November 16, 2021 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 November 16, 2021

Ca	n	to	0	rd	er

Consent Agenda

Minutes

 Regular Meeting 11/2/21 Special Meeting 11/5/21 	Pages 1-5 Page 6
Planning Board Recommendations • Final Plat Approval Windmark Creekside Phase 1-C	Pages 7-12

Pages 13-14

City Engineer

- Maddox Park Gazebo- Update
- First Street Lift Station and Long Ave. Water/Sewer Project
- First Street Sewer Repairs and Paving
- Clifford Sims Park Plan
- City Hall Complex

City Attorney

• Food Truck Ordinance-Update

Old Business

City ProjectsCovid-19 Update- Mayor Buzzett

New Business

- Rob Sumner 1309 Monument Ave.
 - o Request to Cut a Tree on City Right-of-Way
- RFP 2021-15 Monument Ave Sidewalks Change Order (Handout)
- Washington Gym- Historic Register Workshop

Public Works

Update

Surface Water Plant

• Update

Wastewater Plant

• Update

Finance Director

• Update

Code Enforcement

• Update

Police Department

• Update

City Clerk

- Grants- Update
- Christmas Parade

Citizens to be Heard Discussion Items by Commissioners Motion to Adjourn Pages 15-16

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 2, 2021, at Noon.

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of October 19, 2021. All in favor; Motion carried 4-0.

City Engineer - Josh Baxley

Maddox Park Gazebo

Only one bid was received on October 29, 2021, in the amount of \$145,555,25 and it was an incomplete bid. The bid specs will be sent to our architect for his review and possible value engineering suggestions.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to rebid the project after a review by our architect. All in favor; Motion carried 4-0.

First Street Lift Station and Long Avenue Water / Sewer Project

The project is under construction. The next progress meeting is scheduled for November 4, 2021.

Clifford Sims Park Plan

This is currently in design.

First Street Sewer Repairs and Paving

The paving is currently in design and its work is at 90% completion. Mr. Baxley anticipates that an extension of the contract will need to be requested.

Mr. Baxley shared that to video, clean, and bladder the pipes on 20th Street, it will cost approximately \$18,000. The Commission Tabled this item for further review. No action was taken.

Commissioner Hoffman shared his concerns about being able to pipe the water from Chicken House Branch to the Gulf County Canal.

Commissioner Langston asked about drainage at Forest Hill Cemetery. Mr. Baxley responded that a surface treatment in the form of a pond would not address the issue and would run the potential of creating a point discharge onto private property. Additionally, an underground drainage system would not be feasible as a means to lower the water table at the cemetery and would run the potential of discharging waste water generated by decay into the groundwater. He noted we have had rainfall events this year that exceed 100 year events, which have caused abnormally high ground water levels. Mr. Baxley suggested that the City work to ensure proper burial methods were followed.

City Attorney -

Ordinance 596 Commission Compensation: Second Reading and Adoption

Christy McElroy shared her concerns about the Commissioners making \$1,000 per month in addition to receiving insurance and retirement. She noted that larger cities make only \$1,000 and does not feel that it is

the right way to spend tax dollars. She feels that Commissioners are Public Servants and reminded them that it was contentious when they voted themselves a raise.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to have the Second Reading and Adoption of Ordinance 596. Voting to adopt Ordinance 596 were Commissioners Ashbrook, Hoffman, and Langston. Mayor Buzzett voted no. Motion passed 3-1.

Attorney McCahill read Ordinance 596 by Title only.

Food Truck Ordinance Discussion

Mayor Buzzett is concerned that there could be a food truck under a pole barn on every corner and they should not be competing with our local merchants.

Commissioner Langston agreed with Mayor Buzzett.

Commissioner Ashbrook feels that the trucks should be regulated, we need something on our books to regulate them, and that includes many restrictions.

Commissioner Hoffman stated that we need new language for food trucks and that he will not be voting on the issue because he does the books for his brother's food truck business.

Old Business

City Projects

Mr. Anderson reviewed the projects, noted that they are moving along well, and that the Utility Mapping is at about 98% - 99% complete.

