

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, March 18, 2025, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

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

**City Engineer**

*City Street Resurfacing*

The project is under construction, work is being done now on Tenth Street.

*City Government Complex*

Staff is waiting on a building layout.

*Monument Avenue*

The first lift of asphalt is complete. The contractor is planning to complete the final lift, including tie ins, on Thursday, March 20<sup>th</sup>.

*Downtown Utilities Phase 2*

The project is under construction and going well.

*HMGP Grant – Elevation of 12 Lift Stations*

All RAIs from FDEM have been responded to. Staff has had several meetings with FDEM in an attempt to move the reimbursement process along.

*Avenue C and Battle Street Intersection*

Submittals have been approved. Dewberry will schedule a pre-construction meeting closer to the arrival of the materials.

*Victoria Avenue Bridge*

This project is out for rebid.

*Long Avenue*

Paving began on March 17<sup>th</sup>.

Mr. Baxley has spoken with Roberts and Roberts about Speed Tables and recommends using a mobilized contractor for Speed Tables. He received a verbal quote of \$5,200 per table. Seventh Street and Avenue A were suggested as sites to install the tables.

Robert Branch questioned where millings from the project are going and Mr. Anderson responded they were going to the City yard for future use.

### **City Attorney**

Mr. McCahill shared he is working on Ordinance 616 and waiting to hear from the County on who will be meeting, where and when the mediation will be held.

Christy McElroy shared her concerns on this matter.

### **Old Business**

#### *City Projects*

Mr. Anderson referenced Pages 10 and 11 and noted the need for a 10' utility easement to drain water from the alley between Bay and Harbor Streets to the ditch across Bay Street. Commissioner Langston will check with residents in that area to see who would be willing to give the City an easement.

#### *Speed Tables – Commissioner Kerigan*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to install a Speed Table on Seventh Street. All in favor; Motion carried 4-0.

### **New Business**

#### *CDBG Grant Application*

The City is considering applying for a CDBG Grant. The following steps to apply for the application were taken. