

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, October 15, 2024, at Noon.**

The following were present: Mayor Buzzett, Commissioners Kerigan and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy City Clerk Ingrid Bundy, and City Attorney Clinton McCahill were also present. Commissioners Hoffman and Langston were absent.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting of October 1, 2024, and the Special Meeting of October 9, 2024. All in favor; Motion carried 3-0.

**Planning Board Recommendations**

*Parcel #03040—010R, Kelly and Lisa Forehand, Ordinance 613 Future Land Use Map Amendment: First Reading*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to have the First Reading of Ordinance 613. This changes the property from Commercial to R2B.

No one from the public spoke on this item.

All in favor; Motion carried 3-0.

Attorney McCahill read Ordinance 613 by Title only.

**City Engineer**

*City Street Resurfacing*

This project is out for bid.

*City Government Complex*

Architectural Services – this is on the Agenda today.

*Monument Avenue*

The contractor has provided the executed agreement as well as performance and payment bonds to Dewberry.

*Allen Memorial Way SCOP Grant*

The contractor has provided the executed agreement as well as performance and payment bonds to Dewberry.

*Beacon Hill Sewer*

Dewberry is awaiting as-built revisions.

### *Downtown Utilities Phase 2*

This project is in progress.

### *HMGP Grant – Elevation of 12 Life Stations*

The Grant Extension and funding request have been submitted to FEMA.

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

Submittals have been approved and provided to Mr. Grantland.

### *Avenue C and Battle Street Intersection*

90% Plans are completed and in review by Dewberry.

### *Long Avenue Paving*

There is a meeting next week to discuss final paving plans and the schedule.

## **City Attorney**

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to have the First Reading of Ordinance 614 amending the Food Truck Ordinance. This was previously read in error under Ordinance 613.

No one from the Public spoke on this item.

All in favor; Motion carried 3-0.

Attorney McCahill read Ordinance 614 by Title only.

## **Old Business**

### *City Projects*

Mr. Anderson shared that several projects have been added to the list.

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, for Mayor Buzzett to sign a Memorandum of Understanding with the County for repairs to the Workforce Board Roof. All in favor; Motion carried 3-0.

Mayor Buzzett reminded those present that if those speaking would show respect, use decorum and dignity, a lot more would be accomplished.

Christy McElroy shared her thoughts on this item.

### *MLD Architectural Task Order – New Municipal Complex (Design Only)*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve the Task Order with MLD Architects for Design only in the amount of \$498,425. All in favor; Motion carried 3-0. Funding for this is from a \$500,000 grant of which \$91,290 has been used for the Civil side. There is \$50,000 in the budget for this project and there will be approximately \$40,000 needed to be paid from Cash Carried Forward.

## **New Business**

### *Shift Differential Pay and Emergency Closure Pay – Commissioner Hoffman*

Due to the absence of Commissioner Hoffman, these items were Tabled until the next meeting.

### *1% Tourist Development Tax – Commissioner Hoffman*

Both Commissioners Lowry and Kerigan explained this is not a tax on local citizens but a tax that is paid by tourists.

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

## **Public Works – John Grantland**

Mr. Grantland did not have anything particular at this time, but noted their department was moving forward on projects.

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

No one was present from the Surface Water Plant and Mr. Anderson shared that there were no issues that needed to come before the Commission.

## **Wastewater Plant**

### *RFP 2024-17 Bar Screen Wastewater Treatment Plant*

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the low bid from K Machine Industrial Svc., in the amount of \$320,792 for the Bar Screen. All in favor; Motion carried 3-0.

Mr. Pettis shared there is 1' of Free Board in the lagoon, there was an overflow during Hurricane Helene which was reported, and the plant is running hard to allow more Free Board. There are 2 stumps remaining in the Spray Field Zone 3 that need to be removed, the field is ready for piping, materials have been ordered and should be in by the first of November.

## **Finance Director – Mike Lacour**

### *FEMA Update*

Mr. Lacour has not received any updates from FEMA on the Clifford Sims Park reimbursement.

### *CDBG-DR Grant Amendment Three*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, for Mayor Buzzett to execute the CDBG-DR Grant Amendment Three, extending the Period of Agreement to September 30, 2025. All in favor; Motion carried 3-0.

### *Grants Reimbursement Update*

Mr. Lacour is in the process of compiling a list of reimbursement requests.

## **Code Enforcement**

Mr. Anderson shared that joint demolition with the County for six additional houses should start in the next couple of weeks. This leaves approximately 20 structures on the list of substandard structures in the City.

## **Police Department – Chief Richards**

FDOT Permit Request for the Christmas Parade

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to submit a request for an FDOT Permit for the Christmas Parade on Saturday, December 14, 2024 on Highway 98. All in favor; Motion carried 3-0.

Chief Richards shared that three officers had deployed to Anna Maria Island, FL last Thursday to assist with the aftermath of Hurricane Milton. He noted that thank you acknowledgements have been received for the assistance provided by the officers.

## **City Clerk – Charlotte Pierce**

*Current Grants Update*

Clerk Pierce stated that various employees are working daily on grant reimbursement, compliance, and seeking additional grant funding sources.

*Resolution 2024-12 Rental Fees*

This item was Tabled for review by the Commissioners.

*Rental Agreement*

This item was Tabled for review by the Commissioners.

Robert Branch asked about the NERDA Grant to which Mr. Anderson responded that we were waiting on the H and H Review by Dewberry's Atlanta Office.

## **Citizens to be Heard**

The following individuals shared their thoughts about various topics. Christy McElroy, Minnie Likely, Charles Gathers, Jim Martin, and Robert Branch.

Mayor Buzzett explained that contrary to what some individuals think, the \$2 Million dollars received from FEMA for COVID was not a grant, the money was not applied for but was given by FEMA to offset revenue losses during COVID.


## **Discussion Items by Commissioners**

*Neither Commissioners Lowry, Kerigan, nor Mayor Buzzett had any other issues to discuss.*

**Motion to Adjourn**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:15 P.M.

Approved this 5<sup>th</sup> day of November 2024.

  
Rex Buzzett, Mayor

11/5/24  
Date

  
Charlotte M. Pierce, City Clerk

11/5/24  
Date