

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, January 19, 2021, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of January 5, 2021, and the Special Meeting of January 12, 2021. All in favor; Motion carried 4-0.

Mayor Buzzett requested that the City Engineer's report be moved up on the Agenda.

City Engineer – Josh Baxley

Storm Water Master Plan

The Master Map and Draft Response have been submitted to the City. DEI is now working on the final recommendations and associated cost estimate. The draft is expected to be completed by the end of this month.

Walking Patch FDOT Grant

The pre-construction meeting has been completed and construction is expected to begin soon.

CDBG Sewer Improvements Grant

The Change Order for the funding shortfall has been processed. The contractor will move forward with the 8" CIPP lining beginning January 25, 2021. Pipe bursting for the 6" line will begin in a couple of weeks.

First Street Lift Station and Long Avenue Application

DEI is currently working on preparation of the bid documentation, upon approval by SRF.

NRCS Grant

The advertisement has been provided to the City, and will be advertised.

City Attorney –

Ordinance 579 Commissioners Fee to Run for Office 2020 Election Cycle: Discussion

This item was Tabled. The Commission requested that Gulf County Supervisor of Elections John Hanlon attend the February 2, 2021, meeting to make his recommendations on this issue.

Ordinance 580 Commissioners Length of Terms; First Reading and Request to Advertise

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to have the First Reading and to advertise Ordinance 580. All in favor; Motion carried 4-0. The City Charter requires that extending the length of terms be placed on a City ballot as a Referendum for the voters to make this decision. If there is an election in May, this would be placed on that ballot. If passed, this would take effect in 2022.

Attorney McCahill read Ordinance 580 by Title only.

Ordinance 581 Boat Ramp Parking Ordinance; First Reading and Request to Advertise

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to have the First Reading and to advertise Ordinance 581. All in favor; Motion carried 4-0.

Attorney McCahill read Ordinance 581 by Title only.

Ordinance 583 Flood Plain Amendments; First Reading and Request to Advertise

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to have the First Reading and to advertise Ordinance 583. All in favor; Motion carried 4-0.

Attorney McCahill read Ordinance 583 by Title only.

Damaged Fire Hydrant on Long Avenue

This item was Tabled and Staff was requested to discuss this with our insurance carrier.

Old Business –

Coronavirus (COVID-19) Update –

Due to the continued positive cases of COVID-19, the City is not taking any rentals for indoor facilities. Out door gatherings will be allowed by following the CDC Guidelines. This item is to be on the February 2, 2021, Agenda.

Resolution 2020-02 – State of Emergency. Currently still in place.

Parcel #04908-000R Potential Sale of Property

Consensus of the Commission was that this piece of property, located at Woodward and Seventh Street, is not for sale.

New Business –

Plat Approval Request – Magnolia Palms

A favorable recommendation was given by the PDRB in their meeting on January 5, 2021. Commissioner Lowry stated that he would be abstaining from voting as he has a business relationship with Grant Rish who is also his cousin. A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve this request. All in favor; Motion carried 3-0 with Commissioner Lowry abstaining. Commissioner Lowry completed Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers and is attached to these Minutes as Exhibit 1.

Planning Services Agreement – Approval to Extend Term

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve a 3-year extension with STANTEC Consulting Services Inc. All in favor; Motion carried 4-0. Ray Greer has been a valuable asset to staff and with the increase in local development, his expertise will be needed.

Planning Task Order

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Planning Task Order with STANTEC in the amount of \$6,700. All in favor; Motion carried 4-0. This will be for the City owned Parcels 03017-005 R (56.65 Acres) and Parcel 03013-001R (17.53 Acres) to be annexed into the City and zoned for workforce housing.

RFP 2020-23 Tennis / Pickleball Res-surfacing (Handout)

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve RFP-2020-23 with American Tennis Courts in the amount of \$26,181. All in favor; Motion carried 4-0. This will be to resurface and stripe the Tennis Courts at the Soccer Field and to resurface and stripe the four Pickleball Courts at Frank Pate Park.

Commission Meeting on March 16, 2021 during Spring Break

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to move this meeting to March 23, 2021. All in favor; Motion carried 4-0.

Mayor Buzzett requested that a list of City Grants be included on the next Agenda.

Current City Projects

Mayor Buzzett encouraged the Commissioners to review the list.