Covid 19 Update, Mayor Buzzett

Mayor Buzzett shared that booster shots for adults and kid shots are available and encouraged everyone to take advantage of the shots.

RFQ 2021 - 01 Workforce Development Partnership

Christy McElroy questioned the traffic route for the project.

Mayor Buzzett responded that there would be no entrance or exits from Garrison Avenue, and that entrance and exits should be on Highway 71. There is a possibility of a cul-de-sac, and that there should not be any new traffic in the residential area.

Michael Sparks asked about the size of the project. Mayor Buzzett shared that there are 65 Acres and the Density is capped at 172.

Letha Mathews shared that there continues to be problems at Gateway with mold and repairing the apartments. Mr. Anderson is to reach out to their management about these issues.

New Business -

RFP 2021-08 Maddox Park Gazebo (Handout)

This was discussed earlier in the meeting under the engineer's report.

RFP 2021-15 Monument Avenue Sidewalks (Handout)

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve RFP 2021-15 in the amount of \$63,880 and Mr. Grantland is to work on a Change Order to extend the project with the Dooder Parker Park and Washington Gym Disc Golf Pods contingent upon state approval. All in favor; Motion carried 4-0.

SRF Long Avenue Drinking Water Loan Agreement DW 230111

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the SRF Long Avenue Drinking Water Loan Agreement DW 230111. All in favor; Motion carried 4-0. The total amount will be \$1,778,485 with the grant being \$971,167 and the loan \$807,318 at a zero percent interest rate.

Washington Gym - Historic Register Workshop

There will be a Workshop on this Wednesday, November 17, 2021, at 10:00 A.M.

Public Works - John Grantland

Mr. Grantland did not have any updates for the Commission.

Surface Water Plant - Larry McClamma

Mr. McClamma shared that staffing levels are tough and he will be going on schedule because of the staff shortage.

Mayor Buzzett noted the need to acquire licensed operators and that bonuses may need to be offered to attract qualified individuals.

Wastewater Plant - Kevin Pettis

Mr. Anderson shared that Mr. Pettis will be out for a procedure and slight amounts of Algae have been seen, but feels it will subside with the cooler weather.

Finance Director - Mike Lacour

Mr. Lacour did not have any thing to update the Commission on.

Code Enforcement -

Mr. Anderson noted that the Special Magistrate continues to have hearings and progress is being made with repairs to houses.

Mayor Buzzett shared his concerns about Home Based Businesses being active in the residential area. He is receiving complaints about the businesses and asked that the Ordinance covering this be reviewed and enforced.

Police Department - Chief Richards

Chief Richards did not have any updates for the Commission.

City Clerk - Charlotte Pierce

Grants Update -

Clerk Pierce shared that meetings are continuing with our grant writers. She also reminded the Commissioners of the Christmas Parade on Saturday, December 11, 2021, beginning at 6 P.M.

Mayor Buzzett offered his thanks to City Staff and the Chamber for the success of Ghosts on the Coast, Sunday, October 31, 2021. He shared that he had received numerous comments on the event and thought it was very well attended.

Citizens to be Heard -

Eddie Fields asked for updates on Forest Hill Cemetery.

Mayor Buzzett responded that City Engineer Josh Baxley did not feel that there was a lot that could be done.

John Grantland noted that the grave is an issue because of an improper burial years ago. We are dealing with a sandy soil and property that is not owned by the City.

Clerk Pierce shared that the family has been trying to take care of the situation, but because of the unusually high amount of rain and a very high water table, no one can prepare the site.

Mr. Fields asked about Avenues C and D. Mr. Anderson responded that we are waiting on a response for CDBG-DR Funding and that the First Street Sewer repairs are being done by a SCOP Grant.

Michael Sparks thanked the Commission for the progress that is being made in the rerouting of water near his property at 1008 McClelland Avenue. He also asked about the drainage from 13th Street back to 10th Street on McClelland.

Mr. Sparks shared his concerns about food trucks and the need for restrictions for them.

Mr. Grantland shared that two pine trees have been removed and overflows from the water tower is not causing the issue.

