

**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 15, 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

Mayor Buzzett asked that a moment of silence be observed for the families of Bill Kennedy and Brenda Burkett.

Minutes

A Motion was made by Commissioner Langton, second by Commissioner Ashbrook, to approve the Minutes of the Regular Meeting of December 1, 2020. All in favor; Motion carried 5-0.

City Attorney –

Commissioner Fee to Run for Office, Length of Terms

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to prepare an Ordinance requiring signatures of 10% of the registered voters to qualify by the petition method effective August 1, 2022. All in favor; Motion carried 5-0.

Mr. McCahill will draft an Ordinance for review to extend the terms of Commissioners from two to four years to be placed on the ballot as a referendum. All in favor; Motion carried 5-0.

Commissioner Ashbrook shared that Gulf County Supervisor of Elections, John Hanlon, had asked about changing the City Election from May to coincide with the General Election in November. Mr. McCahill noted that the City Charter dictates that the election be held in May.

Parking Ordinance Update

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to establish an account with the Gulf County Clerk of Court to handle the civil enforcement of City Ordinances. All in favor; Motion carried 5-0. Mr. McCahill will have a draft of the Ordinance for the next meeting.

Ordinance 578 MLK Corridor; Second Reading and Adoption

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to have the Second Reading and Adoption of Ordinance 578. All in Favor; Motion carried 5-0. Mr. McCahill read Ordinance 578 by Title only.

Resolution 2020-09 Cape San Blas Utility Agreement

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to adopt Resolution 2020-09. All in favor; Motion carried 5-0.

Old Business –

Coronavirus (COVID-19) Update –

Resolution 2020-02 State of Emergency, is still in place and Mr. Anderson noted that a vaccine for the virus has been rolled out. He encouraged everyone to wear a mask as the local number of positive cases are on the incline.

RFP 2020-19 Garrison Avenue Patches

There are 21 patches that need to be made. Once sewer point repairs are completed, the 10 original and 11 new patches will need to be addressed. A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to make repairs to the ten original patches at a cost of not more than \$1,000 per patch. All in favor; Motion carried 5-0.

New Business –

NYE Fireworks – December 31, 2020, at 10:00 EST

Mr. Anderson shared that the Gulf County TDC will be reimbursing the City the \$5,000 cost of the fireworks which will be displayed from the Frank Pate Park Boat ramp.

NRCS Grant Amendment

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the amendment requesting additional funding in the amount of \$137,713.13. The grant total is \$494,806.88 of which 75% is grant funded and 25% match. All in favor, Motion carried 5-0. These funds will be used for removal of debris from the ditches from Patton Bayou to Chicken House Branch and on the Wastewater Treatment Plant.

Current City Projects

Commissioner Langston thanked Mr. Anderson for the suggestion of a Picnic Pavilion for the Washington Site and feels that it will be very serviceable for the area.

Commissioner Lowry left the meeting at 12:45 P.M.

Public Works – John Grantland

RFP 2020-20 Grinder Pumps

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve RFP 2020-20 in the amount of \$2,389.00. All in favor; Motion carried 4-0.

Commissioner Lowry rejoined the meeting at 12:48 P.M.

Commissioner Langston noted that the canopy at Forest Hill Cemetery looks good and he appreciated the help in providing it.

Commissioner Hoffman asked about damage to the 16th Street Walking Path Bridge to which Mr. Grantland responded they would look at it.

Surface Water Plant – Larry McClamma

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

Wastewater Plant – Kevin Pettis

Mr. Pettis shared that the plant would resume discharging in January.

Finance Director – Mike Lacour

Mr. Lacour noted that bids are out for the Tennis / Pickle Ball Courts resurfacing and he is working with local contractors on the lighting.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to prepare a bid package for the electronic payment box to be located at the Frank Pate Park Boat Ramp. All in favor; Motion carried 5-0.

Project Manager / CRA Director

Due to the untimely death of Bill Kennedy, Mr. Anderson shared the City will be readdressing this vacancy.

City Engineer – Josh Baxley

NRDA Stormwater Grant Forest Park Stormwater Improvements

Mr. Baxley met with NFWFMD on December 2, 2020. The recommendation was to place this project on hold and work to complete the master plan.

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. DEI is now working on the final recommendations and associated cost estimate.

CDBG Grant Update

Mr. Baxley is waiting on estimates for the 6" Gravity Sewer and has concerns about pipe bursting. The 8" Gravity Sewer will require additional cleaning before the CIPP can begin.

Garrison Avenue SCOP Grant Update

The Punch List for this project is complete.

First Street Lift Station and Long Avenue Update

DEI is currently working on preparation of the bid documents.

NRCS

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

Code Enforcement –

1412 Palm Blvd., Parcel #05178-000R Santiago Velazquez – Request to Bid Demo

Corner of Avenue A and MLK, Parcel #05700-000 Ruby Farmer – Request to Bid Demo

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to advertise for an RFP to demolish both houses. All in favor; Motion carried 5-0.

Travel Trailers Connected to City Utilities in the City Limits – Discussion

After discussion, consensus of the Commission was that there is an Ordinance on the books and it should be followed.

Police Department – Chief Richards

Surplus Property

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to declare as Surplus Vehicle #105, a 2010 Dodge Charger with VIN #3B3AA4C9AH211700 and a Tag of XB3827, and donate to the FL DEP. All in favor; Motion carried 5-0.

Chief Richards shared that the new equipment to verify speeds has arrived and is being checked out by his department.

City Clerk – Charlotte Pierce

Clerk Pierce thanked Mayor Buzzett and the Commissioners for their participation in the Christmas on the Coast Parade, December 12, 2020. She shared there were approximately 70 entries in the parade and numerous positive comments have been received about the parade.

Citizens to be Heard –

Karon Rouse Peters requested that Cozy Café be allowed to put signage on the highway so patrons would know where they are located. Mr. Anderson shared that sandwich signs are allowable but must be put up and taken down daily and not left out overnight. The current Sign Ordinance does not allow for Off Premise signs.

Discussion Items by Commissioners –

Commissioner Ashbrook wished everyone a Merry Christmas and Happy Holidays.

Commissioner Lowry also wished everyone a Merry Christmas, Happy Holidays, and noted that he would be attending the Employee Appreciation lunch on December 23, 2020.

Commissioner Langston wished those present a Merry Christmas, encouraged them to be safe, to spend time with their families, and offered best wishes for the New Year.

Commissioner Hoffman thanked City Staff and Clerk Pierce for their help with the Christmas Parade, stated he felt that his entry in the parade was the winner of Commission entries, and wished everyone Happy Holidays.

Mayor Buzzett wished attendees a Merry Christmas, Happy New Year, and noted he would be unable to attend the Employee Appreciation Lunch as he would be out of town.

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:35 P.M.


Approved this 5th day of January 2021.



Rex Buzzett, Mayor

1/2/21

Date



Charlotte M. Pierce, City Clerk

1/3/21

Date