

**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 19, 2021, at Noon.**

The following were present: Mayor Buzzett and 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 October 5, 2021, and the Special Meeting of October 12, 2021. All in favor; Motion carried 5-0.

**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 22, 2021.

*Clifford Sims Park Plan*

This is currently in design.

*First Street Sewer Repairs and Paving*

The paving is currently in design and its work is at 90% completion.

Commissioner Hoffman asked that Dewberry follow up on his previous request concerning the pipe that is possibly flooding Peters Park and the pipe on 20<sup>th</sup> Street from Depot Creek that feeds Buck Griffin Lake.

Commissioner Langston asked for an update from Dewberry on the flooding issue at the Forest Hill Cemetery.

**City Attorney –**

*Ordinance 595 Property Rights and Coastal Management Element (Handout 272 Pages); First Reading and Request to Transmit to DEO*

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to have the First Reading and Transmit the Comprehensive Plan Text Amendment to DEO. All in favor; Motion carried 5-0.

Ray Greer, City Planner, shared that the FL Legislature mandated the inclusion of the Property Rights Element before adoption of any new Comprehensive Plan Amendment and we are updating our Coastal Management Plan which includes the Port Master Plan Updates.

Commissioner Hoffman questioned the overlay drawings and Mr. Greer stated that the drawings show both public and private ownership and that the City is the owner of the bulkhead at Clifford Sims Park and is available for use by citizens.

Attorney McCahill read Ordinance 595 by Title only.

Commissioner Langston shared that Gulf County Commissioner Sandy Quinn had contacted him about proceeding with having the engineering done for the Washington Gym Restrooms and advertising the bidding process for them.

A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to cap the City's contribution at \$25,000 for the project, allow the County to have the engineering done, subject to the City approval of the drawings, and advertise the project for bid. All in favor; Motion carried 5-0.

## **Old Business**

### *Current City Projects*

Mr. Anderson shared that the Tennis Court Lighting and intersection of Highway 98 and 3<sup>rd</sup> Street Crosswalk projects have been completed and the other projects are moving along well.

### *Covid 19 Update, Mayor Buzzett*

Mr. Anderson noted that Covid is trending downward and Mayor Buzzett mentioned that the positivity rate is around 4%. He encouraged everyone to keep their guard up and not become lax about Covid.

### *RFQ 2021 – 01 Workforce Development Partnership*

Each Commissioner shared his thoughts on the companies that presented their proposal. This was Tabled until the next meeting.

## **New Business –**

### *MLD Architects Task Order – Centennial Building Renovations*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Task Order with MLD in the amount of \$45,490.00. All in favor; Motion carried 5-0.

## **Public Works –**

Mr. Grantland was absent and Mr. Anderson shared that a lot of Water and Sewer taps are being sold and Public Works is busy installing them.

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

### *RFP 2021-11 Caustic Soda*

The only bid for Caustic Soda arrived after the closing date. Consensus of the Commission was to see if the City could negotiate with the current vendor and lock in a price with them. Mr. McClamma will work on this.

### *RFP 2021-12 Sodium Hypochlorite*

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to accept the bid from Allied Universal for \$1.369 per gallon. All in favor; Motion carried 5-0.

### *RFP 2021-14 Liquid Ferric Sulfate*

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to accept the bid from CedarChem in the amount of \$593.50 DT. All in favor; Motion carried 5-0.

## **Wastewater Plant – Kevin Pettis**

Mr. Pettis shared that there is 1' 8" of freeboard in the lagoon. The plant is running 24-7 other than the weekend and he is working with Philip Jones of Dewberry on a long-range plan to get more flow off the pond. Zones 1, 2, and 3 of the Spray fields are not developed, but all other zones are in use. The Sonic Disrupter was apparently hit by lightning and they are working to repair it. Mr. Pettis noted the regular flow to the plant

is up and they are also looking at how to improve the filtration system and where the best location for it would be.

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

Mr. Lacour shared that the extension for work at Clifford Sims Park has been approved and Dewberry is working on the plan. The Maddox Park Gazebo is out for bid, and the FRDAP Application for a Splash Pad has been submitted. A Letter of Commencement has not been received for the two \$50,000 grants as of yet.

Mr. Lacour noted that, with the refinancing of the City's debt, the amount has been reduced from \$12,000,000 to \$9,000,000, the finance rate has gone from 2.41% down to 1.64%, and the length of the financing has been reduced from between 3 to 5 years.

#### **Code Enforcement –**

Five hearings are scheduled for tonight with the Special Magistrate.

#### **Police Department – Lt. Burch**

Lt. Burch did not have any updates from the Police Department.

#### **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.

Ghosts on the Coast, October 31, 2021, and Christmas on the Coast Christmas Parade, December 11, 2021, were also discussed.

#### **Citizens to be Heard –**

*Eddie Fields* thanked the Commission for the new flag at Forest Hill Cemetery. He noted that he did not support the management of Royal American and was in agreement with Commissioner Langston. Mr. Fields shared that previously, the Department of Agriculture had assisted with housing and may be able to assist with this project.

*Marvin Davis* asked about cleaning Chickasaw Creek out at the corner of Avenue F and Battle Street. He noted that furniture is being dumped at 170 Avenue F that is not the property of the owner, and asked about affordable housing that is supposedly going to be built on Highway 71. Mr. Davis encouraged the Commission to keep up the good work.

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

*Commissioner Hoffman* did not have any additional updates for the Commission.

*Commissioner Lowry* did not have anything to discuss with the Commission.

*Commissioner Ashbrook* asked for a copy of the Stormwater Master Plan.

*Commissioner Langston* stated that he did not have any confidence in Royal American as they have people for both construction and management.

*Mayor Buzzett* requested that City Staff reach out to BCC concerning their lack of picking up yard debris and noted the language of their contract that yard debris is to be picked up once a week.

Mayor Buzzett noted that businesses are being run out of residential neighborhoods and this is not acceptable.

He also shared that there has been a huge increase in new homes in the City and that new residents are bringing their toys with them. He asked that Mr. Anderson and Attorney McCahill look into this issue to require residents to put their toys in the garage or behind a fence.

Due to the large increase in the amount of paper required to produce an Agenda, Mayor Buzzett suggested that the Commission go to laptops.

The Mayor noted that the Blast on the Bay Song Writers event this past weekend was very successful and he received compliments on how well the City has been cleaned up since Hurricane Michael.

**Motion to Adjourn –**

There was no other business to come before the Commission, a Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to adjourn the meeting at 1:00 P.M.

Approved this 2<sup>nd</sup> day of November 2021.

  
Rex Buzzett Mayor

11/2/21

Date

  
Charlotte M. Pierce, City Clerk

11/2/21

Date