

**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, APRIL 4, 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

**CONSENT AGENDA**

- March 7, 2019 Regular 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 – Culture Crawl was a great success. Concerned about cancelation of Riverfront Festival, he would like to help out any way he can.

**COMMISSIONERS’ REPORTS:**

Comm. Allen: none  
Comm. Mathes: none  
Comm. Walden: none  
Comm. Millender: none

Mayor La Paz: March 14<sup>th</sup> attended a meeting hosted the federal Economic Development Administration. Agencies represented were the Federal EDA, Army Corps of Engineers, USDA, FL DEO, Region 4 Environmental Protection Agency, & Gulf Coast Career Source. Representatives wanted to know our needs in Franklin County and to explain what programs are available for Hurricane impacted communities.

March 15<sup>th</sup> the Florida Trustee Implementation Group announced this year’s NRDA grant recipients which include Phase II of Carrabelle’s Lighthouse Estates Septic Tank Abatement project \$3,237,986. This NRDA grant will fund septic to

sewer for 110 residences in addition to the fully executed grant from the WMD in the amount of \$851,000 for the Phase I septic to sewer project to 53 residences. The W&S dept now has full funding for septic tank abatement and sewer extension to a total of 163 residences. The 2 combined grants amount to \$4,088,986.00.

Joe Crozier, ARPC Regional Planner, has re-submitted a grant application for the City to the DEP for development of a McKissack Beach management plan. Mr. Crozier reported the DEP folks say it is favorable the grant will award up to \$75K to include conflict facilitators. If awarded, the ARPC will manage all grant documents, deliverables, and required workshops. The finished product will be a guiding document and not a regulatory document.

On March 21st, Courtney, Keisha, and I met with Christopher Shear of McDowell Housing Partners of Miami who recently purchased the defunct Jordan Bayou Preserve PUD subdivision located off Airport Road and in the City Limits. Mr. Shear reviewed information regarding building permits, codes, flood zones, setbacks, as-built plans, infrastructure, and ordinances. McDowell Housing plans to construct affordable single-family workforce housing. They are applying for a soft loan from the State designated for development of workforce housing, SHIP funds, and home loan programs. The loan program caveats include that housing units must be rental units for the first 15 years. The subdivision will have covenants, a clubhouse, and possibly a pool. The units will range in size from 1,200 to 1,300 sq. ft. 10 units will rent for \$586 monthly and 40 units will rent for \$784 monthly. McDowell Housing plans to have construction underway this fall, are still deciding on stick-built vs modular. The entire subdivision will be built out at one time. There will be no spec homes. We discussed low income housing vs affordable workforce housing, tax development qualifiers, and we were assured that tax credits would not be involved with this development. We discussed the old City Hall building and how the building could be converted to senior living apartments. Mr. Shear will plan a return visit to tour the old school site. Requested "no littering" signage posted along the Marine St Boardwalk next to the Tom Crum Fish House and request police department to patrol the area and issue citations for littering in the street and throwing items over the boardwalk onto private property.

The power bill for the new City Hall building during the billing period of Feb 18<sup>th</sup> to March 20<sup>th</sup> was \$383.12. After all the power was cut off at the old City Hall site on February 29<sup>th</sup>, the bill was \$620.87.

October, 2018 Carrabelle was awarded a \$50k FRDAP grant for improvements to Tillie Miller Park. I have requested Courtney to secure a notice of commencement from Fred Fox so we can begin work on that project.

John Lee and Dustin attended advanced maintenance of traffic training and are now certified.

The new online timeclocks are up and running at City Hall, the W&S dept, and the Sts & Rds dept. All employees are using the new timeclocks.

CRA meeting on April 16<sup>th</sup> at 1:30.

**STAFF REPORTS:**

City Attorney: Little Custom Homes wired \$12,000 required deposit  
Concerns by citizens about R-5 & C-1 allowing mobile homes  
Commissioner Allen motions to place on P&Z agenda for review and  
recommendations, Commissioner Millender seconds, all in favor, motion carried.

City Administrator: Recomends to table Item 2, W/S employee. Only had three  
applications, and only one showed up for an interview.

Forestry set to do prescribed burn. Hangar Construction mostly complete. No  
word back from summer camp. All FEMA claims in @\$116,000. Time clocks  
working great.

City Clerk: Attended Flood training last month and advised Commission that the  
10 year cumulative 50 % rule is not mandatory and many Cities were not adopting  
them into their flood ordinances. Recommend that the City reduce the rule in  
Ordanince 457.

Commissioner Allen motions to have Attorney draft amendment to current  
ordinance to reduce cumulative ratio to 1 year and add and additional 20% to the  
50% of the property's certified assessed value, Commissioner Mathes seconds, all  
in favor, motion carried.

Inovia: reviews 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: reviews submitted report

Economic Development Council: none

Carrabelle Aviation Advisory Board: reviews submitted report

Carrabelle HR Committee: reviews submitted report

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

Commissioner Allen motions to have evauluations done department wide every  
May and immediately after new employee probation ends, Commissioner Mathes  
seconds, all in favor, motion carried.

Commissioner Mathes motions to advertise for RFP for HR professional to  
review and recommend updates to Personnel Policy contingent on specs  
delevoped by HR Commisttee, Commissioner Allen seconds, all in favor,  
motion carried.

**PUBLIC HEARING:**  
SECOND READING

ORDINANCE 470

AN ORDINANCE OF THE CITY OF CARRABELLE, FLORIDA, PROVIDING FOR THE AMENDMENT OF ORDINANCE NO. 445 OF THE CITY LAND USE REGULATIONS; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR CHANGES IN THE PERMITTED, CONDITIONAL OR PROHIBITED USES WITHIN THE INDUSTRIAL ZONING DISTRICT; PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF ORDINANCES, IN CONFLICT HEREWITH, TO THE EXTENT OF SUCH CONFLICT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

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

PROCLAMATION --2019

National Volunteer Week April 7-13, 2019

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

**NEW BUSINESS**

- Item 1. Discussion and possible action concerning repair of Marine Street Boat Ramp facility.  
Requested four quotes and only received one back. Directed Administrator to only upgrade bumper, fix portion of broken fence, and fix ballards.
- Item 2. Discussion and possible action regarding hiring Water and Sewer Laborer.  
Commissioner Millender motions to postpone until further notice, Commissioner Allen seconds, all in favor, motion carried.
- Item 3. Presentation by Project Hope by Roderrick Palmer. Presentation, no action required.  
Removed
- Item 4. Discussion by Ms. Ann Franklin regarding sewer service to her property.  
Directed Russell with Inovia to seek funding through NFWFMD.

**OLD BUSINESS**

- Item 1. Discussion of duties and responsibilities of volunteer dock master.  
Ask Tim-Keith Lucas if he would like to maintain Clock, and advertise for volunteer.

Chief of Police or two city administrative staff to collect boat ramp fees from payment boxes until further notice.

Commissioner Millender motions to adjourn, Commissioner Walden seconds, all in favor, motion carried. 8:15

**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.