

**December 1, 2020
Regular Meeting
12:00 Noon**



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

Tuesday December 1, 2020

Call to Order

Consent Agenda

Minutes

- Regular Meeting 11/17/20

Pages 1-4

City Attorney

- Commissioner Fee to Run for Office/ Length of Terms
- Parking Ordinance- Update

Old Business

- Coronavirus (COVID-19) Update
 - Resolution 2020-02 - State of Emergency, Currently Still in Place
- Planning Board Membership

New Business

- Tennis Court Lighting/Re-surfacing

Public Works

- Update

Surface Water Plant

- Update

Wastewater Plant

- Filter Replacement

Pages 5-7

Finance Director

- FEMA Update

Project Manger/CRA Director

- Update

City Engineer

- NRDA Stormwater Grant- Update
- Walking Path FDOT Grant- Update
- CDBG Grant- Update
- First Street Lift Station and Long Ave.- Update
- City Pier- Update

Code Enforcement

- Update

Police Department

- **Update**

City Clerk

- **Christmas on the Coast-Update**

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 17, 2020, at Noon.**

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

CONSENT AGENDA

Attorney McCahill read Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers completed by Commissioner Lowry who abstained from voting on the Plat Amendment for Summer Pines on November 3, 2020, as he has a business relationship with Developer Ralph Rish.

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting of November 3, 2020, as well as the Workshop and Special Meetings on November 10, 2020. All in favor; Motion carried 5-0.

At the request of Mayor Buzzett, the report from City Engineer Josh Baxley was moved up on the Agenda.

City Engineer – Josh Baxley

NRDA Stormwater Grant

Mr. Baxley is in the process of scheduling a meeting with the NFWFMD to discuss alternatives for the grant.

Walking Path FDOT Grant Update

The County is still waiting on the Federal paperwork from Duke Energy and Mr. Baxley will be meeting with the County tomorrow.

Stormwater Master Plan

The Master Map and Draft Report are completed, work on the Watershed Map continues.

CDBG Grant Update

The crew began mobilizing on November 17, 2020; workers will be cleaning and taking pictures of the lines through the weekend and into Thanksgiving week.

Garrison Avenue SCOP Grant Update

A Punch List will be provided to the contractor on November 18, 2020, and Mr. Baxley expects the items to be addressed this week.

First Street Lift Station and Long Avenue Update

DEI is currently working on preparation of the Bid Documents.

Commercial District – Water / Sewer TRIUMP Grant Application

A cost estimate will be provided after the CDBG-DR Applications have been completed.

City Pier

The project is currently in progress.

CDBG-DR

A Public Hearing was held on November 10, 2020, and submittal is scheduled for November 23, 2020.

NRCS

Plans and the Quality Assurance Plan have been sent for approval and a request for additional funding has also been submitted.

6th and 7th Street As-Builts

These will be completed by midweek.

City Attorney –

Ordinance 578 North Port St. Joe Overlay District, Public Comment and First Reading

There was no Public Comment on this item.

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to have the First Reading of Ordinance 578. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 578 by Title only.

Commissioner Fee to Run for Office, Length of Terms

Gulf County Supervisor of Elections, John Hanlon was unable to be at the meeting today to discuss this. Attorney McCahill will be contacting Mr. Hanlon.

Mayor Buzzett asked about the Parking Ordinance. Attorney McCahill will have it for the next meeting.

Old Business –

Coronavirus (COVID-19) Update

Mr. Anderson noted there has been an upturn in local numbers and encouraged everyone to be careful. Mayor Buzzett encouraged citizens to wear a mask and follow the CDC Guidelines.

Mayor Buzzett shared that the county will not be partnering with the City to cover the ditch parallel to Miss Zola's Drive and asked that the City use existing supplies to complete this project.

Resolution 2020-02 State of Emergency, Still in Place

New Business –

Development Order – Arazzo on Madison, Parcels 03040-001R and 03037-000R

The Planning, Development, and Review Board gave a favorable recommendation for the project. A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve the Development Order for Arazzo on Madison. All in favor; Motion carried 5-0.

Development Order – The Overlook Townhomes, Parcels 04430-000R, 04428-000R, 04429-000R, 04431-000R, 04427-000R, and 04426-000R

A favorable recommendation was given by the Planning, Development, and Review Board on this project. A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve the Development Order for the Overlook Townhomes. All in favor; Motion carried 5-0.

