

**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 20, 2024, at Noon.**

The following were present: Commissioners Hoffman, Kerigan, Langston and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy City Clerk Ingrid Bundy, and City Attorney Clinton McCahill were also present. Mayor Buzzett was absent and the Meeting was chaired by Mayor Pro tem Brett Lowry.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to Table the Minutes of the Regular Meeting of August 6, 2024. All in favor; Motion carried 4-0.

**City Engineer**

*City Complex Architectural Design Quote*

Mr. Anderson shared that a \$500,000 grant has been received from the FL Fire Marshall's Office for the Fire / Police Department Building. \$91,280 has been paid to Dewberry for a Task Order to do the Civil work for the project. An additional quote of \$695,539 was received by Dewberry for architectural services. Mr. Anderson recommended that the City received bids for the Architectural services for the project.

*City Street Resurfacing*

Dewberry has addressed all 90% comments from FDOT. They are currently preparing 100% plans based on comments and expect to have the 100% plans and specifications completed by August 31, 2024.

*Monument Avenue*

This project is out for bid.

*Beacon Hill Sewer*

Dewberry is waiting for as-built revisions.

*Allen Memorial Way SCOP Grant*

This project is out for bid.

*Downtown Utilities Phase 2*

This project is in progress and a status report will be given to John Grantland.

*HMGP Grant – Elevation of 12 Lift Stations*

Bids are due August 23, 2024, for this project.

### *Second Street Parking*

The project is complete, including the striping and extra asphalt.

### *Wastewater Sprayfield Expansion CEI*

This is under construction.

### *Tenth Street Pipe Replacement*

The Survey is complete, and Dewberry is beginning the design.

### *Avenue C and Battle Street Intersection*

The Survey is complete, and Dewberry is beginning the design.

### **City Attorney.**

Attorney McCahill did not have any updates for the Commission.

### **Old Business**

#### *City Projects*

Mr. Anderson shared that three projects have come off the list this week. The Centennial Building rehab has been completed; the Downtown Waterline Replacement Phase I has been completed, and the Second Street Parking Project has also been completed.

### **New Business**

#### *RFP 2024-12 Surplus Property – Request to Award to highest Bidders*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve awarding the Surplus Property to the highest Bidder. All in favor; Motion carried 4-0. A Copy of the Bid is attached as Exhibit A.

#### *CDBG-DR Task Order – Anchor CEI*

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to award the Task Order to Anchor CEI in the amount of \$361,720 to cover Surveying Services, Geotechnical Services, Final Design, Permitting, Bidding and Procurement, Project Management, Coordination and Oversight. All in favor; Motion carried 4-0.

#### *ITB 2024-01 Recommendation of Award*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to award the ITB to the lowest bidder, L & K Contracting Co. Inc., in the amount of \$2,620,178. All in favor; Motion carried 4-0.

#### *Planning Task Order*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve the Planning Task Order in the amount of \$42,500 with Design West Group. All in favor; Motion carried 4-0. These funds are in the current budget.

## *2024 – 2025 Budget Update*

Mr. Anderson shared that Insurance Agent Dwight Van Lierop is still working on insurance rates and anticipates a 15% increase for health insurance. Property & Casualty rates could possibly have a savings of \$88,000 by switching from PGIT to FL League.

*September 3, 2024, Meeting Schedule – Regular Meeting at Noon, PDRB 4:00 P.M.; Budget Hearing 5:01 P.M.*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to cancel the Regular Meeting at Noon on September 3, 2024, and handle any business items after the Tentative Budget Hearing also on September 3, 2024, at 5:01 P.M. All in favor; Motion carried 4-0.

### **Public Works – John Grantland**

Mr. Grantland did not have any additional updates for the Commissioners.

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

Mr. McClamma did not have any issues to discuss with the Commissioners.

Commissioner Hoffman requested that the Surface Water and Wastewater Plants begin making actual data projections for near and distant future for water and sewer taps that have been sold and look at the growth to consider seriously limiting taps for these services.

### **Wastewater Plant – Kevin Pettis**

Mr. Pettis did not have any new items for the Commissioners.

