

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, April 16, 2024, 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. Commissioner Lowry was absent.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of April 2, 2024. All in favor; Motion carried 4-0.

**Planning Board Recommendations**

*Development Order – Marina Cottages, St. Joe Marina Cottages LLC Parcel #'s 04594-030R, 04594-022R, and 04594-021R*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to accept the recommendation of the PDRB and approve the Development Order for Marina Cottages. All in favor; Motion carried 4-0.

*Ordinance 609 Butler Bay Road PUD, First Reading*

Ray Greer, the advocate's representative, presented the PUD information. Discussion was held on the issue, Christy McElroy and Robert Branch voiced their concerns about the project. A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to have the First Reading of Ordinance 609. Voting in favor of the Motion were Commissioners Hoffman, Kerigan, and Langston. Voting against was Mayor Buzzett. Motion carried 3-1.

Attorney McCahill read Ordinance 609 by Title.

**City Engineer**

*City Street Resurfacing*

Dewberry is working on 30% plans.

*City Government Complex*

A Task Order, based on the latest Master Plan is being prepared. Dewberry expects to submit this to the City this week.

*Monument Avenue*

Plans are 60% designed, they are moving toward 90% by April 30, 2024.

*Beacon Hill Sewer*

The final Punch List items have been completed. Dewberry is waiting on the final as-builts.

### *Allen Memorial Way*

Plans are 60% complete and Dewberry anticipates having them 90% complete by April 30, 2024.

### *Downtown Utilities Phase 2*

This project is out for bid and is to be opened on May 3, 2024. A mandatory Pre-bid meeting was held last week, and Mr. Baxley expects the project to start in June.

### *Second Street Parking Conceptual Design*

A recommendation of Award and Agreement has been provided to the City.

### **City Attorney**

Mr. McCahill did not have anything specific to discuss with the Commission.

### **Old Business**

#### *City Projects*

Mayor Buzzett noted that the projects are moving forward and there were no questions concerning any of the projects.

### **New Business**

#### *Surplus Property Request*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Surplus Property Request from the Springfield Police Department of five Dell Latitude Laptops. All in favor; Motion carried 4-0.

#### *Pioneer Bay CDC – Brownfields*

Marquita Thompkins introduced Donna Foxworth as the new Director of Pioneer Bay. Patrick Barnes, Clark Henry, Rick Shoyer, Chester Davis, Candy Nesemeier, and Marvin Davis spoke on the benefits of Brownfields. The Commission requested that a map be presented to them showing those that have requested their property be included in a Brownfields area.

#### *RFQ 2024-01 Planning Services (Handout, bids closed 4/12/24)*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve DesignWest Group to provide Professional Planning Services for the City. All in favor; Motion carried 4-0.

#### *Splash Pad and Skate Park*

Commissioner Langston shared his concerns about the lack of activities for the children and youth of Port St. Joe. George Foxworth shared Commissioner Langston's concerns and Christy McElroy suggested that the City talk with other locations that have Splash Pads to see the problems they have encountered as some have been closed due to challenges.

After discussion, a Motion was made by Commissioner Langston, second by Commissioner Hoffman, to apply for a \$250,000 FRDAP Grant for restrooms and the Splash Pad. All in favor;

Motion carried 4-0. Mr. Lacour reminded the Commissioners that the next grant cycle will open in October of 2024, and we will not know if the grant is awarded until April of 2025.

*Letter of Support – Gulf County, Floating Dry Dock Application*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to write another Letter of Support for the Floating Dry Dock Application. Christy McElroy questioned if the dock would stay in Gulf County or be moved around. All in favor; Motion carried 4-0.

**Public Works – John Grantland**

Mr. Grantland noted that Monolith Construction will be making crosscuts to Marina Drive next Tuesday and Wednesday nights between the hours of 9 P.M. and 5 A.M.

**Surface Water Plant – Larry McClamma**

Northwest Florida Water Management Group has approved the City's Permit for individual use. They have increased the number of conditions from 13 to 40 and the permit will have a 5 year renewal rather than the previous 10 year period.

**Wastewater Plant – Joe Harris**

Mr. Harris shared there is 10" of free board in the lagoon and the plant is running extended hours to provide more space.

*RFP 2024-07 – Bar Screen Replacement (Handout, bids close 4/12/24)*

Five bids were received, and the WWTP Staff is not ready to make a recommendation. They have 3 site visits scheduled to see several of the Bar Screens in operation before making a recommendation.

*RFP 2024-08 – Telehandler (Handout bids close 4/12/24)*

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to award the bid to Clark Equipment in the amount of \$132,310 as they currently have the equipment in stock. The low bidder could not provide the equipment until the third or fourth quarter of this year. All in favor; Motion carried 4-0.

*RFP 2024-06 Sprayfield Zone 3 Clearing*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to award the bid to North Florida Construction in the amount of \$234,000. Debris on the property may be burned with City approval, but the ashes will have to be hauled off. All in favor; Motion carried 4-0.

**Finance Director – Mike Lacour**

*FEMA*

Mr. Lacour is waiting on the completion of Clifford Sims Park Project before he can close the grant and request reimbursement.

*Grants Reimbursement Updates*

The Madison Street and Centennial Building Projects are in cue for reimbursement.

**Code Enforcement**

Mr. Anderson thanked the County for their help with the demolition of 3 structures and noted that Liens have be filed against the property to recover the costs of the tipping fees. City Staff continue to work on additional requests for voluntary demolition of several structures.

Letters have been sent concerning junk vehicles and responses are being received about them.

Mr. Anderson shared that in the City limits there are campers with people living in them that are tied into homes. This is a violation of City policies and these violations will be addressed by Code Enforcement.

**Police Department – Chief Richards**

Chief Richards did not have any updates for the Commission.

**City Clerk – Charlotte Pierce**

*Current Grants Update*

City Staff continues to seek grant funding and provide compliance documents on current grants.

**Citizens to be Heard**

Robert Branch and Christy McElroy shared their ongoing concerns about the 10<sup>th</sup> Street Ball Park, wetlands, and drainage.

*Commissioner Kerigan* left the meeting at 1:45 P.M.

Mayor Buzzett presented Christy McElroy with a \$1,000 check that had been sent to her by Certified Mail that she never picked up. Ms. McElroy had previously made a donation to help with upgrades to the Centennial Building and recently requested that the money be returned to her.

**Discussion Items by Commissioners**


Neither *Commissioner Langston* nor *Mayor Buzzett* had any additional items to discuss with the Commission.

Commissioner Hoffman asked about Amnesty Days for the County.

**Motion to Adjourn**

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:55P.M.

Approved this 7<sup>th</sup> day of May 2024.

  
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Rex Buzzett, Mayor

  
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Charlotte M. Pierce, City Clerk

5/7/24  
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Date

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Date