

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, January 7, 2025, 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**

**Swearing In of Newly Elected Commissioners**

Gulf County Judge, Timothy J. McFarland, administered the Oath of Office to Commissioner Arthur Scott Hoffman and his wife, Sharon, held the Family Bible for the ceremony.

Judge McFarland also administered the Oath of Office to Commissioner Brett Charles Lowry, his wife, Amber stood with him as their daughter, Brooklyn, held their Family Bible for the ceremony.

**Minutes**

A Motion was made by Commissioner Kerigan, second by Langston, to approve the Minutes of the Regular Meeting of December 17, 2024. All in favor; Motion carried 5-0.

**City Engineer – Josh Baxley**

*City Street Resurfacing*

The CEI Contractor selection for this project will be made during the meeting today.

*City Government Complex*

Dewberry is waiting on the building layout from the contractor. Mr. Baxley had anticipated receiving this before the first of the year and will be following up on this.

*Monument Avenue*

The first lift of asphalt has been completed and low spots were repaired. The contractor will finish the project after allowing traffic to drive on the road for a few more weeks.

*Downtown Utilities Phase 2*

L & K has restarted their work on this project. There is a meeting scheduled with L & K on January 13, 2025, to discuss the construction schedule.

**HMGP Grant – Elevation of 12 Lift Stations**

Dewberry is waiting for a response from FDEM. All information has been submitted to FDEM by Dewberry.

*Avenue C and Battle Street Intersection*

This project is out for bid and Friday, January 10, 2025, is the closing date for the bids.

## *Victoria Avenue Bridge*

This has been approved by FDOT for bidding and Dewberry is preparing the packet.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve Bid Alternate 1 in the amount of \$7,608.20 for the Allen Memorial Way SCOP Grant. All in favor; Motion carried 5-0. This would be for the Museum Parking lot and funds are in the grant.

City Staff was asked to get a quote from Roberts and Roberts to pave Centennial Drive while they are working in that area.

## **City Attorney**

Mr. McCahill is reviewing the contract with Two Hired Guns.

He is also seeking clarification on the Coke Contract and making sure the Washington Gym Scoreboard is included in the contract.

## **Old Business**

### *City Projects*

Mr. Anderson noted that projects are resuming as contractors are back in town.

### *Landscaping on Avenue D – Commissioner Langston*

Commissioner Langston and Mr. Grantland continue to work on a plan for this area.

## **New Business**

### *Employee Leave Payout – Commissioner Hoffman*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to make the following change to the Personnel Manual:

#### 4.2 Annual Leave (Vacation)

D. Change the current amount of 360 hours to 480 hours.

Robert Branch shared his opinion on this issue.

All in favor; Motion carried 5-0.

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to make the following additions to the Personnel Manual:

#### 4.3 Sick Leave

B. c) Fifteen (15) years 100% not to exceed 750 hours

And add

d) Twenty years (20) 100% unlimited

All in favor; Motion carried 5-0.

### *RFQ 2024-03 City Street Resurfacing CEI Services*

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to award the CEI Services to Southeastern Consulting Engineers, Inc., in the amount of \$117,013. All in favor; Motion carried 5-0. \$62,672.51 of the City Road Paving Funds will be used for this project.

Commissioner Kerigan asked that the City look into the possibility of installing Speed Tables with new construction in residential areas. He is to get with Dewberry on this possibility.

### **Public Works – John Grantland**

#### *Request to Surplus Property and Receive Sealed Bids*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to declare the items listed in the attached Exhibit A as Surplus Property and receive Sealed Bids on them. All in favor Motion carried 5-0. A 501 (c) organization may request one of the items, but their request would need to be received prior to bids being received on the items.

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

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

Mayor Buzzett asked about the flushing program that the City had previously conducted. Mr. McClamma and Mr. Grantland will discuss this.