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

*FEMA Grant Reimbursement Updates*

Mr. Lacour is moving forward with reimbursement for both of these.

### **Code Enforcement**

Mr. Anderson shared that there are Special Magistrate hearings today at 5:30 P.M. for non-compliant issues. Through the work of Code Enforcement Officers, all but 5 of the first notifications have been satisfied.

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

Chief Richards noted that his department had been busy, Scallop Season has opened, and there were parking issues.

### **City Clerk – Charlotte Pierce**

*Current Grants Update*

Clerk Pierce shared that City Staff continues to monitor sites for available grants, and work on compliance for existing grants.

**Citizens to be Heard**

The following individuals addressed the City Commission: Robert Branch and Mike Martin.

**Discussion Items by Commissioners**

*Commissioner Kerrigan* shared that he learned a lot at the FL League of Cities Conference this past week. He also stated that the TDC needs to support a Splash Pad for the City and that the pad should fit in well with the Trail-Go Grant Program.

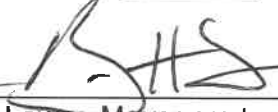
*Commissioner Langston* stated the meetings at the FI League of Cities Conference were very good and that bathrooms must be within 200' of a Splash Pad. He encouraged the Commissioners to concentrate of bathrooms near Core Park for a Splash Pad.

*Commissioner Hoffman* shared that he had sat down with Gulf County officials Clay Smallwood and Michael Hammond and discussed many City projects with them. He feels that with the City and County running double water and sewer lines, it is costing the taxpayers more. He would like to have a face-to-face meeting with the county officials in a Workshop. Commissioner Hoffman asked the Commissioners to consider hiring the same lobbyist that the County has and end the contract with our current lobbyist. He also shared that the County is ready to help with the pipe when it arrives for the Eighth to Tenth Street sections of the ditch.

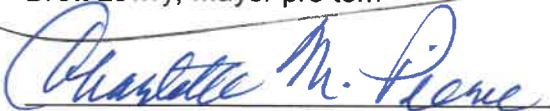
**Motion to Adjourn**

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

Approved this 3<sup>rd</sup> day of September 2024.

  
Brett Lowry, Mayor pro tem

9/3/2024  
Date

  
Charlotte M. Pierce, City Clerk

9/3/24  
Date

Exhibit A

# BID RESULTS

## Sealed Bid Submission

Bids must be submitted to Port St. Joe City Hall in a sealed envelope by 3:00 P.M. on Friday, August 9, 2024.

**“SEALED BID SUBMISSION RFP 2024-12 SURPLUS CITY VEHICLES”, YOUR NAME, ADDRESS, DATE, AND TIME OF OPENING IS TO BE WRITTEN ON THE FRONT OF YOUR SEALED ENVELOPE.**

The following vehicles have been declared surplus by the City of Port St. Joe. To submit a bid for a vehicle, check the box indicating which vehicle you are bidding on, list your bid on the line provided, and initial your bid. You may bid on more than one vehicle on this page.

### ALL VEHICLES ARE AS IS.

#	Vehicle	Bidder	Amount
1.	2003 Ford F150 - 2FTRF17W94CA21806 (Runs)	No bids received	
2.	2006 Ford F350 Super Crew – 1FTWW31P66EC94098 (Does not run)	Timothy Brock	\$526.00
3.	2008 Ford Taurus - 1FAHP24W18G162401 (Runs)	Kenny Brown	\$800.00
4.	2008 Ford F250 Utility Body – 1FDSW21518ED12724 (Does not run)	Timothy Brock	\$526.00
5.	2010 Ford Fusion Hybrid – 3FADPOL30AR340534 (Runs)	Melissa & Ty Van Heerden Jeanette Deslauries Jeremy Chase	\$1,001.00 \$500.00 \$500.00
6.	2015 Dodge Charger – 2C3CDXAG4FH806275 (Runs) 122,878 miles	Brett Patte – Emergency Remarketing Ringwood Motors Inc.	\$1,278.18 \$1,580.00