

MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, April 19, 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 Langston, to approve the Minutes of the Regular Meeting of April 5, 2022. All in favor; Motion carried 5-0.

Mr. McCahill read Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers as completed by Commissioners David Ashbrook and Scott Hoffman concerning Ordinance 597 Food Trucks. Commissioner Ashbrook's employer, Tapper and Company, will be using a food truck and Commissioner Hoffman does the bookwork for his brother's food truck business.

City Engineer – Josh Baxley

Long Avenue Water / Sewer Project Change Order #3 and #4:

This project is under construction. A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry to approve Change Order #3, an increase of \$291,652.38, and Change Order #4 a deduct of \$1,051,118.25 for materials purchased directly by the City. All in favor; Motion carried 5-0.

RFP 2022-01 First Street Paving, Request to Re-bid:

The Bid Advertisement has been provided to the City.

Clifford Sims Park Plan, RFP 2022-02 Handout:

Two bids were opened on April 18, 2022. R. J. Gorman Marine \$721,177.67 and H. G. Harders and Son, Inc., \$914,940. Each company quoted a 10% contingency on their bid. The bids are under review by Dewberry, and Mr. Lacour has sent the bids to FEMA / State PA for their review. The project is currently in Step 4 of 8 Steps with the State PA.

Boat Ramp Access Road Design

Dewberry is finalizing the plans this week and they are preparing the bid package.

Mayor Buzzett requested that the contractors on the Long Avenue Project check their repairs and make sure the roads are patched. He noted the dip on First Street near the new lift station that has started and asked that it be looked at.

Commissioner Langston asked that better notification of road closings be given. He pointed out that there is no information given, signs just appear as people are going to work and school and the lack of notification is causing issues. Mr. Baxley will talk with the contractors about this.

City Attorney –

ESAD Sewer Discussion

The Gulf County Board of County Commissioners has committed to paying \$500,000 to the City from grant funds toward the purchase of the ESAD Sewer and provide up to \$250,000 for lift station repairs.

Purchase price for the system is \$900,000 and was valued at \$1,300,000 several years ago.

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, for Mayor Buzzett and Attorney McCahill to work with the County Attorney Jeremy Novak to negotiate an Inter-local Agreement for the purchase, the land involved in the purchase, an Easement for the property, and allowing City Staff to inspect the system. All in favor; Motion carried 5-0. Frank Seifert, an owner of ESAD was at the meeting and had no objections to the proposal.

Alan Wetzstein questioned why Mark Griffin of 1405 Constitution Drive was having difficulty with this permits and building his home.

Mr. Anderson explained that a Single Family Dwelling Permit was issued, not two as Mr. Welzstein thought, and City Staff had worked with Mr. Griffin on this issue.

Commissioner Hoffman reiterated the motion from the last meeting to immediately remove the Stop Work Order with the understanding that Mr. Griffin would be permitted to dry in, by Code definition, the Carriage Home. At that point, there will be no more permits issued for the Carriage project until the primary home reaches that same level of permits.

Consensus of the Commission was they will not change anything at this point.

Commissioner Langston asked that the LDR be reviewed to see if there are any changes that need to be made to update it.

Attorney McCahill will review the LDR to see if any changes need to be made. He feels confident where the Commission is now.

Old Business

City Projects

Mr. Anderson shared that the bathroom project at the Washington Gym is moving along well and a new water line has been installed. No bids were received for the covered walkway at the site and City Staff will be reaching out to see what can be done to move this project forward. It was noted that the Maddox Park Gazebo is at still at Step 4 of 8 with the State PA and Mr. Lacour will be checking on this.

New Business –

CDBG-DR

Request to Advertise an RFQ for Engineering Services and a RFQ for Environmental Services

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to advertise for an RFQ for Engineering Services and one for Environmental Services. All in favor; Motion carried 5-0.

Grant Administration Services Task Order

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to approve the Grant Administration Services Task Order with the Ferguson Group for \$175 an hour, not to exceed \$489,978.60 which is the maximum allowable 5% of the total project cost. All in favor; Motion carried 5-0. The Department of Economic Opportunity has approved the proposal.