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

#### *Plant Evaluation Workshop January 28, 2025, at 11:00 A.M.*

Mr. Pettis will invite the FL DEP Case Manager to participate in this workshop. He shared there is 3' 9" of freeboard in the lagoon, Zone 3 Sprayfield is about 50% complete and he anticipates it will be completed in February.

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

#### *FEMA Update*

Clifford Sims Park is in the final review stage by the consulting firm and should be wrapped up shortly.

#### *Grants Reimbursement Update*

Mr. Lacour has reached out to our consultant for assistance in securing reimbursements on outstanding grants.

### **Code Enforcement**

Mr. Anderson shared there is not a lot going on as the grass is not growing at this time. We are waiting to hear from the County concerning the removal of several more substandard houses, and there are a few vehicles still not in compliance.

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

Chief Richards reported a peaceful holiday season.

**City Clerk – Charlotte Pierce**

Clerk Pierce shared there had been no changes in grants and City Staff continues to work on grant compliance and funding possibilities.

**Citizens to be Heard**

Robert Branch and Christy McElroy shared their thoughts on the 10<sup>th</sup> Street Ball Park Improvements.

Lynn Peters Lewis asked about the progress being made on the repairs and upgrades to the Washington Gym. Mayor Buzzett shared the work to be done will be through a County grant, and that an agreement was signed for the County to seek funding and do the work. Mr. Anderson will ask Commissioner Quinn for an update on the project.

**Discussion Items by Commissioners**

*Commissioner Langston* requested the City pay one-half (\$3,710) of the Philco Invoice in the amount of \$7,420 for the WIG Building Heating / Cooling Unit.

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, for the City to pay one-half (\$3,710) of the Philco Invoice in the amount of \$7,420 for the WIG Building Heating / Cooling Unit. All in favor; Motion carried 5-0.

*Commissioner Kerrigan* did not have any updates for the Commission.

*Commission Lowry* stated he was looking forward to serving another term on the Commission.

*Commissioner Hoffman* asked if requests have been received from our legislative delegation as to what needs the City might have for the upcoming session. Mr. Anderson responded that we have not received any request and asked that the Commissioners provide him with a list of what they feel is needed. He will invite our lobbyists to the next meeting to discuss the needs of the City.

*Mayor Buzzett* congratulated Commissioners Lowry and Hoffman on their reelection to the Commission.

**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 21<sup>st</sup> day of January 2025.

*Rex Buzzett*  
Rex Buzzett, Mayor

1/21/25  
Date

*Charlotte M. Pierce*  
Charlotte M. Pierce, City Clerk

1/21/25  
Date

Exhibit A

Description	VIN Number	Tag Number	Serial No.	Year
Trailer 5 x 14	1TTA6514342834986	N/A	N/A	
416D	CAT0416DTBFP14812	N/A	N/A	2002
New Holland		N/A	079358B	1987
Dump Truck	1FDYU90L0JVA02269	N/A		1987
Truck 5 Ton, 6 X 6,	2303040	N/A	0078	1980
Vermeer 1250	IVRC14130M1002616	N/A	N/A	1960
ALL PRO TRAILER		N/A	26530-25	
Ford F.150	2FTRF177W94CA21806	N/A		2003
Chevrolet -2500 HD	1GBHC24U45E215012	136772		1987
Street Sweeper Truck	J8DB4B1K1S7002759	N/A		1988
14 x 6 ½ Trailer		N/A	N/A	
13 x 6 Trailer		N/A	N/A	
12 x 6 Trailer		N/A	N/A	
12 x 7 Trailer		N/A	N/A	
DUI Trailer		136767	N/A	
F-250 Van	1FTNE24L46HB40876	N/A	N/A	2005
Silverado Truck	1GCEK14V56Z277940	122924	N/A	2006
Hydro Jetter	JS3540RAXBE1014	N/A	9017	2004
Dump Trailer	1Z9DT14296J213571	N/A	N/A	2005
20 x 7 Trailer		N/A	018204	
10 x 5 Trailer		N/A	N/A	
8 x 5 Trailer		N/A	N/A	
20 x 6 ½		N/A	N/A	