

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, August 4, 2020, at Noon.  
Teleconference as allowed under Executive Order 20-69; App – ZOOM;  
Phone 1-646-876-9923, Meeting ID: 88377314750; Password 499746**

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

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting on July 21, 2020. All in favor; Motion carried 4-0.

**City Attorney –**

Attorney McCahill did not have any specific updates for the Commission.

**Old Business –**

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

*Emergency Mask Order*

A draft of the Ordinance was provided for the Commissioners to review.

Commissioner Langston shared that he would like to see the business owners step up and help with the situation by wearing masks.

Commissioner Hoffman noted the duty of the Commission is to safe-guard the citizens, he supports wearing the masks, and relies on data provided by knowledgeable institutions before making a decision. He noted that 80% of those replying to the City's mask order support the wearing of a mask.

Commissioner Ashbrook stated that he had clipped his mask to his sun shades and that way he has a mask with him at all times.

*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. Enumerator training is being held in Port St. Joe for workers prior to them going door to door.

**New Business –**

*RFP 2020-06 CDBG Grant Bid Results*

*Grant Update*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to recommend awarding the contract, pending DEO approval, to Gulf Coast Underground LLC in the amount of \$448,925.76. All in favor; Motion carried 4-0.

### *Engineering Task Order*

A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to approve, pending DEO approval, a Task Order to Dewberry for Design, Bidding, and CEI Services in the amount of \$25,000. All in favor; Motion carried 4-0.

### **Public Works – John Grantland**

#### *Canopy Quotes*

A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to purchase the canopy from Bliss Products and Services Inc, in the amount of \$6,897.00 for Forest Hill Cemetery. All in favor; Motion carried 4-0.

#### *RFP 2020-07 Palm Blvd. Pedestrian Bridge*

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to award the contract to Ravens Marine in the amount of \$22,895. All in favor; Motion carried 4-0.

#### *RFP 2020-08 Long Avenue Pedestrian Bridge*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to award the contract to Ravens Marine in the amount of \$22,895. All in favor; Motion carried 4-0.

#### *RFP 2020-09 BGL Mid Pedestrian Bridge*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to award the contract to Ravens Marine in the amount of \$25,936. All in favor; Motion carried 4-0.

#### *RFP 2020-10 BGL 20<sup>th</sup> Street Pedestrian Bridge*

No action was taken on this item.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve Jason White Construction LLC to do the bridge foundation work for each bridge at the cost of \$3,000 per bridge. All in favor; Motion carried 4-0.

### **Surface Water Plant – Larry McClamma participated by Zoom.**

Mr. McClamma shared that work in continuing on the Tenth Street Water Tower. He anticipates the work will be completed by Wednesday of next week and the costs are covered by the maintenance agreement.

### **Wastewater Plant –**

In the absence of Mr. Pettis, Mr. Anderson shared that there is no spraying this month, maintenance is being done, and there is approximately 4' of clearance in the pond.

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

#### *FEMA Update*

Most projects are in FEMA's court; Buck Griffin Lake is not complete; the payroll / salary part of the \$418,000 bill has been resolved and Mr. Lacour continues to work on the Equipment / Material side of it.

#### *Budget Update*

A Project List was provided to the Commissioners that includes the DRA Projects that we will be discussing at Thursday's Budget Meeting.

### *Boat Launch Revenue*

Drafts of the new signage have been reviewed, and Mr. Lacour is firming up two quotes for vending machines to collect fees.

Mr. Lacour shared that the average attendance at the STAC House was 30 students in the mornings and a smaller average for the older students attending in the afternoon.

### **City Engineer – Josh Baxley**

#### *NRDA Grant Update*

A conference was held with Northwest FL Water Management District and the FL Department of Environmental Protection on additional comments. More information has been requested, response time will be 30 – 45 days, and a follow up Zoom conference call will be held.

The City Master Plan is still being inventoried and Mr. Baxley anticipates this will be completed in several weeks.

#### *Walking Path FDOT Grant Update*

The information has been provided to the County and the bid advertisement for the project has been submitted to the paper.

#### *CDBG Grant Update*

This was addressed previously in today's meeting.

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

There has been no change in this. Mr. Baxley is still waiting to hear if this project will be heard in an August meeting.

#### *Commercial District – Water / Sewer TRIUMP Grant Application*

The Task Order has been submitted to Churchwell and the sewer line videoing will begin next week.

#### *Garrison Avenue Phase II*

There is a Pre-construction Meeting scheduled for August 12, 2020.

#### *Frank Pate Park Gazebo (City Pier)*

The Notice of Award has been given to the contractor and Mr. Baxley is waiting to receive his Bonds and Insurance Coverage.

Mayor Buzzett shared that there is a meeting tomorrow to discuss the piping of the ditch that parallels Miss Zola's Drive and the ditch next to the TDC Building.

Marvin Davis asked about the MLK infrastructure line. Mayor Buzzett noted that the 6" water line was replaced about 5 years ago. Mr. Anderson stated that Stantec is working on the Overlay District and he has a draft to amend the Land Regulations for it.

### **Code Enforcement –**

Mr. Anderson shared that RFPs have been advertised to resolve uncorrected violations that have been heard by the Special Magistrate on our Facebook Page, the City's Website, and in the Star. Additional hearings have been scheduled and one property has already been taken care of before a hearing.

**Police Department – Lt. Jake Richards**

*Office Furniture – Request to purchase State Contract*

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve purchasing the equipment for \$23,904.54 on state bid from Hi Touch Business Services. All in favor; Motion carried 4-0.

**City Clerk – Charlotte Pierce**

Clerk Pierce shared that work is being done on the Hurricane Michael National Park Subgrants for the Centennial Building and Cape San Blas Lighthouse Complex.

**Citizens to be Heard –**

Jason Tunnell, BCC, shared the progress he has made on cleaning up the Transfer Station Site. He noted that Waste Pro has removed their equipment from the site. A discussion was held about BCC leasing the 3.2 acres owned by the City.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to lease the 3.2 acres owned by the City to BCC for a cost of \$1,000 per month to run concurrently with the current contract that will end in 2024. The start date of this lease will be August 1, 2020, and the first 4 months of payment will be waived to offset the cost BCC has paid for cleanup of the site. All in favor; Motion carried 4-0.

Commissioners Hoffman, Langston, and Ashbrook thanked Mr. Tunnell for the improvements that have been made in picking up yard debris and his efforts to resolve this issue.

Marvin Davis asked why the COVID-19 numbers for Gulf County Department of Corrections facilities were being removed from the county count. It was explained that the inmates are already quarantined.

**Discussion Items by Commissioners –**

*Commissioner Ashbrook* stated he was content and did not have anything else to discuss.

*Commissioner Langston* reminded the Commissioners that we need to prepare for hurricane season, and have some guidelines. He shared that he was praying for the families effected by COVID-19.

*Commissioner Hoffman* did not have any other items to discuss.

*Mayor Buzzett* encouraged the Commissioners to keep hurricane preparedness in mind. He also asked Mr. Grantland about the possibility of using some of the solar panel poles on the walking path in other locations.

**Motion to Adjourn –**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:05 P.M.

Approved this 18<sup>th</sup> day of August 2020.

  
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Rex Buzzett, Mayor

8/18/20  
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Date

  
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Charlotte M. Pierce, City Clerk

8/18/20  
\_\_\_\_\_  
Date