

**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 17, 2023, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of January 3, 2023. All in favor; Motion carried 4-0.

**City Engineer – Josh Baxley**

*Long Avenue Water / Sewer*

Dewberry Staff is working through closeout and there will be a meeting tomorrow to work on the closeout of the project.

*Long Avenue Paving*

The contractor mobilized on January 3, 2023, and the drainage pipe for First Street should be here by the end of the month.

*Avenues C and D Paving; Change Order #1*

There have been issues with the milling machine and the contractor anticipates beginning the process on January 23, 2023.

A Motion was made by Commissioner Langston, seconded by Commissioner Ashbrook, to approve Change Order #1. All in favor, Motion carried 4-0. Dewberry will credit the City for 50% of the \$17,390.00 as there was a miscalculation in the asphalt patch quantity.

*Dr. Joe Parking Lot Paving*

Work is progressing on this project and drains are being set.

*First Street Paving*

The project is still on hold, but inlets for the project are expected by the end of the month.

*Beacon Hill Sewer Design*

There is a preconstruction meeting tomorrow with the lift station contractor, Mainline.

## **Planning Board Recommendations**

### *Development Order Request Rish Family Plaza, Parcels #04830-006R thru #04830-016R*

Jack Husband of SCE represented the Rish Family. He stated that other than the FDOT Driveway and Sewer Permits, they are ready to proceed with the project.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve the Development Order contingent upon all permits being received and approved by City Staff. All in favor; Motion carried 4-0.

### *Development Order Request St. Joe Company Windmark Beach North Townhomes, Parcel #04227-000R*

Josh Baxley represented the St. Joe Company. He stated that they had been working with Mr. Grantland on the Water / Sewer Permits, and the FDOT Connections Permit has been applied for.

A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to approve the Development Order contingent upon all permits being received and approved. All in favor; Motion carried 4-0.

## **City Attorney –**

### *Norton Family Properties, LLC – 4" Encroachment*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to provide a letter for Norton Family Properties that as of today, the City does not have a problem with the 4" building encroachment, and they will not have to take the building down. All in favor; Motion carried 4-0.

## **Old Business**

### *City Projects*

Mr. Anderson shared that a number of the projects were in progress and that the Buck Griffin Lake Spillover issue has been added to the list.

## **New Business –**

### *Trish Warriner – Garden Club Downtown Beautification Project*

Mrs. Warriner was not present but sent word that information about the Garden Club's project was not ready to be shared.

### *David Warriner – Port Theatre Rebuild Status*

David Warriner updated the Commission on the progress of the Theatre, grants that have been secured for the restoration project, and asked for \$50,000 that was committed some years ago for matching funds.

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to provide the funding if funds can be found in the budget. All in favor; Motion carried 4-0.

## *City License Requirements*

After discussion, this was Tabled.

## **Public Works – John Grantland**

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

## **Surface Water Plant**

Mr. McClamma was running the plant and unable to attend the meeting. Mr. Anderson shared there was nothing new to report to the Commission.

## **Wastewater Plant**

Mr. Pettis continues to be on medical leave and Joe Harris is running the plant. Mr. Anderson noted that the plant is up and running and they are continuing to spray.

## **Finance Director – Mike Lacour**

### *FEMA Update*

Mr. Lacour did not have anything new from FEMA.

## **Code Enforcement**

### *Special Master Orders*

*Timothy Elder, 1310 Long Avenue., Parcel #05171-000R*

*James Padgett, 903 16<sup>th</sup> St., Parcel #05441-000R*

*James Massey, 516 9<sup>th</sup> St., Parcel #05103-000R*

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to go out for bids to demo and lien the property of Timothy Elder and James Padgett. All in favor; Motion carried 4-0.

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to request quotes for removing the two sheds from the neighbor's property. All in favor; Motion carried 4-0.

## **Police Department – Chief Richards**

### *Sick Leave Accrual for 12 Hour Shifts*

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to amend the Personnel Manual to be given sick leave credit for shift hours worked. All in favor; Motion carried 4-0. This will be retroactive to the time that this was discussed at the October 4, 2022, meeting.

## **City Clerk – Charlotte Pierce**

### *Grants Update*

Clerk Pierce shared that City Staff continues to work with our grant writers and stay current on all reports and compliance with existing grants. She noted the phone meeting on January 9, 2023, with the grant managers and architect concerning the Centennial Building. The architect will rewrite the RFP and it will be readvertised.

**Citizens to be Heard**

No one from the public wished to address the Commission.

**Discussion Items by Commissioners**

*Commissioners Hoffman* did not have any additional items to discuss with the Commissioners.

*Commissioner Ashbrook* asked about meeting the lobbying team recently hired by the Commission. Consensus was to set up a workshop to meet the firm.

*Commissioner Langston* requested that a CRA Meeting be held on February 7, 2023, at 11 A.M., prior to the City Commission Meeting. He also shared that County Commissioner Sandy Quinn announced that the county has received a \$500,000 grant for improvements to the Washington Site.

*Mayor Buzzett* read a Public Notice from Leanna Cooper, Executive Assistant and Clerk to the Gulf County Board of County Commissioners concerning unsolicited Proposal #2223-12 about a Land Pledge and Transfer for the Proposed Planning, Design, and of the Construction and Operation of a Gulf County Regional Airport Facility.

**Motion to Adjourn**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:10 P.M.

Approved this 7<sup>th</sup> day of February 2023.

*Rex Buzzett*  
Rex Buzzett, Mayor

2/7/23  
Date

*Charlotte M. Pierce*  
Charlotte M. Pierce, City Clerk

2/7/23  
Date