

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

The following were present: Mayor Buzzett, Commissioners Hoffman and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present. Commissioner Langston joined the meeting at 12:05 P.M. and Commissioner Ashbrook was absent.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting of October 20, 2020. All in favor; Motion carried 3-0.

City Attorney –

Commissioner Langston joined the meeting at 12:05 P.M.

Gulf Coast Workforce Development Lease

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the lease with Gulf Coast Workforce Board and make it retroactive to August 20, 2020. All in favor; Motion carried 4-0.

Commissioner Fee to Run for Office / Length of Terms

This item was Tabled to allow Attorney McCahill to talk with the supervisor of elections.

Old Business –

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

Mr. Anderson encouraged everyone to be safe, practice social distancing, and work to keep the numbers down. He also noted that Executive Orders 20-69 and 20-246 expired on November 1, 2020. Attendance at meetings must be in person and telecommunications may no longer be used to provide a quorum for a meeting.

Plat Amendment – Summer Pines

Commissioner Lowry stated that he would be abstaining on this vote as he is a business partner of Ralph Rish. Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Public Officers was completed by Commissioner Lowry and is attached to these minutes.

Grant Rish, Realtor / Partner and Chase Gruber of Trueland Homes requested that they be allowed to reduce the side setbacks from 15' to 10' on the lots. It was noted that the original PUD allowed for a 5' setback and this would not be a change. Pat Floyd had submitted a letter objecting to their request.

After discussion, a Motion was made by Commissioner Hoffman, second by Commissioner Langston, to allow the request. All in favor; Motion carried 3-0 with Commissioner Lowry abstaining.

Cross Connection Plan Amendment

Public Works Director, John Grantland, shared that FL DEP is requiring this compliance. There are 20 – 30 customers that are not in compliance and letters were mailed in June notifying them of the September deadline to be in compliance. This Resolution allows for enforcement of the FL DEP requirements.

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to adopt Resolution 2020-08. All in favor; Motion carried 4-0.

New Business –

First Street SCOP Grant Agreement

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the First Street SCOP Grant Agreement, FPN 446062-1-54-01, with an estimated cost of \$386,214. All in favor; Motion carried 4-0. This project will be from Highway 98 to Highway 71 on First Street.

CDBG-DR Workshop November 10, 2020, at 12 Noon

Mr. Anderson reminded the Commissioners of the Workshop for the Hurricane Michael CDBG Disaster Recovery Program.

Mayor Buzzett requested that there be a NRDA Workshop at 1:00 P.M. Tuesday to discuss potential value engineering options for the grant. This is not one of the required Workshops to discuss what will be done with the grant funds.

RFP 2020-18 Cape San Blas Keepers Quarters Repair “Eglin”

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to award RFP 2020-18 to Combs Construction in the amount of \$66,281. All in favor; Motion carried 4-0.

Building Code – Commissioner Langston

Commissioner Langston feels that citizens are not aware of the requirements and needed permits before placing structures on their property. He asked that more be done to make residents aware of their obligations. Mayor Buzzett requested that a note be placed on water bills to make citizens aware of the requirements.

Mr. Anderson shared that Bill Kennedy would like to accept the Project Coordinator Position. He will be a part time City Employee at the rate of \$25 per hour.

Public Works – John Grantland

Mr. Grantland did not have any updates for the Commission.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have anything for the Commission.

Wastewater Plant – Kevin Pettis

Mr. Pettis shared the plant is discharging, there is 2' 9" of freeboard in the lagoon, he anticipates the pipework will begin at the end of the month, and does not anticipate discharging in December.

Finance Director – Mike Lacour

FEMA Update

\$272,000 of the \$418,000 has been received and paper work for the remaining \$146,000 has been submitted.

Liability Insurance Policy – Pioneer Bay LLC – Request for Payment

It was noted that this was for Liability Insurance for Bay Pioneer and not just the proposed garden. After discussion, Mr. Anderson will contact Mr. Gonzalez of the St. Joe Company to see if the City could lease the piece of land for the garden and show the company as an additional insured on our policy.

