

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, February 18, 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**

**Red Cross Proclamation**

**Minutes**

A Motion was made by Commissioner Kerigan, second by Langston, to approve the Minutes of the Regular Meeting of February 4, 2025. All in favor; Motion carried 5-0.

Attorney McCahill read Form 8B, Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers that was completed by Mayor Buzzett where he abstained from voting on the Centennial Building Fee Waiver Request from the First United Methodist Church on February 4, 2025, as he attends church there.

**Planning Board Recommendations**

*Ordinance 617 Comprehensive Plan Update*

*First Reading and Request to Transmit to the State for Review*

Ray Greer, City Planner, reviewed the process for updating the Comprehensive Plan and noted the Plan had to be received by the state by March 1, 2025.

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to have the First Reading and to Transmit to the state for Review.

Attorney McCahill read Ordinance 617 by Title only.

No one from the Public spoke on this issue.

All in Favor; Motion carried 5-0.

**City Engineer**

Mr. Baxley was unable to attend the meeting today and Mr. Anderson shared the notes provided by Mr. Baxley.

*City Street Resurfacing*

This project is under construction.

*City Government Complex*

The architect will be providing a building layout this week.

### *Monument Avenue*

The first lift of asphalt has been completed.

### *Downtown Utilities Phase 2*

This project is under construction.

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

There is a conference call scheduled with FDEM on Thursday, February 20, 2025, to discuss the recent request for additional information.

### *Avenue C and Battle Street Intersection*

Dewberry is scheduling a pre-construction meeting with North Florida Construction to discuss this. Mr. Anderson shared that there is approximately a four to six weeks delay on structures for this project.

### *Victoria Avenue Bridge*

Only one bid was received and there are concerns if the project should be re-bid.

### *Long Avenue*

North Florida Construction is planning to pave the week of March 17<sup>th</sup>.

Commissioner Kerigan noted that he had not received any feedback on his request for Speed Tables in residential areas and asked that this be addressed while construction is being done.

## **City Attorney**

### *Ordinance 616, Parcel #04269-000R Voluntary Annexation Request; Second Reading and Adoption*

Mr. McCahill noted that the City met with the County earlier today for the Conflict Assessment Meeting. He feels that the City has met all requirements of Florida Statute 164 on this issue. A decision will be made at the March 4, 2025, meeting whether to adopt the Ordinance or not.

Mc McCahill thanked those that supported the Pickle Ball Tournament this past weekend with proceeds going to the Turtle Center. Jessica Swindall shared the success of the tournament, the many compliments they received about the facility, and thanked the City for making the courts possible.

## **Old Business**

### *City Projects*

Mr. Anderson shared the current status of City Projects on Pages 93 and 94 of the Agenda.

Commissioner Lowry asked about the Cabel Ditch project and Mr. Grantland responded that as soon as they finish with the Sprayfields, they will be relocation equipment for the project.

## **New Business**

*Centennial Building Fee Waiver Request: Bay Area Choral Society First United Methodist Church*

*Bay Area Coral Society*

Commissioner Hoffman stated that his Motion remained from the February 4, 2025, Meeting. Concerns were addressed about entities charging an admission or required donation amount. Mr. Anderson and Attorney McCahill will develop new language for this concern.

*CDBG Grant Application – MLK Commercial Revitalization*

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to advertise for Administration Services for this Grant. All in favor; Motion carried 5-0. Commissioner Langston and Mr. Grantland will be meeting Tuesday with the new PSJ Redevelopment Director to discuss opportunities afforded by this grant.

*Centennial Building*

Water continues to leak into the Centennial Building when it rain. Water was once again found after rain this past week and Mr. Anderson reached out via e-mail last Friday to Land Roofing to come check on the roof. Mr. McCahill will review the warranty for the building.

## **Public Works – John Grantland**

Highway 98 Cross Walks

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

Mr. McClamma noted that the Water Plant passed the state's First Quarter Disinfectant Byproducts Test and that the numbers were the best they have seen in many testing cycles. Mayor Buzzett offered his congratulations to the department on the testing results.

Commissioner Hoffman asked about shutoff valves to the main waterline to the beaches. Mr. Grantland responded there are Butterfly Valves, and he has been looking at alternatives for the line.

## **Wastewater Plant – Kevin Pettis**

Mr. Pettis shared there is 4' of freeboard in the lagoon, and the Triumph Application is being completed by Sean Preston, Grant Writer / Lobbyist for the City.

## **Finance Director – Mike Lacour**

*FEMA Update*

Mr. Lacour noted there has been no change concerning the final payment.

*Grants Reimbursement Update*

Mr. Lacour stated he would be working on reimbursement requests this week.

Commissioner Langston asked about the Pickleball Courts at the Washington Site and Mr. Lacour responded that he still does not have a second quote. The issue is the uncertainty of the paint adhering to the existing surfaces. Mr. Lacour will continue to work on this project

**Code Enforcement**

Mr. Anderson reminded the Commission that BCC will only pick up small piles of yard debris. Everything else needs to be taken to the landfill as BCC will not pick up appliances, furniture, and large limbs.

**Police Department – Chief Richards**

Chief Richards did not have any update for the Commission.

Mayor Buzzett shared there are safety concerns about the Eastern Shipbuilding employees cutting through the Piggly Wiggly Shopping Center Parkin Lot to gain quicker access to Highway 98.

**City Clerk – Charlotte Pierce**

Clerk Pierce shared there have been no changes in the Grant Projects listed on Pages 101 and 102, and that the City Staff continues to work with grant writers to provided needed information as well as completing reports and meeting grant compliance.

**Citizens to be Heard**

Chester Davis, Christy McElroy, Robert Branch, Lynn Lewis, and Jim Sickels shared their concerns about various projects.

**Discussion Items by Commissioners**

*Neither Commissioners Langston, Lowry, nor Hoffman had any other concerns to discuss with the Commission.*

*Commissioner Kerigan asked about downtown streetlights that have not been repaired. Mr. Anderson shared that the electrician notified him today that the missing pieces have been received, and he will be working to make the needed repairs. Commissioner Kerigan also requested that the Christmas Banners be taken down.*

*Mayor Buzzett inquired about the STAC House renovations and lights, thanked those that attended the meeting with the County this morning, and encouraged the Commissioners to talk with their County representative as to why they feel the annexation will hurt the County.*

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:10 P.M.

Approved this 4<sup>th</sup> day of March 2025.

  
Rex Buzzett, Mayor

3/4/2025  
Date

  
Charlotte M. Pierce, City Clerk

3/4/2025  
Date