

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, November 21, 2023, at Noon.**

The following were present: Mayor Buzzett, Commissioners, Hoffman, Kerigan, 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 Kerigan, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting of November 7, 2023. All in favor; Motion carried 5-0.

**Planning Board Recommendation**

*Special Exception Request for Digital Sign – Pancare of Florida, Inc., 401 Cecil G. Costin, Sr., Blvd, Parcel #04815-000R*

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Special Exception Request from Pancare for a static sign with the option of revisiting the approval if the light is too bright at night. All in favor; Motion carried 5-0.

Robert Thompson, representing Pancare of Florida, shared that they would like to use their previous sign, are willing to work with the City on concerns about the sign, and do not want it to be a digital sign.

**City Engineer**

In the absence of the engineer, Mr. Anderson shared that everything is in que, Beacon Hill Sewer is a big project, and work on the downtown water lines started this week.

**City Attorney**

*Ordinance 608 User Fee – Second Reading and Adoption*

*Commissioner Langston left the meeting at 12:12 P.M.*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to adopt Ordinance 608. This covers a 3% convenience fee for credit cards, after hours service calls, and hydrant rental fees. All in favor; Motion carried 4-0.

*Robert Branch* expressed his displeasure of city residents having to pay a service fee for a call out.

Attorney McCahill read Ordinance 608 by Title only.

*Resolution 2023-13 SRF Application DW230160 – Downtown Waterlines Phase II*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve Resolution 2023-13 which pledges Sewer and Water Revenues for this project. All in favor; Motion carried 4-0.

### **Old Business**

#### *City Projects*

Mr. Anderson shared that City Staff is handling 20 ongoing grants for the City.

### **New Business**

#### *SRF Amendment 3 for DW230111 – Long Avenue*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve SRF Amendment 3 DW230111 for Long Avenue Drinking Water. All in favor; Motion carried 4-0.

#### *SRF Agreement 4 for WW230141 – Long Avenue*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve SRF Amendment 4 WW230141 for Long Avenue Wastewater. All in favor; Motion carried 4-0.

#### *Workforce Housing Road Easement*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to accept the Workforce Housing Road Easement from the St. Joe Company. All in favor; Motion carried 4-0.

#### *RFQ 2023-03 Madison Street CEI Services (Handout, bids closed on 11/17/23)*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to award the CEI Services to Anchor CEI. All in favor; Motion carried 4-0.

### **Public Works – John Grantland**

#### *Washington Gym Pavilion Sink*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to provide the sink and needed materials of approximately \$6,693.00 for the pavilion. All in favor; Motion carried 4-0.

#### *RFP 2023-16 Clifford Sims Park Rock FEMA Project (Handout, bids closed on 11/17/23)*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to value engineer the project with the contractor, Monolith Construction, not to exceed the grant amount of \$277,000. All in favor; Motion carried 4-0.

### **Surface Water Plant**

Mr. McClamma was running the plant and unable to attend the meeting. In the absence of Mr. McClamma, Mr. Anderson reminded the Commission that bids are out for the repainting and cleaning of Clarifiers 3 and 4.

## **Wastewater Plant**

Mr. Pettis was unable to attend the meeting and Mr. Anderson shared that City Staff is working on the DEP Consent Order.

## **Finance Director – Mike Lacour**

### *FEMA Update*

Mr. Lacour has requested \$350,000 in reimbursement funds.

### *Grants Reimbursement Update*

Efforts are still being made to get residents to sign up for the sewer grant to get them off septic tanks and on to city sewer. There are approximately 100 available hookups remaining in the grant. A one year extension was granted to the City to allow additional residents to sign up and receive the reduced cost for hookups to the City sewer.

Mr. Lacour has requested \$350,000 in reimbursement funds for grants.

## **Code Enforcement**

### *Voluntary Demo Request – 222 Avenue E, Parcel #05834-000R, Port St. Joe First Born Church of the Living God*

This item was Tabled.

Mr. Anderson shared that two requests have been sent to the County for assistance with demolitions, but a reply has not been received. He noted that \$50,000 has been budgeted for demolition assistance and this is the third request this year for assistance.

## **Police Department – Chief Richards**

Chief Richards reminded everyone of the Security Check offered year-round by the Police Department. He encouraged residents that will be away for the holidays to call his office and their property will be placed on the check list.

The two new vehicles for the Police Department have been picked up, lights are being added, and they will be in service shortly.

## **City Clerk – Charlotte Pierce**

### *Grants Update*

Clerk Pierce shared that City Staff is working with 20 grants which is challenging for such a small staff.

### *Christmas Parade*

Ms. Pierce reminded the Commissioners of the parade, Saturday, December 9, 2023, at 6 P.M.

*Planning Board Membership*

The terms of Rawlis Leslie, Minnie Likely, and Jay Rish expire this month. A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to extend the term of each of these individuals for an additional 3 years. All in favor; Motion carried 4-0.

**Citizens to be Heard**

*Robert Branch* shared his ongoing concerns about expanding the *Tenth Street Sports Complex* in his neighborhood.

**Discussion Items by Commissioners**

*Commissioners Hoffman* requested that the City write a letter to Mediacom concerning the very poor quality of service they are providing to City residents.

*Neither Commissioners Lowry nor Kerigan* had any other items to share with the Commission.

*Mayor Buzzett* wished everyone a Happy Thanksgiving and encouraged residents to remember to shop small businesses on Black Friday.

**Motion to Adjourn**

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:00 P.M.

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

  
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Rex Buzzett, Mayor

12/5/23  
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Date

  
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Charlotte M. Pierce, City Clerk

12/5/23  
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Date