

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, January 16, 2024, 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 Lowry, second by Commissioner Kerigan, to approve the Minutes of the Regular Meeting of December 5, 2023. All in favor; Motion carried 5-0.

Planning Board Recommendation

Palmetto Bluff – Plat Approval

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to accept the recommendation of the Planning, Development, and Review Board to conditionally approve the Palmetto Bluff Plat. Commissioner Lowry stated that he would be abstaining from voting on this issue as he has a business relationship with Ralph Rish. All in favor; Motion carried 4-0 with Commissioner Lowry abstaining. Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers as completed by Commissioner Lowry is attached as Exhibit A. A copy of the letter from Developer Ralph Rish listing the conditions is attached as Exhibit B.

City Engineer

Beacon Hill Sewer

This project is on schedule and there are no major issues.

Allen Memorial SCOP Grant

Dewberry is waiting on the survey and anticipates receiving it the first or second week in February.

Downtown Utilities Phase 2

This is in design and final markups have been made.

Wastewater Sprayfield Task Order

Plans and specifications have been provided to the City.

HMGP Grant – Elevation of 12 Lift Stations

Dewberry is currently working on design of the platforms and electrical design. They anticipate having a Bid package for the City the first or second week in February.

City Complex Conceptual Design

Mr. Baxley had two conceptual drawings of the site. Consensus was that City Hall should face Highway 71 and Mr. Baxley will get with FDOT on access for Police and Emergency Vehicles before any final decisions are made.

Tenth Street Sports Complex

This is on the Agenda for later in the meeting.

Second Street Conceptual Design.

Design has been completed and Dewberry is working on a bid package.

City Attorney

Ordinance 608 Utility User Fees: Second Reading and Adoption

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to have the Second Reading and Adoption of Ordinance 608. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 608 by Title only.

Old Business

City Projects

Mr. Anderson shared that projects are being reactivated after the holidays.

City Hall Conceptual Plan

Mr. Baxley is working on this and will be contacting FDOT for information on road access.

Tenth Street Sports Complex Conceptual Plan

Consensus of the Commission is to rehab the footprint of the current park, have a Workshop for all interested parties on January 30, 2024, at 5:00 P.M., there is not enough money to construct the plan that is currently floating around, and move forward.

Lisa Farpea, Christy McElroy, Robert Branch, and Arthur Rogers shared their concerns about the plan.

New Business

Cleary Larkin, Washington Gym Improvement Grant, University of Florida

Ms. Larkin presented the UF Request to apply for a \$500,000 Historic Preservation Grant for renovations to the Washinton Complex. The City would be required to provide a match of \$125,000 as well as the costs of any additional improvements. It was suggested that the City and County could possibly split the costs.

It was noted that Gulf County Commissioner Sandy Quinn has been working on this, the County has secured a grant for this funding, and it was recommended that Ms. Larkin and her group meet with Commissioner Quinn on this project.

Mediacom Update

Mitch Arnevik, Ryan Cruse, and Brett Hibberts from Mediacom attended the meeting. Mediacom has been working in the area to upgrade their lines, improve services, and offered to work individually with anyone having problems with their services.

Marvin Davis shared his issues with the Mediacom representatives, and they will be meeting with him to resolve the issues.

Project Approval Request – University of Florida

Mr. Anderson announced that this has been pushed back to the fall.

Pickleball Courts RFP – Handout, Bids closed January 12, 2024

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to accept the low bid from Chief Construction in the amount of \$96,872.62. All in favor; Motion carried 5-0.

Mr. Anderson received a text from Assistant County Administrator, Clay Smallwood, that the County will match up to \$50,000 toward this project.

Centennial Building Acoustics RFQ – Handout Bids Closed January 12, 2024

Nothing was received for this project, and it will be re-advertised.

Request to purchase Chevy Equinox on State Contract

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to purchase a Chevy Equinox on State Contract in the amount of \$27,971. All in favor; Motion carried 5-0.

Public Works – John Grantland

Clifford Sims Park – Change Order #2

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve Change Order 2 in the amount of \$5,615.99 for an additional 160 cubic yards of fill dirt under the sidewalk and an additional 20 tons of #57 stone over fill dirt. All in favor; Motion carried 5-0.

Surface Water Plant – Larry McClamma

RFP 2023-18 Clarifiers 3 & 4 Renovation

A Motion was made by Commissioner Langton, second by Commissioner Kerigan, to accept the low bid from the Dunn Industrial Group in the amount of \$90,000 for renovations to Clarifiers 3 and 4. All in favor; Motion carried 5-0.

Additional Operator Request

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to approve advertising for an additional Operator / Trainee for the Surface Water Plant. All in favor; Motion carried 5-0.

Wastewater Plant – Kevin Pettis

Plant Study RFQ – Update

Responses were received from Kimley Horn and Bakerville-Donovan, Inc., for the WWTP Study. Their submittal packets are under review by City Staff.

