

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, October 5, 2021, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting of September 21, 2021, and the Special Meeting for the final Public Hearing on the FY 2021 – 2022 Budget of September 21, 2021. All in favor; Motion carried 3-0.

**City Engineer – Kaleb Brown**

*Maddox Park Gazebo*

The project is out for bids, and the bids will be received on October 29, 2021.

*First Street Lift Station and Long Avenue Water / Sewer Project*

The project is under construction. The next progress meeting is scheduled for October 8, 2021.

*Clifford Sims Park Plan*

This is currently in design.

*First Street Resurfacing*

The project is currently in design and its work is at 60% completion.

Commissioner Hoffman asked that Dewberry check a pipe behind the Washington Gym that is causing water to pond up.

**City Attorney –**

*Ordinance 596 Commission Compensation; First Reading and Request to Advertise:*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to have the First Reading and Advertise Ordinance 596. All in favor; Motion carried 3-0.

Attorney McCahill read Ordinance 596 by Title only.

Commissioner Hoffman shared that he felt this was a more equitable way for Commission salaries to increase rather than go several years with no increase in pay and then have a large increase one year.

Mayor Pro tem Ashbrook stated he supports this theory.

Commissioner Lowry did not have any objections to the Ordinance.

Christy McElroy questioned if Commissioners received benefits. She felt that it was premature to change salaries because it had only been 3 years since the last raise, suggested that other cities of similar size be checked to see how they handled salaries, and noted the Commissioners were to be public servants.

## **Old Business**

### *Current City Projects*

Mr. Anderson shared that all projects are moving along well.

### *Covid 19 Update, Mayor Buzzett*

Mr. Anderson noted that Covid is trending downward and we are at around 7%. The moratorium on rentals has been lifted.

### *Purchasing Policy*

Currently, the City's policy requires that purchases over \$10,000 be bid out. The current state statute allows for purchases up to \$250,000 to be made without bids. Mr. Anderson requested that the City increase our bid threshold to \$25,000 before it must be bid. With escalating prices and lack of materials, this would allow the City to move forward with projects rather than have to wait for a commission meeting.

Commissioner Hoffman stated that he does not disagree with this recommendation and Commissioner Lowry said that he has no problem with the suggestion.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to increase the City's Purchasing Policy to \$25,000 before a bid is required. All in favor, Motion carried 3-0.

## **New Business –**

### *Employee Jackets, Commissioner Hoffman*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to sell surplus scrap metal to purchase winter jackets for all employees. All in favor; Motion carried 3-0. Mr. Grantland shared that he has enough scrap brass to sell that will cover the purchase of jackets for all City employees.

### *CDBG-CV Application Due November 1, 2021*

Mr. Anderson noted there is a meeting Wednesday with our grant writers to discuss this grant. To qualify for the grant, it appears that the total LMI for the City needs to be 51% and our City is currently at 35% - 36% LMI. At this time, it does not appear that the City would qualify for the grant.

### *Legislative Request 2021 – 2022 due November 1, 2021*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to request at least \$400,000 for a bathroom, an amphitheater, and a Splash Pad at Core Park. All in favor; Motion carried 3-0.

### *Cemeteries, Commissioner Langston*

Eddie Fields asked about the City's responsibility in taking care of problem plots at Forest Hill Cemetery and requested that a new flag be put up.

Clerk Pierce responded that when the plot is purchased, it is the responsibility of the family to maintain, and a copy of the Ordinance and Resolutions covering the rules of the cemeteries are provided to the families with their deed. She also shared that she has been working with family members on the vault that continues to rise during heavy rains and they are trying to get the issue resolved. She noted that as early as 2009 family members were contacted about this issue and nothing has been done to resolve it. All vaults are required to be placed 8" below grade and the top of the vault is not to be used as a slab.

### *PSJRA Meeting October 19, 2021, at 11:00 A.M.*

Mr. Anderson reminded the Commission of the PSJRA Meeting on October 19, 2021.

### *PDRB Membership*

The term of Letha Mathews expires in November and she has asked to continue serving on the PDRB. A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to extend the term of Ms. Mathews for 3 more years. All in favor, Motion carried 3-0.

### *Letter of Support for Pioneer Bay Community Development Corporation (CDC)*

Mayor Pro tem Ashbrook asked for a Letter of Support for the Pioneer Bay Community Development Corporation (CDC). He stated that he wanted it worded exactly as the letter from the County other than removing the words Gulf County Board of County Commissioners and inserting the Port St. Joe Board of City Commissioners.

### **Public Works – John Grantland**

#### *Request to Purchase Truck on State Contract*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to purchase 5 vehicles, Code Enforcement Vehicle \$26,072; Water Plant Truck \$29,934; Wastewater Plant Truck \$30,445; Waste Distribution Truck \$48,875; and a Bucket Truck \$166,660 for a total of \$301,986 on state contract. All in favor; Motion carried 3-0. Mr. Grantland noted that with the shortage in vehicles and lack of production, it will be about 6 months before these vehicles are delivered.

