

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, September 1, 2020, at Noon.
Teleconference as allowed under Executive Order 20-69; App – ZOOM;
Phone 1-646-876-9923, Meeting ID: 81668875415; Password 010751**

The following were present: Commissioners Ashbrook, Hoffman, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, City Attorney Clinton McCahill, and Administrative Assistant Brie Scheibe were also present. Mayor Pro tem Ashbrook chaired the meeting in the absence of Mayor Buzzett.

CONSENT AGENDA

Attorney McCahill read Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers completed by Commissioner Lowry who abstained from voting on the Summer Pines Plat Approval – High and Tight Too LLC as he has a business relationship with Developer Ralph Rish.

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Minutes of the Regular Meeting on August 18, 2020, and the Budget Workshops of August 18, 2020, and August 25, 2020. All in favor; Motion carried 4-0.

City Attorney –

Mr. McCahill did not have anything at this time.

Old Business –

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

Mr. Anderson encouraged everyone to wear a mask and stay safe.

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. Enumerators are currently going door to door and he encouraged everyone to be counted.

New Business –

Insurance Stipend

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to provide a \$300 stipend to employees securing and providing proof of insurance for mutually agreed upon health insurance. All in favor; Motion carried 4-0. This provision is to be added to the handbook.

ARPC Contract

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the ARPC Contract for Professional Grant Administration Services for consultant Bruce Ballister in the amount of \$50,000 for Project #19DB-ON-02-33-02-N09. All in favor, Motion carried 4-0.

Boat Ramp Lighting & Power

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, for Duke Energy to run a power line and for bores to be made. All in favor; Motion carried 4-0.

Capital City Bank

Mr. Anderson shared that the bank anticipates being in their new building by the end of this year, their current lease expires in October, and they are requesting they be allowed to extend their current lease on a month to month basis. There were no objections from the Commission on this request.

Public Works – John Grantland

Mr. Grantland did not have anything for the Commission.

Surface Water Plant – Larry McClamma participated by Zoom.

Mr. McClamma shared that the City passed the Third Quarter Disinfectant By Products Testing and there was no exceedance of any state levels.

Wastewater Plant – Kevin Pettis participated by Zoom.

Mr. Pettis shared that the odor issue at the plant had been resolved by last Wednesday, DEP requested and approved the plant's response to the issue, and had responded to the complainant. The origin of the problem has not been determined. He noted there is approximately 3' of clearance in the lagoon, a small amount of Algae was found on the bank, and it has been treated.

Commissioner Hoffman requested that Mr. Pettis explore options for eliminating odor issues with the lagoon. Mr. Pettis responded that he will contact the FL Rural Water Circuit Rider for suggestions and help.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour continues to work with our insurance carrier on the First Street and Twentieth Street Lift Stations. The City has received \$80,000 from insurance and an additional \$150,000 for a "Repair in Place" option. He noted that the insurance company has covered the short fall on the Maddox House and Bathroom facility which removed FEMA from the picture.

Budget Update

Currently, the budget appears to be set.

UF Student Project

The students wish to continue three of the projects they worked on last year which includes a Civic Center / Municipal Complex; Recreation and Storm Water Rehab, and Low-Income Housing. Nemours is the funding source for the students' work and these are academic projects.

Marvin Davis asked about the housing possibilities and Mr. Anderson responded that 30 additional units are being added at Gateway and the Over Lay District for MLK corridor is being prepared by STANTEC.

Mr. Lacour provided a hand out of signage for the boat ramp. Funds for the signs will come from fees collected at the boat ramp.

City Engineer – Josh Baxley

NRDA Grant Update

Mr. Baxley met with the contractor on August 12, 2020, to discuss options and he is currently waiting on a review of the pricing.

Stormwater Master Plan and inventory are expected to be completed by September 9, 2020. Once completed, he will begin the analysis and report. Work needs to be done to request an extension as the original due date was October 9, 2020.

Walking Path FDOT Grant Update

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to recommend the County award the bid to BCL Civil Engineers in the amount of \$147,113.16. All in favor; Motion carried 4-0

CDBG Grant Update

There will be a Preconstruction meeting on September 2, 2020, with Gulf Coast Underground. DEI is to perform the CEI on this project.