Warren Christian thanked the Commission for the help with the water issue at his home at 1010 McClelland Avenue and feels that his front yard is sinking. He asked that the two storm drains in his yard be checked.

Mr. Anderson noted that the City has been working its way through town on the ditch system beginning with 6th Street.

Chester Davis shared his concerns about trailers on property, feels that food trucks should have bathrooms, and asked about water drainage to Chicken House Branch. Mr. Davis noted that he had moved here in 1954, water has always been a problem, and doesn't know if you can combat nature.

Christy McElroy reiterated her concerns about the bike path drainage, feels that the height of the path is causing the problem, and drainage is needed from 13th Street to Highway 71. She also noted that the ballfields need to be relocated to the Field of Dreams area and that will help eliminate the drainage issue.

Ms. McElroy asked if there was any legal action on the water issue with Gulf County. Mayor Buzzett responded that the City Ordinance defines the City's Water Service area. She also referenced a January, 2007, report from the Northwest Florida Water Management District stating why the City had to come off of the aquifer and that no one should have amnesia as to why this was done.

Discussion Items by Commissioners

Commissioner Langston did not have anything else to share with the Commission.

Commissioner Ashbrook shared that the CRA is on track for a meeting the second Tuesday in December at 10 A.M. He asked that the Regular Commission Meeting scheduled for December 21, 2021, be moved to December 14, 2021, and have a CRA Workshop at 11 A.M. Consensus of the Commission was to move the meeting from December 21, 2021, to December 14, 2021.

Commissioner Hoffman expressed his concerns about the letter from Code Enforcement to two people regarding mechanical equipment at their residence. He feels that the language is vague, the letter needs to be reevaluated, work on more specific language for the Ordinance, and resend the letters. No action was taken by the Commission and the City Attorney will review the LDR.

Commissioner Hoffman also shared that he thinks Stop Signs should be added on Garrison Avenue and asked Chief Richards to do a study of the area to determine the need.

Mayor Buzzett stated that Commissioner Lowry was out today due to the death of his step-father.

Mayor Buzzett noted this is the time of year that Commissioners begin receiving requests to use the Cape San Blas Lighthouse Complex. He reminded everyone that the St. Joseph Historical Society has a lease on

the property, everything needs to go through the Historical Society, events are showing up and people asking for forgiveness rather than permission. The Mayor also noted that the lights on the lighthouse are to be up from Thanksgiving through New Year's.

Mayor Buzzett shared that he still wanted to consider lap tops for the Commissioners and asked that City Staff check to see what other cities are doing.

iness to come be	fore the Commission and M	ayor Buzzett adjourned the meeting at
_day of	2021.	
		Date
		iness to come before the Commission and M _ day of 2021.

Date

Charlotte M. Pierce, City Clerk

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, November 5, 2021, at 12 Noon.

The following were present: Mayor Buzzett, Commissioners Ashbrook and Hoffman. City Manager Jim Anderson, City Clerk Charlotte Pierce, City Attorney Clinton McCahill, and Chief Jake Richards were also present. Commissioner Langston joined the meeting at 12:10 P.M.

CONSENT AGENDA

Code Violations - 1911 Long Avenue, 2001 Marvin Avenue

Commissioner Hoffman stated that he did not make a Motion at the meeting on November 2, 2021, to rescind the Notice of Violation and he would like to have that opportunity today.

Mayor Buzzett and the Commissioners expressed their thoughts on the Notice of Violation and Mayor Buzzett asked that Attorney McCahill give his opinion of the Notice of Violation.

Attorney McCahill noted the Board should follow the process, he feels the Notice of Violation has legal merit under the Land Development Regulations, and he is standing by the Notice of Violation as it is written.

Commissioner Langston joined the meeting at 12:10 P.M.

More discussion was held on thoughts about the Notice of Violation and Mayor Buzzett asked if anyone from the audience would like to speak on this issue. No one wished to address the Commission on this.

A Motion was made by Commissioner Hoffman to rescind the two letters sent out, and write new language that is clear and concise in dealing with R1 Home Based Businesses in the City of Port St. Joe. The Motion died for the lack of a second.

