

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, August 15, 2023, at Noon.**

The following were present: Mayor Buzzett, Commissioners Hoffman and Kerigan. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present. Commissioners Langston and Lowry were absent.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Minutes of the Special Meeting on July 20, 2023, the Regular Meeting of August 1, 2023, and the Workshop Meeting held August 8, 2023. All in favor; Motion carried 3-0.

**City Engineer – Josh Baxley**

*Beacon Hill Sewer*

The following items have been completed. The Wet Well has been set, plumbing is completed except for suction piping, the electrical conduit has been laid to the power pole, tie-ins and pressure testing has been completed.

The following items are remaining. Mixer installation, waiting on the mixer mast and hang suction piping. Pumps are on site and need to be placed on rails and the station needs to be wired. The fencing, driveway, and other top side work need to be completed.

Duke Energy has yet to drop the power, and this could be a potential hold up.

A Pre-construction meeting is scheduled with North Florida on August 23, 2023, for the low pressure.

*Downtown Water Line Replacement Phase I*

We are waiting for confirmation from SRF on the possibility of a 30% grant.

*Madison Street Paving*

The bid date for this project is September 8, 2023.

**City Attorney**

*Demolition Update 903 16th Street and 1310 Long Avenue*

Contractors were on site, Duke Energy had not removed the power and after waiting indefinitely for them, the contractor pulled his equipment.

### *Ordinance 602 – Parking; Second Reading and Adoption*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to have the Second Reading and Adoption of Ordinance 602. All in favor; Motion carried 3-0 and Mr. McCahill read Ordinance 602.

### **Old Business**

#### *City Projects*

The Commissioners did not have any questions. Commissioner Hoffman requested that the approval date be added to a project when it is added to the list. Mayor Buzzett reminded Commissioners that previous solar farms had been mentioned for the Surface Water and Wastewater Treatment Plants and that it might be time to reconsider them.

### **New Business**

#### *Cabell Drive – Preston Russ*

Mr. Russ did not attend the meeting and Mayor Buzzett shared that each homeowner whose property has the Oak Grove ditch on their property has signed a petition requesting that the City write a letter to DEP asking that the ditch be covered. Cost per resident would be approximately \$9,000. Mayor Buzzett stated that he had not signed the petition and asked if he should refrain from voting on the issue. Attorney McCahill did not feel that it was necessary for Mayor Buzzett to abstain from voting at this time because the City is currently not spending any money.

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, for the City to write the letter to DEP requesting a permit for the ditch to be covered. All in favor; Motion carried 3-0.

#### *Grant Application Request – Leelee Doughty*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve the City applying for an additional roadside grant from FL FDOT to enhance the Intersections of Highway 98 and Second, Third, Fifth, and possibly First Streets in the amount of \$240,000. Ms. Doughty will be working on the grant application as was done with the first grant. The Port St. Joe Garden Club supports this project and Ms. Doughty is volunteering her time to work on the grant. All in favor; Motion carried 3-0.

#### *Second Street Road Closure Discussion*

Mayor Buzzett asked that Commissioners talk with the adjoining property owners, come up with ballpark figures to close the road, allow angle parking on the premises, and stripe the parking area.

#### *Washington Gym MOU*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to provide a Memorandum of Understanding with the County for repairs and improvements to the Washington Gym. All in favor; Motion carried 3-0.

Martin Davis asked about improvements that will destroy the historic content of the building and he was advised to talk with Gulf County Commissioner Sandy Quinn.

### ***Public Works – John Grantland***

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

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

Mr. McClamma shared that he had two employees attending a Florida Rural Water Class in preparation for their state license. One will be sitting for a B License and the other a Class C. If the employee passes the Class C test, all operators will be licensed at the plant.

### **Wastewater Plant**

Mr. Pettis noted there is 1 ½' of freeboard in the lagoon and the plant is discharging.

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to declare a 2006 Chevrolet Silverado single cab truck, VIN # 1GCEK14V56Z277940 as surplus property. All in favor; Motion carried 3-0.

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

#### *FEMA Update*

Mr. Lacour is checking to see if articulated block can be used on this project.

R. J. Gorman has requested funds for piers for the observation deck.

#### *Grants Reimbursement Update*

\$500,000 reimbursement has been received on the First Street SCOP Grant and there is \$60,000 remaining to be received.

#### *FRDAP Committee Update*

No FRDAP reimbursement funds have been received as the grants have not been closed out by the state.

After discussion, a Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to apply for one FRDAP Grant in the amount of \$150,000 in this cycle for a splashpad and bathroom near George Core Park. All in favor; Motion carried 3-0.

Mayor Buzzett asked if any reimbursement funds have been received for the UF Study and Mr. Lacour responded that he had not requested any. Mayor Buzzett asked that he submit a request for these funds.

### **Code Enforcement**

Mr. Anderson shared that both Code Enforcement Officers have been very busy, and progress is being made with non-compliant issues.

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

#### *AAE Policy Approval Request*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to adopt the AAE Policy. All in favor; Motion carried 3-0.

**City Clerk – Charlotte Pierce**

*Grants Update*

Clerk Pierce shared that staff works daily, weekly, monthly, and quarterly to keep grant compliance current.

Commissioners reviewed the Grants Updated list and did not have any questions about the grants listed.

**Citizens to be Heard**

Marvin Davis asked if other ditches in North Port St. Joe could be piped. Mayor Buzzett responded that there would need to be a request from the citizens and Commissioner Hoffman replied that a lot of residents are opposed to their ditch being piped.

**Discussion Items by Commissioners**

*Commissioner Kerrigan* shared that the recent Florida League of Cities Conference was very active, there were numerous great classes, and networking with other commissioners was very beneficial. He thanked the Commission for the opportunity to attend the conference.

*Commissioner Hoffman* noted the unsightly mess of household furniture placed beside the road at Pine Ridge Apartments and asked that it be moved. Chief Richards responded that Pine Ridge is not in the City but he would reach out to see if the county would take care of it immediately.

*Mayor Buzzett* shared the concerns of State Attorney Larry Basford about the reduction of judicial circuits and requested the City adopt a Resolution opposing the reduction.

**Motion to Adjourn**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:08 P.M.

Approved this 5<sup>th</sup> day of September 2023.

*Rex Buzzett*  
Rex Buzzett, Mayor

9/5/23  
Date

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

9/5/23  
Date