

**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 7, 2021, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

Attorney McCahill read Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers completed by Commissioner Lowry when he abstained from voting on the Lakeview at Palmetto Bluff Lots 11-20 on August 17, 2021, due to having a business relationship with Developer Ralph Rish.

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of August 17, 2021, and the Budget Workshop Meeting of August 17, 2021. All in favor; Motion carried 3-0.

**City Engineer – John Baxley**

*Maddox Park Gazebo*

The Gazebo redesign was completed and provided to the City on September 2, 2021. Dewberry is currently working on a site plan to accommodate the additional changes to the Gazebo design and they expect to complete it this week. Once completed, the project will be ready for advertisement and bid.

Mr. Grantland and Mr. Baxley will be testing a section of the Walking Path this week to determine how the trail can be improved for walkers and bikers.

*First Street Lift Station and Long Avenue Water / Sewer Project*

The project is under construction and the next progress meeting is scheduled for September 10, 2021.

*Clifford Sims Park Plan*

The project is currently in design.

*First Street Resurfacing SCOP Grant*

The plans are approximately 30% complete and Mr. Baxley anticipates having them completed very soon.

**Building Department Update**

Kelly Simpson shared that 74 New Residence Permits have been issued this year as compared to 87 last year. She noted they are preparing for a FEMA visit and audit on September 21, 2021, and September 24, 2021.

Commissioner Ashbrook questioned if permits have been issued for the Windmark Development in the wooded area on the East side of Highway 98 and Ms. Simpson responded, "No."

Commissioner Langston shared that he had spoken with Willie Payne and everything is looking good for Taco Bell.

## **City Attorney –**

*Ordinance 592 Panhandling; Second Reading and Adoption:*

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to have the Second Reading and Adoption of Ordinance 592. All in favor; Motion carried 3-0.

Attorney McCahill read Ordinance 592 by Title only.

Chief Richards thanked the Commission for providing this Ordinance and the help it will be to the Police Department.

## **Old Business –**

*Current City Projects*

Mr. Anderson shared the projects are moving along well.

*Covid 19 Update, Mayor Buzzett*

The Mayor noted that the positivity rate is currently around 22%. He acknowledged the uptick in the number of City employees that are being vaccinated and expressed his appreciation for their concern for fellow employees.

*CDBG-DR Public Hearing for Applications; Road and Stormwater Repairs and the Fire/Police Facility.*

Mayor Buzzett noted this was a Public Hearing on this and asked for Public Comment. There was no Public Comment on this item.

City Staff continues to work with our Grant Writers, the Ferguson Group, on this.

*Refinance of Current Regions Loan RFP 2021-13*

Mr. Anderson reminded the Commission that the proposal is for a 14-year refinance at 1.64% Interest. Approximately \$4.2 Million in collected Impact Fees can be used to pay the debt down which will reduce the debt to approximately \$9.8 Million. The current growth in the City will build the Impact Fee Funds back up and it was noted that these funds may only be used for expansion and debt service. Paying down the debt will save the City around \$250,000 each year and will allow the City to hold the Water and Sewer Rates at their current level rather than have an increase this year.

A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to award RFP 2021-13, the refinancing of the current Regions Loan, to Regions Loan for Option A with \$4.2 Million down. All in favor; Motion carried 3-0.

*Budget 2021 / 2022 – Public Hearing September 14, 2021, at 5:01 P.M. and September 21, 2021, at 5:01 P.M.*

Mr. Anderson reminded the Commission of the first Public Hearing on the FY 2021 – 2022 Budget.

*RFQ 2021-01 Workforce Housing Public / Private Partnership; Workshop September 14, 2021, at 3:30 P.M.*

Mr. Anderson noted the Workshop will be prior to the Public Hearing on the FY 2021 – 2022 Budget to be held at 5:01 P.M..

## **New Business –**

*Sidewalks on Monument*

Mr. Anderson shared there is \$50,000 in the budget for sidewalk repairs. Mr. Grantland recommended that this project be bid out due to the lack of Staff to do the project and will bring back a recommendation at our next meeting.

*Fire Department Jaws of Life Truck; 2005 Chevy HD2500 with Utility Body VIN #1GBHC24U95E183979 – Request to Declare as Surplus and Receive Sealed Bids:*

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to declare the Fire Department Jaws of Life Truck surplus. All in favor; Motion carried 3-0.

*Stantec Task Order Handout; Port Master Plan Update*

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Task Order in the amount of \$4,500. All in favor; Motion carried 3-0. This will require a Large Scale Plan Amendment.

### **Public Works – John Grantland**

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

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

Mr. McClamma was running the plant and unable to attend the meeting.

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

Mr. Pettis was working to get the water levels back down and was unable to attend the meeting.

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

*2021 – 2022 Budget Update*

Mr. Lacour shared the Budget is ready for adoption and he expressed his appreciation to City Staff and Department Heads for their work on the Budget.

### **Code Enforcement –**

Mr. Anderson noted that Code Enforcement has been very busy and many letters have been sent for Code Violations.

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

Chief Richards shared that Judge McFarland had requested a meeting with him and Mr. Anderson concerning the Citation Policy. To keep things flowing well, it was suggested that an administrative review be established in the City before sending the citations to the Clerk's office.

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to establish an administrative review policy. All in favor; Motion carried 3-0. The review panel will consist of Chief Richards and Lt. Burch.

Mayor Buzzett commended Chief Richards and his department for their handling of the boat ramp over the Labor Day Weekend.

### **City Clerk – Charlotte Pierce**

*Ghosts on the Coast*

Clerk Pierce has spoken with Chamber Director Joe Whitmer, and he will be reaching out to the merchants about them being involved with Ghosts on the Coast, Sunday, October 31, 2021.

*Grants Update –*

City Staff continues to meet with our Grant Writers, the Ferguson Group, weekly on grant opportunities for the City.

**Citizens to be Heard –**

*Letha Mathews* asked about a Clean Up Day for City residents. Staff will check with the County to see if they would wave tipping fees. Using roll offs was discussed and doing the City by zones for specific dates. This is to be on the Agenda for the next meeting.

*Chester Davis* asked about the Workshop on September 14, 2021.

**Discussion Items by Commissioners**

*Commissioner Ashbrook* reiterated the Budget Public Hearing dates of September 14, 2021, and September 21, 2021, and the Workforce Housing Workshop on September 14, 2021.

*Commissioner Langston* asked about the status of the FRDAP equipment. Mr. Lacour shared that he is waiting on documents from the state.

*Mayor Buzzett* commented on the Washington Gym Restrooms. Commissioner Langston noted the progress that is being made and feels they are looking good.

The Mayor noted that he, Mr. Anderson, Attorney McCahill, and John Grantland will be meeting with County officials next Tuesday to discuss the Utility Service Ordinance and the County Ordinance.

**Motion to Adjourn –**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 12:45 P.M.

Approved this 21<sup>st</sup> day of September 2021.

  
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Rex Buzzett, Mayor

9/21/21  
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Date

  
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Charlotte M. Pierce, City Clerk

9/21/21  
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Date