Citizens to be Heard -

Christy McElroy suggested that the Commission allow things to move forward, noted that pole barns are spreading, and we need to keep the City beautiful. She shared that trailers and large equipment are impacting other people, they devalue the neighbor's property, and the Commission needs to look out for the greater good of the neighborhoods and how they operate.

Discussion Items By Commissioners

None of the Commissioners had any	thing else to discuss.	
Mayor Buzzett adjourned the meeting	g at 12:45 P.M.	
Approved this day of	2021.	
Rex Buzzett, Mayor		Date
Charlotte M. Pierce, City Clerk		Date

PUBLIC NOTICE

Public Hearings will be held in the Planning, Development, & Review Board's Regular Meeting on, Tuesday, November 2nd, 2021, at 4:00 P.M. EST and at the Regular City Commission Meeting on Tuesday, November 16th, 2021, at 12:00 P.M. EST at the Ward Ridge Building, 2775 Garrison Ave., Port St. Joe, FL 32456 to discuss and act on the following:

FINAL PLAT APPROVAL OF WINDMARK BEACH CREEKSIDE PH 1-C

A Subdivision of a Portion of Sections 15, And 16 Township 7 South, Range 11 West, City of Port St. Joe, Gulf County, FL

A Portion of Parcel: 04241-000R

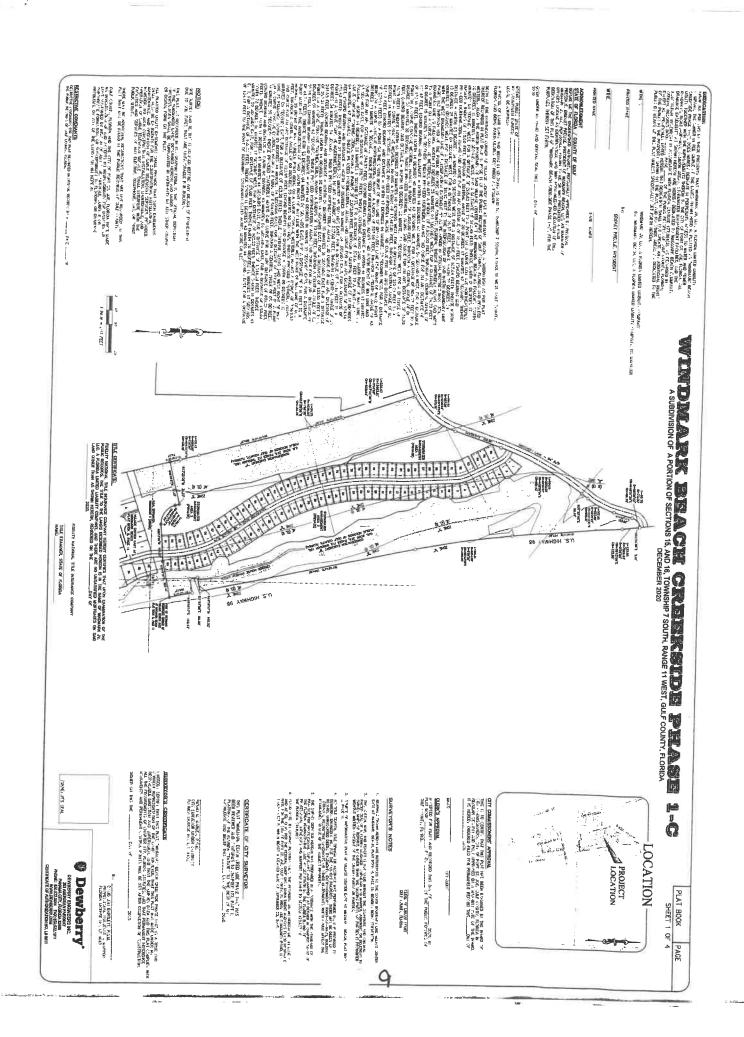
Interested persons may attend and be heard at the public hearings or provide comments in writing to the Planning and Development Review Board, City of Port St. Joe City Hall, 305 Cecil G. Costin, Sr., Blvd., Port St. Joe, Florida 32456. Transactions of the public hearings will not be recorded. Persons wishing to appeal any decision made during the hearings will need a record of the proceeding and should ensure a verbatim record is made, including the testimony on which the appeal is based.

