

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, June 16, 2020, at Noon.  
Teleconference as allowed under Executive Order 20-69; App – ZOOM;  
Phone 1-646-876-9923, Meeting ID: 84416354969; Password 886543**

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

**CONSENT AGENDA**

**Swearing In of City Commissioners Scott Hoffman and Brett Lowry**

Gulf County Judge, Tim McFarland, administered the Oath of Office to Commissioner Scott Hoffman as his wife, Sharon, held the Bible for the ceremony.

Judge McFarland administered the Oath of Office to Commissioner Brett Lowry. His wife Amber, and daughter Brooklyn, held the Bible for the ceremony.

Mayor Buzzett congratulated Commissioners Hoffman and Lowry on their re-election noted he was looking forward to working with them.

**Minutes**

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting on June 2, 2020. All in favor; Motion carried 5-0.

**City Attorney –**

Attorney McCahill did not have any specific updates for the Commission. He will be sending a letter to the County to see what they want to do with the 1.5 acre parcel of land at the Transfer Station.

**Old Business –**

Sara Hinds and Brittany Beauchamp updated the Commission on the current Coronavirus information.

*Coronavirus (COVID-19) Update – Resolution 2020-02 – State of Emergency Still in Place*

*Summer Recreation Program*

After a lengthy discussion, a Motion was made by Commissioner Langston, second by Commissioner Hoffman, to reopen the Washington Gym and STAC House for Gulf County residents only, following all CDC Guidelines, and retain the option to revisit this should there be an increase in the Coronavirus count. All in favor; Motion carried 5-0.

Marvin Davis, Charles Gathers, and Letha Mathews shared their concerns about the re-opening of the facilities.

*2020 Census* – City Manager, Jim Anderson, stated that numbers for Gulf County are still very low and he encouraged everyone to contact the Census and be counted. You may contact the Census Bureau by either social media at [2020census.gov](https://2020census.gov) or by calling 844-330-2020.

*July 4<sup>th</sup> Fireworks Update*

Mr. Anderson shared that the fireworks display will be held at Clifford Sims Park beginning at 10 P.M. on Saturday, July 4, 2020.

## **New Business –**

### *Maddox Park – Eva Maddox Davis*

Ms. Davis, representing the Maddox family, shared the history of Maddox Park and provided a packet of historical photos demonstrating the family's ties to the land. She detailed her grandparents' lawsuit against the Port St. Joe Dock & Terminal Railway Company and how they prevailed in the Florida Supreme Court to win title to their land. Ms. Davis also shared the family's suggestions on how Maddox Park might be restored after the damage caused by Hurricane Michael.

Each of the Commissioners thanked Mrs. Davis for her presentation and stated they wanted to support the family's desires in the renovation of Maddox Park.

### *MLK Overlay District Task Order*

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve the MLK Overlay District Task Order with Stantec Consulting Services in the amount of \$6,500. All in favor; Motion carried 5-0.

### *Four-Way Stop at Long Avenue and Fourth Street – Commissioner Ashbrook*

City Staff is to check with the businesses around the intersection to see what their thoughts are on changing the Four-Way stop.

### *Boat Ramp Credit Card Machine – Commissioner Ashbrook*

After discussion, a Workshop was established for Tuesday, July 7, 2020, at 5:00 P.M. ET in the Commission Chambers of the Ward Ridge Building.

## **Public Works – John Grantland**

### *Stump Grinding Quotes*

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to approve the quotes of \$2,500 to cut down, remove, and grind the stumps of 12 dead pines, and grind 20 existing stumps on the Waterfront Park property; and \$800 to grind all of the stumps within Frank Pate Park. All in favor; Motion carried 5-0.

Mr. Grantland noted that he anticipates the return on the Inmate Crews in a couple of weeks.

### **Surface Water Plant – Larry McClamma**

Mr. McClamma did not have anything to update the Commission on.

### **Wastewater Plant – Kevin Pettis**

#### *RFP 2020-02 Shop Wall Opening (Handout, closed on Friday)*

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approved RFP 2020-02 in the amount of \$3,700 to Concrete Authority, LLC. All in favor; Motion carried 5-0.

### **Finance Director – Mike Lacour**

The NRCS Grant has been submitted and Mr. Lacour is clear with the County on which ditches they will be clearing.