Public Works – John Grantland

RFP 2020-20 Grinder Pumps

VacJet Trailer – Request to Purchase on State Contract

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to purchase a VacJet Trailer under Florida Sheriff's Contract Number FSA20-EQU18.0, Specification #362, in the amount of \$67,156. All in favor; Motion carried 4-0. This is a budgeted item.

2 Hustler Mowers – Request to purchase on State Contract

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to purchase 2 Hustler Mowers (54" Super Z Hustler and 27 HP Kawasaki) from St. Joe Rent-All, Nursery and Supply, Inc. for a total amount of \$20,748.40. All in favor; Motion carried 4-0. St. Joe Rent-All, Nursery and Supply is a State Contract vendor for Hustler products. This is a budgeted item.

Surface Water Plant – Larry McClamma

Mr. McClamma shared that the mobilization for the Clarifier project will start next week.

Wastewater Plant – Kevin Pettis

Mr. Pettis provided a Handout showing parts that he needs for filter repairs. Evoqua, a sole source provider, provided a quote of \$17,387 for the needed parts. A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to purchase the needed parts from the sole source provider, Evoqua, in the amount of \$17,387. All in favor; Motion carried 4-0

Finance Director – Mike Lacour

Mr. Lacour asked for guidance in where the Commission would like for the new pay station to be placed. Consensus was in the same area as the present box.

He also shared that he has been negotiating with FEMA on the remaining \$218,000 owed to the City.

Code Enforcement –

Mr. Anderson noted that Code Enforcement has two demolition bids out. One is for a residence at 1412 Palm Boulevard and the other is located 226-A on Avenue A.

Hearings are being scheduled for other out of compliance structures.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to send letters to individuals residing in campers while repairing their primary residence stating they have 6 months to complete their project. A letter will also be sent to Non-primary residents, weekend workers, second home owners, and owners of an investment home stating campers are not allowed while working on the structure. All in favor; Motion carried 4-0.

Police Department – Chief Richards

Chief Richards did not have anything for the Commission.

Mayor Buzzett stated he had received a request for a 4 way stop at 10th Street and Garrison Avenue. Chief Richards responded that research data does not indicate a need for a Stop sign there and also noted that he doesn't see a problem on Seventh Street.

City Clerk – Charlotte Pierce

Grant Task Order

Disaster Recovery

Commissioner Hoffman requested that Disaster Recovery Funds be sought to include the Centennial Building and sidewalks on Monument Avenue that were busted by Hurricane Michael. Staff will get with the Ferguson Group on this.

Legislative Request

Legislative Funding Requests have been provided to Senator Ausley and Representative Shoaf for new restrooms at the Washington Gym Complex in the amount of \$150,000.

City Hall Complex

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve a Task Order with the Ferguson Group in the amount of \$\$17,850 to secure a grant for a new City Hall Complex. All in favor, Motion carried 4-0.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to abandon and deny approval of the Water Quality Portion of the NRDA Grant due to stipulations applied. All in favor; Motion carried 4-0.

Citizens to be Heard –

No one wished to address the Commission.

Discussion Items by Commissioners –

Neither Commissioner Lowry, Commissioner Langston, nor Commissioner Hoffman had anything else to discuss.

Mayor Buzzett requested that the February 2, 2021, Agenda include the naming of the Third Street Promenade after Bill Kennedy.

The Mayor also asked that that the Commission consider giving all City employees that receive the COVID-19 Vaccine 4 hours of pay for getting the vaccine.

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:50 P.M.

Approved this 2nd day of February 2021.



Rex Buzzett, Mayor

2/2/21

Date



Charlotte M. Pierce, City Clerk

2/3/21

Date

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Lawson Brett Charles</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners
MAILING ADDRESS <i>134 Gulf Coast Circle</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Port St. Joe, FL	COUNTY Gulf
DATE ON WHICH VOTE OCCURRED <i>2/19/2021</i>	NAME OF POLITICAL SUBDIVISION: City of Port St. Joe
	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brett C. Lowry, hereby disclose that on Jan. 19th, 2021:

(a) A measure came or will come before my agency which (check one or more)

inured to my special private gain or loss;

inured to the special gain or loss of my business associate, Grant Bish;

inured to the special gain or loss of my relative, Grant Bish "Cousin";

inured to the special gain or loss of _____, by whom I am retained; or

inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I have a business relationship with Grant Bish which is also my ~~brother~~^{1st} cousin.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

[Signature] 1/19/2021
Date Filed

[Signature] 1/19/2021
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.