

**November 19, 2019
Regular Meeting
12:00 Noon
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Rex Buzzett, 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 November 19, 2019

Call to Order

Consent Agenda

Minutes

- Regular Meeting 11/5/19 Pages 1-4

Bldg. Department

- Update (Quarterly)

Long Term Recovery Committee- Update

PSJRA- Update

City Attorney

- Special Master Contract Pages 5-7

Old Business

- Government Complex Grant-Update
- Capital City Bank Lease- Update
- RFQ 2019-03 Electrical Service Continuing Service Contract
- Roberts Rules of Order- Mayor Buzzett

New Business

- Planning Board Membership Pages 8-9
- Washington Gym Lighting Pages 10-11

Public Works

- Stump Grinder Page 12

Surface Water Plant

- RFP 2019-02 Membrane Filter Modules Page 13

Waste Water Plant

- Update

Finance Director

- Update

City Engineer

- Trail Lighting/Upgrades Grant- Update
- Road Bond Money

Code Enforcement

- Update

Police Department

- Update

City Clerk

- Christmas Parade 12/14 at 6:00 P.M.

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, November 5, 2019, at 6 P.M.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting on October 15, 2019. All in favor; Motion carried 5-0.

Building Department Update – Quarterly:

Long Term Recovery Committee Update – A report will be given at the November 19, 2019, meeting.

PSJRA Update – Chairman Ashbrook shared that their budget had been voted on, and a decision has not been made as to whether to spend funds on a restroom or Splash Pad. He noted the TDC has committed \$25,000 to the Splash Pad and help has been requested on delivery trucks parking the alley ways.

City Attorney –

TDC Fifth Penny

Mr. Albritton referenced the letter from Gulf County Attorney, Jeremy Novak, and feels there is no obligation for the county to produce funds for the City as there is no strong agreement or detrimental alliance. He will continue to review documents to see if anything has been missed.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

Government Complex Grant Update –

Staff continues to look for property. Mayor Buzzett shared that he is waiting to hear from Jorge Gonzalez with the St. Joe Company concerning land near the old railroad shop and Avenue A Baseball Field.

White Goods and C & D Materials – Commissioner Langston

Commissioner Langston encouraged the Commissioners to let our Code Enforcement Officer do his job enforcing trash cleanup throughout town. He stressed that people know when others dump on their property, the City has been very lenient on enforcement, but time has come for individuals to be responsible for their actions, and pay fines when levied.

NRDA Stormwater Grant Update –

There will be a Workshop to begin the Grant process on December 3, 2019, at 5:00 P.M.

Restore Act Pot 3 Funding – Mayor Buzzett

Mayor Buzzett requested that a letter be sent to the county asking that the \$500,000 they had earmarked for purchasing the ESAD Sewer be repurposed to complete the CDBG Grant in North Port St. Joe for Battles Street.

New Business

FRDAP Committee

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to verify if those currently on the FRDAP Committee wished to continue serving, to add Jill Bebee to the FRDAP Committee, and possibly expand the committee to include others at a future time. All in favor; Motion carried 5-0.

Christy McElroy shared her concerns about the makeup of the committee.

Robert Branch asked if residents located near the proposed Disc Golf Course had been contacted. Mayor Buzzett responded that information has been provided on the City Website and Facebook Page.

Tennis Court Repairs

Consensus was for Mr. Anderson to approve repair expenditures that are covered under insurance funds and move forward with making repairs to include the tennis court fence. Commissioner Hoffman wants to add several Pickle Ball Courts and Commissioner Langston asked that improvements be made to the Tennis Court area of the Washington Site. Mr. Lacour shared that he is meeting with a Tennis Court consultant on Thursday and will see what his recommendations are.

Roberts Rules of Order – Mayor Buzzett

Mayor Buzzett noted that copies of Roberts Rules had been distributed to each Commissioner and he asked that they read through the book. Attorney Albritton offered to provide policies and guideline that would help facilitate the Commission Meetings. The Mayor requested that this item continue to be on the Agenda.

FDEP Grant Application –

The grant request is for \$750,000 and would move approximately 120 homes from septic tanks to city sewer. A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to submit an application, and if the grant is approved, to wave the impact fees as the match for the grant. All in favor; Motion carried 5-0.

Small Scale Fee Waiver Request – The Gulf County Sheriff's Office requested that an advertising Fee Waiver of \$500 be granted to change their property from C1A and R2B to Public. A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to grant the request. All in favor; Motion carried 5-0.

