

**MINUTES OF THE SOCIAL MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, January 4, 2022, 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 Lowry, to approve the Minutes of the Special Meeting of December 14, 2021. All in favor; Motion carried 5-0.

**City Engineer – Josh Baxley**

*Maddox Park Gazebo; RFP 2021-08 Rebid*

Bids were received on December 21, 2021, and only one bid was received. It was from Monolith Construction in the amount of \$218,332.88.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to submit the Bid to FEMA and request that Monolith hold their bid until we hear from FEMA. All in favor; Motion carried 5-0.

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

This project is under construction.

*First Street Sewer Repairs and Paving*

Dewberry is finalizing markups for submittal to FDOT.

*Clifford Sims Park Plan*

The Design Set is 60% complete and a copy will be mailed to Commissioners. Christy McElroy requested that the design also be placed on the City's website.

*Avenues C, D, and Long Avenue Paving Task Order*

Dewberry is preparing repair scope and cost estimates and anticipates having a Task Order for the next Commission Meeting.

*City Hall Design Task Order*

Dewberry is working with MLD architects to develop a scope for a Preliminary Architectural Report (PAR). Mr. Baxley will be meeting with J. J. Scott of MLD on the Task Order after January 10, 2022.

**City Attorney –**

*Food Truck Ordinance – Workshop on January 18, 2022, at 11:00 A.M.*

Mr. McCahill reminded the Commissioners of the Workshop and requested that they get with him on any questions or concerns they may have about the Ordinance.

He has attempted to reach out to the FL League of Cities concerning the new Homebased Business statutes, but everyone was unavailable due to the holidays. Mr. McCahill will continue to work on this.

## **Old Business**

### *City Projects*

Mr. Anderson shared that work will be resuming after the holidays and there is a big push on to get the lift station up and running.

### *Covid-19 Update – Mayor Buzzett*

Mayor Buzzett has not talked with Sarah Hines for an update, but cautioned everyone to be careful.

Commissioner Langston shared that progress is being made on the Washington Gym Bathrooms. Mr. Anderson noted that the bids for the bathrooms are to be opened on January 25, 2022, at the County.

## **New Business –**

### *Road Paving – Mayor Buzzett*

Mayor Buzzett asked that the Commissioners review Page 9 of the Agenda concerning the possibility of a ½ cent sales tax strictly for road paving in the City.

## **Public Works – John Grantland**

Mr. Grantland shared that the lines on MLK Boulevard were corrected yesterday.

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

Mr. McClamma was operating the plant and unable to attend the meeting. Mr. Anderson noted that Mr. McClamma is looking to hire three people and that in order to obtain employees with a license, Mayor Buzzett indicated we may have to consider a sign on bonus. Mayor Buzzett asked that the Commissioners talk with Mr. McClamma and have suggestions for the next meeting.

## **Wastewater Plant – Kevin Pettis**

Mr. Pettis advised the plant is ½" short of having 3' of free board in the lagoon. There is Algae in the lagoon which has never occurred in November or December. The recently ordered Disrupter should be in by the end of this month and will help with this situation.

## **Finance Director – Mike Lacour**

Mr. Lacour shared that the City's two Credit Cards has a limit of \$5,000 and this needs to be raised to \$15,000.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to increase the card limit to \$15,000. All in favor, Motion carried 5-0.

## **Code Enforcement –**

Mr. Anderson noted there were hearings last Tuesday, some sites are in compliance while others are not and will require an Order from the Special Master. The Commercial District has been asked to spruce their area up and compliance will be enforced around town.

## **Police Department – Chief Richards**

Chief Richards did not have any updates for the Commission.

**City Clerk – Charlotte Pierce**

*Grants Update –*

Ms. Pierce shared that City Staff continues to work with our Grant Writers, the Ferguson Company, on available grants for the City.

**Citizens to be Heard –**

Christy McElroy requested a list of grants that are being pursued by the City. Mr. Anderson gave Ms. McElroy a list of City Projects that includes grants.

She once again expressed her displeasure with the tree on Monument Avenue being cut down. Ms. McElroy stated that she felt reporting the tree as dead was misleading and noted that her presentations are based on facts and unbiased. She feels that the reason the tree was removed is because it was blocking the homeowners view of the bay, stated this is troubling, and asked what the Commissioners' plan was moving forward.

Mayor Buzzett shared that the Agendas are studied by each Commissioner, reviewed with City Staff, and the Commissioner's decisions are based on their own research.

**Discussion Items by Commissioners**

*Commissioner Langston* asked about the school signs, wished everyone a Happy 2022, encouraged them to stay safe, and remember that Covid is still here.

*Commissioner Ashbrook* noted there is a light missing at 316 Reid Avenue. Mr. Anderson responded that the electrician is working on this and it goes back to the light pole being hit by a vehicle.

Chief Richards also mentioned the lighting in the Dr. Joe Hendrix Parking Lot and Mr. Anderson shared that he will have the Electricians address this issue as well.

*Commissioner Lowry* wished everyone a Happy New Year, asked about calendars for the new year, and reminded the community of the MLK Parade on January 17, 2022.

*Mayor Buzzett* thanked everyone for attending the meeting, and reminded them to share their concerns with City Manager Jim Anderson or speak with the Commissioners.


**Motion to Adjourn –**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 12:35 P.M.

Approved this 18<sup>th</sup> day of January 2022.

  
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Rex Buzzett Mayor

1/18/22  
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Date

  
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Charlotte M. Pierce, City Clerk

1/18/22  
\_\_\_\_\_  
Date