

**MINUTES  
REGULAR MEETING  
OF**

**CITY COMMISSION – CITY OF CARRABELLE, FL**

**1206 HWY 98 E  
CARRABELLE, FL 32322**

**PHONE: (850) 697-2727  
or (850) 697-3618**

DATE: THURSDAY, NOVEMBER 7, 2019  
PLACE: CITY MUNICIPAL COMPLEX

TIME: 6:00 P.M.  
1206 HWY 98 EAST

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

Commissioner Millender motions to amend the agenda to add Resolution 15-2019 and remove Item 5 under New Business, Commissioner Walden seconds, all in favor, motion carried.

**CONSENT AGENDA**

- October 3, 2019 Minutes
- October 21, 2019 Special Meeting Minutes
- Attorney Invoices

Commissioner Millender motions to approve, Commissioner Mathes 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.

Lewis Christie with Chamber informs the board of:  
Small Business Saturday November 30<sup>th</sup>.  
Holiday on the Harbor on December 14<sup>th</sup> 11-8 p.m.

**COMMISSIONERS' REPORTS:**

Comm. Allen: Thanks to all volunteers to help look for missing woman  
Add Item to agenda for next month to further discuss additional administrative salary increases.

Comm. Mathes: none

Comm. Walden: none

Comm. Millender: none

Mayor La Paz: Fire house has generator, reported the Lanark sewer lift station underwent total rehab; mostly funded by FEMA Hurricane Michael reimbursement and \$22,500 budgeted for SCADA.

Requested road maintenance for the section of NE 9<sup>th</sup> St off Hwy 98 and all of Riverview Drive.

Reported on request for code enforcement of five public ROW locations currently used as private dump/collection sites and that as a result, staff issued 12 code enforcement citation letters to residents/property owners using public ROWs as perpetual collection sites. Private property code enforcement is not sought during this process.

Requested the police department to warn residents about placement of various household items in the ROWs for road crew pickup. Advise residents about the debris pickup ordinance.

Requested the Streets & Road crews to report any new ROW drop-off locations having household items to the City Administrator.

Requested Commission to approve task order for engineering services for stormwater management from SE Ave A onto SE 5<sup>th</sup> St with possible surfacing of SE Ave A using a pervious material. Reported Russell was requested last month to coordinate with Dollar General contractors for placement of a culvert under the Dollar General SE 5<sup>th</sup> St driveway apron before asphalt was poured, which was done.

Reassigned some Commissioner appointments because a City department appears to need someone who can offer direction and leadership in a specialized field, the Commissioners should have the opportunity for cross education/training, and Commissioner department appointments would have been reassigned had City elections been held this year.

**POLICE DEPARTMENT:** Commissioner Allen.

**FINANCE:** Commissioner Walden

**FIRE DEPARTMENT & CEMETERY:** Commissioner Millender.

**STREETS & ROADS:** Commissioner Mathes.

**WATER & SEWER:** Mayor La Paz.

Reminded Commissioners as per the City Charter, a Commission member may not manage, supervise, or direct city employees. Requests and concerns should be requested through the City Administrator.

### **STAFF REPORTS:**

City Attorney: updates

Poteet v Carrabelle Trial December 12<sup>th</sup>

Grantham Estate-filed adversary complaint in response, still moving forward

Revisions to Flood Ordinance December or January

Consultant to reinstate Health Care Reimbursement Plan \$850 quote to prepare paperwork.

Commissioner Mathes motions to engage Mr. Grudzion in preparation of HCP for \$850, Commissioner Allen seconds, all in favor, motion carried.

City Administrator: Legislative Application submitted, Loan match Lighthouse Letter Sheriff Smith needs letter of support for rehab  
 RFP to 4 HR firms, only received 2, place Item on December agenda  
 Commissioner Millender motions to send to HR committee and report back with recommendation, Commissioner Walden seconds, Commissioners Allen  
 Commissioner Mathes, and Mayor La Paz votes nay, motion failed.

City Clerk:

Need to schedule November 21 Special Meeting Ordinance 199 at 3:00 p.m.  
 Commissioner Allen motions to hold Special Meeting, Commissioner Mathes seconds, all in favor, motion carried. Reports on Code Enforcement letter sent requested by Mr. Harris.

Inovia: reviews submitted report

Commissioner Mathes motions to accept Inovia task order proposal for drainage improvements on Ave A South East, Commissioner Allen seconds, all in favor, motion carried.

### **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: reviews submitted report

Economic Development Council: Meet yesterday with all member but one, discussing different projects such as flyers and working waterfront.

Carrabelle Aviation Advisory Board: reviews submitted report

Carrabelle HR Committee: reviews submitted report

### **NEW BUSINESS**

- Item 1. Approve/ Disapprove Preliminary Plat for Carrabelle Beach RVC Phase III-B. Commissioner Millender motions to approve contingent on engineer review, Commissioner Allen seconds all in favor, motion carried.
- Item 2. Discussion and possible action concerning 2019 Community Development Block Grant application cycle.  
 Marine Street improvements  
 Commissioner Mathes motions to move forward with submitting application with DEO, Commissioner Allen seconds, all in favor, motion carried.

- Item 3. Discussion and possible action regarding appointment of Citizens Advisory Task Force.  
Administrator recommends Shelby Bailey, Sabrina Brown, Michael Pace, Skip Frink, and Greg Kristopherson.  
Commissioner Mathes motions to approve task force as named by Administrator, Commissioner Allen seconds, all in favor, motion carried.
- Item 4. Discussion and possible action concerning redesign of parking spaces along first two most northern blocks of Marine Street.  
No action put on next month's agenda.

7:12 recess

7:19 reconvene

- Item 5. Discussion and possible action concerning compensation for Police Department Online Content and Social Media Coordinator.  
Removed
- Item 6. Discussion and possible action regarding funding one half cost of second City webcam and installation.  
Commissioner Allen motions to approve cost and location of Carrabelle Boat Club, Commissioner Walden seconds, all in favor, motion carried.

**OLD BUSINESS:**

- Item 1. Discussion and possible action regarding Streets and Roads Department items.  
A. Laydown yard security and equipment storage.  
No action  
B. Scheduled shift work hours and number of workdays per week.  
No action
- Item 2. Discussion and possible action regarding Police Lieutenant Job Description.  
Commissioner Mathes motions to approve, Commissioner Allen seconds, all in favor, motion carried.

**PUBLIC HEARING**

**RESOLUTION 14-2019**

**A RESOLUTION AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A PUBLIC TRANSPORTATION GRANT AGREEMENT (FDOT PROJECT #407438-4-94-01) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION TO PROVIDE 85.45% GRANT FUNDING FOR:  
PURCHASE AND INSTALLATION OF FUEL MASTER SYSTEM AND FUEL PICK-UP MOTOR ASSEMBLY TO INCLUDE SITE CEI**

Commissioner Millender motion to approve contingent on clerical change, Commissioner Mathes seconds, all in favor, motion carried.

Resolution 15-2019

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

FIRST READING

ORDINANCE NO. 475

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF CARRABELLE, SPECIFICALLY TO UPDATE AND REVISE THE FUTURE LAND USE ELEMENT, THE PUBLIC FACILITIES ELEMENT, THE CAPITAL IMPROVEMENTS ELEMENT, THE COASTAL MANAGEMENT ELEMENT, THE INTERGOVERNMENTAL COORDINATION ELEMENT, THE CONSERVATION ELEMENT AND FUTURE LAND USE MAPS; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.

No action

Commissioner Millender motion to adjourn, Commissioner Walden seconds, all in favor, motion carried. 8:16 p.m.

**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.