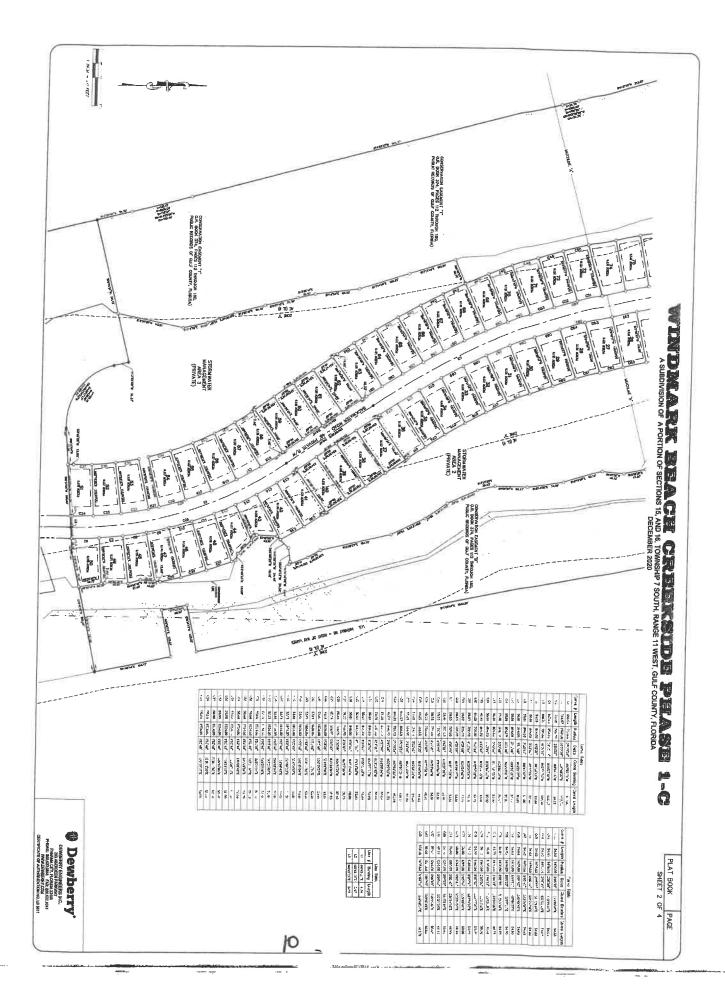
In accordance with the Americans with Disabilities Act, persons wishing to attend needing assistance and special accommodations to participate in these

