

# MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, August 2, 2022, at Noon.

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

## CONSENT AGENDA

### Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of July 19, 2022. All in favor; Motion carried 3-0.

### City Engineer – Josh Baxley

#### *Long Avenue Water and First Street Lift Station*

This project is under construction. Dewberry is working on final items including lateral lining, water main and altitude valve tie-ins, sidewalks and flowable fill. A Walkthrough is scheduled for the week of August 8, 2022.

Long Avenue paving – Revised plans were provided to the City for review on July 29, 2022. Dewberry is working on the stormwater modeling and bid package.

#### *Avenues C, D, and Dr. Joe Parking Lot Paving Bid Specs*

The 90% plan set was provided to the City for review on July 27, 2022. Dewberry is working on final plans and specifications for the bid package.

#### *First Street Paving*

We are still waiting on a response from FDOT for additional funding.

#### *Downtown Utility Improvements*

Dewberry is working on the plan review, FDOT Permit Application, facilities plan review, cost estimate and specification package for additional SRF Funding.

#### *Beacon Hill Sewer Design*

The survey has been completed and the project is in design.

### City Attorney –

Attorney McCahill shared that the Interlocal Agreement with the County for the ESAD Sewer has been sent back to them with the changes made by the City. Attorney Novak acknowledged receipt of the Agreement.

#### *ESAD Sewer, Memorandum of Understanding Update*

Timing of the closing of the Agreement is an issue. City Engineers are reviewing the plans before the closing is completed.

#### *Boy Scout Building Lease Agreement*

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to approve the amended Agreement. All in favor; Motion carried 3-0.

## **Old Business**

### *City Projects*

Mr. Anderson shared that a lot of movement is being made on a number of the projects. The Wastewater Treatment Plant, Maddox Park Gazebo, and the Long Avenue Improvements are the ones focused on today.

### *Joint City / County Workshop*

Gulf County Administrator, Michael Hammond, notified Mr. Anderson the date of August 25, 2022, at 5:00 P.M. in the Commission Chamber at Ward Ridge was acceptable to the Gulf County Commissioners for the Joint City / County Workshop.

Mayor Buzzett requested that the time, date, and location be posted on the City's Website and Facebook Page.

### *RFP 2022-06 Fish Cleaning Station Bid*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the purchase of the JWC Environmental Fish Cleaning Station from Monster Industrial in the amount of \$83,859. All in favor; Motion carried 3-0. Funds for the purchase will come from the fees for boat ramp launches.

Christy McElroy questioned if the St. Joe Marina will be putting in a fish cleaning station when they reopened and suggested the Commissioners talk with them about this issue.

## **New Business –**

### *Sewer Connection Statute*

Mr. Anderson shared that, if the City decides to follow the statutory requirements, anyone currently on a septic tank would have one year to connect to a municipal sewer system if it is available in their area when their system fails. This item was Tabled until all the Commissioners are present.

Efforts are still on going to let anyone on City Sewer know that the grant opportunity is still available. The grant expires in October of 2023.

### **Public Works – John Grantland**

*Septic to Sewer Grant; RFP 2022-10 Bore Bids (Handout, bid closed on July 29, 2022):*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to award RFP 2022-10 for Bores to Eric L. Spear, LLC in the amount of \$800 – 1 ½" Directional Bore 70' average. All in favor; Motion carried 3-0.

### *Haven Road and Sea Grass Circle Sewer*

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to Permit both Haven Road and Sea Grass Circle and install sewer, not to exceed \$30,000 on Haven Road only at his time. All in favor; Motion carried 3-0.

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

Mr. McClamma shared that the Altitude Valves for the Shark Tank and 10<sup>th</sup> Street Water Tower should be installed by Friday. This should increase pressure for City customers.

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

Mr. Pettis noted there is 1' 2 ½" of freeboard in the lagoon. The big backup pump is on the concrete pad, some plumbing pieces are needed for it and there is a "T" to be installed at the bottom. The new Hypo Tank is in place and he anticipates repairing the filter drum net week which will cause the plant to lose two days of

production. Philip Jones is working on the permit modification and Mr. Pettis will be meeting with Deseret to come up with an agreement for grazing cattle on the spray field.

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

##### *FEMA Update*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to respectfully decline the offer of \$4,430.97, from FEMA and use insurance proceeds for the Maddox Park Gazebo. All in favor; Motion carried 3-0. An enormous amount of paper work, surveys, and environmental studies would be required for this very small amount of money and it is not feasible to spend the staff hours and expense of work required.

##### *2022-23 Budget Update*

Mr. Lacour reminded the Commissioners of the next Budget Workshop which will be held on Tuesday, August 16, 2022 at 11:00 A.M.

#### **Code Enforcement –**

Mr. Anderson shared that new hearings have been scheduled and currently the big push is controlling vegetation. He asked that citizens keep their grass cut and help with the growing vegetation issue.

#### **Police Department – Chief Richards**

##### *Speed Bump Policy*

Chief Richards did not have anything new to share with the Commission and asked that they review the proposed policy for consideration of adoption. He has created a form to be used when requesting a Speed Bump and asked that it be reviewed as well.

#### **City Clerk – Charlotte Pierce**

##### *Grants Update*

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

#### **Citizens to be Heard –**

*Christy McElroy* asked who the Engineer of Record would be for the ESAD Sewer Project. Mayor Buzzett responded that it would be Dewberry.

She asked about the Lawsuit concerning the City and County over a new water plant and drilling a well in the White City area. Mayor Buzzett noted that the County recognized the City's service area and no lawsuit has been filed at this time.

Ms. McElroy once again shared her concerns about golf carts and e-bikes on the walking trail. Mayor Buzzett noted that he and Mr. Grantland have been discussing new signage for the trails addressing this issue.

*Lanny Blair* shared his concerns about the golf carts and e-bikes on the walking trail as well as the need for a walkway at Clifford Sims Park from the parking lot to the concrete wall. Mayor Buzzett will get with Attorney McCahill to discuss the liabilities of this issue.

#### **Discussion Items by Commissioners**

*Commissioner Hoffman* did not have anything else to discuss with the Commissioners.

*Commissioner Langston* noted that the Brownfields Meeting went well and thanked City Staff for the exercise equipment at the parks. He shared that he has received a lot of compliments on the equipment.

Mayor Buzzett did not have any additional items to share with the Commission.

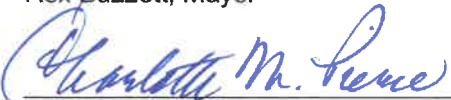
**Motion to Adjourn –**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:05 P.M.

Approved this 16<sup>th</sup> day of August 2022.

  
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Rex Buzzett, Mayor

8/16/22  
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Date

  
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Charlotte M. Pierce, City Clerk

8/16/22  
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Date