

**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 16, 2022, at Noon.**

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

CONSENT AGENDA

Request for Port St. Joe Skate Park –

Mayor Buzzett asked that the Commission hear a request from Port St. Joe High School students for a skate park. Ayden Sapp was the spokesperson for the group. Other individuals encouraging the Commission to consider the request were James Watkins, Tyler Matney, Sissy Godwin, and Cleveland Acree. Letters of support were provided from Jerome Williams and Andrew White.

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of August 2, 2022, and also the Workshop Meeting on August 2, 2022. All in favor; Motion carried 5-0.

Planning Board Recommendations

Final Plat Approval – The Cove at Palmetto Bluff

The Planning, Development, and Review Board gave a favorable recommendation, with contingencies as listed in the letter from Developer Ralph Rish, for this project.

Commissioner Lowry stated that he would be abstaining from the vote as he has a business relationship with Mr. Rish. Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers as completed by Commissioner Lowry is attached. A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve the Final Plat when the contingencies outlined in the letter from Ralph Rish are met. See attached (Ex. A). All in Favor; Motion passed 4-0 with Commissioner Lowry abstaining.

Workforce Housing Update – Michael Snodgrass, Oikos Development

Michael Stodgrass, Dr. Jeff Sharky, and Randy Butler of Oikos Development updated the Commission on the current project. The access road is a matter of concern and asked for the City's help to negotiate with Duke Energy and Genesis Wyoming.

City Engineer – Josh Baxley

Long Avenue Water and First Street Lift Station

The project is under construction and Dewberry is working on final items including lateral lining and water main tie-ins.

Long Avenue Paving – The stormwater model will be complete this week and the advertisement will be prepared next week.

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

A 90% completion plan set will be provided to the city for review next week by Dewberry.

First Street Paving

Dewberry is waiting on performance and payment bonds from the contractor.

Downtown Utility Improvements

The plan review, FDOT Permit Application, facilities plan review, cost estimate and specifications package are being addressed by Dewberry.

Beacon Hill Sewer Design

This project is in design.

Consumptive Use Permit – Task Order

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to approve the Task Order with Dewberry in the amount of \$10,000. All in favor; Motion carried 5-0.

City Attorney –

ESAD Sewer, Memorandum of Understanding Update

The engineers report has been sent to ESAD and the County. The Beacon Hill Sewer System needs to be up and running before the ESAD System is on line.

Resolution 2022-08 Madison Street SCOP

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve Resolution 2022-08 Madison Street SCOP Grant. All in favor; Motion carried 5-0. The work will be from the Intersections of Madison Street and Garrison Avenue to Long Avenue.

Resolution 2022-09 Highway 98 Beautification Grant Application

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve Resolution 2022-09 Highway 98 Beautification Grant. All in favor; Motion carried 5-0.

Special Master Contract

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve the request from Code Enforcement Hearing Officer Special Master Mel Magidson, Jr., for a pay compensation increase from \$150.00 per hour to \$175.00 per hour for a two-year period effective August 16, 2022. All in favor; Motion carried 5-0.

Old Business

City Projects

Mr. Anderson shared that the covered walkway at the Washington Gym is wrapping up and looks very good.

Commissioner Langston noted the need for upgrading the restroom at the WIG Building and stated that Commissioner Quinn has offered his assistance with the project. Commissioner Langston, John Grantland, and Eddie Fields are to visit the site to see what upgrades need to be made.

Joint City / County Workshop August 25, 2022, at 5:00 P.M.

Mr. Anderson reminded everyone of the Sports Complex Workshop to be held next Thursday, August 25, 2022, at 5 P.M. in the City Commission Chamber.

New Business –

Sewer Connection Statute

A Motion was made by Commissioner Langton, second by Commissioner Ashbrook, to adhere to FS 381.00655 requiring the connection to an available publicly owned sewer system within 365 days after written notification by the owner of the availability of the service. A maximum of three years is allowed for completion of the hookup. All in favor; Motion carried 5-0.