Public Works – John Grantland

Mr. Grantland anticipates the crossover bridge between Buck Griffin Lake and the 16th Street Park will be completed in a couple of weeks. Concrete pouring should be done next week.

Surface Water Plant – Larry McClamma

RFP 2019-02 Membrane Filter Modules

Mr. McClamma requested the plant be given more time to review the bids and complete testing on the products.

Wastewater Plant – Kevin Pettis

Discharging will continue through November and the plant is still working on filters.

Finance Director – Mike Lacour

Mr. Lacour is wrapping up final insurance requests, working with FEMA, and is moving along on other projects.

City Engineer – Clay Smallwood, III

Trail Lighting / Upgrades Grant Update – A response has not been received from Duke Energy.

Road Bond Money – Funds have been obligated for Clifford C. Sims Park road repair and improvements.

The bids will be opened on November 22, 2109, for the Frank Pate Park Gazebo.

Progress is being made on the FDOT SCOP Grant for Garrison Avenue from 16th Street to Madison Avenue.

Code Enforcement –

Special Master RFQ 2019-02

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to accept the application of Mel C. Magidson, Jr., to fill the vacant position. All in favor; Motion carried 5-0. Mr. Magidson shared with the Commission that he is currently on Retirement Status with the FL Bar, he is filing his petition to have the status changed, pay the required fee, and will be ready to go. Mr. Magidson, Attorney Albritton, and Mr. Anderson will work on the particulars of the agreement.

Police Department – Sgt. Jake Richards

Sgt. Richards noted two new officers have been hired, Sherrell Morrison and Tyrece Hicks.

City Clerk - Charlotte Pierce –

Ghosts on the Coast

Mrs. Pierce shared that Ghosts on the Coast went well and positive feedback has been received on the event.

Christmas Parade

Inquiries are being received about the parade and entry forms are being submitted.

Keepers Quarters

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to use insurance money received for the Keepers' Quarters to help with the painting of the structures. All in favor; Motion carried 5-0. A quote, totaling \$19,900 to paint both houses, was received from Premier Painting & Remodeling. The St. Joseph Historical Society received a grant from the FL Lighthouse Association and \$8,000 of that grant will be used for painting the Sleeping Beauty Gift Shop.

Citizens to be Heard –

Robert Branch shared his concerns about the TDC Taxes, the Inter-local Agreement, and the lack of funds provided for the Field of Dreams. He provided several of the documents to Clerk Pierce.

Christy McElroy noted her concerns about funding from the TDC, the City not receiving their fair share of the funds, and provided a copy of the Second Amended Complaint from McElroy v City and County referencing the funding.

Chester Davis, President of the NPSJ PAC, expressed his concerns about the blighted areas of North Port St. Joe, feeling left out of the conversations on what is being done there, ways to improve the area, and noted he is trying to coordinate events to be held at the Washington Gym.

Discussion Items by Commissioners

Commissioner Langston reiterated his concerns about getting the trash issue under control. He asked that residents stop throwing their trash outside expecting the City to pick it up at no charge to the individuals, noted it has been over a year since Hurricane Michael, and it is time everything was cleaned up and kept that way.

Commissioner Ashbrook did not have anything to share with the Commission.

Commissioner Lowry is receiving the same complaints about trash being thrown out and stated the City would be fair with fines, but we need to help ourselves.

He asked if there had been any communication with Capital City Bank concerning the relocation of their temporary trailer. Mr. Anderson will follow up on this.

Commissioner Hoffman noted the trash issue is City wide. Businesses are placing trash on First Street and he would like to see the City consider hiring a company to come in and do a one time cleanup to get the trash off the streets.

He also asked about the bathroom on Reid Avenue and Mr. Grantland responded Public Works would be installing the line in a few days.

Mayor Buzzett suggested that an RFQ be created for a final trash pickup.

Chester Davis shared that it is the responsibility of citizens to separate their trash by white goods, yard debris, and construction debris.

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to adjourn the meeting at 7:15 P.M.

Approved this _____ day of _____ 2019.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

SPECIAL MASTER AGREEMENT

THIS Agreement is entered into this _____ day of December, 2019, by and between the CITY OF PORT ST. JOE, FLORIDA, hereinafter referred to as CITY, and MEL MAGIDSON, JR., hereinafter referred to as SPECIAL MASTER.

