

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, APRIL 21, 2020, at Noon.  
Teleconference as allowed under Executive Order 20-69; App – ZOOM;  
Phone 1-646-876-9923, Meeting ID: 919 5070 4262; Password 677780**

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, City Attorney Clinton McCahill, and Administrative Assistant Brie Scheibe were also present. Commissioner Ashbrook participated by the Zoom app.

**CONSENT AGENDA**

Sarah Hinds, Gulf County Health Department, updated the Commission on the Coronavirus and noted only 1 case has been reported in Gulf County as of today.

**Minutes**

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting on April 7, 2020, and the Emergency Meeting of April 14, 2020. All in favor; Motion carried 5-0.

**City Attorney –**

*Ordinance 572 City Boat Ramp Emergency Ordinance – Reading and Consideration of Adoption:*

Attorney McCahill noted that Governor DeSantis' declared State of Emergency and F.S. 252.38 allows for the restrictions in Ordinance 572 only opening the boat ramp to permanent Gulf County residents. Ordinance 572 will sunset with the declared State of Emergency, is enforceable under F.S. 252.50, makes a violation a Second Degree Misdemeanor, allows for 60 days in jail, includes a \$500 fine, and the recipient will be given a Notice to Appear.

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to adopt Ordinance 572. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 572 by Title only.

*Boat Ramp Signage –*

After reviewing verbiage for the signs, consensus was to remove "Boat Ramp Sticker MUST be displayed on REAR window" from Item #2 of the Boat Ramp Rules Due to COVID-19 Sign.

**Old Business –**

*Coronavirus (COVID-19) Update – Resolution 2020-02 State of Emergency – Recommendation to Keep in Place*

Resolution 2020-02 will remain in place until further notice.

*Census 2020*

Mr. Anderson reminded residents to be sure to be counted as it has a huge impact on funds for the City.

**New Business –**

*Trash Transfer Station*

Attorney McCahill shared that the Deed is complicated and he plans to have something for the Commission at the May 5, 2020, meeting.

## **Public Works**

Mr. Grantland shared that work in the Jones Homestead area should wrap up next week.

## **Surface Water Plant**

Mr. Anderson stated that everything was good at the Water Plant.

## **Finance Director**

### *Hurricane Michael FEMA / Insurance Update*

Mr. Lacour reviewed pages 10 – 13 with the Commission. He continues to work on insurance and with FEMA on various projects.

### *UF Project*

No action was taken on this.

## **City Engineer**

### *Long Avenue Sewer Line Task Order*

Discussion in the difference of new or rehab project was held.

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve a Task Order, in the amount of \$85,400 to rehab the Long Avenue Sewer Line. All in favor; Motion carried 5-0.

### *NRDA Grant – Update*

Mr. Anderson reminded the Commission that the second Workshop on the project was cancelled due to COVID-19. The date and time of the next Workshop will be determined when state agencies are allowed to travel again. The three suggested drawings for the project have been placed on the City's website. No decision can be made until a Workshop is held.

## **Code Enforcement**

### *Reminder to only place 4 x 4 piles of Yard Debris on the City Right-of-Way:*

Mr. Anderson stressed that only 4 x 4 piles of yard debris will be picked up.

Mayor Buzzett noted that the current carrier is not sweeping the City for yard debris and he asked for help on this issue.

Commissioner Hoffman suggested that the City pick up what the carrier is not getting and send a bill to the carrier.

## **Police Department – Chief Matt Herring**

### *Police Department Renovation Plans*

Chief Herring noted that he is reviewing the plans.

Commissioner Hoffman requested that a through check of the roof for leaks, and the possibility of mold be reviewed.

Mr. Anderson noted the roof has previously been inspected, that mold remediation was done in the building, and a certificate provided stating that there was no mold.

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to advertise for bids to renovate the Police Department. All in favor; Motion carried 5-0.

*Surplus Property – Handout*

Chief Herring requested that the 10 handguns and 8 rifles listed in the handout be declared surplus. The new upgrades for the department will cost \$2,000 which is in the budget. The upgrade will make the City's Police Department compatible with the Gulf County Sheriff's Department, eliminate the need for duplication of ammunition, and allow the weapons to be traded to a Law Enforcement Licensed Firearms Dealer, Jonathan Cook.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to declare the firearms as surplus. All in favor; Motion carried 5-0. See attached Exhibit A for a detailed listing of the firearms.

**City Clerk**

Clerk Pierce did not have any updates for the Commission.

**Citizens to be Heard –**

There was no citizen participation.

**Discussion Items by Commissioners –**

*Commissioner Lowry* did not have anything to discuss with the Commission.

*Commissioner Langston* reminded everyone that this is a very delicate time. He emphasized the need to continue social distancing, use hand sanitizer, wear face masks, and be safe.

*Commissioner Hoffman* encouraged everyone to be practical, listen to the experts, and noted the City is doing a good job. He also asked that consideration of a bonus or time and a half pay be given to employees that have worked during the time since the Emergency Resolution was adopted on March 17, 2020.

*Mayor Buzzett* thanked everyone for all that is being done to prevent the spread of COVID-19. The mayor noted that he will be working with Mr. Anderson and Mr. Lacour on some type of monetary reward to recognize the dedication of City employees.

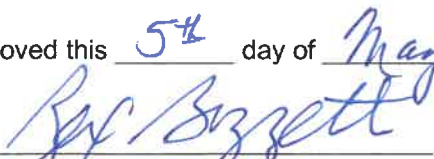
He also referenced an email that has been received from the NPSJ PAC requesting additional funds and encouraged the Commissioners to talk with Bill Kennedy about this before the PSJRA meeting on May 4, 2020.

*Commissioner Ashbrook* encouraged everyone to respond to the 2020 Census. He noted that Gulf County currently has a 36% response rate and for each person that is not counted, it will average \$1,600 in lost revenue per person.

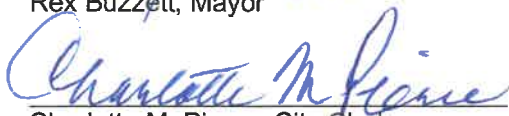
**Motion to Adjourn**

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to adjourn the meeting at 1:15 P.M.

Approved this 5<sup>th</sup> day of May 2020.

  
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Rex Buzzett, Mayor

5/7/20  
\_\_\_\_\_  
Date

  
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Charlotte M. Pierce, City Clerk

5/7/20  
\_\_\_\_\_  
Date