

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, June 2, 2020, at Noon.  
Teleconference as allowed under Executive Order 20-69; App – ZOOM;  
Phone 1-646-876-9923, Meeting ID: 82894635305; Password 434634**

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

**CONSENT AGENDA**

**Proclamation Honoring Roger Hall**

Mayor Buzzett read the Proclamation recognizing Roger Hall for his commitment to our community and providing a hospital facility for this area through Ascension Sacred Heart Hospital. A copy of the Proclamation is attached.

**Minutes**

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Minutes of the Regular Meeting on May 19, 2020. All in favor; Motion carried 4-0.

**City Attorney –**

Attorney McCahill shared that he is still waiting on a call from Gulf County Attorney Jeremy Novak to meet on the Transfer Station property.

Mr. McCahill has reached out to the St. Joe Company on their Right of First Refusal on the Transfer Station but has not received a response as of today.

Attorney McCahill noted that four letters will be sent from Code Enforcement beginning the proceedings to demolish two houses: 302 16<sup>th</sup> Street – Richard Robinson; 242 Avenue B – Carlos Cunningham; and the clean up of all junk and debris at 206 Long Avenue – Keith Nixon, and 522 Sixth Street – William Thursday.

**Old Business –**

*Coronavirus (COVID-19) Update – Resolution 2020-02 – State of Emergency Still in Place*

*Summer Recreation Program*

After discussion, it was determined to review this at the next meeting. Concerns of sanitizing, social distancing, and the acceptable way to check temperatures were the items of major concern.

Kim Bodine, Executive Director, Careersource Gulf Coast shared the plans for their Summer Recreation Program. Mrs. Bodine is to prepare a protocol for consideration by the City before using any City facilities. She will have this for the next meeting.

*2020 Census* – City Manager, Jim Anderson, stated that numbers for Gulf County are still very low and he encouraged everyone to contact the Census and be counted. You may contact the Census Bureau by either social media at 2020census.gov or by calling 844-330-2020.

*Palm Boulevard Pedestrian Bridge –*

Consensus of the Commission was to request Bids for 2 Pedestrian Bridges at Buck Griffin Lake, 1 Pedestrian Bridge on Long Avenue, and a Golf Cart Crossing on Palm Boulevard.

## **New Business –**

### *Playground Equipment Donation –*

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to accept the donation of Playground Equipment from the First United Methodist Church. All in favor; Motion carried 4-0.

### *Gulf Coast Workforce Development Board Lease Renewals - Incubator Building and Washington Gym:*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to extend the Incubator Building Lease for 1 year and the Washington Gym Lease even though the exact dates for use of the gym are not known at this time. All in favor; Motion carried 4-0.

## **Public Works – John Grantland**

### *Stump Grinder –*

Mr. Grantland will prepare a summary of areas with stumps and the number of stumps in that area to determine if it is more feasible to pay someone to grind the stumps or purchase a stump grinder.

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

Mr. McClamma noted the City has passed the Second Quarter Disinfectant Byproducts Testing and that the new aeration system is working well in the ground storage tank. He shared that FL DEP will be conducting their 3 year Sanitary Inspection of our water system this week.

## **Wastewater Plant – Kevin Pettis**

Mr. Pettis advised the Commission that there is 4' of free board in the lagoon, the plant will not be discharging to the Sprayfields in June because of the amount of free board in the lagoon. Interior work on the lab has been completed, trim work will be done shortly, and the HVAC will follow. Work to be done on the Maintenance Building is out for bid.

## **Finance Director – Mike Lacour**

Mr. Lacour continues to work with FEMA. Ownership of the Transfer Station Property needs to be resolved for FEMA, and he is working with FEMA on Clifford Sims Park, Maddox House, and the Frank Pate Park Gazebo. He anticipates receiving the Audited Financial Statements in a few weeks. The \$418,000 FEMA Funds covering Payroll and Equipment used for the 10 days following Hurricane Michael are being reviewed by the state.

He continues to work on the NRCS Grant.

## **City Engineer – Josh Baxley**

### *NRDA Grant Update –*

Draft comments are ready for review and will be sent to Northwest Florida Water Management for their response.

### *Walking Path FDEP Grant Update –*

A response letter, requesting a 1 year time extension until November 2021, has been submitted. Mr. Baxley anticipates hearing from FDOT this week.

### *CDBG Grant Update –*

The grant is ready for internal review, the ad will be advertised in the Star and News Herald, and bids will be opened on July 15, 2020.