WHEREAS, MEL MAGIDSON, JR., is a member of the Florida bar in good standing and as such is licensed to practice law in the State of Florida and meets all qualifications required by the CITY for Code Enforcement Special Services; and

WHEREAS, CITY in accordance with its Code desires to contract with SPECIAL MASTEER to serve as its Code Enforcement Hearing Officer and particularize the services and compensation for that service.

IN CONSIDERATION THEREOF, the parties do hereby covenant and agree, in return for the mutual promises set forth herein, as follows:

1. CITY hereby retains and contracts with SPECIAL MASTER to serve as its Code Enforcement Hearing Officer. This contract shall be for a two - year period to be effective December 1, 2019 and terminate, unless extended by written agreement of the parties, on December 1, 2021 subject to the provisions of paragraph six (6) below.
2. CITY shall pay compensation for SPECIAL MASTER's services as Code Enforcement Hearing Officer on an hourly basis in accordance with the following fee schedule. A rate of \$150.00 an hour for all of SPECIAL MASTER's time and inclusive of all costs incurred to provide said services. There will be no additional charges for office overhead to include administrative assistants/secretaries and other support personnel.
 - a. Monthly invoices for time charges shall include the following information: a description of the service, the name of the individual performing the service, the date on which the service was performed.
 - b. CITY agrees to provide such clerical, administrative personnel and legal services deemed reasonably necessary to support the SPECIAL MASTER activities and assist in the proper performance of duties as contemplated in the City Code. The SPECIAL MASTER shall not be authorized to engage, hire, or use any person

and/or entity except those provided by the CITY to assist in the performance of duties hereunder.

3. In consideration for the fee payment, SPECIAL MASTER shall perform Code Enforcement Services including but not limited to the following specific duties:
 - a. Hearing and deciding alleged violations of Port St. Joe Code of Ordinances, as it now exists and/or as it is amended in the future.
 - b. Assessing fines against violators of city codes and ordinances; and determining the amount of reasonable expenses incurred by the CITY as a result of orders issued pursuant to the authority granted.
 - c. Conducting code violation hearings. All hearing shall be properly noticed and held in a designated facility owned by the CITY and accessible to the general public.
 - d. Consistent with Florida Statue Chapter 162, adopting rules for the conduct of hearings; subpoenaing to hearings alleged violators, witnesses and evidence; taking testimony under oath; and issuing orders having the force of law to command whatever steps are necessary to bring a violation into compliance.
 - e. As soon as practicable after the conclusion of the hearing, issue findings of fact based on evidence of record, and conclusions of law, and issue an order affording the proper relief consistent with powers granted herein and in accord with Florida Statutes Chapter 162.
 - f. Such other duties as may be necessary to perform all Code Enforcement Services under Chapter 162 of the Florida Statutes and the City Code.
4. In the event that SPECIAL MASTER shall determine that a conflict of interest may arise or has arisen in reference to any matter that SPECIAL MASTER is handling for CITY, SPECIAL MASTER shall promptly notify the City Commission and City Manager thereof. In the event that the conflict cannot be resolved, the City Attorney shall recommend that the City Commission retain a specially appointed attorney to act as SPECIAL MASTER to perform code enforcement services for the CITY in such action.
5. CITY and SPECIAL MASTER understand and agree that SPECIAL MASTER may maintain his private practice of law and may represent clients other than the CITY provided that representation of such other clients does not create a conflict of interest

concerning Code Enforcement Services that are being provided by SPECIAL MASTER on behalf of CITY. SPECIAL MASTER, as a non-employee lawyer, is not confined or restricted to acting as the CITY's SPECIAL MASTER, exclusively, in the exercise of SPECIAL MASTER's firm a conflict arises then SPECIAL MASTER shall promptly notify City Commission thereof. In the event that the conflict cannot be resolved, the City Attorney shall recommend that the City Commission and City Manager retain a specially appointed attorney to act as the CITY's Special Master in such action.

6. This Agreement may be terminated during the term hereof by CITY immediately without notice, or by SPECIAL MASTER upon thirty (30) days written notice to CITY. If terminated then CITY shall pay SPECIAL MASTER for all services rendered through termination.
7. The interpretation of this Agreement shall be governed by the law of the State of Florida.
8. This Agreement revokes and supersedes any prior agreements, written and oral. No representations or promises other than those set forth herein may be relied upon by either party. This Agreement represents the entire agreement between the parties and shall not be subject to modification or amendment by any oral representation, or any written statement by either party, except for a dated written amendment of this Agreement signed by both the parties.

