

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, September 5, 2023, at Noon.**

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present. Commissioners Lowry joined the meeting at 12:05 P.M., and left the meeting at 12:50 P.M.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to approve the Minutes of the Workshop Meeting, and the Regular Meeting, both on August 15, 2023, the Workshop Meeting of August 24, 2023, and the Emergency Meeting held August 28, 2023. All in favor; Motion carried 5-0.

**City Engineer – Josh Baxley**

*Beacon Hill Sewer*

The following items remain to be completed. Concrete to be poured, the electrical pulled, fencing needs to be installed, and testing of the facility. The Low Pressure Construction is scheduled to begin September 11, 2023.

*Downtown Water Line Replacement Phase I – Request to Utilize City Funds for \$182,000 Shortfall*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve using \$182,000 from the 2023-2024 Budget, and allow Monolith Construction to start the project. All in favor; Motion carried 5-0.

*Approval of SRF Funding Application for Phase II - \$2,161,794 (\$655,456 Grant \$1,506,338 Loan)*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve applying for \$655,456 in Grant Funds and a Loan of \$1,506,338 from SRF for Phase II of the Downtown Water Line Replacement. All in favor; Motion carried 5-0.

*Approval of SRF Funding Application for Lead/Copper Evaluation \$200,000 (\$98,000 Grant \$102,000 Loan)*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve applying for SRF Funding for a Lead/Copper Evaluation in the amount of \$98,000 in Grant Funds and a Loan for \$102,000. All in favor; Motion carried 5-0.

Mr. Baxley shared that Bids for the Madison Street SCOP Grant will be opened on September 8, 2023.

**City Attorney**

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

Both structures have been removed and some debris cleanup remains at 903 16<sup>th</sup> Street.

*Resolution 2023-07, FDOT Beautification Grant Application*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve Resolution 2023-07. All in favor; Motion carried 5-0.

**Old Business**

*City Projects*

Questions were asked about the ESAD Sewer Project and Mr. Grantland feels that everything will be completed on time.

*Brownsfield Resolution Request – Pioneer Bay CDC*

Patrick Barnes gave an overview of the Brownsfield Project, the benefits of being declared a Brownsfield Area, and stated the resolution would be a blanket to move forward with. This designation would be for commercial projects, not individual residents. Numerous questions were asked by the Commissioners. Consensus was that townhall meetings need to be held with the residents that would be included in the area before the City does anything.

*Utility User Fees Update*

Mr. Anderson shared that before any fees could be added, advertisement would need to be done on water bills, and after that an Ordinance would need to be created. The Commission requested that Staff move forward with the required steps.

*Commissioner Lowry left the meeting at 12:50 P.M.*

**New Business**

*Salt Air Farmers Market Relocation November 4, 2023*

The Farmers Market will be relocation to the area behind Goodwill beginning November 18, 2023. There is a concern about restrooms and Staff will be checking to see what can be done until permanent restrooms are placed in that area.

*Second Street Roadside Parking Discussion*

Mr. Anderson will request a Conceptual Drawing and Task Order for this project. Once those are received, the project will be brought back to the Commission.

*Tenth Street Park Repairs – Commissioner Hoffman*

Commissioner Hoffman shared his concerns about the condition of the ballfields, the offer of help on labor from the county to replace the pipe that runs through the fields, requested that a permit be applied for, and that the City follow the directions of the experts. A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to apply for the permit, accept the offer from the County, and move forward with the project. Voting in favor of the Motion were Commissioners Hoffman, Kerigan, and Langston. Mayor Buzzett voted No. Motion carried 3-1.

Christy McElroy voiced her objections to the project, reminded the Commissioners of the previous lawsuit that she was a part of and shared that the group that filed the suit still has standing in the lawsuit.

## **Public Works – John Grantland**

The Grantland did not have any updates for the Commission.

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

*RFP 2023-13 Liquid Ferric Sulfate; 50% Membrane Caustic Soda; Sodium Hypochlorite – Request to Award*

A Motion was made by Commissioner Langston, seconded by Commissioner Hoffman, to accept the low bid of Thatcher for \$479 per dry ton for the Liquid Ferric Sulfate. All in favor; Motion carried 4-0.

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to accept the low bid from Univar Solutions of \$3.0950 per gallon for 50% Membrane Caustic Soda. All in favor; Motion carried 4-0.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to accept the low bid from Odyssey Manufacturing of \$1.69 per gallon for Sodium Hypochlorite. All in favor; Motion carried 4-0.

## **Wastewater Plant – Kevin Pettis**

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to accept the low bid from Rowe Drilling in the amount of \$28,700 for the Well Abandonment of Well AAA2250 at the Wastewater Treatment Plant. All in favor; Motion carried 4-0.

Mr. Pettis shared that the plant is pushing water, the tractor has been repaired, they are cutting the field, and everything is on track. He also noted that the Bar Screen Bids are over budget and Joe Harris is going to look at other Bar Screens in other plants.

## **Finance Director**

*FEMA Grants Update*

Mr. Lacour has requested the \$180,000 due for repairs to the Wastewater Treatment Plant and it is in the last phase of FEMA's approval.

*Grants Reimbursement Update*

Mr. Lacour is submitting a request for administrative reimbursement in the amount of \$164,000. He is also working on reimbursement requests for the UF and Septic to Sewer Grants.

## **Code Enforcement**

Mr. Anderson noted the good work of the Code Enforcement Officers over the summer, stated that several letters have been sent out concerning violations, and other requests for demolitions have been received.

## **Police Department – Chief Richards**

*Request to Surplus 2012 F150*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to declare a 2012 F 150 Ford Truck, Vin # 1FTEW1CM7CFC90232 surplus and once all police insignias are

removed, the truck is to be given to the Gulf County Senior Citizens Association. All in favor; Motion carried 4-0.

**City Clerk – Charlotte Pierce**

*Grants Update*

Clerk Pierce shared that City Staff continues to meet compliance deadlines, consider grant possibilities, and work with our grant writers on the Centennial Building.

*Planning Board Membership*

Ms. Pierce referenced the list of applicants that submitted their applications for consideration to serve on the Planning Board.

Mayor Buzzett asked that the Commissioners review the applications and be prepared to make a selection at the next meeting.

**Citizens to be Heard**

Mike Sparks, 1008 McClellan Avenue, thanked the Commission for removing the pine trees near the water tower on Tenth Street and asked if the City will now redo the ditch. Staff will look at this.

**Discussion Items by Commissioners**

*Commissioner Hoffman* requested that Staff revisit the banking business to see if better rates can be obtained.

*Neither Commissioners Kerigan nor Langston* had any additional topics to discuss.


*Mayor Buzzett* shared that the property for a new City complex is a done deal. Mr. Anderson will request that a survey of the property be done, do an overlay of the area, and go back to USDA for a loan to complete the project. The contract of the renter that currently occupies the property will expire on March 31, 2024.

Ray Greer is working on a road easement for workforce housing. It is unclear who owns the road in question and Tom Gibson is researching the issue to see if it is a City, county, or St. Joe Company road.

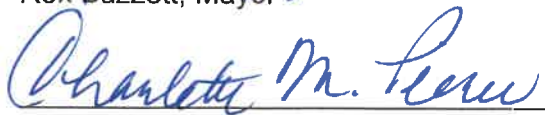
**Motion to Adjourn**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:32 P.M.

Approved this 26<sup>th</sup> day of September 2023.

  
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Rex Buzzett, Mayor

9/26/23  
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Date

  
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Charlotte M. Pierce, City Clerk

9/26/23  
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Date