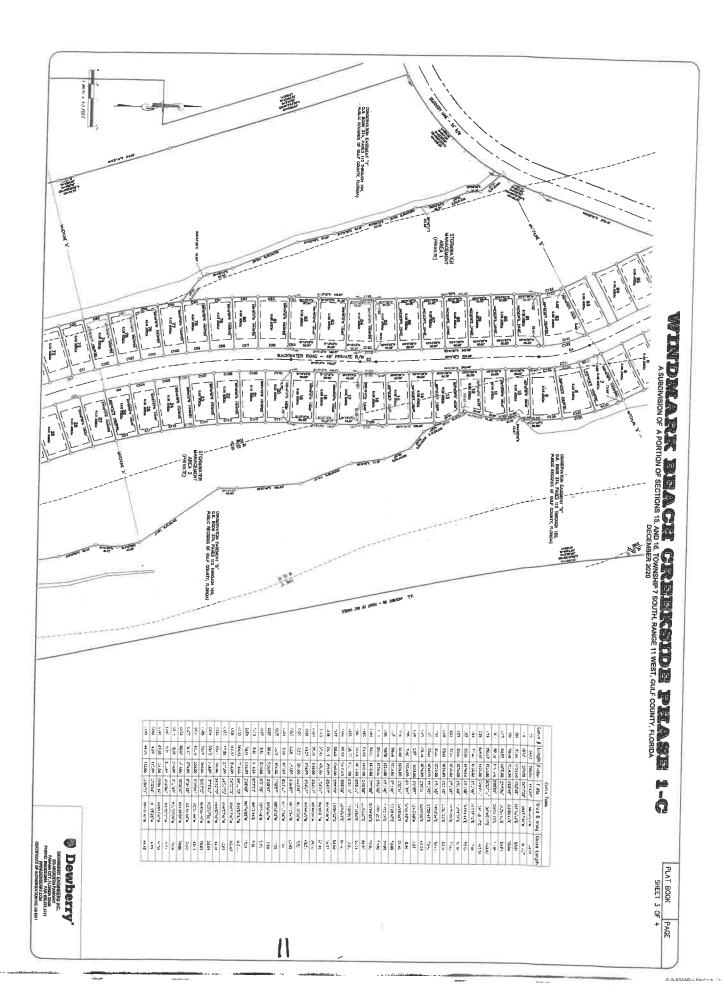
PUBLIC NOTICE

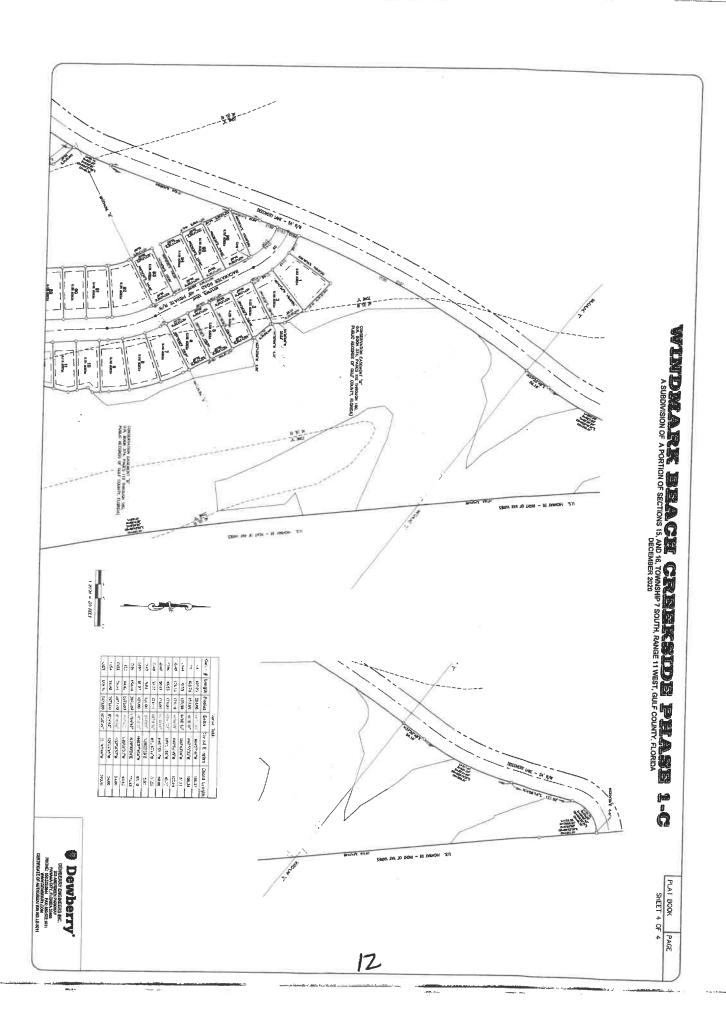
proceedings should contact Charlotte Pierce,	City Clerk, at City I	Hall. (850)229-
8261.	•	, (000)223

Publish one time in the STAR: ___7/15/21 ____ and furnish proof of publication.









