

**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 1, 2023, at Noon.**

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, 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 Kerigan, second by Commissioner Langston, to approve the Minutes of the Workshop and Regular Meetings both on July 18, 2023. Attorney McCahill read Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers as completed by Commissioner Lowry on July 18, 2023. All in favor; Motion carried 5-0.

**City Engineer – Josh Baxley**

*Long Avenue Paving*

A Motion was made by Commissioner Lowry, second by Commissioner Kerrigan, to rescind the Motion from the Special Meeting of July 20, 2023, (made by Commissioner Hoffman, second by Commissioner Langston, to make a final payment in the amount of \$314,578.85 to North Florida Construction, Inc. for the project. All in favor; Motion carried 5-0.) and accept the offer of North Florida Construction (NFC) of not accepting the check for \$314,578.85, as the final payment, but for NFC to mill and resurface the entire roadway 1" thick, and in return they would be owed the remaining \$100,000 in the contract amount after satisfactory completion of the task. All in favor; Motion carried 5-0. The E-mail from Jamie Miller is attached as Exhibit A.

*Beacon Hill Sewer*

The contractor is currently working on the lift station plumbing and electrical. The force main tie in on Highway 98 was made on July 28, 2023. North Florida Construction was awarded the project in the amount of \$2,095,010.00.

*Downtown Water Line Replacement Phase I RFP 2023-07*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to accept the low bid from Monolith in the amount of \$857,607.77 pending approval for funding from the State Revolving Fund. All in favor; Motion carried 5-0.

*Madison Street Paving*

This project is currently out for bid.

*Clifford Sims Park*

Funding has been approved for the backfill and observation platform. A conceptual drawing was provided to the Commission as well.

## **City Attorney**

### *Demolition Update 903 16th Street and 1310 Long Avenue*

Attorney McCahill shared that all issues have been resolved with this and he is waiting on a firm date for the contractor to start the demolition of each location. Owners are to be notified when a firm date has been established as to when the demolition will begin.

## **Old Business**

### *Workforce Housing Development Update – Michael Snodgrass*

Mr. Snodgrass updated the Commission on the project. Currently, they are waiting for formal approval of the road easement from Duke Energy. He stated that federal funding cycles will open shortly, and they anticipate having applications ready for that.

### *City Projects*

There were no questions from the Commission about City projects.

## **New Business**

### *Mayor Pro Tem*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, for Commissioner Lowry to serve as Mayor Pro Tem because of his length of service on the Commission. All in favor; Motion carried 5-0.

### *Second Street Road Closure Discussion*

Mayor Buzzett asked that Commissioners look at the area, talk with the adjacent owners, and be prepared to discuss this at the next meeting. Mr. Grantland noted that there are utilities crossing the road and this will need to be considered.

### ***Public Works – John Grantland***

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

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

Mr. McClamma did not have anything to share with the Commission.

### **Wastewater Plant**

Mr. Pettis was getting the plant operational and was unable to be at the meeting.

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

### *FEMA Update*

Clifford Sims Park is the only open project with FEMA.

### *Grants Reimbursement Update*

Mr. Lacour has requested approximately \$560,000 on the Beacon Hill Sewer Project and \$61,000 in closeout funds for the First Street SCOP Grant.

### **Code Enforcement –**

Mr. Anderson announced that Ty Van Heerden was selected as the new Part Time Code Enforcement Officer, and he will begin with the City tomorrow.

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

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the 51% request letter for the FY 2022 Edward Byrne Memorial JAGC Program funds in the amount of \$26,416. All in favor; Motion carried 5-0.

### **City Clerk – Charlotte Pierce**

#### *Grants Update*

Clerk Pierce shared that City Staff continues to work on grant opportunities and complete compliance reports on monthly and quarterly basis.

Clerk Pierce noted that beginning next week, cemetery plots will be sold in what was originally intended for Perpetual Care as there is one remaining 8 plot and no 4 plot parcels available in Section G. She also shared that the Mausoleum that was built in 1990 has 1 remaining crypt available in the Mausoleum. The Clerk shared that there have been request for Columbaria for the interring of cremains.

### **Citizens to be Heard –**

*Jimmy Garcia* asked if anything had been resolved about the traffic problems in town. Mayor Buzzett responded that the red lights could be adjusted to allow a greater flow of traffic, but those on the side streets would have a longer wait.

*Chester Davis* reminded the Commission of the OSHA Training Class that will begin Thursday and noted that they have reached out to the duPont Foundation for incentives to get people enrolled in the class. Mr. Davis is to provide a flyer to the City to be added to the website and social media pages.

### **Discussion Items by Commissioners**

*Neither Mayor Buzzett, Commissioners Langston, Kerigan, nor Hoffman* had any updates for the Commission.

*Commissioner Lowry* shared his concerns about local traffic and asked that the Commission request a DOT Traffic Study to help with the issue. He suggested returning to 4 lane traffic rather than the 2 lanes we currently have on Highway 98. Chief Richards asked that all center turning lanes be made dual.

**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 15<sup>th</sup> day of August 2023.

*Rex Buzzett*  
Rex Buzzett, Mayor

8/15/23  
Date

*Charlotte M. Pierce*  
Charlotte M. Pierce, City Clerk

8/15/23  
Date

**Charlotte Pierce**

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**From:** Jim Anderson  
**Sent:** Wednesday, August 2, 2023 9:56 AM  
**To:** Jamie Miller  
**Cc:** Charlotte Pierce  
**Subject:** RE: Long Avenue Resurfacing Project

Good morning Jamie,  
The City Commission voted yesterday to except your offer. Thanks and have a good week.  
Jim

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**From:** Jamie Miller <jamie@northfloridaconst.com>  
**Sent:** Thursday, July 20, 2023 5:12 PM  
**To:** Jim Anderson <janderson@psj.fl.gov>  
**Cc:** Joshua Baxley <jbaxley@dewberry.com>; Stacy Miller <stacy@northfloridaconst.com>  
**Subject:** Long Avenue Resurfacing Project

Jim,

It was my understanding from today's special meeting that if we accept the check as final payment, we would forfeit the \$100,000.00 left in the original contract amount. We hereby do not accept the check as final payment for this project.

We would like to present an alternative for the Council's consideration. We prefer to mill and resurface the entire roadway 1" thick. In return, we would be owed the entire contract amount after satisfactory completion of this task.

Additionally, we are suggesting that we do not perform this work immediately. We feel the recent utility patches will not fully settle for a prolonged amount of time. We prefer the utility patches be allowed to settle and "weather in" for at least 9 months before we mill and resurface to provide the quality of roadway we feel comfortable with. We are in agreement with the City holding the \$100,000.00 until we mill and resurface.

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**Jamie Miller**  
**Project Estimator / Project Manager**  
**North Florida Construction, Inc.**  
**P.O. Box 129**  
**10367 NW Newsome Road**  
**Clarksville, FL 32430**  
**PH: 850-674-5730**  
**FAX: 850-674-4712**  
**M: 850-643-8053**  
**CGC1512143**