RFQ 2022-02 Environmental Review Services CDBG-DR

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve RFQ 2022-02 Environmental Review Services CDBG-DR in the amount of \$35,000 with Fred Fox Enterprises. All in favor; Motion carried 5-0.

RFQ 2022-03 CEI Services, First Street Resurfacing

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve RFQ 2022-03 CEI Services, First Street Resurfacing with SEC. All in favor; Motion carried 5-0.

Safe Routes to School Grant Application

After discussion of possible routes for the walk, this was Tabled to allow for more information to be obtained.

Purchase of Vehicles on State Contract for 2022-2023 Budget Year, Letter of Intent to Purchase:

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to provide the Letter of Intent to Purchase 8 vehicles for the 2022-2023 Budget Year, and contingent upon statutory requirements, to provide a surplus police department vehicle to the Gulf County Senior Citizens once a new vehicle is received for the police department. All in favor; Motion carried 5-0.

Public Works – John Grantland

Mr. Grantland did not have any updates for the Commission.

Surface Water Plant – Larry McClamma

Mr. McClamma shared that the Tenth Street Water Tank was cleaned yesterday and the Shark Tank would be cleaned next week.

Wastewater Plant – Kevin Pettis

Mr. Pettis noted there is 6” of free board in the pond, staff is discharging water to the spray fields around the clock, and the backwash pump is in need of repair.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour shared that Clifford Sims Park is currently in Step 5 of 8 and he has requested the state push the project to FEMA.

2022-23 Budget Update

Mr. Lacour reminded the Commission of the Budget Workshop on Tuesday, August 23, 2022, at 12 Noon.

Code Enforcement –

Mr. Anderson shared that he and the Code Enforcement Officers made a drive through of town this week and noted the campers, substandard structures, and unsightly grass. He also shared that a number of hearings are scheduled for unacceptable locations.

Police Department – Chief Richards

Chief Richards reported that the first day of Scallop Season was uneventful as the weather was bad and there were very few scallopers. He shared that traffic is being rerouted during Scallop Season, a Police Officer is on duty the first two days of the season and will be on sight each Friday and Saturday.

Chief Richards reminded everyone that school had started and asked drivers to slow down and be cautious of students.

City Clerk – Charlotte Pierce

Grants Update

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

She also shared that the Lighthouse is closed as of August 15, 2022, for repairs and painting. The closing should last for approximately 90 days.

Citizens to be Heard –

Chester Davis stated that the Brownfield meeting was very successful with the eye on North Port St. Joe. He also suggested the Safe Routes to School Grant consider crossing railroad property at the end of Garrison Avenue, and shared that funds are on the way for their projects. Mr. Davis asked about the letter concerning funding for the PSJRA and was told there needs to be a meeting of the PSJRA.

Discussion Items by Commissioners

Commissioner Langston thanked Chief Richards and John Grantland for the crosswalk lights.

Commissioner Ashbrook mentioned the email he received from a citizens wanting to lease property at the marina. *Commissioner Hoffman* reminded him that the Commission had agreed they would not be adding any more rental space on the City owned bulkhead.

Commissioner Lowry asked about a drainage issue on Marvin Avenue and Mr. Grantland state that it had been taken care of.

Commissioner Hoffman would like to see the feasibility of revitalizing the 9-hole golf course on 16th Street. He suggested that after new hires are made, they could be responsible for keeping the grass mowed and take care of the flags marking each hole.

Mayor Buzzett shared that the next meeting would be on Tuesday, September 6, 2022, and suggested that the meeting be cancelled since it is the day after Labor Day.

A Motion was made by *Commissioner Ashbrook*, second by *Commissioner Lowry*, to cancel the meeting schedule for September 6, 2022. All in favor; Motion carried 5-0.

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:35 P.M.

Approved this 20th day of September 2022.



Rex Buzzett, Mayor

9/20/22

Date



Charlotte M. Pierce, City Clerk

9/20/22

Date