

**MINUTES
REGULAR MEETING
OF**

CITY COMMISSION – CITY OF CARRABELLE, FL
1001 GRAY AVENUE **PHONE: (850) 697-2727**
CARRABELLE, FL 32322 **or (850) 697-3618**

DATE: THURSDAY, SEPTEMBER 6, 2018 TIME: 6:00 P.M.
PLACE: CITY MUNICIPAL COMPLEX 1001 GRAY AVE

You are welcome to speak or comment on any matter under consideration by the Carrabelle City Commission when recognized to do so by the Mayor. Once recognized, please rise to the podium, state your name for the record, and adhere to the **three-minute time limit**.

6:00 P.M. **CALL TO ORDER**
INVOCATION
PLEDGE OF ALLEGIANCE TO THE FLAG

CONSENT AGENDA

- August 2, 2018 Regular Meeting Minutes
- August 14, 2018 Special Meeting Minutes
- August 28, 2018 Special Meeting Minutes
- Streets and Roads job descriptions (2)
- Attorney Invoices

Commissioner Mathes motions to approve, Commissioner Allen seconds, all in favor, motion carried.

PUBLIC COMMENT:

“Public Comment” comments are kept at a maximum of **3 minutes**. Items brought forth during Public Comment requiring a Commission vote will be requested to be placed on the upcoming meeting agenda.

COMMISSIONERS’ REPORTS:

Comm. Allen: Working with Chief Hunnings to clean headstones in cemetery

Comm. Mathes: none

Comm. Walden: none

Comm. Millender: none

Mayor La Paz: On August 21st Mary Louise Hester, Regional Director for Senator

Bill Nelson, accompanied by Tim Sullivan and myself, toured Carrabelle Airport to see recent infrastructure improvements.

Per Commission direction, I contacted Richard Fetchick, ARPC Planner for assistance with application for a DEO Technical Assistance Grant to complete the upcoming Comprehensive Plan update. Mr. Fetchick is currently reviewing Carrabelle's Comp Plan, element by element. He will present at our October meeting regarding a DEO TA grant. As well, he will need to communicate with the City Attorney to learn what updates are needed to comply with State Statutes.

Charlie Painter has developed a form that will be used to keep a record on each Water & Sewer Dept vehicle, including mileage and a checklist for maintenance. His goal is to wash all dept vehicles every Friday. He has ordered approximately 125 radio read water meters and by next budget season all residential meters should be replaced with new meters; leaving only the commercial meters to be replaced.

Commissioner Millender motions to direct attorney to research with ARPC to determine actions needed to be taken for EAR and Comp Plan compliance, Commissioner Walden seconds, all in favor, motion carried.

STAFF REPORTS:

City Attorney: report on possibility of hiring a position of OPS and reuse at St. James Bay

City Administrator: (motions made as items were discussed during report)
Commissioner Millender motions to approve application for DEP grant for Year 2 Resilient Coastlines, Commissioner Mathes seconds, all in favor, motion carried.

Commissioner Millender motions to asses \$10 Notary fee per service,
Commissioner Mathes seconds, all in favor, motion carried.

Commissioner Millender motions for City Attorney to draft a fee schedule for building permit administrative fees as discussed, Commissioner Allen seconds, all in favor, motion carried

Commissioner Millender motions for City Attorney to draft Resolution to adopt building permit administrative fees as discussed, Commissioner Allen seconds, all in favor, motion carried.

Commissioner Allen motions to purchase new sign for new City Hall as quoted approximately \$13,000, Commissioner Mathes seconds, Commissioner Millender opposes, motion carried.

Commissioner Millender motions to purchase new Dais for Commission Chamber approximately \$13,000, Commissioner Mathes seconds, all in favor, motion carried.

Commissioner Millender motions to purchase new phone system through Fairpoint Communications, Commissioner Mathes seconds, all in favor, motion

carried.

Commissioner Allen motions to accept Woodmen of the World donated flagpole, Commissioner Millender seconds, all in favor, motion carried.

City Clerk: announces upcoming meetings

September 13th Tentative Budget Hearing 5:01pm

September 20th DOT Workshop 10 am

September 20th P&Z 4:30 pm

September 24th Final Budget Hearing 5:01 pm

Inovia: submitted report

ADVISORY BOARD REPORTS:

Advisory Board reports are kept to a maximum of 3 **minutes**. Advisory Board items requiring action will be placed as an item on the agenda through the Clerk's office.

Waterfronts Partnership: submitted report

Economic Development Council: none

Carrabelle Aviation Advisory Board: submitted report

Commissioner Mathes motions to advertise for one new board member and two alternates, Commissioner Millender seconds, all in favor, motion carried.

Carrabelle HR Committee: submitted report

Commissioner Millender motions to have Special Meeting on October 25th at 1:30 for HR job description review, Commissioner Walden seconds, all in favor, motion carried.

PUBLIC HEARING:

Resolution 04-2018

Airport Fence JPA

Commissioner Millender motions to approve, Commissioner Mathes seconds, all in favor, motion carried.

Proclamation 03-2018

Red Ribbon Week

Commissioner Allen motions to approve, Commissioner Mathes seconds, all in favor, motion carried.

NEW BUSINESS

Item 1. Discussion and possible action concerning cell tower lease of spray field

Commissioner Millender motions to have attorney review and report back,
Commissioner Allen seconds, all in favor, motion carried.

- Item 2. Discussion and possible action concerning a request to purchase W&S property on Hwy 98, Lanark. Requested by Russell Sykes.
Commissioner Mathes motions to have entire property surveyed, Commissioner Allen seconds, all in favor, motion carried.
- Item 3. Discussion and possible action concerning special exception for residential use in a C-1 zoning.
A. 304 W 9th St.
Commissioner Mathes motions to approve, Commissioner Millender seconds, all in favor, motion carried.
- B. 110 Tallahassee St.
Commissioner Mathes motions to approve, Commissioner Allen seconds, all in favor, motion carried.
- Item 4. Discussion and possible action regarding billboard on new City Hall property.
Commissioner Millender motions to renew permit for billboard and only use for public use, Commissioner Walden seconds, all in favor, motion carried.
- Item 5. Discussion and possible concerning the Carrabelle Airport Master Plan and selection of possible options for future expansion of the Carrabelle Airport.
No action

OLD BUSINESS

- Item 1. Discussion and possible action concerning proposal for lease of the Carrabelle Industrial Building from Martin Marine.
Commissioner Mathes motions to accept proposal, Commissioner Millender seconds, all in favor, motion carried.
- Item 2. Discussion and possible action concerning boat launch fees.
No action
- Item 3. Discussion and possible action concerning debt collection proposal by attorney of what is owed by Dr. Grantham, and possible eviction for non-payment of rent.
Commissioner Mathes motions to send letter and complaint prepared,
Commissioner Millender seconds, all in favor, motion carried.
- Item 4. Discussion and possible action concerning City election matters.

Commissioner Allen motions to table and place on October 25th Special Meeting agenda, Commissioner Millender seconds, all in favor, motion carried.

Commissioner Millender motions to adjourn, Commissioner Allen seconds, all in favor, motion carried. 9:22

NOTE: Anyone needing action taken by the Commission needs to be placed on the agenda and all required paperwork submitted by Wednesday, 8 days prior to meeting.

If an individual decides to appeal any decision made by the City Commission with respect to this meeting, a verbatim transcript may be required. If so, the individual should make provision for a transcript to be made at the meeting. (RE: Florida Statute 286.0105). Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodation to participate in this meeting is asked to advise the city at least 48 hours before the meeting by contacting Keisha Messer at the above address or phone number.