

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, September 17, 2024, at Noon.**

The following were present: Mayor Buzzett, 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.

**CONSENT AGENDA**

**Proclamation Honoring the Life of Chance Gainer**

Mayor Buzzett read the Proclamation Honoring the Life of Chance Gainer and presented the Proclamation to his parents J. J., and Equillar Gainer. Mayor Buzzett encouraged citizens to wear the school colors of Purple and Gold or the #2 on Wednesday, September 18, 2024, Chance Gainer Day in the City of Port St. Joe.

Mayor Buzzett requested a 5 minute recess at 12:10 P.M. for the Gainer Family and friends to leave the building.

The meeting continued at 12:15 P.M.

**Minutes**

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve the Minutes of the Special Meeting of September 3, 2024. All in favor; Motion carried 5-0.

**Planning Board Recommendations**

*Parcel #03040-002R, 68V Salt Pines 2024 LLC; Ordinance 610 Future Land Use Map Amendment: First Reading*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to have the First Reading of Ordinance 610. All in favor; Motion carried 5-0.

Robert Branch voiced his concerns about the Ordinance.

Attorney McCahill read Ordinance 610 by Title only.

**City Engineer**

*RFP 2024-13 Monument Avenue Paving*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to award the project to Robert and Roberts, Inc., in the amount of \$305,671.90. All in favor; Motion carried 5-0.

*RFP 2024-14 Allen Memorial Paving*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to award the project to Robert and Roberts, Inc., in the amount of \$385,987.50. All in favor; Motion carried 5-0. Christy McElroy and Robert Branch expressed their concerns about the project.

*City Street Resurfacing*

The advertisement for this project has been provided to the City.

*City Government Complex*

Mr. Anderson has spoken with the City's Architect and is waiting for a response from him.

*Monument Avenue*

The bid was awarded earlier in today's meeting and will be paid for with City funds.

*Allen Memorial Way*

This bid was awarded earlier in today's meeting and will be paid for with FDOT Funds.

*Beacon Hill Sewer*

Dewberry is currently awaiting as-built revisions.

*Downtown Utilities Phase 2*

The project is in progress and going well with minimal disturbances.

*HMGP Grant – Elevation of 12 Lift Stations*

This project is currently waiting on State approval for the additional funding to award the bid.

*Wastewater Sprayfield Expansion CEI*

Dewberry rode the site this morning, the area looks good, and they are closing the project.

*10<sup>th</sup> Street Pipe Replacement*

The 30% design and material takeoff has been provided to the City.

*Avenue C and Battle Street Intersection*

This project is in design.

*Long Avenue Paving*

The contractor has been asked to get a second opinion and to get feedback before paving begins.

**City Attorney.**

*Ordinance 613 Food Truck Amendment – Discussion*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to read Ordinance 613 and issue a license for the Coffee Truck that was previously denied. All in favor; Motion carried 5-0.

Chester Davis asked for clarification to the Amendment.

## **Old Business**

### *City Projects*

There was no discussion of City Projects.

## **New Business**

### *FL 27 Recycle – Christina and Richard Bracken*

Mr. Bracken presented his plan to launch a recycling program in the City and Gulf County.

### *Special Master Contract*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve a new two year contract for Code Enforcement Special Magistrate Mel Magidson, Jr., that includes increasing his pay to \$200.00 per hour. All in favor; Motion carried 5-0.

### *Workforce Board Building Roof*

Mr. Anderson shared that Clay Smallwood, III, Gulf County Assistant Administrator noted that due to the Emergency Situation, they are acquiring quotes for the project as this is a joint venture between the City and Gulf County.

### *BCC Contract*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve a new contract with BCC. All in favor; Motion carried 5-0. This is for a 5 year period and a 3% increase for the coming year with an option of increasing 3% per year in years 2-5. BCC has not gone up on their contract in the past and the City is very pleased with the service from BCC.

### *Resolution 2024-08 Trash Rates*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to adopt Resolution 2024-08, Trash Rates. All in favor; Motion carried 5-0. Mr. Anderson introduced Mike Cox with BCC and complimented him on the work he does with the City.

## **Public Works – John Grantland**

Mr. Grantland did not have any updates for the Commission. He noted that storm water has been an issue and Public Works is currently working on a pipe failure on Battles Street.

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

Mr. McClamma did not have anything new for the Commissioners.

## **Wastewater Plant – Joe Harris**

Mr. Harris shared that the rain last week left 10" of free board in the lagoon and staff is spraying. A proposed site plan has been received from Baskerville Donovan.

## **Finance Director – Mike Lacour**

### *FEMA Update*

A reimbursement request has been submitted to FEMA for Clifford Sims Park.

## **FRDAP Grant Applications**

### *FRDAP 2024-09 Benny Roberts Sports Park Phase II*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to adopt Resolution 2024-09 to apply to FRDAP for a \$200,000 grant for Benny Roberts Sports Park Phase II. All in favor; Motion carried 5-0.

Mayor Buzzett asked for discussion.

Christy McElroy voiced her concerns about the project.

### *FRDAP 2024-10 George Core Park Phase I*

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to adopt Resolution 2024-10 to apply to FRDAP for a \$200,000 grant for George Core Park Phase I. All in favor; Motion carried 5-0.

Robert Branch shared his concerns about the application.

### *Grant Reimbursement Updates*

Mr. Lacour is working to compile the final submissions for reimbursement.

## **Code Enforcement**

Mr. Anderson shared that hearings are being held for properties not in compliance. A request has been received for assistance in removing two more houses and Mr. Anderson will be reaching out to the County to see if they would be willing to work with the City on this.

## **Police Department – Chief Richards**

Chief Richards is seeking quotes for new vehicles and plans to move away from the current provider as he is having numerous issues with their product.

## **City Clerk – Charlotte Pierce**

### *Current Grants Update*

Clerk Pierce shared that a good bit of City Staff time continues to be spent addressing grant Compliance and reviewing grant opportunities.

### *Centennial Building Grand Re-Opening*

Ms. Pierce reminded the Commissioners of the Grand Re-opening of the Centennial Building on September 27, 2024, from 7 P. M. until Midnight. She also reminded the Commissioners of Open Enrollment Wednesday through Friday.

**Citizens to be Heard**

Chester Davis and Robert Branch share their concerns with the Commission.

**Discussion Items by Commissioners**

*Neither Commissioners Langston, Kerrigan, Lowry, nor Hoffman had any additional information to share.*

*Mayor Buzzett thanked the Commissioners for filling in while he was away.*

**Motion to Adjourn**

There was no other business to come before the Commission, Mayor Buzzett adjourned the meeting at 1:35 P.M.

Approved this 1<sup>st</sup> day of October 2024.

  
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Rex Buzzett, Mayor

10/1/24  
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Date

  
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Charlotte M. Pierce, City Clerk

10/1/24  
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Date