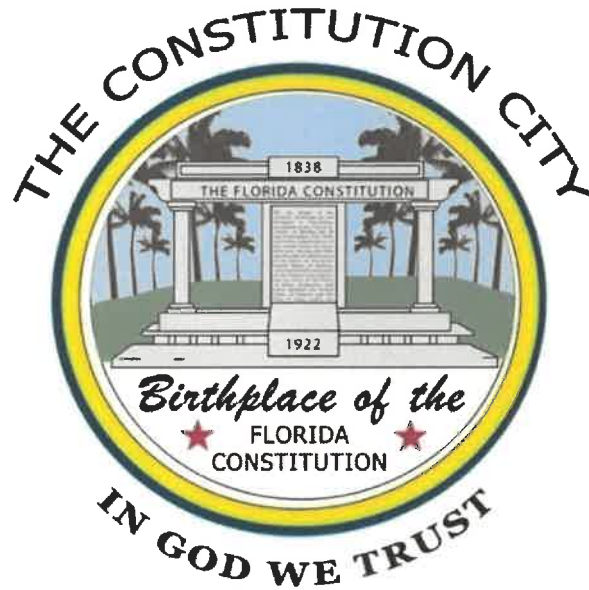


**May 2, 2023
Regular Meeting
12:00 Noon**



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 May 2, 2023

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 4/18/23 Pages 4-6

City Engineer

- Long Ave. Paving
- Ave. C & D Paving
- First Street Paving
- Beacon Hill Sewer Design
- First Street Water Line Replacement

City Attorney

- Update

Old Business

- City Projects Page 7

New Business

- City Lot on Woodward Ave. – Mayor Buzzett Pages 8-9
- Request for Additional Funding- Humane Society Page 10

Public Works

- RFP 2023-04 ESAD Sewer Repairs

Surface Water Plant

- Update

Wastewater Plant

- Surplus Property Request Page 11

Finance Director

- FEMA- Update

Code Enforcement

- Update

Police Department

- **Update**

City Clerk

- **Grants- Update**

Pages 12-13

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, April 18, 2023, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of April 4, 2023. All in favor; Motion carried 3-0.

City Engineer – Josh Baxley

Long Avenue Resurfacing and Williams Avenue Parking

Drainage piping is completed, patching will be completed this week. Once the patching is completed, the contractor will begin preparing and paving driveway turnouts, paving the NAPA parking area, demolishing, and paving the Long Avenue Baptist Church parking area. A time extension has been given until June 3, 2023, for additional time of packing the patches.

Resurfacing of the trail in Maddox Park and paving of the parking lot will begin shortly.

Avenues C & D Paving

Striping is scheduled for April 19, and April 20, 2023.

First Street Paving

Pigott finished milling yesterday, paving should start today and finish by Thursday. Striping will be completed approximately 14 days after paving is completed.

Beacon Hill Sewer Design

FDEP and FDOT Permit Applications for the low-pressure system were submitted to the respective agencies last week. Dewberry is currently working on the bid packet.

City Attorney

Mr. McCahill did not have anything specific for the Commission.

Old Business

City Projects

Mr. Anderson shared that approval has been received from the St. Joe Company for the new parking lot by CVS.

There has been no update on the fish cleaning station.

New Business –

Community Garden – Kim Miller

Ms. Miller encouraged the Commissioners to participate in the Earth Day activities on April 22, 2023, from 9-1. She provided some pictures of illegal dumping near the Community Garden and asked for help to stop it. The property belongs to the St. Joe Company and Mr. Anderson will ask for their assistance.

Public Works – John Grantland

RFP 2023-04 ESAD Sewer Repairs (Handout, Bids Closed 4/14/23)

City Staff is working with the apparent low bidder to value engineer this project as all bids were over budget.

Surface Water Plant –

Mr. Anderson noted that 4 manholes on site have been damaged and quotes are being received to make the repairs.

Wastewater Plant – Kevin Pettis

Mr. Pettis advised there is 2' 3" of freeboard in the lagoon, the filters recently replaced are running providing a 100% flow, and the filter replacement is complete.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour has spoken with our FEMA representative and EHP completed their review on April 11, 2023. Mr. Lacour requested that they expedite this project if possible.

COVID-19 Grant Compliance

The funds must be obligated by December 2024. The Commission has committed \$1 Million to the Sports Complex and \$786,545 to road paving.

Code Enforcement –

903 Sixteenth Street – Demo set for April 24, 2023

James Padgett, III, updated the Commission on what he has been doing at the residence. The structure continues to be substandard and will be demolished on April 24, 2023.

Commissioner Hoffman asked that the record reflect that he had misspoken about substandard structures at the previous meeting.

1310 Long Avenue – Demo set for April 24, 2023

Tim Elder noted the minor repairs that he has made to the property. His structure continues to be substandard and will be demolished on April 24, 2023.