Sprayfield Expansion – Update

Field 3 is still wooded and is being engineered to be added to the spray fields. There is 10.5” of free board in the lagoon.

Finance Director – Mike Lacour

FEMA Update

Clifford Sims Park, the final FEMA Project, is almost wrapped up.

Grants Reimbursement Update

Mr. Lacour continues to work on FRDAP Reimbursements.

Code Enforcement

Notice to Owners of Junk Cars – Draft

Mr. McCahill will review Ordinance 296 concerning the definition of sheltered and will get back with the Commission on it.

Police Department – Chief Richards

Chief Richards did not have any updates for the Commission.

City Clerk – Charlotte Pierce

Clerk Pierce introduced Kendall Falkner as the new Deputy Clerk. Ms. Falkner is a graduate of Huntingdon College with a Bachelor’s Degree in English, and has experience working in Municipal Government.

Grants Update

City Staff continues to work on grant compliance in addition to seeking additional grant sources.

RFP 2023-17 FDOT Beautification Grant Phase I

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the bid of Coastal Design and Landscape in the amount of \$61,800. All in favor; Motion carried 5-0.

FDOT Beautification Grant Phase II Approval

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to accept a FY 2023-24 Beautification Grant from FDOT in the amount of \$129,580 for Phase II of State Road 30 (Monument Avenue). All in favor; Motion carried 5-0.

Citizens to be Heard

Lanny Blair thanked the Commission for the improvements to Clifford Sims Park.

Ed Long congratulated the City on a successful Christmas Parade and thanked them for the changes made in the route.

Christy McElroy expressed her concerns about the Field of Dreams, the need for an Environmental Study of the 10th Street Park area, and noted the wildlife in the trail corridor.

Craig Isom thanked the Commission for approving the bid for the Pickle Ball Complex.

Marvin Davis stated the fish cleaning station was clogged up. Mr. Grantland shared that a representative from the manufacture had been here, resolved the manufacturing issues, posted new signage on how to properly use the equipment, and noted the fish tail should go in the cleaning station first.

Tan Smiley stated that an area of the fence is down on the Walking Trail at Peters Park.

Discussion Items by Commissioners

Neither Commissioners Hoffman, Kerigan, nor Commissioner Langston had any additional information to share with the Board.

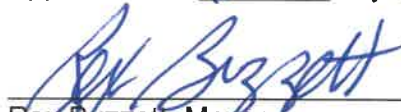
A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve Mayor Buzzett signing documents concerning the finalizing of the Gulf Consortium Grant in reference to the ESAD Sewer Purchase when they are completed. All in favor; Motion carried 5-0.

Mayor Buzzett thanked those present for attending the meeting today.

Motion to Adjourn

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:43 P.M.

Approved this 6th day of February 2024.



Rex Buzzett, Mayor

2/6/24

Date



Charlotte M. Pierce, City Clerk

2/6/24

Date

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Loumy Brett Charles</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners
MAILING ADDRESS <i>134 Gulf Coast Circle</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY Port St. Joe, FL 32456 Gulf	NAME OF POLITICAL SUBDIVISION: City of Port St. Joe
DATE ON WHICH VOTE OCCURRED <i>1/16/2024</i>	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brett C. Lowry, hereby disclose that on Jan 16th, 20 24:

(a) A measure came or will come before my agency which (check one or more)

inured to my special private gain or loss;

inured to the special gain or loss of my business associate, Ralph Bish;

inured to the special gain or loss of my relative, _____;

inured to the special gain or loss of _____, by whom I am retained; or

inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I have business relationship with the Developer.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

1/16/2024
Date Filed

[Signature]
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Date: January 9, 2024
To: City of Port St. Joe
Jim Anderson
From: Ralph Rish
Re: The Retreat at Palmetto Bluff Phase 2

Dear Mr. Anderson,

It is our understanding that the planning board may need some clarification in regard to the final plat submitted for the Retreat at Palmetto Bluff Phase 2 Subdivision and what we are asking for a conditional approval. Please see the clarifications below.

1. This plat cover lots 66-85 of the Palmetto Bluff Subdivision which are the final lots of the subdivision.
2. The Homeowner Association (HOA) and Covenants and Restrictions will be completed prior to the signing of the plat.
3. Both Water and Sewer have been certified through FDEP.
4. The utility as-builts will be supplied and approved by city staff prior to the signing of the plat.
5. The road is proposed to have two (2) 1-inch lifts of asphalt for final completion. Prior to the signing of the plat, one (1) 1-inch lift will be completed for the Cove and entrance road section. We acknowledge that we will still be responsible for the final lift of asphalt prior to the road dedication to the city. The final lift of asphalt has already been laid on both Retreat phases.
6. The H.O.A Stormwater Management Facilities certification will be submitted and approved by NFWFMD prior to the signing of the plat.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Ralph Rish
RRish@Dewberry.com
850-227-5137