

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, December 1, 2020, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of November 17, 2020. All in favor; Motion carried 5-0.

**City Attorney –**

*Commissioner Fee to Run for Office, Length of Terms*

Attorney McCahill will be discussing this with Gulf County Supervisor of Election, John Hanlon, in the coming week.

*Parking Ordinance Update*

Mr. McCahill is working on this and should have a document next week. He will incorporate enforcement mechanisms of the Golf Cart, Boat Ramp, and Parking Ordinances in this.

**Old Business –**

*Coronavirus (COVID-19) Update –*

Resolution 2020-02 State of Emergency, is still in place and Mr. Anderson noted that local information is being monitored.

*Planning Board Membership*

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to reappoint Jay Rish, Rawlis Leslie, and Minnie Likely to an additional 3-year term on the PDRB. All in favor; Motion carried 5-0.

**New Business –**

*Tennis Court Lighting, Resurfacing*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to bid out resurfacing and repurpose the court at Frank Pate Park for Pickle Ball and to resurface the courts at the Soccer Field. Work is to be done on the Soccer Field courts first. All in favor; Motion carried 5-0.

RFP 2020-19 Garrison Avenue Patches (Handout)

This was Tabled for further research and to allow time for Mr. Grantland to talk with the contractor about the project. All in favor; Motion carried 5-0.

A list of City projects was provided by Mr. Anderson. Mayor Buzzett asked that this list be included in each Agenda packet for meetings.

**Public Works – John Grantland**

Mr. Grantland shared that the playground equipment at the STAC House is going together well, and they will be installing the canopy at Forest Hill Cemetery this week.

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

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to bid out purchasing 144 Membrane Filtration Modules. All in favor; Motion carried 5-0. This item is included in the budget.

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

Mr. Pettis shared that the pipe had been installed on the lagoon floor, an American made pump has been located, and discharging will resume in January.

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

#### *FEMA Update*

Mr. Lacour did not have any new updates for the Commission, and he continues to work with FEMA for reimbursement of the remaining funds owed to the City.

### **Project Manager / CRA Director – Bill Kennedy**

Mr. Kennedy was ill and unable to attend the meeting.

### **City Engineer – Josh Baxley**

#### *NRDA Stormwater Grant*

A preliminary meeting has been scheduled with NFWFMD on December 2, 2020.

#### *Walking Path FDOT Grant Update*

The County is still waiting on Federal paperwork to be signed by Duke Energy.

#### *Stormwater Master Plan*

The Master Map and Draft Report have been submitted to the City, MFWFMD, and FL DEP. DEI is now working on the final recommendations and associated cost estimates.

#### *CDBG Grant Update*

A crew is working the remaining video and cleaning for the 6" gravity sewer. Once completed, they will determine our options.

#### *Garrison Avenue SCOP Grant Update*

A Punch List was provided to the contractor on November 18, 2020, and Mr. Baxley expects the items to be addressed this week.

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

DEI is currently working on preparation of the bid documents and we are waiting on SRF approval.

#### *City Pier*

The project is currently in progress.

#### *CDBG-DR*

The applications were submitted on November 23, 2020.

## **NRCS**

Plans and the Quality Assurance Plan have been sent for approval. An additional funding request has been submitted.

## **Code Enforcement –**

Mr. Anderson noted that hearings with the special magistrate were held on November 19, 2020, and Attorney Magidson is working on orders from those hearings. More hearings are scheduled for December 10, 2020. Property at 1412 Palm Boulevard and 226-A Avenue A have until December 13, 2020 to comply with the Special Magistrate's order. The structures will be on the December 15, 2020, Agenda for demo consideration.

Commissioner Langston mentioned that it appears the RV on Avenue B has been hooked up to the sewer and asked that it be checked.

## **Police Department – Chief Richards**

Chief Richards anticipates the equipment to verify vehicle speeds should be here in several weeks.

Commissioner Langston thanked Chief Richards and his department, as well as John Ford and the Fire Department, and EMS for their very quick response to an accident he was involved in last week. He complimented them on their professionalism and thoroughness.

## **City Clerk – Charlotte Pierce**

### *Christmas on the Coast Update*

Clerk Pierce shared that entries are being received daily for the parade and everything appears to be on schedule.

Mayor Buzzett asked that all social media advertisements remind people to wear a mask, stay in their family groups, and follow the CDC guidelines.

## **Citizens to be Heard –**

*Chester Davis* requested help with turning lights off at the Washington Gym Basketball Pavilion. He also asked that Chief Richards attend a Ministerial Alliance meeting to share how church property can be better secured.

*Marvin Davis* noted the Ministerial Alliance meets the third Monday of the month and encouraged Commissioners to attend a meeting. Mr. Davis referenced Governor DeSantis' recent Executive Order and stated he would welcome input from citizens as he serves on the Gulf County School Board.

## **Discussion Items by Commissioners –**

*Commissioner Hoffman* asked that Commissioners consider providing lighting for the City Pier and requested that this item be on the next Agenda.

After discussion, a Motion was made by Commissioner Hoffman, second by Commissioner Langton, to have an Employee Appreciation lunch on Wednesday, December 23, 2020, at 12:30 P.M., in the Centennial Building. All in favor; Motion carried 5-0. This will include full and part time employees as well as the Building Department.

*Commissioner Langston* stated that he has repeatedly asked for suggestions from the NPSJ Community on the Tennis Courts and has not received any input. He recommended that the City demolish the courts and put something there for the kids to enjoy. He asked that the demo be added to the City's Project List.

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

*Commissioner Ashbrook* wished everyone a happy holiday season.

*Mayor Buzzett* did not have any additional information to be shared.

**Motion to Adjourn –**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 12:55 P.M.

Approved this 15<sup>th</sup> day of December 2020.

Rex Buzzett  
Rex Buzzett, Mayor

12/15/20  
Date

Charlotte M. Pierce  
Charlotte M. Pierce, City Clerk

12/15/20  
Date