from W. G. Pitts in the amount of \$66,755 for repairs did not include flooring or HVAC, and the City would be required to do this work. Chief Herring shared his concerns about expending that amount of money in an old building and noted he was comfortable with his department remaining at the court house for the time being. A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to Table the repairs at this time. All in favor; Motion carried 4-0.

Chief Herring noted the toy give away today beginning at 5:30 P.M at St. Joe Elementary School.

City Clerk - Charlotte Pierce thanked the Commissioners for their participation in the Christmas Parade and noted that a lot of favorable comments have been received from residents concerning the parade.

Citizens to be Heard –

Clair Morris stated she felt adopting of the Flood Plain Maps was good; the community is working together and looking good, and asked about the debris in the park at 13th Street being picked up.

Commissioner Hoffman commented there are two types of debris, storm and debris that have been placed there by residents. He feels the City is responsible for storm debris and residents should take care of their own.

Steve Womack complimented the Building Department for their efficiency, and help when he was making repairs to his home.

Chris Brumbaugh requested assistance in resolving the issues at 103 Monica Drive and asked if there was an ordinance against generators.

Attorney Albritton responded that all steps have been followed, properly notated, and the term puts pressure on the individuals. He did not recommend an ordinance for generators and noted there are other routes to handle the issues.

Commissioner Hoffman stated there is no simple solution and asked that the health department be at the next meeting to address this.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to cancel the January 1, 2019, meeting of the Commission due to the New Year's Holiday. All in favor; Motion carried 4-0.

Discussion Items by Commissioners

Commissioner Hoffman asked if there would be a Christmas gathering for employees. Mr. Anderson responded that nothing had been planned. Mrs. Pierce stated in the past, such events had been covered through the sale of scrap metal. A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to provide a ham or turkey for employees. All in favor; Motion carried 4-0. Attorney Albritton volunteered to provide turkeys for the employees.

Commissioner Ashbrook would like for the City to look at filling several positions to help with hurricane recovery, grants, and a city planner. He also noted that the process to rebuild needs to be easier.

Commissioner Langston voiced his concerns about people with no insurance and damaged roofs and asked if there was a way to help senior citizens and Veterans. He also referenced a Resource Directory that is provided by the health department and wished everyone a Merry Christmas.

Mayor Patterson wished everyone a Merry Christmas, Happy New Year, and encouraged everyone to have faith, the City is recovering and will continue to do so.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to adjourn the meeting at 1:47 P.M.

Approved this _____ day of _____ 2019.

James "Bo" Patterson, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

RESOLUTION 2019-01

"A RESOLUTION OF THE CITY OF PORT ST. JOE, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE."

WHEREAS, Florida Statutes provide for loans to local water utilities to finance the construction of water facilities; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and to enter into a loan agreement; and

WHEREAS, the State Revolving Fund loan priority list designates Project No. 23015 as eligible for available funding; and

WHEREAS; THE CITY OF PORT ST. JOE intends to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for project financing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS AS FOLLOWS:

SECTION I. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION II. THE CITY OF PORT ST. JOE is authorized to apply for a loan to finance the Project.

SECTION III. The revenues pledged for the repayment of the loan are wastewater revenues. THE CITY OF PORT ST. JOE has liens on wastewater revenues.

SECTION IV, The Mayor is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application.

SECTION V. The Mayor is hereby designated as the authorized representative to execute the loan agreement which will be binding obligation in accordance with its terms when signed by both parties, The Mayor is authorized to represent the company in carrying out the company's responsibilities under the loan agreement. The Mayor is authorized to delegate responsibility to appropriate staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION VI. The legal authority for borrowing moneys to construct this Project is THE CITY OF PORT ST. JOE.

SECTION VII. All resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION VIII. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION IX. This resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED this _____ day of January, 2019.

ATTEST

APPROVED AS TO FORM AND
LEGALITY

Charlotte M. Pierce, City Clerk

J. Adam Albritton, Attorney

James "Bo" Patterson, Mayor

**CITY OF PORT ST. JOE
EMERGENCY LIFT STATION PROJECTS
PROJECT #50108656**

**BID TABULATION FOR BIDS RECEIVED
AT THE CITY OF PORT ST. JOE
ON JANUARY 10, 2019 AT 3:00 P.M. E.T.
AND OPENED AT 3:05 P.M. E.T.**

	<i>2018-19</i>	<i>2018-20</i>	<i>2018-21</i>
BIDDER	INSTALLATION	CONTROL PANELS	PUMPS
1. Economy Control Systems			
2. Clark Services, Inc.			
3. Pump and Process <i>2 pumps</i>			\$ 33,937. ⁰⁰ *
4. Water Technology, Inc.			
5. CEC Motor & Utility Services <i>12 panels</i>		\$ 269,525. ⁰⁴	
6. Current Solutions	\$ 51,700. ⁰⁰ *		
7. Gilbert Pump & Mechanical			
8. J.H. Wright & Assoc. <i>12 panels</i>		\$ 258,774. ⁰⁰	
9. Jim House & Assoc. <i>12 panels 4 pumps</i>		\$ 246,270. ⁰⁰ *	\$ 32,000. ⁰⁰ *
10. Universal Electric of Tallahassee	\$ 169,186. ⁰⁰		
11. AAG <i>6 panels 6 pumps</i>		\$ 106,005. ⁰⁰	\$ 53,860. ⁰⁰ *
<i>All bids are under review by staff.</i>			

Total \$ 467,197

RFP 2018-14 Biological Dredge Waste Water Lagoon Bids

Vendor: Environmental Associates of Louisiana

Per year: \$380,000

Vendor: Sea-Today

One year contract with labor provided: \$192,000

One year contract with PSJ labor: \$180,000

Three year contract with labor provided:

Year one; \$166,000

Years 2 and 3; \$142,000

Three year contract with PSJ labor:

Year one; \$154,000

Years 2 and 3; \$130,000

**Code Enforcement 2018 Activity
As of 1/10/2019**

	Open	Closed	Total	Increase
Unlawful Accumulation	12		12	3
Substandard Structure	27	4	31	1
Abandoned Vehicle	1		1	
Unlawful Sewer				
Land regulation Violation	12	7	19	9
Business Lic. Violation				
Special Master Hearings				
Building Demolition	11	24	35	
Waste Violation				
Sign Violation		353	353	28
Total	63	388	451	41

City of Port St. Joe 2019 General Election Time Line

March 20, 2019, Noon, Wednesday through March 27, 2019, Noon, Wednesday – **Qualifying**

April 15, 2019 – Monday - **Registration Book Close**

May 4, 2019, – May 11, 2019 – Saturday to Saturday - **Early Voting** at Supervisor of Elections Office (No Sunday Voting on May 5th) 9:00 A.M. – 5:00 P.M.

May 14, 2019, Tuesday – **Election Day** – Voting at Fire Station from 7:00 A.M. – 7:00 P.M.

May 15, 2019 – Wednesday – **Special City Commission Meeting: Election Certification**
12 Noon – Ward Ridge Building

June 18, 2019 – Tuesday – **Run-off Election if needed**

*June 18, 2019 - Tuesday – **Swearing in of Commissioners 6:00 P.M.**
(Reception at 5:30 P.M. – Ward Ridge Building)

*To Be Determined if a run-off is necessary