

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, May 16, 2023, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of May 2, 2023, and the Special Meeting of May 10, 2023. All in favor; Motion carried 4-0.

**Planning Board Recommendation**

*Development Order and Special Exemption Request – Boat Ramp Inn LLC, 504 Monument Avenue Parcel #05682-000R*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Development Order and Special Exemption Request of a 4' Special Exception for the South side balconies and the exclusion of the ice machine. All in favor; Motion carried 4-0.

**City Engineer – Josh Baxley**

*Long Avenue Paving*

The final lift of asphalt is complete from Highway 71 to Nineteenth Street. The contractor is currently working on sodding, turnouts, and paving the final lift from Highway 71 to First Street. Mr. Baxley noted that Long Avenue is a rough ride from Highway 71 to Nineteenth Street and the contractor is checking on the issue. He also noted there are issues at the Long Avenue Baptist Church parking area with ponding and the contractor is looking at that.

Mayor Buzzett noted that the intersection of Second Street and Long Avenue near NAPA needs to be looked at as well.

*First Street Paving*

The contractor is currently installing signage. Once the signage is complete, the final walkthrough will be scheduled.

*Beacon Hill Sewer Design*

The site has been cleared, and the Lift Station Wet Well will be delivered on May 25, 2023. The FDEP Permit has been issued and Dewberry is working on an advertisement for the collection system.

*Downtown Water Line Replacement Phase I*

This project is out for bid.

### *Maddox Park Parking Lot and Trail Paving*

The trail paving is complete. Paving of the parking lot remains to be completed.

### *Madison Street Paving*

The 90% plans and cost estimate have been provided to FDOT for review.

### **City Attorney**

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

### **Old Business**

#### *City Projects*

Work is on going on the new parking lot by CVS. Pine straw was put out last week as the City is sprucing up for the holiday.

### **New Business –**

#### *HMGP Grant Task Order*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve the HMGP Grant Task Order pending approval from DEM. All in favor; Motion carried 4-0. This is to elevate the 12 lift stations that were damaged by Hurricane Michael.

#### *Workforce Board Mural Project for the Summer Program; Request for approval*

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to approve the request from the Workforce Board for the Mural Project to be completed by the Summer program students at the Washington Gym Complex. All in favor; Motion carried 4-0.

#### *RFQ 2023-01 CDBG-DR Wastewater Rehabilitation Project Phase I CCTV Sewer Video Inspection Services; Request for approval*

Elizabeth Moore, President of Anchor CEI, provided the Commission with the results from the review committee. Their recommendation is for Southeast Pipe to provide the services for \$231,641. All in favor; Motion carried 4-0. Mrs. Moore shared that the project was advertised in the Star, News Herald, and Tallahassee Democrat and bids were opened on May 5, 2023.

### **Public Works – John Grantland**

Mr. Grantland shared there will be a scheduled fire flow test for the Theatre on Wednesday, May 17, 2023, at 9 P.M.

Mr. Grantland also shared that the fish cleaning station was delivered yesterday.

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

Mr. McClamma did not have any updates for the Commission and noted that his department is fully staffed.

## **Wastewater Plant – Kevin Pettis**

Mr. Pettis reported that there is 3' of freeboard in the pond, the plant is pushing water well, and his department is fully staffed.

## **Finance Director – Mike Lacour**

### *FEMA Update*

Mr. Lacour has reached out to R. J. Gorman to see if they can honor the quote given earlier for work to be done at Clifford Sims Park. To date, he has not received a final response.

Commissioner Langston shared that he had received a request from Lianna Sagins of the Workforce Board for Soccer Goals at the Washington Site. Mr. Grantland responded that his department could provide the goals.

Commissioner Hoffman requested a month-to-month comparison of the revenue from the boat ramp. Mr. Lacour will provide these figures.

## **Code Enforcement –**

Mr. Anderson shared that Mr. McCahill is working on the eviction notices for the Long Avenue and Sixteenth Street properties. He shared that the county is willing to partner with the City on four other structures to be demolished and the Code Enforcement Officer is working on ways to help individuals with derelict vehicles.

## **Police Department – Chief Richards**

Chief Richards requested that 3 Dash Cameras (Pro Vision Dash Cam 1 Serial #2009S8HD0080; Provision Dash Cam 2 Serial # 2007S8HD0134, and Pro Vision Dash Cam 3 Serial #2007S8HD0135) be declared surplus and given to the Chattahoochee Police Department. All in favor, Motion carried 4-0.

Mayor Buzzett shared that a citizen had approached him about not being able to drive his new UTV Vehicle on City streets. Chief Richards is researching this, has found that it will require changing ordinances, and he is continuing his research on the project.

## **City Clerk – Charlotte Pierce**

### *Grants Update*

Clerk Pierce shared that City Staff continues to work on grants, required compliance, and reports.

She shared that the swearing in ceremony for Mayor Buzzett, Commission Langston, and newly elected Commissioner, Steve Kerigan, will be Tuesday June 20, 2023, at 11:30 A.M.

## **Citizens to be Heard –**

No citizens wished to address the Commission.

## **Discussion Items by Commissioners**

*Commissioner Langston* shared his concerns about traffic on Highway and the inability of residents to get on Highway 98 from Avenues A, B, C, and D.

He also asked that the Commissioners begin thinking about a Splash Pad and getting it operational.

Commissioner Lowry thanked Mr. Grantland for his help with the road issue on Garrison Avenue last week.

*Commissioner Hoffman* congratulated Mayor Buzzett and incoming Commissioner, Steve Kerigan, on their recent election. He noted the overwhelming majority each was elected by and felt the voice of the people had spoken.

*Mayor Buzzett* thanked the citizens for their support and congratulated Commissioner Langston and newly elected Commissioner Kerigan on their victories.

**Motion to Adjourn**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 12:30 P.M.

Approved this 6<sup>th</sup> day of June 2023.

  
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Rex Buzzett, Mayor

6/6/23  
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Date

  
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Charlotte M. Pierce, City Clerk

6/6/23  
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Date