

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, February 6, 2024, at Noon.**

The following were present: Mayor Buzzett, Commissioners Kerigan, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy Clerk Kendall Falkner, and City Attorney Clinton McCahill were also present. Commissioner Hoffman was absent due to the death of his father-in-law.

CONSENT AGENDA

Black History Month Proclamation

Prior to reading the Proclamation, Mayor Buzzett asked the following individuals to come to the front of the Commission Chambers. Shirley Jenkins; Rachel Crews; Simona Williams, Johna Pittman, George Williams, (representing Edwing G. Williams); Frankie Fennell, (representing Alton Fennell); Sandy Quinn, Damon McNair, Commissioner Langston, Marvin Davis, and Robert Farmer. He recognized them for their service as African American leaders and remembered other leaders that are no longer with us, but were represented by their family members.

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of January 16, 2024, and the Workshop Meeting of January 30, 2024. All in favor; Motion carried 4-0.

Attorney McCahill read Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers as completed by Commissioner Lowry on January 16, 2024, when he abstained from voting on an issue as he has a business relationship with Developer Ralph Rish.

City Engineer

Lead and Copper Grant Task Order

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the Task Order with Dewberry in the amount of \$51,000. All in favor, Motion carried 4-0.

SCOP Grant Application 2024

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to reapply for the SCOP Grant to complete Avenues C and D from MLK, Blvd., to Highway 98. All in favor Motion carried 4-0.

Beacon Hill Sewer

The project is going well, they are near the end of wrapping it up, and will be pressure testing shortly.

Allen Memorial SCOP Grant

The survey has been completed, and the project is in design.

Downtown Utilities Phase 2

The project is in design, the City review was completed today, and Dewberry hopes to have an advertisement ready by the end of the week.

HMGP Grant – Elevation of 12 Lift Stations

Dewberry is currently working on the design of the platforms and electrical plan. They anticipate having the project ready for bid in a couple of weeks.

Second Street Conceptual Design

This project is out for bid.

City Attorney

Notice to Vacate Premises – Boy Scout B Troop 0047

The following individuals shared their thoughts on the lease issue. Bill Van Der Tulip, Carl Ivey, Christy McElroy, Terri Hyatt, Matthew Schuab, and Ben Welch.

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to give the Boy and Girl Scout Representatives one week to sign the lease. All in favor; Motion carried 4-0.

Mayor Buzzett paused several minutes for those that needed to leave the meeting time to do so.

Ordinance 296, Unlawful Accumulation Discussion

Attorney McCahill has reviewed the Ordinance and feels that it clear, enforceable, and that no change is necessary before letters are mailed. Chief Richards has reached out to a towing company that will remove vehicles from the owner's property at no charge to the owner.

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to send letters to those that have an unlawful accumulation of vehicles on their premises. All in favor; Motion carried 4-0.

Old Business

City Projects

There were no questions about City Projects and Mr. Anderson shared that due to the bad weather, the paving of Madison Street would begin tomorrow.

SRF Loan Agreement – Downtown Water Lines Phase II

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve the SRF Loan Agreement in the amount of \$2,161,794. All in favor; Motion carried 4-0.

New Business

Surplus Property Request

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to declare the computer equipment surplus and transfer the equipment to the FSU PC ASCENT project. All in favor, Motion carried 4-0. The items are attached as Exhibit A.

Public Works – John Grantland

FDEP Consent Order

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to accept the FEDP Consent Order allowing 2 years to implement the Valve Exercising Program. All in favor; Motion carried 4-0.

Request to Purchase Meters

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to purchase large meters from Consolidate Pipe and Supply Co., Inc., in the amount of \$58,720.00, as a sole source vendor. All in favor; Motion carried 4-0. There is \$235,000 allotted in this year's budget for these purchases.

Grinder Pumps

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to purchase Grinder Pumps from Pump and process in the amount of \$3,377.50 each. All in favor; Motion carried 4-0. This is an increase of \$684.50 per meter and carried a 5 year warranty.

Matthew Schaub asked questions about the meters that were answered by Mr. Grantland.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have any new updates for the Commission and noted that he is advertising for two Operator Trainee Positions.

Wastewater Plant – Kevin Pettis

Plant Study RFQ Update

Mr. Pettis is meeting with the firms that submitted RFQs. He anticipates having a recommendation at the next meeting.

Spray Field Expansion Update

Dewberry has provided specs for the project, core sampling needs to be conducted, and a RFP will need to be advertised for this.

Repairs have been made to the Bar Screen last week and Mr. Pettis anticipates having to purchase a new one before long. Waste haulers are creating the issues, and he will be rewriting specs for a new screen.

There is 1' 2" of free board in the pond and the plant is pushing water 7 days a week.