ATTEST:

CITY OF PORT ST. JOE

Charlotte Pierce, City Clerk

Rex Buzzett

SPECIAL MASTER


Mel Magidson

To: Jim Anderson, City Manager
Date: November 15, 2019
Re: PDRB Membership Terms

The term for the following PDRB members expire this month.

Burge, Travis
Earley, Phil
Keels, Hal

Each gentleman has agreed to serve for another 3 year term if the City Commission approves.



Charlotte M. Pierce, City Clerk

PDRB Attendance FY '18 - '19

Member	10/9/18	11/13/18	12/11/18	1/8/19	2/19/19	3/12/19	4/1/19 Spec.	4/9/19	5/14/19	6/11/19 Spec.	7/2/19 Spec.	8/6/19	9/3/19	10/1/19	11/5/19	12/3/19
Alvarez, David (Resigned 3/19/19)	H	X	N	N	X	X							N	N	N	
Burge, Travis	u		o	o			X	X	X		X	X	o	o	o	
Earley, Phil	r	X			X		X	X	X	X	X					
Keels, Hal	r		M	M			X	X	X	X	X	X	M	M	M	
Leslie, Rawlis	i		e	e			X	X					e	e	e	
Likely, Minnie	c		e	e	X	X	X	X	X		X		e	e	e	
Mathews, Letha	a	X	t	t		X				X		X	t	t	t	
Sickels, Jim (Resigned 4/9/19)	n	X	i	i	X	X							i	i	i	
Rish, Jay (Chairman)	e	X	n	n	X	X	X	X	X	X		X	n	n	n	
			g	g									g	g	g	
Attorney Albritton					X	X	X	P	P	X	X	X				

x Denotes attendance

P - By telephone

Current Solutions of the Gulf Coast
P.O. Box 81
Port St. Joe, FL 32457



Lic.# FL- EC13007297 / EC13007319
AL- 04031
GA- EN215273
MS- 21939-MC
TN- 68675
TX- 300606

Name / Address
City of Port St. Joe P.O. Box 278 Port St. Joe, FL 32456

Estimate

Date	Estimate #
11/12/2019	1766

WE NOW ACCEPT VISA, MASTERCARD, AMERICAN EXPRESS & DISCOVER

DESCRIPTION	AMOUNT
We propose to remove existing fixtures and replace with (30) 150 watt LED High Bay Fixtures in Gymnasium at Washington Gym. This proposal includes repairing damaged conduits and circuits in order to have all rows working properly.	8,800.00
Phone #	Fax #
8502295333	850-229-5339
Total	
\$8,800.00	



**P.O Box 81
Port St. Joe, FL 32457
Phone: 850-229-5333
Fax: 850-229-5339**

Date:11/12/19

Return on investment statement prepared for City of PSJ at Washington Gym

Energy Consumption

Current Gymnasium Fixtures

Quantity and Wattage

30- 400 watt metal halide fixtures

Total Wattage for Current fixtures- 13,950 (13.95KW)

Usage

70 hours/week for 21.6 weeks/year

14 hours/week for 30.3 weeks/year

$13.95 \times 70 \times 21.6 = 21,092.4$ KW/year

$13.95 \times 14 \times 30.3 = 5,917.59$ KW/year

Power Cost- .10/KWH

Total Energy Cost/year- \$2,700.99

Maintenance

Lamp Life- 24000 hours but these fixtures lose approximately 50% of their lumen output after 10,000 hours.

Proposed LED Gym Fixtures

Quantity and Wattage

30- 150 watt led fixtures

Total Wattage for Proposed fixtures- 4,500 (4.5KW)

Usage

70 hours/week for 21.6 weeks/year

14 hours/week for 30.3 weeks/year

$4.5 \times 70 \times 21.6 = 6,804$ KW/year

$4.5 \times 14 \times 30.3 = 1,908.9$ KW/year

Power Cost- .10/KWH

Total Energy Cost/year- \$871.29

Total Energy Savings/year- \$1,829.70

Maintenance

Lamp life- 50,000 hours



INVOICE TO:
City of Port St. Joe
1002 10th St., Port Saint Joe Florida
jgrantland@psj.fl.gov

INV002

Invoice Date: Nov 13, 2019

#	Item	Unit Price	Qty	Total
01	Bobcat Stump Grinder SG-60 City Of Port St Joe Tax exempt.	\$9,500	1	\$9,500
			Subtotal	\$9,500
			Grand Total	\$9,500
			Paid	\$9,500
			Due	\$0

Thank you!

Note:
Please sign and email back to draffield@synergiequip.com