Public Works – John Grantland

Water Meter Replacement Purchase

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to purchase the meters from Consolidated Pipe and Supply Company in the amount of \$320,769. All in favor; Motion carried 5-0. This is a sole source provider and the item is in the budget.

Surface Water Plant – Larry McClamma

Rehab of 2 Clarifiers – Request to Bid

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to advertise for bids to rehab Clarifiers 1 and 2. All in favor; Motion carried 5-0. This is a budgeted item.

Wastewater Plant – Kevin Pettis

Mr. Pettis anticipates the lagoon pipework beginning tomorrow. The plant will not be discharging in December, and they still have one pump out of service. Matt Knight will be transferring from Public Works to the Wastewater Plant with a starting date of December 14, 2020.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour did not have any FEMA updates.

He shared that the quotes for lighting the tennis courts at the soccer fields exceeded the budget and staff is reaching out to local electricians to come up with a more affordable way to light the fields.

Code Enforcement –

Mr. Anderson noted that things are moving along nicely and there will be 6 more hearings this afternoon for parcels that are not in compliance.

Police Department – Chief Richards

Chief Richards stated that he had purchased equipment that will help with the speeding issues. Eighty-nine stops have been made and 16 citations have been issued for traffic violations.

Commissioner Langston thanked Chief Richards for the department’s presence in North Port St. Joe and asked for help with speeders on Avenue A.

City Clerk – Charlotte Pierce

Christmas on the Coast Update

Clerk Pierce shared that calls continue to be received for parade information, planning is moving along well, and she anticipates the numbers will continue to increase.

Citizens to be Heard –

Letha Mathews noted she is having problems with bears in her neighborhood. Chief Richards responded that FWC is working with several of the City Police Officers to have them certified in dealing with bears.

She also asked about qualifying fees and terms of office for Commissioners. Mayor Buzzett responded that the terms are set by the City Charter and fees could be changed by the Commission.

Discussion Items by Commissioners –

Commissioner Ashbrook noted that with the passing of Amendment 2, the minimum wage would increase and asked that City Staff be aware of this.

Commissioner Lowry shared that the County is applying for a CDBG-DR for the Washington Gym.

Commissioner Langston requested that the lights at Peters Park be checked. Mr. Grantland responded that everything is ready and we are waiting on Duke Energy to complete the project. He also asked about the possibility of a light at Gateway in the area when students are boarding the school bus.

Commissioner Hoffman stated that he supports moving forward with bathrooms at the Washington Gym. He also asked about the lease for the City owned bulkhead at the Marina and also asked that it be on the next Agenda.

Mayor Buzzett read a letter from the Northwest Florida League of Cities recognizing the City as a recipient of the NWFLC Gene Wright Municipal Resilience Award for 2021. He asked that the plaque for this award be displayed at City Hall.

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:00 P.M.

Approved this _____ day of _____ 2020.

Rex Buzzett, Mayor

Date

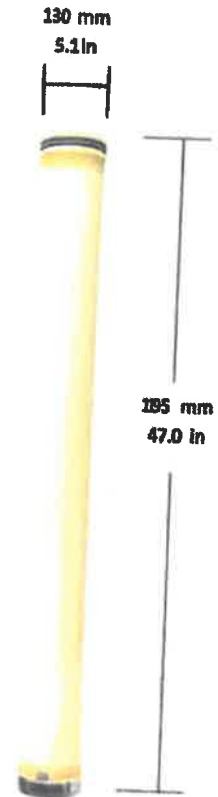
Charlotte M. Pierce, City Clerk

Date

MEMBRANE FILTRATION MODULE SPECIFICATION

MODULE SPECIFICATIONS

Parameter	Details
Module Operating Process	Submerged Ultrafiltration
Typical Applications	General Applications
Membrane Type	Hollow Fiber
Filtration Flow Direction	Outside to Inside
Backwash Type	Air Scour with Liquid Backwash
Membrane Material	PVDF (Polyvinylidene Fluoride)
Other Wetted Module Components	Polyurethane, Polyethylene, Polyamide, EPDM
Nominal Membrane Pore Size	0.04 μm to 0.1 μm
Nominal Membrane Area	23.1 m^2 / 249 ft^2
Nominal Module Length (Overall)	1195 mm / 47.0 in
Nominal Module Diameter (Overall)	130 mm / 5.1 in
Approximate Module Mass	6.8 kg / 15 lb