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

Mr. McClamma was running the plant and unable to be at the meeting. Mr. Anderson shared that the employee that transferred from Public Works began working at the plant yesterday.

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

Mr. Pettis was running the plant and could not attend the meeting. Mr. Anderson did not have any updates from the Wastewater Treatment Plant.

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

#### *FRDAP Committee Recommendation*

Mr. Lacour shared that the FRDAP Committee's first recommendation was to replace the old, damaged playground equipment at the Washington Gym and their alternate recommendation was to make improvements to the 10<sup>th</sup> Street Basketball Court and playground sail.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to apply for up to a \$150,000 grant with a City match of \$37,000. All in favor; Motion carried 3-0.

Rod Rigel has resigned from the FRDAP Committee and a suggestion was made to add Brenda Fisher. No decision was made to add Ms. Fisher.

The FRDAP Committee will be meeting the first Monday of each month beginning in November.

#### *RFP 2021-09 Washington Complex Outdoor Exercise Equipment; Request to Award Bid Pending State Approval:*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to award RFP 2021-09 to Tri Active USA Fitness Equipment in the amount of \$21,975 pending state approval. All in favor; Motion carried 3-0.

#### *RFP 2021-10 Forest Park South Outdoor Exercise Equipment; Request to Award Bid Pending State Approval:*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to award RFP 2021-09 to Tri Active USA Fitness Equipment in the amount of \$21,975 pending state approval. All in favor; Motion carried 3-0.

#### **Code Enforcement –**

Mr. Anderson shared that grass continues to be an issue and encouraged residents to tidy up around their homes.

#### **Police Department – Chief Richards**

Chief Richards requested that he be allowed to purchase 8 radar units at \$3,043 each through a grant and funds from his budget. The grant funds would provide \$18,763.50 and his budget would contribute \$5,580. A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to make the purchase from the sole source provider, Kustom Signals, Inc., in the amount of \$24,344. All in favor; Motion carried 3-0.

Chief Richards also noted the very high traffic count the City is experiencing.

#### **City Clerk – Charlotte Pierce**

##### *Grants Update –*

Clerk Pierce shared that City Staff continues to have weekly meetings with our Grant Writers, the Ferguson Group, on grants that the City would be eligible to apply for.

#### **Citizens to be Heard –**

*Christy McElroy* noted the trash pile on 13<sup>th</sup> Street containing TVs, grass, and tires. Mr. Anderson stated that a letter will be sent to the property owner, and if the City has to pick up the debris, the owner will be assessed the fee for pick up.

Ms. McElroy also shared her concerns about the large truck and dump truck traffic on Woodward Avenue.

*Letha Mathews* asked if efforts were being made to make the citizens aware of the Amnesty Day on October 23, 2021, in the parking lot of the Gulf County Courthouse. It was noted that the flyer for Amnesty Day is on the City's website.

*Eddie Fields* mentioned the need for repairs on Avenues C and D. Mr. Grantland responded that the issue is a result of faulty construction. Mr. Anderson shared that a grant for repairs has been applied for and it could be about 6 weeks before anything is known about grant funding.

*Chester Davis* stated wood had been used in prior construction of the road work.

*John Fuentes* of Vitas Hospice asked if the City would be sponsoring any events where their company could participate. Mr. Fuenter was referred to the Gulf County Health Department as they do local events.

#### **Discussion Items by Commissioners**

*Commissioner Hoffman* shared his concerns about the Depot Creek ditch that runs along 20<sup>th</sup> Street to Buck Griffin Lake and is causing issues across from Faith Christian School. Mr. Grantland noted that this has been previously repaired and seems to be holding.

He asked about the possibility of an annual contribution to the Chamber of Commerce. Mike Lacour responded that there is currently a \$3,000 line item for the Chamber of Commerce in the new budget.

*Commissioner Hoffman* noted that he has talked to the Boy Scout Troop and they will be partnering with the City to identify flags that need to be replaced. The VFW will provide the new flags and dispose of the old flags.

Commissioner Lowry asked that City Staff contact BCC about roadside pickup as he is receiving calls about the debris and the pickup service needs to improve.

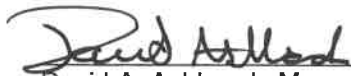
Mayor Pro tem Ashbrook discussed the Food Truck Ordinance and asked that it be required to be located in a Commercial Zone, privately owned, require a City Business License, must provide seating, connect to City utilities and allow for COVID distancing. He shared that the state statute considers 6 months as temporary. The current Ordinance requires that the truck be attached but he does not feel that is necessary with the other suggested requirements. He did note that he would abstain from voting as his employer, Tapper and Company, will be applying for a truck permit.

Commissioner Hoffman also noted that he will be abstaining on voting on the Food Truck Ordinance as he is involved with his brother's Food Truck.


**Motion to Adjourn –**

There was no other business to come before the Commission and Mayor pro tem Ashbrook adjourned the meeting at 1:25 P.M.

Approved this 19<sup>th</sup> day of October 2021.

  
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David A. Ashbrook, Mayor pro tem

10/19/21  
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Date

  
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Charlotte M. Pierce, City Clerk

10/19/21  
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Date