

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, June 4, 2024, 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 Langston, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting of May 21, 2024. All in favor; Motion carried 5-0.

**City Engineer**

*CEI Services Task Order, Downtown Waterline Replacement Phase II*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve the CEI Services Task Order for the Downtown Waterline Replacement Phase II with Dewberry in an amount not to exceed \$50,000. All in favor; Motion carried 5-0.

*CEI Services Wastewater Sprayfield Expansion*

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the CEI Services Task Order for the Wastewater Sprayfield Expansion with Dewberry in an amount not to exceed \$25,000. All in favor; Motion carried 5-0.

*City Government Complex*

Mr. Baxley will be working with our architect on this. Mr. Anderson has talked with Architect J.J. Scott and asked him to contact Mr. Baxley.

*Monument Avenue*

Design is 100% complete on this project.

*Allen Memorial Way*

Project Design is at 90% for this project.

*Beacon Hill Sewer*

Dewberry is waiting on As-builts from the contractor for this project.

*Second Street Paving*

Pipe has been delivered and the project is ready to begin.

### *Gulf County Sheriff Mike Harrison – Alley Closure Request*

Sheriff Harrison requested that the alley located next to the Sheriff's Office, between Fifth and Sixth Streets, be closed to allow the department to harden their facility.

This item was Tabled, and City Staff was tasked with working with Sheriff Harrison on an easement for the alley as there are utilities there.

### **City Attorney**

Attorney McCahill did not have anything specific for the Commission today.

### **Old Business**

#### *City Projects*

Mayor Buzzett shared that projects are moving forward, and he hopes to see several of them completed soon.

### **New Business**

#### *Centennial Building Improvements – Change Orders 2 and 3*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve Change Order 2 (a decrease of \$13,000 for cost of sound deadening panels) and Change Order 3 an increase of \$22,068 (for concrete on exterior, railing on exterior and interior steps, and exit and overhead lighting). All in favor; Motion carried 5-0.

#### *Water Supply Request – Double Adar LLC*

Tim House of Double Adar LLC requested a more formal discussion with the City concerning their development and working with the City. A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to enter into more formal discussions. All in favor; Motion carried 5-0.

Christy McElroy and Robert Branch shared their thoughts on this issue.

### **Public Works – John Grantland**

#### *RFP 2024-09 Downtown Waterlines Replacement Phase II*

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to award RFP 2024-09 to the low bidder, L & K Contracting, in the amount of \$2,111,847. All in favor, Motion carried 5-0.

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

Mr. McClamma was running the plant and unable to attend the meeting.

### **Wastewater Plant – Joe Harris**

Mr. Harris shared that there is 13" of freeboard in the pond, staff is cleaning filters, and they are not spraying during the filter cleaning. Two agitator pumps are installed and the third has been ordered.

## **Finance Director – Mike Lacour**

### *FEMA*

Once Clifford Sims Park has been completed, reimbursement can be requested.

### *Grants Reimbursement Updates*

Mr. Lacour shared that the Madison Street SCOP Grant has closed. He continues to wait on reimbursement from the state for the FRDAP Grants.

### *Affirmative Action, and Equal Opportunity Policy, CDBG-DR Grant*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to adopt the Affirmative Action and Equal Opportunity Policy for the CDBG-DR Grant. All in favor; Motion carried 5-0.

Mr. Lacour anticipates having the first draft of the 2024-2025 Budget ready for the next meeting.

## **Code Enforcement**

Mr. Anderson noted that Code Enforcement has been very busy, numerous letters have been mailed to non-compliant residents, 27 substantial structures have been identified, and the special magistrate will begin hearing cases in two to three weeks. The concrete plant has been sent a notice of non-compliance, and the residents on Garrison Avenue thanked the City for the help with the lot containing the dead trees.

Mr. Anderson reminded candidates that 1 political sign is allowed per parcel, and real estate signs are being left up too long after the sale of the property.

Mayor Buzzett asked that the Sign Ordinance be enforced and requested that citizens comply with the ordinance.

## **Police Department – Chief Richards**

Chief Richards is working on an update of the Frank Pate Park Boat Ramp stickers. He also has concerns about the Golf Cart Ordinance, the lack of seatbelts and child seats in them.

## **City Clerk – Charlotte Pierce**

### *Current Grants Update*

Clerk Pierce shared that City Staff continues to work on compliance and grant opportunities. The \$1,000,000 grant application for renovations to the Washington Gym was completed and submitted Friday.

## **Citizens to be Heard**

*Charles Gathers* shared his concerns about the City of Wewahitchka discharging treated sewage into the river and Summer Recreation Programs for students.

*Robert Branch* and *Christy McElroy* voiced their concerns about Parcel #05344-000R, 1002 Marvin Avenue, being residential and not used for ballpark parking.

Ms. McElroy also questioned a 911 call reporting a fire along the bike path, why the fire department went to her house when it was the house next door, and the need for a paid fire department.

Mayor Buzzett shared the Volunteer Fire Department responded as they were dispatched, that he is proud of the Volunteer Fire Department and their service to the community. He also noted that to have a paid fire department every resident's taxes will have to be increased.

**Discussion Items by Commissioners**

*Neither Commissioner Langston, Kerigan, Lowry, nor Hoffman had any additional items to be discussed.*

*Mayor Buzzett announced that there will be a grand reopening of the Centennial Building on Friday, September 27, 2024. There will be bands, tickets will be available, and more information will follow.*

**Motion to Adjourn**

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:20 P.M.

Approved this 18<sup>th</sup> day of June 2024.

  
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Rex Buzzett, Mayor

6/18/24  
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Date

  
\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

6/18/24  
\_\_\_\_\_  
Date