MODULE OPERATING SPECIFICATIONS

Parameter	Details
Operating Temperature Range	> 0 to 35 °C / > 32 to 95 °F (Must not be exposed to freezing conditions)
Temperature Range for Transportation and Storage	Preferred range 5 to 25 °C / 41 to 77 °F Allowable range > 0 to 35 °C / > 32 to 95 °F (shipment/storage) in a temperature controlled container (or reefer) at 20 °C / 68 °F recommended). Modules must not be exposed to freezing conditions and must remain moist at all times.
Typical Feed pH Range	6.0 – 9.0 pH <i>Note i</i>
Allowable pH Range for Cleaning	2.0 – 10.0 pH typical <i>Note ii</i>
Typical Maximum Available Trans-Membrane Pressure (TMP) in Filtration	85 kPa / 12.3 psi <i>Note iii</i>
Maximum Allowable TMP at any time	± 150 kPa / ± 22 psi
Typical chlorine concentration during cleaning (MW or CIP)	50 – 200 mg/L @ 25 °C / 50 – 200 ppm @ 77 °F <i>Note iv</i>
Maximum chlorine concentration during cleaning	1000 mg/L @ 25 °C / 1000 ppm @ 77 °F <i>Note iv</i>
Maximum total exposure to chlorine during cleaning	500,000 mg.h/L @ 25 °C / 500,000 ppm.h @ 77 °F <i>Note iv</i>
Maximum separate exposure to chlorine in feed or during storage	< 1 mg/L average, < 5 mg/L maximum, pH > 6.5 @ 25 °C < 1 ppm average, < 5 ppm maximum, pH > 6.5 @ 77 °F 100,000 mg.h/L @ 25 °C / 100,000 ppm.h @ 77 °F <i>Note iv</i>
Maximum separate exposure to chloramines in feed or during storage	< 2.5 mg/L average, < 5 mg/L maximum, pH > 6.5 @ 25 °C < 2.5 ppm average, < 5 ppm maximum, pH > 6.5 @ 77 °F 150,000 mg.h/L @ 25 °C / 150,000 ppm.h @ 77 °F <i>Note iv</i>

Notes:

- i. Exposure to chlorine or chloramines is not recommended in feeds below 6.5 pH.
- ii. Occasional brief exposure during chlorine cleans to pH 10.5 is acceptable.
- iii. Warranty 3 year absolute followed by 7 year prorated warranty period.
- iv. Supplier will include all material and shipping cost in bid. Any additional cost must be paid by supplier.

Main Menu: Water, Wastewater, Cell Overview, All Cell Status, CIP System, Blowers, Air System, Overhaul Control, Distribution Control, Waste Neutralization, Bulk Chemicals, Bypass Booster, Valve City, History, System Setup, Alarm Query, Print Screen

CELL 1	CELL 2	CELL 3	CELL 4
FILTRATE MAINHOLD PRESSURE (PSI) FLOW SETPOINT (GPM) FLOW (GPM) FEED VALVE COMMAND (%) CELL LEVEL (FEET)	0.06 580 612 25.0 6.7	-1.19 580 616 34.6 6.4	6.58 580 0 0.0 3.8
TMP (PSI) RESISTANCE LOG REDUCTION VALUE FLUX (GFD) PERMEABILITY (GPD/PSI) TURBIDITY	2.48 1.78 8.29 20.40 8.1 0.070	3.61 2.51 5.20 20.50 5.6 0.067	-5.29 3.08 5.23 0.00 0.0 0.066
INTERVAL (minutes) SINCE LAST (minutes) FILTERED VOLUME SETPOINT (GAL) TUBS ADJUSTED SETPOINT (GAL) VOLUME THIS INTERVAL (GAL) TIME REQUESTED (minutes)	60 00:00:36 34800 34800 315 0:00	60 00:38:44 34800 34800 20694 0:00	60 00:00:46 34800 34800 34800 4708 0:00
AIR HOLD TEST SINCE LAST (minutes) TEST START PRESSURE (PSI) TEST STOP PRESSURE (PSI) LAST TEST RESULTS (grams) LAST TEST DURATION (sec.)	0:00 18.80 18.32 0.08 120	8:46 18.00 16.65 0.67 120	4:31 16.10 16.00 0.47 14
FILTRATE TODAY FILTRATE YESTERDAY	315 245300	20694 227279	20114 223285

*

* Failed Air Hold Test. Several modules with Excessive leaks!

FILTRATION | BACKWASH | STANDBY | AIR/BLANK TEST | ACID | CHLORINE | WAIT QUEUE | DRAIN/DOWN | OFFLINE/SHUT/DOWN

Alarm History | Alarm Summary