Current City Projects 11/16/21

- Washington Gym Bathroom- County Approved a match of up to \$25K to Rehab. the Restrooms on 8/24/21
- Keepers' Quarter (Eglin) Rehab- Under Construction
- Tree/Stump removal from Parks- Ongoing
- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board
- Clifford Sims Park Repairs- Dewberry is working on a plan
- Utility Mapping- Complete
- Maddox Park Gazebo- Project has been rebid
- Splash Pad- Applied for a FRDAP Grant & a Legislative Request 10/21
- City Pier Lighting- Being Reviewed by City Electricians
- Centennial Bldg. Rehab- Grant Approved
- Lighthouse Complex Rehab- Grant Approved
- Core Park Stage, Splash Pad, & Restroom- Applying for Legislative Funding 11/1/21
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Waiting on Grant Agreement
- Stormwater Rehab. MLK Corridor CDBG-DR (FAMU)- Grant Application was not approved
- City Hall Complex- Working on a possible USDA Grant/Loan
- Community Garden- Lease Agreement signed
- Park Point Sewer- Materials to be delivered the end of October
- First Street Sewer Rehab- Approved by the Board as an Emergency Repair 6/1/21, submitted to SRF for inclusion in the Long Ave Project
- First Street Paving from First Street to Hwy 71 SCOP- Under Design
- Long Ave Water/Sewer- Under Construction
- Lighthouse Rehab- Approved to bid on 7/6, working on Bid Docs
- 10th & Mcclelland Ditch Cleaning- Complete

- Monument Ave. Sidewalks- Bids received change order on the 11/16/21 agenda
- Dooder Parker Park- Outdoor Exercise Equipment & Disc Golf
 Improvements- Waiting on the State Approval to Award Bid, Part of the
 Monument Ave. Concrete Bid
- Washington Gym Complex- Outdoor Exercise Equipment & Disc Golf Course- Waiting on State Approval to Award Bid, Part of the Monument Ave. Concrete Bid
- Buck Griffin Lake Fishing Pier- Rehab Underway by City Staff
- Buck Griffin Lake Sidewalk Repair- under Construction
- Haven Road & Sea grass Circle Sewer- Under Design & Permitting
- New Boat Ramp Access Road- Under Design
- Dugout Repairs at Benny Roberts Park- Interlocal Agreement for the County to Make the Repairs has not been signed by the County

Grants Updated- 11/16/21

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDOT/SCOP	\$397,375	Application for resurfacing of first Street from Hwy 98 to Hwy 71. Approved for 21/22 funding
FEMA PA	\$9,778,787	Damage from Hurricane Michael
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match
FRDAP	\$100,000	Applied for (2) grants on 10/15/20 Washington Gym Complex and Dodder Parker Park for exercise equipment, playground Equipt. & Disc Golf. Grants approved 7/21 Waiting on State Approval to Award Bids
FDEP/SRF	\$4,537,600	Application submitted for Construction of Long Ave. Sewer Line and Lift Station. Grant \$3,630,080 and Loan \$907,520 Combo 80/20. Approved, Notice of Award has been issued.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg Rehab. Grant awarded, waiting on a contract. No Match.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21.
CDBG-DR	\$8,566,469	Police/Fire Station. Application not approved. Re-submitted in Round two of funding on 9/15/21
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
Legislative Approp.	\$150,000	Washington Gym Restrooms. Application not approved.
FDOT/SCOP	TBD	Niles Rd. from Garrison to Long Ave Re-surfacing. Application submitted.
Historic Resources/Hurricane Michael	\$83,000	Washington Gym. Submitted by UF, ranked #10
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. Approved with no match
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Potential Match for New Government Complex
Congressman Dunn Legislative Request	\$943,222.50	Commercial District Waterline Replacement. Was not approved.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21
FDEP Water Protection Funds	\$1,834,401.60	Pipe Replacement under the 10 th Street Park. Grant Application submitted 7/15/21. Was not approved.

CDBG- DR Phase II	\$6,654,566	Road & Stormwater Repairs. Application submitted 9/15/21
FDEP	\$230,000	Resilient Florida (Study of PSJ). Submitted 8/30/21
FRDAP	\$150,000	Core Park Splash Pad, 25% City Match. Submitted 10/14/21
Legislative Appropriation	\$500,000	Core Park Splash Pad, Rest Room, & Stage. Application submitted 10/25/21 to Representative Shoaf

^{**\$23,879,572} in approved grants as of 11/16/21 highlighted in green**