Police Department – Chief Richards

Chief Richards is working on a Parking Ordinance and it is more involved than first thought. He anticipates delivery of the body and dashboard cams this week.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared that City Staff continues to work on grants, required compliance, and reports.

Citizens to be Heard –

Christy McElroy shared her concerns about parking during ball games and asked that the Police Department monitor the area.

Charles Gathers stated the community was not aware of the COVID-19 funds and asked if there was a way this information could be shared.

Discussion Items by Commissioners

Commissioner Langston thanked the community for the opportunity to serve another term as a Commissioner and stated that he works for the betterment of the entire community.

Commissioner Hoffman did not have any additional information to share with the Commissioners.

Mayor Buzzett stated that he has been approached again about the selling of the City property located on Seventh Street and Woodward Avenue. He asked that Commissioners think about it, and he will bring it up at the May 2, 2023, meeting.

Mayor Buzzett shared that the grand opening of the Marina went well and Congressman Dunn noted the progress the City continues to make since Hurricane Michael.

Motion to Adjourn

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:12 P.M.

Approved this _____ day of _____ 2023.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Current City Projects 5/2/23

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board
- Clifford Sims Park Repairs- The Bids have been sent to FEMA/FDEM for approval
- Maddox Park Gazebo- Under Construction
- Centennial Bldg. Rehab- The project has been re-bid.
- Lighthouse Complex Sleeping Beauty Rehab- The project has been re-bid.
- Core Park Stage, Splash Pad, & Restroom- Was not Approved
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, out for bids on the CCTV Work.
- City Hall Complex- Working on USDA Grant/Loan Docs. Currently on hold.
- Community Garden- Lease Agreement signed
- **First Street Paving from First Street to Hwy 71 SCOP- Complete**
- **Long Ave Water/Sewer- Complete**
- Long Ave. Paving- Under Construction.
- Ave. C, & D Paving- Waiting on striping to complete the project.
- New Boat Ramp Access Road- Tabled
- Beacon Hill Sewer- The Lift Station Contract has been signed and Design is ongoing for the Sewer Main.
- Skate Park- Working with the School on the location
- Washington Gym Complex Roofs- Reviewing the Engineers Report
- ESAD Sewer Purchase Evaluation for Upgrades- 5/2 Agenda to Consider Bids
- 20th Street Stormwater Pipe- Working on Camera Quote
- Stormwater Pipe Replacement on 10th Street- The Pipe has been installed & the Patch Work is Scheduled.
- Maddox Park Trail & Parking Lot Paving- Scheduled.
- Fish Grinder- Waiting on delivery for installation.