FEMA and Insurance Claims are moving forward.

Commissioner Langston asked that some type of shade be provided at Forest Hill for guests to sit under while attending services there.

## **City Engineer – Josh Baxley**

*NRDA Grant Update* – Follow up questions have been answered and will be submitted to Northwest Florida Water Management District for their review. NFWMD will be back in their offices shortly and will be rescheduling the second Workshop on the grant soon.

Dewberry is reviewing the City Map and cataloging the sewer lines in the City.

### *Walking Path FDEP Grant Update –*

An extension for this grant has been approved on Task I Items until September 5, 2021.

### *CDBG Grant Update –*

This has been advertised and bids will be opened on July 15, 2020.

### *First Street Lift Station and Long Avenue Update –*

The permit for this project was received yesterday.

### *Commercial District – Water / Sewer TRIUMP Grant Application*

A master map is being created that will allow for a Task Order to be requested.

## **Code Enforcement –**

No specific updates were provided on this.

## **Police Department – Matthew Herring**

### *RFP 2020-03 PD Renovation Project (Handout, Closed on Monday)*

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve the awarding of the bid to Monolith Construction in the amount of \$137,994 pending review of the bid specs by Chief Herring and John Grantland. All in favor; Motion carried 5-0.

## **City Clerk – Charlotte Pierce**

### *Grant Application*

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to approve submitting a grant application to the Division of Historical Resources, National Park Service Hurricane Michael Subgrant for the continuing restoration and future preparedness against hurricanes for the Centennial Building and Cape San Blas Lighthouse Complex. All in favor; Motion carried 5-0.

Clerk Pierce reminded the Commissioners that their Financial Disclosure Forms are due to the Gulf County Supervisor of Elections by July 1, 2020.

## **Citizens to be Heard –**

*Marvin Davis* again asked about blocking the rear of the Washington Gym area. Mr. Grantland suggested that a chain link fence and gate be added to solve this problem as previous post and chains have been destroyed.

Mr. Davis asked again about the African-American that was previously on the police force. Mayor Buzzett directed Mr. Davis to Chief Herring as an open meeting was not the place to discuss individual employees.

He inquired about the dead pine tree located between 109 and 111 Liberty Street. Mr. Grantland advised that the tree was being removed today.

*Chester Davis* once again asked about the City providing funding to cover the services of John Hendry serving as a consultant and developer for the NPSJ PAC. Mayor Buzzett reiterated that there is a bid process that must be followed for the services of a consultant.

Commissioner Ashbrook noted that funds could possibly be made available through Non-Departmental Funds to help the NPSJ PAC.

Commissioner Lowry mentioned that Non-Departmental funds are in the budget.

Commissioner Langston stated that Mr. Hendry deserves compensation for his services and to be involved in future planning and development of the area.

Commissioner Hoffman feels that it is critical to move forward; a lot of work is being done, there are issues in funding; the PAC has already received two payments of \$20,000 each from the PSJRA, and guidelines for Non-Departmental Funding need to be reviewed.

Charles Gathers shared the Ministerial Alliance is planning a Day of Prayer and hopes to have it at the football field.

**Discussion Items by Commissioners –**

*Commissioner Ashbrook* shared that the required Ethics Training is available on line.

*Commissioner Lowry* asked that a Crepe Myrtle tree near the post office be looked at as it is causing a visual problem at the intersection. He also expressed his appreciation to the citizens for another two years on the Commission.

*Commissioner Langston* offered congratulations to Commissioners Lowry and Hoffman for their reelection to the Commission.

He also asked that a Ditches Crew be considered for preventative maintenance.

*Commissioner Hoffman* thanked the citizens for the opportunity to serve another two years on the Commission.

*Mayor Buzzett* is concerned that the CDC recommendations are not being followed. He reminded everyone to sanitize; asked that Social Distancing be observed, and that masks be worn when in public. The Mayor encouraged our citizens to set an example for our guests to follow.

Mayor Buzzett stressed the importance of being counted in the 2020 Census and asked that everyone do whatever is necessary to be counted.


**Motion to Adjourn -**

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to adjourn the meeting at 2:00 P.M.

Approved this 7<sup>th</sup> day of July 2020.

  
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Rex Buzzett, Mayor

7/7/20  
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Date

  
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Charlotte M. Pierce, City Clerk

7/7/20  
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Date