

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, February 20, 2024, at Noon.**

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

**CONSENT AGENDA**

Mayor Buzzett offered his condolences to Commissioner and Mrs. Hoffman in the recent death of his father-in-law.

Mayor Buzzett apologized for an oversight when recognizing African American leader at the previous meeting. Tan Smiley served as a County Commissioner and Mayor Buzzett wanted to note his contributions when serving as a commissioner.

**Minutes**

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting of February 6, 2024, and the Special Meeting of February 12, 2024. All in favor; Motion carried 5-0.

**City Engineer**

*Government Complex – Conceptual Plan*

Mr. Baxley met with FDOT officials earlier today and they will not allow two entrances to the new government complex off Highway 71. Mr. Baxley is to reconfigure the Conceptual Site Plan to accommodate the FDOT restrictions and will bring the new plan back to the Commission.

*Beacon Hill Sewer*

Approximately 40% of the work has been pressure tested; the project is going great and ahead of schedule.

*Allen Memorial SCOP Grant*

The survey is completed, and the project is in design.

*Downtown Utilities Phase 2*

This is in design based on City review comments. Final changes are being made and Dewberry expects to provide bid documents next week.

*HMGP Grant – Elevation of 12 Lift Stations*

Dewberry is currently working on design of the platforms and the electrical design. Due to the elevation of several of the platforms, it may not be necessary to raise them which will be a savings to the City.

## *Second Street Conceptual Design*

The project is out for bid.

### **City Attorney**

The Lease Agreements have been given to the Boy and Girl Scouts for their signature.

### **Old Business**

#### *City Projects*

Mr. Anderson shared that a Task Order was signed on February 11, 2024, to survey the alley between Bay and Harbor Streets for potential stormwater improvements.

### **New Business**

#### *Fire Department Mutual Aid Agreement*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to accept the Agreement and add the South Gulf County Beaches and White City Volunteer Fire Departments to the list of fire departments in Section 1. a. All in favor; Motion carried 5-0.

#### *State Mutual Aid Agreement; Resolution 2024-01:*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve Resolution 2024-01. All in favor; Motion carried 5-0.

#### *Centennial Building Renovation Change Order*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve the Change Order in the amount of \$109,551.66 and use BP Funds to cover the cost. All in favor; Motion carried 5-0. Mayor Buzzett noted that there is still work to be done on the front steps and the addition of hand rails to the steps is not included in this change order.

### **Public Works**

In the absence of Mr. Grantland, Mr. Anderson shared that stone is being delivered to Clifford Sims Park and asked that people be aware of this and avoid the stones.

Work on the Downtown Water lines is progressing and doing well.

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

Mr. McClamma requested permission to advertise for filter modules.

Commissioner Hoffman requested that if the project is budgeted, that the plant supervisor and city manager take care of this and not bring it to the Commission. He suggested that an email be sent to notify the Commissioners that it was being done. Consensus of the Commission was that this is acceptable to handle these purchases.

### **Wastewater Plant – Kevin Pettis**

#### *Plant Study RFQ 2023-05 Request to Award*

Mr. Pettis recommended that the City retain Baskerville-Donovan, Inc., to perform the DEP Consent Order Study. A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to retain Baskerville-Donovan, Inc. All in favor; Motion carried 5-0.

#### *Sprayfield Expansion Update*

Mr. Pettis stated that he needed some time with Attorney McCahill to discuss some of the language in the project proposal for Zone 3 to be cleared. He also noted there is 1' 4" of freeboard in the pond, the plant continues to spray, and normal work is ongoing.

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

##### *FEMA Update*

Mr. Lacour noted that the rock at Clifford Sims Park is the final part of the FEMA Project and he will be closing the grant out when that is completed.

##### *Grants Reimbursement Update*

Reimbursement is being requested for the Beacon Hill and Downtown Water Projects.

##### *Port Authority Loan*

Mayor Buzzett will talk with Guerry Magidson, Chairman of the Port St. Joe Port Authority. The balloon payment is due in May, and it will be back on the next Agenda.

#### **Code Enforcement**

Mr. Anderson shared that letters are being sent for derelict vehicles.

Commissioner Hoffman asked the status of the concrete plant as you come into town. He requested that a letter be sent to the company to have the plant demolition work done. If no response is received, send the issue to the special magistrate and deal with the companies involved as residents have been delt with.

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

##### **City Clerk – Charlotte Pierce**

##### *Grants Update*

Staff continues to seek additional grant funding while completing grant reports and compliance requirements.

Clerk Pierce shared that Deputy Clerk Kendall Falkner continues to work with Chief Richards and Fire Chief John Ford on grant applications that are due next week.

#### **Citizens to be Heard**

*Josh Dailey, Christy McElroy and Robert Branch* once again shared their concerns about the 10<sup>th</sup> Street Ball Park Complex. Mr. Dailey presented another option for fields at the ballpark.

*Chester Davis* asked if the City was going to allow the NPSJ PAC to lease property at the Washington Gym Site. Mr. Anderson responded that currently, the site is leased to the Gulf Coast Workforce Board, and they are meeting the needs of the site and community.

Mr. Davis asked about a new sound system for the Washington Gym and Commissioner Langston responded that is being covered by the grant that the Gulf County Board of Commissioners has obtained.

Mr. Davis shared that there is a very nice ballfield in the NPSJ Community that is not being used and encouraged coaches to consider using it.

**Discussion Items by Commissioners**

*Commissioner Hoffman* reminded everyone that, in the past, the Commission has voted unanimously on the location and funding for the ballfields. He stated that his meeting earlier today with Mr. Anderson and Chief Richards was to discuss the safety of the ballfields, and no one on the Commission had previous knowledge of the handout presented by Josh Dailey today. He encouraged everyone to stick to the facts and truth.

*Commissioner Lowry* shared his frustrations about repeatedly hearing that the Commission does not do anything in North Port St. Joe. He noted that large sums of money have been spent there, recently new bathrooms were added in the gym, and numerous other requests have been filled in that community.

*Commissioner Kerigan* said that his concerns have been covered.

*Commissioner Langston* noted that many improvements have been made throughout the City, the baseball field in NPSJ looks good, people are using the area for Disc Golf, and he encouraged others to use the field.

*Mayor Buzzett* did not have anything else to discuss with the Commissioners.

**Motion to Adjourn**

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:37 P.M.

Approved this 5<sup>th</sup> day of March 2024.

*Rex Buzzett*  
Rex Buzzett, Mayor

3/5/24  
Date

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

3/5/24  
Date