

**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 2, 2024, at Noon.**

The following were present: Mayor Buzzett, Commissioners Hoffman and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy Clerk Kendall Falkner, and City Attorney Clinton McCahill were also present. Commissioner Langston joined the meeting at 12:05 P.M. and Commissioner Kerigan participated by telephone due to a recent accident. He did not vote on any items.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting of March 19, 2024. All in favor; Motion carried 3-0.

Attorney McCahill read Form 8B Memorandum of Voting Conflict For County; Municipal, and Other Local Public Officers as completed by Commissioner Lowry on March 19, 2024, when he abstained from voting on the Plat Approval Request – Rish LA ROCA LLC, Parcel #03072-004R as he has a business relationship with Ralph Rish.

City Attorney

Commissioner Langston joined the meeting at 12:05 P.M.

Resolution 2024-03 Lead and Copper Evaluation of Service Lines

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve Resolution 2024-03. All in favor; Motion carried 4-0. This study is a federal mandate to determine how many homes have lead and copper pipes from the water meter to the house.

City Engineer

Resurfacing of Multiple Streets – Supplemental Agreement

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve Resolution 2024-04, allowing payment of Engineering Services from the grant. All in favor; Motion carried 4-0.

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Amended Supplemental Agreement for the resurfacing of multiple streets. All in favor; Motion carried 4-0. The streets selected for paving do not have sewer/infrastructure under the roads.

City Government Complex

Dewberry is preparing a Task Order based on the approved Master Plan.

Monument Avenue

Plans are 30% in design.

Beacon Hill Sewer

The contractor has been provided with the final punch list.

Allen Memorial SCOP Grant

Plans are 60% complete and Mr. Baxley anticipates they will be at 90% by April 30, 2024.

Downtown Utilities Phae 2

The project is out for bid and there is a Mandatory pre-bid meeting on April 10, 2024.

HMGP Grant – Elevation of 12 Lift Stations

The electrical design is currently being worked on.

Second Street Parking Conceptual Design

The Notice of Award and Contract has been provided to the City today.

Chris Karagiannis, Monolith Construction, shared that the Downtown Utilities Phase I Project is in the final stages, as final tie ins are being made, a base for the alley way will be provided shortly, testing is being completed, and all invasive work should be completed in the next few weeks.

Re-paving of First Street / Marina Drive will possibly be an overnight paving project with a temporary base.

Mr. Baxley shared that he, John Grantland, and Jim Anderson have looked at the issue on Avenue C and the engineers will be reviewing the location concerning the swales and inlets.

Old Business

City Projects

Mayor Buzzett noted that all projects are moving along well.

New Business

Jennifer Garthwaite – Community Garden Update

Mrs. Garthwaite updated the Commission on the progress that is being made at the garden.

Public Works – John Grantland

Clifford Sims Sea Wall Repair Change Order

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve Change Order 1 in the amount of \$\$69,190. All in favor; Motion carried 4-0. There are funds in the Marina Rental and Boat Landing accounts to cover this expense. The purpose of Change Order 1 is to repair the seawall on the southeast side of Clifford Sims Park.

Surface Water Plant – Larry McClamma

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

Wastewater Plant – Kevin Pettis

Mr. Pettis shared there is 1.5” of freeboard in the lagoon, the plant is on their discharge cycle this week, he anticipates a normal week next week, and bids are out for several projects at the Wastewater Treatment Plant.

Finance Director – Mike Lacour

FEMA and Grants Reimbursement Updates

Mr. Lacour has requested reimbursements for the Beacon Hill Projects and the Madison Street SCOP Grant. There is a reimbursement pending with the Centennial Building. Once the Clifford Sims Park Project is completed, he will request reimbursement for that.

Code Enforcement

Mr. Anderson shared that certified letters were mailed Friday concerning junk vehicles. He noted that there are options for removal of the vehicles if the owners will contact Code Enforcement.

Police Department – Lt. Burch

Additional Sergeant Position

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the additional Sergeant Position. All in favor; Motion carried 4-0. There are funds in the current budget to cover this expense.

City Clerk – Charlotte Pierce

Firehouse Subs Grants Application

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to approve applying for a Firehouse Subs Grant. All in favor; Motion carried 4-0.

Lighthouse Complex Grant

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to use \$25,252.09 of BP Funds to cover the difference in the Grant amount of \$327,707 and the cost of repairs \$352,959.09. All in favor; Motion carried 4-0.

Current Grants Update

City Staff continues to seek grant funding and provide compliance documents on current grants.

RFP 2024-05 FDOT Beautification Grant Phase II Design

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to award the Design Phase II to Coastal Design and Landscape in the amount of \$1,850. All in favor; Motion carried 4-0.

Citizens to be Heard

Amy Connolly introduced *Celie White* as the 2024 Miss Port St. Joe. Miss White presented her platform and offered to assist the City whenever needed.

George Foxworth shared his concerns about drainage on Battle Street at Avenue A and increased traffic and speeding on Avenue A.

Mr. Anderson responded that the H&H Study being done should provide needed information on the drainage issue. Mayor Buzzett responded that the police department is working on the traffic concerns, and Lt. Burch noted that the department is providing extra patrols in the area.

Robert Branch shared his concerns about the possible flooding of his home because of the softball field.

Christy McElroy shared her concerns about the bike path and wetlands. Ms. McElroy requested that, due to nesting season, the grass not be cut between 10th and 16th Streets. Mayor Buzzett instructed Mr. Grantland not to cut that area.

Chester Davis asked who the point of contact was to use the Washington Gym facilities. Mr. Anderson responded that Miss Bonnie at Public Works is the contact person, and she will contact the Workforce Board to coordinate any events.

Tan Smiley shared of an incident on March 7, 2024, when he was driving his golf cart on the walking path in the vicinity of the Washington Recreation Center. Mr. Smiley stated that the City's insurance carrier denied his claim and asked that the City pay for the damages to his golf cart in the amount of \$328.

Mayor Buzzett asked Mr. Smiley if there were signs prohibiting gold carts on the walking path and Mr. Smiley responded there was, but others did not observe them.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to pay for the damages. All in favor; Motion carried 4-0.

Discussion Items by Commissioners

Commissioner Langston suggested that signs in the Washington Recreation Area be changed to note that children are playing in that area.

Neither Commissioners Lowry, Hoffman, nor Mayor Buzzett had any additional items to discuss with the Board.

Motion to Adjourn

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:07 P.M.

Approved this 16th day of April 2024.

Rex Buzzett
Rex Buzzett, Mayor

Charlotte M. Pierce
Charlotte M. Pierce, City Clerk

4/16/24
Date

4/16/24
Date