Overview



Legend

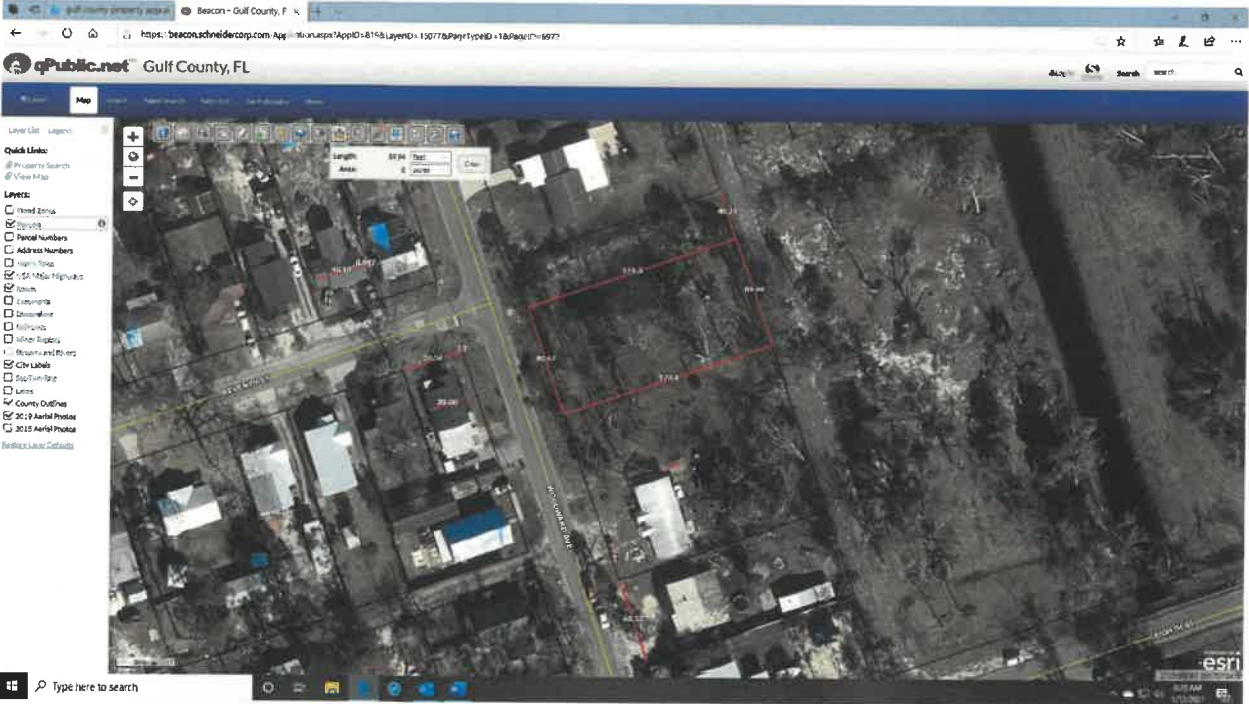
- Parcels
- Roads

Parcel ID	04908-000R	Alternate ID	04908000R	Owner Address	CITY OF PORT ST JOE
Sec/Twp/Rng	1-85-11W	Class	MUNICIPAL (VAC)		PO BOX 278
Property Address	WOODWARD AVE	Acreage	0.562		PORT ST JOE, FL 32457
	PORT ST JOE				
District	5				
Brief Tax Description	CITY OF PORT ST JOE				
	(Note: Not to be used on legal documents)				

Date created: 4/26/2023
 Last Data Uploaded: 4/26/2023 7:47:02 AM

Developed by **Schneider**
 GEOSPATIAL

Jim – I think if we kept a 40' x 175' section for maintenance of the ditch that would be plenty and give the City a 90' x 175' lot to sell on Woodward and 7th Street.





Mr. Jim Anderson
City Manager
City of Port St. Joe

Dear Jim,

We have done research on the cost of a deep water well. All of the companies we have spoken with say the wells start at \$15,000 and go up. I know, per our previous conversation, the city is not able to pay this amount. We have also checked on getting a pump, this will not work for the amount of cleaning that is required at the shelter. The pump cannot maintain the amount of water pressure we need for the big hoses and would need to be replaced more often. We also know we still have our annual check for \$12,000 available but this is budgeted to pay the water bill, which was right at \$11,000 last year (2022). We expect the water bill to average the same for this year. With the well off the table we still have repair needs at the shelter that we are requesting help with. We are in need of a door replacement, a small storage shed, kennel beds both small and medium, kennel repairs and three new outside kennels. If you could please discuss our needs with the commissioners and the mayor, we would like to ask for a one-time amount of \$5,000 to complete and purchase the needs listed above. We have work days scheduled and volunteers that are willing to help with the labor. This community has really been very good to us, they have stepped up with donations both monetarily and with time. We would like to get started as soon as possible with some of this work before the heat of the summer sets in. I will be glad to answer any questions and also would like to take the commissioners on a walk-through of the shelter and go over the above list if they would like to look at the work that is needed. Please know we appreciate your donation to cover our water bill. At this time, however, we need what we have in the general account for shelter operations and cannot pull \$5,000 for this extra work. We would appreciate anything you can do to help us with these needs and projects.

Sincerely,

A handwritten signature in blue ink that reads "Diana Burkett". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Diana Burkett
President Board of Directors

5/2/2023

Item to declare surplus:

1979 international 510 Harvester wheeled loader

Transmission has no forward gear.

Equipment # PSJ WWTP-57

Offer is \$400.00 from Timothy Brock, Tractor Work PSJ LLC. He will move it with his equipment with no cost to the City.

My recommendation is to accept the offer from Mr. Brock.

Kevin Pettis

Manager WWTP

Grants Updated- 5/2/23

Title	Amount	Status
NFWFMD/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
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. Approved 12/16/22
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23
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 out for Bids to be opened on 8/12/22
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. Application not approved.
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
FDOT/SCOP	TBD	Niles Rd. from Garrison to Long Ave Re-surfacing. Approved. Agreement.
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. Bids to be opened on 8/12/22.
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. Funds received. \$1,000,000 allocated for a Sports Complex & 786,545 for Road Paving.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Application submitted 1/2022. Grant Approved 4/8/22.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. Dewberry is working on the Design.
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. Application not approved.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF

		Approved, waiting on Grant Agreement
FRDAP	\$150,000	Core Park Splash Pad, 25% City Match. Submitted 10/14/21. Was not approved.
FDEP	\$145,000	Wastewater Treatment Plant Feasibility Study, submitted 8/22.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year.
Legislative Request Rep. Shoaf	\$500,000 \$2,000,000	Core Park Stage Field of Dreams, both submitted on 7/8/22 for Grants thru DEO
NOAA	\$280,000	Stormwater Management (H&H) Study, Approved 4/21/23
FDOT	\$100,000	Hwy 98 Beautification Grant, Approved 12/16/22
Legislative Request	\$1,200,000 \$1,500,000	Field of Dreams Road Paving, both submitted by Clark Smith on 2/10/23
FDOT/SCOP	\$497,055.44	Road Paving from Hwy 98 to MLK on Ave. C & D. Application submitted 3/23