

# MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, March 3, 2020, at Noon.

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present. Commissioner Lowry was absent.

Sarah Hinds, D. T. Simmons, Jessie Pippin, and Lisa Hogan from the Gulf County Health Department updated the Commission on precautionary measures to use concerning the Coronavirus (COVID19).

## CONSENT AGENDA

### Minutes

As required by Form 8B – Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers, Attorney McCahill noted that at the February 18, 2020, City Commission Meeting, Commissioner David Ashbrook abstained from voting on Ordinance 566 Large Scale Plan Amendment – David Warriner, and Ordinance 567 Planned Unit Development – David Warriner, because he is an employee of David and Trish Warriner. A copy of his Form 8B is attached to the Minutes of the February 18, 2020, Meeting.

As required by Form 8B – Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers, Attorney McCahill noted that at the February 18, 2020, City Commission Meeting, Commissioner Brett Lowry abstained from voting on the Preliminary Plat Approval of the Reserve on St. Joseph Bay because he has a business relationship with the developer, Ralph Rish. A copy of his Form 8B is attached to the Minutes of the February 18, 2020, Meeting.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve the Minutes of the Regular Meeting on February 18, 2020. All in favor; Motion carried 4-0.

### Building Department Update – Quarterly

**Long Term Recovery Committee – Given First Meeting of each month:** A report was given at the February 18, 2020, meeting.

**PSJRA Update** – PSJRA Chairman David Ashbrook noted that their budget and amendments had been approved.

### City Attorney –

Attorney McCahill shared that Gulf County School Board Attorney, Charles Costin, did not have any issues with the lease and advised that the school board had the lease on their agenda for today's meeting.

## CITY MANAGER'S REPORT – Jim Anderson

### Old Business

#### *Alarm Calls – Fire Chief, John Ford:*

Fire Chief John Ford noted that in the last 6 months they had received 35 false alarm calls which totaled approximately \$2,800 in salaries and did not include equipment rates. He also noted that 9 of the calls were to the same location in 32 days. Chief Ford suggested that after 5 false alarm calls to the same location in 1 year that there be a charge for calls. Attorney McCahill will research this issue to see what is done by other fire departments.

#### *Government Complex Grant Update –*

A Motion was made by Commissioner Langton, second by Commissioner Ashbrook, to purchase the property and for Mayor Buzzett to sign the contract with the St. Joe Company. This is a 5.1 acre parcel located on David Langston Drive. All in favor; Motion carried 4-0.

The Department of Economic Opportunity approved using the entire \$312,500 to purchase the property with. Additional funding will be requested from the CDBG-DR for construction.

## *PACES Foundation Phase II –*

After discussion, a Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to approve the request from PACES with the following stipulations: Modify the entrance to have an entrance and an exit in the first phase of construction; the parking spaces are waived to 1.5 spaces per apartment, and the 25% wavier of impact fees will be given at the end of the project. All in favor; Motion carried 4-0. The Commission was very clear in their concerns about the hurricane damaged units and noted they will need to be completed before additional construction is begun.

## **New Business**

### *Rate Study Task Order –*

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve the Rate Study by Stantec in the amount of \$25,000 that will include Water and Sewer Rates, and Impact Fees. All in favor; Motion carried 4-0.

### *Parking Workshop April 14, 2020, at 6:00 P.M.*

Mr. Anderson reminded the Commission of the date and time of the Workshop.

### *NERDA Grant Workshop March, 24, 2020, at 5:00 P.M.*

Mr. Anderson noted this will be the second Workshop for this project and reminded the Commission of the date and time for the upcoming Workshop.

### *CDBG-DR Grant -Task Order:*

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve a Task Order in the amount of up to \$10,000 for City's grant writer, the Ferguson Group, to explore grants through the CDBG-DR program. All in favor; Motion carried 4-0.

## **Public Works – John Grantland**

### *First Street Lift Station Relocation – Task Order:*

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve a Task Order in the amount of \$73,000 with Dewberry to relocate the First Street Lift Station from its present location to the south end of David Langston Drive outside the existing right-of-way. All in favor; Motion carried 4-0. The land for the site has been acquired from the St. Joe Company.

### *As Built Drawings – Task Order:*

A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to approve a Task Order not to exceed \$10,000 with Dewberry to provide As Built Drawings to compile and organize all the water and sewer as-built drawings into a pdf format. All in favor; Motion carried 4-0.

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

Mr. McClamma shared that the City had passed the first quarter Disinfectant By-Products sampling and all stations were well below the acceptable levels. Mayor Buzzett congratulated Mr. McClamma on passing the sampling test.

## **Wastewater Plant –**

Mr. Pettis did not have anything to update the Commission on.

## **Finance Director – Mike Lacour**

Mr. Lacour continues to work with FEMA and the insurance company. Unresolved items are the Police Department, Pate Park Pavilion, Maddox House, EWS Garage, Buck Griffin Lake, lift stations, and the Cape San Blas Lighthouse.

**City Engineer – Clay Smallwood, III**

*Trail Lighting / Upgrades Grant* – No new updates on this project.

*Clifford Sims Park Paving* – No new updates on this project.

*SCOP Grant* – Areas discussed for consideration are Madison Street in front of the high school, Avenue A from the railroad tracks to Highway 71, Avenue A from the railroad tracks to Highway 98, Avenues A, C, and D up to MLK Boulevard.

**Code Enforcement –**

Mr. Anderson noted that there are two cases to be heard by the special magistrate this week.

**Police Department – Chief Matt Herring**

Chief Herring did not have anything on the agenda, but shared that they are in the process of tweaking the drawings for the Police Department.

**City Clerk - Charlotte Pierce**

City Election Timeline –

Clerk Pierce reminded the Commission of the timeline and that the election would be held in the Gulf County Supervisor of Elections Office again this year.

**Citizens to be Heard –**

*Christy McElroy* shared her concerns about the 10<sup>th</sup> Street Ball Fields, the County owned lot to be used for parking on Marvin Avenue, County Attorney Jeremy Novak’s claim against the City, misinformation the County continues to provide, the Interlocal Agreement with the County, Dewberry documents, the NERDA Grant, and the sports complex.

**Discussion Items by Commissioners –**

*Commissioner Hoffman* did not have anything to discuss.

*Commissioner Ashbrook* asked if Peters Park had been listed on the park page of the website.

*Commissioner Langston* noted the need for help with the Peters Park Softball Field. Mr. Grantland responded that the Public Works Department has it scheduled for work to be done this week and noted that Monolith has made a contribution for improvements to the ball fields.

Commissioner Langston also congratulated the Port St. Joe High School Lady Sharks on being the runner up team in the recent state Basketball championship game.


*Mayor Buzzett* shared that the four potential new hires for the Public Works Department will allow the department to get back to a routine maintenance schedule and congratulated Attorney McCahill on his recent nuptials.

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to adjourn the meeting at 1:05 P.M.

Approved this 17<sup>th</sup> day of March 2020.

  
\_\_\_\_\_  
Rex Buzzett, Mayor

3/17/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

3/17/20  
\_\_\_\_\_  
Date