Garrison Avenue SCOP Grant Update

The project is scheduled to begin on September 8, 2020.

First Street Lift Station and Long Avenue Update

The ERP Permit for the Long Avenue Water Line crossing the canal is in hand and the final submittal to SRF is completed.

Commercial District – Water / Sewer TRIUMP Grant Application

Churchwell has completed their videos for review.

City Pier

The demolition and rebuild work are scheduled to begin on September 8, 2020.

NRCS Grant

Currently working on a proposal and bid documents for debris removal.

FRDAP Grant Cycle

Mr. Baxley noted the grant cycle will be open from October 1 through October 15, 2020, for applications.

Charles Gathers asked that the Washington Recreation Site be considered as a possibility for a grant as that area needs sustaining.

Mr. Anderson shared that Commissioner Langston has been looking into this.

Marvin Davis asked about the sewer project in NPSJ and Mr. Baxley responded that there is a Preconstruction meeting tomorrow on this.

Mr. Anderson shared that the State Revolving Fund anticipates a grant application shortly where the City may receive approximately \$4,700,000 toward the Long Avenue Sewer Project. This will be an 80% - 20% agreement for the City.

Code Enforcement –

RFP 2020-12: 522 6th Street – William P. Thursbay Clean Up

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to award RFP 2020-12 to Monolith Construction in the amount of \$4,400 matching the low bid. All in favor; Motion carried 4-0. The 7% Local Preference Resolution 2017-09 was used in this computation reducing the original Bid Amount of \$4,730.00 to \$4,398.90. The \$4,398.90 is \$1.10 less than the second bid for the project.

RFP 2020-13: 242 Avenue B Carlos Cunningham Demolition and Clean Up

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to award RFP 2020-13 to LAG Construction in the amount of \$10,750. All in favor; Motion carried 4-0.

RFP 2020-14: 302 16th Street Richard Robinson Demolition and Clean Up

No action was taken on this as Attorney McCahill is working with the attorney for the prospective buyer.

Linda Tschudi asked that the eye sore at Battles Street and Avenue E be looked at.

Police Department – Chief Matt Herring

Chief Herring noted this would be his last meeting as he has asked Chief in Waiting, Jake Richards, to attend the next meeting.

He shared that Monolith anticipates finishing the work in the Police Department next week. Furniture is to be installed on September 24, 2020.

City Clerk – Charlotte Pierce

Clerk Pierce shared that Open Enrollment will be September 9, and September 10, 2020.

Citizens to be Heard –

Letha Mathews asked about the Community Garden. Commissioner Langston responded that because of COVID-19, it had been put on hold, but noted that the St. Joe Company agreed to the letter, insurance will be provided through Pioneer Bay, and things will begin moving forward.

Linda Tschudi shared her concerns about sewer issues at her home and NPSJ not receiving their fair share of things.

Charles Gathers asked about sewer and water issues in his community.

David Lewis asked that a podium be provided for the cemeteries.

Discussion Items by Commissioners –

Neither Commissioners Lowry nor Hoffman had anything additional to share with the Commission.

Commissioner Langston thanked residents for coming and sharing their concerns with the Commission. He enumerated the many things that have been done and are currently being done in the NPSJ Community.

Mr. Anderson shared that COVID-19 had changed the way programs at the Washington Site have been done, but Keion McNair and Ms. Givens will be opening the gym after school and on the weekends for the children.

Charles Gathers shared his concerns about the tennis courts.

Linda Tschudi stated there were no funds provided in NPSJ, kids do not have anywhere to go, and they need something done for their community.

Marvin Davis shared that grass is not being cut and asked why. Mr. Anderson explained that we have not had the inmate crews for several months that normally cover the grass cutting due to COVID-19, but they should be back next week.

Mayor Pro tem Ashbrook noted the need for B. J.'s Automotive lot to be cleaned up. He also asked if the Commission was receptive to having a company make a presentation on the possibility of including homes in the Field of Dreams area. The Commission would consider a workshop presentation only.

Motion to Adjourn –

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to adjourn the meeting at 1:48 P.M.

Approved this 15th day of September 2020.



David Ashbrook, Mayor pro tem

9/15/20

Date



Charlotte M. Pierce, City Clerk

9/15/20

Date