New City Hall Complex Update

The PAR has been received from J.J. Scott the city's architect. The frame work is set and the City is ready to move forward. Anticipated cost of a new City Hall is approximately \$5,000,000 and the combination Police Department / Fire Station is approximately \$6,000,000. USDA will offer a low interest rate to construct City Hall and the Police Department / Fire Station will be funded by grants. All in favor; Motion carried 5-0.

American Rescue Plan – Use of Funds

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to designate \$1,000,000 of the available \$1,786,545.00 for the Field of Dreams Sports Complex and consider using the remaining money for roads or City Hall Complex. All in favor; Motion carried 5-0.

A Workshop will be held on June 2, 2022, at 6 P.M. to discuss the Field of Dreams, garner community support for moving forward with the project, and ask the County Commission to match the City's contribution.

RFP 2022-03 Washington Gym Sidewalk Cover

No bids were received for this project and City Staff is working on other possibilities.

Special Exception and Variance Request, LDR Sections 2.13 and 2.14 – Mayor Buzzett

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, requiring Special Exceptions, other than setbacks, be referred to the City Commission for final approval. All in favor; Motion carried 5-0. Attorney McCahill will also be drafting an Ordinance on this.

Off-street Parking, LDR Section 5.07 – Mayor Buzzett

Due to the increased lack of parking and businesses wanting to have living quarters above their store, a discussion was held on charging for proportionate share parking and escrowing the funds for a parking area. Attorney McCahill is to work on an Ordinance to address this issue. Mr. Anderson is to reach out to the Rich Family to see if the 4 lots they own on Williams Avenue might be available for parking.

Public Works – John Grantland

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

Surface Water Plant

Mr. McClamma was out today and Mr. Anderson shared that the Annual Water Quality Report, which was very good, is available at City Hall and a message will be on next month's water bills with the link to review the report.

Wastewater Plant

Mr. Pettis was out today as he was visiting the AWT Plant in Panama City to see how their plant is operated.

Finance Director – Mike Lacour

Mr. Lacour shared that summer employment opportunities for the STAC House have been advertised.

Code Enforcement –

Mr. Anderson noted that the hearings for today were cancelled due to the illness of Code Enforcement Officer Burkett. The hearings will be rescheduled.

Police Department – Chief Richards

Chief Richards announced that the Police Department will suspend working parking lot crashes during tourism season because of the need for officers to be covering other issues. The department will respond when called and provide a card with information on how to submit the accident information. They will continue to work hit and run incidents, drunk drivers, accidents with injury, and vehicles to be towed.

Commissioner Langston commended Chief Richards for the job the Police Department is doing on Avenue A. He feels that the stops that have been made have caught the attention of others and traffic in much better.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared that City Staff continues to work with our grant writers and other entities to secure funds for the City.

Citizens to be Heard –

Nathan Peters, Jr., shared his concerns and provided pictures of abandoned houses in North Port St. Joe. He asked that Code Enforcement increase their efforts to have these cleaned up.

Mr. Anderson shared that the City has been diligently working on this and the biggest hinderance is that most of these homes have not gone through probate, there is division between family members as to what they want to do with the structures, and they are privately owned.

Code Enforcement will continue to work on these properties.

Discussion Items by Commissioners

Commissioner Langston shared that he will be working on a neighborhood cleanup project with the Port St. Joe High School NJROTC on May 7, 2022. Gulf County Commissioner Sandy Quinn has agreed to waive tipping fees for the cleanup. Commissioner Langston hopes to continue this project throughout town.

Commissioner Ashbrook shared that he would not be available for the meetings of May 3, 2022, or June 21, 2022.

Commissioner Lowry did not have anything to share with the Commission.

Commissioner Hoffman did not have any other issues to discuss with the Commissioners.

Mayor Buzzett did not have any other matters of concern for the Commission.

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 17th day of May 2022.

Rex Buzzett
Rex Buzzett, Mayor

5/25/22
Date

Charlotte M. Pierce
Charlotte M. Pierce, City Clerk

5/25/22
Date