

**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 7, 2022, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting of May 17, 2022. All in favor; Motion carried 5-0.

City Engineer – Josh Baxley

Long Avenue Water / Sewer Project

This project is under construction.

First Street Paving, RFP 2022-01

Bids were received on June 2, 2022, of \$493,593.60 from Pigott Asphalt and Sitework LLC and a bid of \$621,500.35 was received from Roberts and Roberts.

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to accept the bid from Pigott pending approval from the FL DOT, and ask for additional funding for CEI Services. All in favor; Motion carried 5-0.

Clifford Sims Park Plan, RFP 2022-02

Staff is currently waiting on the FEMA review.

Boat Ramp Access Road Design RFP 2022-05

Bids were received on June 3, 2022, from Pigott Asphalt and Sitework LLC in the amount of \$79,491 and North Florida Construction \$97,825. Before proceeding with this project, a request was made to have a traffic route and rendering of the road way for review by the Commissioners. This information should be available for the next meeting.

City Attorney –

ESAD Sewer Update

Attorney McCahill shared that this has been more complicated than originally thought, there are three entities involved in the contracts, City of Mexico Beach, Gulf County Board of County Commissioners, and ESAD. He anticipates having the agreements in the mail this afternoon and receiving each entities response by the next City Commission meeting.

Resolution 2022-05 SRF Funding Request Downtown Water Lines

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve Resolution 2022-05 and request additional funding from the State Revolving Fund because of the cost increase since the project began. All in favor; Motion carried 5-0.

Boy Scout Building Lease Agreement

Attorney McCahill provided a draft copy of the agreement and asked that the Commissioners review it and get with him on any concerns.

Old Business

Garden Club – Landscaping Update

Leesa Haire thanked the Commission for their help with the beautification project and shared the remaining plans for their project.

City Projects

Mr. Anderson noted that the following projects have been completed. Washington Gym Bathroom City / County Match, the road striping, and the irrigation repairs on Reid Avenue.

PSJRA Director – Commissioner Ashbrook

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to hire Stantec for one year to do the listed task for not more than \$43,800, beginning with the upcoming Fiscal Year. All in favor; Motion carried 5-0. It was noted that Mike Lacour has posted all reports, a check will need to be made to see if the quoted amount is still acceptable as it was given in January, and ask for credit for the work done by Mr. Lacour.

New Business –

Fish Grinder – Commissioner Hoffman

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to bid this project to discharge to the boat basin. All in favor; Motion carried 5-0.

City / County Field of Dreams Workshop – Mayor Buzzett

Mayor Buzzett shared that it was a great Workshop, very positive, and he was pleased with the Workshop. He asked for dates that another Workshop could be planned with the County. The dates of July 14, 2022, and July 21, 2022, will be provided to the County to see if they are available for either date.

Swearing in for the returning Commissioners will be held on Tuesday, July 19, 2022, at 11:30 A.M., prior to the regular meeting.

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to cancel the July 5, 2022, meeting due to the July 4th holiday and Commissioners out of town. All in favor; Motion carried 5-0.

Public Works – John Grantland

Septic to Sewer Grant Update

Mr. Grantland noted that only 10 people have signed up for the grant and that advertising needs to be done. Homes that are currently on septic tank service and where sewer is available are eligible.

Pump and Process Grinder Pump Contract

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to reject the request of Pump and Process for a 10% increase in the cost of simple grinder packages. All in favor; Motion carried 5-0. Pump and Process is currently under a five-year contract with the City, for the price of \$2,437 per unit.

Surface Water Plant –

Mr. McClamma was running the plant and unable to attend the meeting. Mr. Anderson shared that the plant passed its Quarterly Disinfectant Byproducts Testing and congratulated them on this accomplishment.

Wastewater Plant – Kevin Pettis

Mr. Pettis noted that sprinkler head sizes will need to be changed in the future to provide more coverage and this will have to be approved by FDEP. Philip Jones of Dewberry has requested the changes be allowed from DEP. The Consent Order is still in place until October 1, 2022. He shared that the pond lost 1.3" due to the heavy rains over the weekend and that I & I continues to be elevated.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour noted that the Maddox Park Gazebo Project has been moved from Step 6 to 8 with the State PA. He will follow up on this and request an update on the Clifford Sims Park Project as it is still on Step 2 of 8. Mr. Lacour is working on the reimbursement costs for the Wastewater Treatment Plant and will be submitting the administrative costs when the last two projects are completed.

2022-23 Budget Update

Mr. Lacour suggested August 2, 2022, and August 16, 2022, prior to the Regular Meeting, as dates for Budget meetings. If additional dates are needed, there are two remaining Tuesday's in August that could be used. Consensus was to meet the dates he suggested.

Summer Recreation Programs

Mr. Lacour announced that the STAC House is open Monday through Friday from 8 A.M. to Noon and 1 P.M. to 5 P.M. Kindergarten through 6th grade students attend the morning session and 6th through twelfth grades may participate in the afternoons. Approximately 60 students are enjoying the morning activities.

Code Enforcement –

Mr. Anderson shared that there are two Code Enforcement Special Magistrate Hearings scheduled this month to address Code Enforcement violations.

Police Department – Chief Richards

Chief Richards reported a safe Memorial Day Holiday weekend with no issues.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted that City Staff continues to work with our grants writers providing needed documents for applications.

Citizens to be Heard –

Chester Davis thanked the Commission for the use of the Washington Gym for the grant award presentations, and assistance with the Juneteenth Celebrations. He also asked for help updating the HVAC and sound system for the gym. Mr. Davis stated that Commissioner Quinn will try to help with the sound system.

Discussion Items by Commissioners

Commissioner Langston thanked City Staff for their help with the upcoming Juneteenth Celebrations on June 18, 2022, and June 19, 2022.

Commissioner Ashbrook expressed his appreciation to City Staff for their assistance and noted the need for additional help in administration and grants.

Commissioner Lowry did not have anything to discuss.

Commissioner Hoffman requested that department heads present a budget plan to fit their department on salary pay scales, identify areas in the Personnel Manual that need improvements, the possibility of selling back time to the City, and banking more time for leave.

Mayor Buzzett thanked Commissioner Ashbrook for chairing the previous meeting while he was out of town. He also encouraged the Commissioners and community to think about the Field of Dreams for the kids and not have all of the focus on tourism.

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett to adjourn the meeting at 1:20 P.M.

Approved this 21st day of June 2022.

Rex Buzzett
Rex Buzzett, Mayor

6/21/22
Date

Charlotte M. Pierce
Charlotte M. Pierce, City Clerk

6/21/22
Date