### *First Street Lift Station and Long Avenue Update –*

Comments from FL DEP are minimal and the engineer's response will be provided next week. Mr. Baxley hopes to have the permit for this project in a week or two.

### **Code Enforcement –**

Both Code Enforcement Officers for the City are working. Four cases, demolition of 302 16<sup>th</sup> Street – Richard Robinson and 242 Avenue B – Carlos Cunningham; and the cleanup of all junk and debris at 206 Long Avenue – Keith Nixon, and 522 Sixth Street – William Thursbay, are moving forward.

Mayor Buzzett asked that a Task Order be given to Dewberry to replace sewer in the downtown area, MLK Boulevard, and submit a funding request to TRIUMP for their consideration. Currently, there is a shovel ready project for water in the downtown area and he would like to include both of these.

### **Police Department – Paul Beasley**

Mr. Beasley noted there were 10 persons at the mandatory Pre-Bid Meeting on May 22, 2020, for the repairs of the Police Station.

### **City Clerk – Charlotte Pierce**

Clerk Pierce did not have any updates for the Commission.

### **Citizens to be Heard –**

*Robert Branch* shared his concerns about the NRDA Grant.

*Christy McElroy* noted it was good to be back to regular meetings, reiterated the NRDA Grant Workshop is for the public, not Northwest Florida Water Management District, and asked that the Field of Dreams be included in the Capital Improvement Plan.

*Marvin Davis* shared his concerns about vehicles parking behind the Washington Gym and Track. He noted that posts and cables have been placed there before and are being removed. He asked why there was no longer an African American on the Police force and stated he was not aware of CareerSource asking for any help from churches in the North Port St. Joe area for the Summer Recreation Program.

*Chester Davis* asked about funds to retain John Hendry. Mr. Davis noted that Mr. Hendry has been their consultant since the beginning and he is also a developer working with the NPSJ PAC. There are no funds in the PSJRA Budget for this and he was asking if the City would fund Mr. Hendry from funds coming from the County.

Mayor Buzzett explained the funds from the county would not be available until January 2021. He reminded Mr. Davis that anything above the \$10,000 bid threshold would need to be bid out for consulting services.

Mr. Anderson shared that Ray Greer, the City's Planner is working on a Task Order to complete the Overlay District Map for the Martin Luther King Boulevard District. He also noted that paying a consultant for a Task Order would need to be bid out if there is not a Continuing Services Contract.

### **Discussion Items by Commissioners –**

*Commissioner Lowry* did not have any updates for the Commission.

*Commissioner Langston* asked about the Washington Gym and Tennis Courts. Mr. Lacour responded that a tennis consultant looked at the courts, but indications are it would need to be redone rather than patched.

He also asked about State Championship signs for the entryways to Port St. Joe. Mr. Grantland was working on this prior to Hurricane Michael.

Commissioner Hoffman asked about making it easier for residents to rebuild to the same footprint items that were destroyed by Hurricane Michael. Mr. Anderson noted the LDR allows for six months to repair a nonconforming structure after a natural disaster. The allotted time for these repairs has passed and the current LDR does not allow for Pole Barns in the front yard, so it would require a Special Exception approval from the Planning Board.

He asked if a response has been received from the County on ditch cleanups. Mr. Lacour responded that he is working on this, but several items in the County' grant are not clear.

Commissioner Hoffman also asked if the current grant writers are working for the City. Mr. Anderson responded the Ferguson Group has been diligently seeking grants, keeps the City well advised on what they are seeking, and are eliminating grants that would not be of help to the City.

Mayor Buzzett asked about the ditch inside the fence area at Avenue F and Battle Street. He also noted he had received a call concerning rebuilding a carport on Garrison Avenue. The Mayor shared that he had received a request to relax allowing a travel trailer next to a home for a relative to live it. It was noted that the current LDR does not allow for people to live in travel trailers in the City limits.

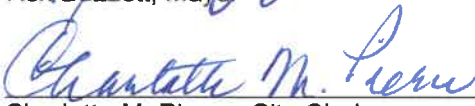
**Motion to Adjourn -**

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to adjourn the meeting at 1:40 P.M.

Approved this 16<sup>th</sup> day of June 2020.

  
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Rex Buzzett, Mayor

6/16/20  
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Date

  
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Charlotte M. Pierce, City Clerk

6/16/20  
\_\_\_\_\_  
Date