City Engineer – Josh Baxley

NRDA Stormwater Grant Update, Task Order and Request to Bid

A Workshop will need to be scheduled to discuss potential value engineering options.

Stormwater Master Plan

The Master Map draft has been completed, it is anticipated that the draft report will be ready by November 18, 2020, and the proposed improvement recommendations will follow the draft report.

Walking Path FDOT Grant Update

Mr. Baxley is waiting on the signed Federal paperwork from Duke Energy.

CDBG Sewer Improvements Grant Update

The tentative construction start date for the project is November 1, 2020. DEI will perform the CEI for the project. Mobilization should begin the week of November 16, 2020.

Garrison Avenue SCOP Grant Update

Striping will be done this week and a walkthrough is anticipated the end of this week or the first of next week.

First Street Lift Station and Long Avenue Update

Mr. Baxley is currently working on preparation of the bid documents.

Commercial District – Water / Sewer TRIUMP Grant Application

The cost estimate will be provided after CDBG-DR applications have been completed.

City Pier

The project is in progress.

FRDAP

Applications have been submitted.

NRCS

The plans and quality assurance plan have been submitted to NRCS for approval. The next step will be to advertise for bids.

CDBG-DR

The Work Plan, Scope of Work, Cost Estimate, Project Area Map / Site Plan, Project Schedule, and Statement of Qualifications were submitted on November 2, 2020, for the Sanitary Sewer Rehabilitation and Firehouse / Police Station. A Public Workshop will be held on November 10, 2020, at Noon.

Code Enforcement –

Mr. Anderson noted the Special Magistrate heard five cases last week and the clock is running on those properties. One structure was taken down last week, and there is a hearing scheduled next week for five additional properties.

Police Department – Chief Richards

Chief Richards shared the department is performing enhanced traffic enforcement on Garrison Avenue and will be moving to other streets. The officers are happy to be back in their home and they are correcting

several minor issues with the building. He also noted that he and John Grantland are working together to replace old traffic signs in town.

Commissioner Langton thanked Chief Richards for the department's presence in the community.

Commissioner Hoffman asked if the City had a working speed-reading device to be used throughout town. Chief Richards responded that we did not and Commissioner Hoffman encouraged Chief Richards to get information on a device.

City Clerk – Charlotte Pierce

Christmas on the Coast Update

Clerk Pierce stated the Ghost on the Coast event went well and there were 93 participants in the Costume Contest.

Calls and requests for information are coming in about the Christmas Parade that will be held Saturday, December 12, 2020. Line up and judging begins at 5 with the parade starting at 6.

Citizens to be Heard –

Chester Davis, on behalf of Pastor Willie Ash, asked about the possibility of two leases for the Washington Gym. He also had questions about the Community Garden.

Discussion Items by Commissioners –

Commissioner Lowry asked if a Burn Permit had been approved for debris that has been piled up across the street where the land is being cleared for the Arazzo on Madison Project. Mr. Anderson responded that a request has been received but not approved. Commissioner Lowry also thanked the builders that have been working in Port St. Joe to rebuild our City.

Commissioner Langston did not have anything else to discuss.

Commissioner Hoffman congratulated Mr. McClamma and the Surface Water Treatment Plant Operators on each operator being certified and licensed by the state.

He also asked that the Community Garden Project move forward.

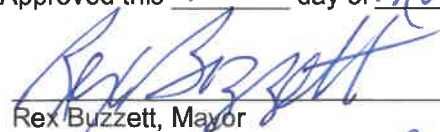
Mayor Buzzett noted several projects that he would like to see moving forward. He referenced the PDRB Meeting today at 4 concerning the Arazzo on Madison Project and encouraged attending the meeting.

Mayor Buzzett encouraged everyone to vote today and win, loose, or draw to pull together.

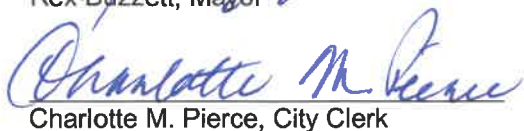
Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:27 P.M.

Approved this 17th day of November 2020.


Rex Buzzett, Mayor

11/17/20
Date


Charlotte M. Pierce, City Clerk

11/17/20
Date