Finance Director – Mike Lacour

FEMA Update

Clifford Sims Park repairs are complete except for riprap and that is being worked on.

Grants Reimbursement Update

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

Code Enforcement

Demo Request: 222 Avenue E Parcel #05834-000R – First Born of the Living God Church

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to send this request to the County to see if they will help with the project. A Lien will be placed on the property to recover the expenses incurred.

Police Department – Chief Richards

Delineators have been placed at the corner of Avenue A and Highway 98 to avoid cutting across private property.

Because of constant speeding, the speed limit is being reduced from 45 to 35 as you come off the Highway 98 ramp on to the East end of Garrison Avenue. The *Reduce Speed Ahead* Sign will be moved to the off ramp. Enforcement of the new speed limit will begin in several weeks as a sign had to be ordered for the area.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared that Deputy Clerk Kendall Falker and Chief Richards, as well as Fire Chief John Ford, have been working on several grants for their respective departments over the past couple of weeks.

Citizens to be Heard

Chester Davis, President NPSJ PAC, requested that their organization be allowed to lease the open space at the Washington Gym to build office space and a classroom for their use. Mayor Buzzett requested that Commissioners look at the site and if everything is satisfactory then Attorney McCahill is to prepare a lease.

Mr. Davis also shared there will be another OSHA Training Class beginning March 11, 2024.

The following individuals shared their concerns about the 10th Street Ball Complex and Field of Dreams property. Jim Martin, Robert Branch, Christy McElroy, and Denise Soholt.

Christina Cordova complimented City Manager Jim Anderson and noted the help that he had been in providing solutions for a place for the Gene Raffield Cheerleaders to practice. She also encouraged the Commission to work together to benefit the community on the lease for the Scout Hut.

Discussion Items by Commissioners

Neither *Commissioners Langston, Kerigan, nor Lowry* had anything else to share with the Commission.

Mayor Buzzett thanked those present for attending the meeting today. He also asked that everyone redirect their passion to find funding for the ball fields.

Motion to Adjourn

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:55 P.M.

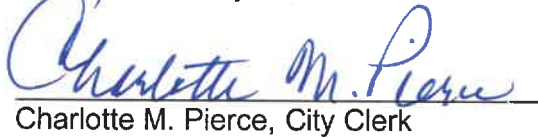
Approved this 20th day of February 2024.



Rex Buzzett, Mayor

2/20/24

Date



Charlotte M. Pierce, City Clerk

2/20/24

Date

Appendix 1 – Equipment List

Device	Service Tag		Monitors	SN	SERV
Precision 5820	5JXJ903	Desktop	Dell	CN-0KW14V-74261-471-26WB	
Precision 5820	5JXG903	Desktop	Dell		H64DPS2
Precision 5820	5JXH903	Desktop	Dell		D84DPS2
Precision 5820	5JWQ903	Desktop	Dell		G84DPS2
Optiplex 5070	4KFX9Z2	Desktop	Dell	CN-0DT0PH-74261-488-1G7L	
Optiplex 5070	4KCX9Z2	Desktop	Dell		JP8TX83
Optiplex 5070	4KXS9Z2	Desktop	Dell		6SFORS2
Optiplex 5070	4KJ3BZ2	Desktop	Dell	CN-0G435H-72872-88C-0Y1S-A00	
Optiplex 5070	4KFT9Z2	Desktop			
Optiplex 5070	4KR0BZ2	Desktop			
Optiplex 5070	4KHZ9Z2	Desktop			
Latitude 5500	8SSR2R2	Laptop			
Latitude 5500	5QSR2R2	Laptop			
Latitude 5500	BPTR2R2	Laptop			
Latitude 5500	7NSR2R2	Laptop			
Latitude 5500	7QRR2R2	Laptop			
Optiplex 5070	4KL0BZ2	Desktop			
Optiplex 5070	4KGT9Z2	Desktop			
Optiplex 5070	4KBT9Z2	Desktop			
Optiplex 5070	4KH3BZ2	Desktop			
Optiplex 5050	70YMHV2	Desktop			
Optiplex 5050	70YLHV2	Desktop			
Optiplex 5050	70ZFHV2	Desktop			
Optiplex 7020	3RDYY12	Desktop			
Optiplex 5070	4KF0BZ2	Desktop			
Precision 5820	5JXL903	Desktop			
Optiplex 5070	4KXV9Z2	Desktop			
Precision T3610	1TSVM22	Desktop			
Latitude 5591	1523YT2	Laptop			
Latitude E5550	F6RWJ72	Laptop			
Latitude E5551	G0PWJ72	Laptop			
Latitude E5552	91PWJ72	Laptop			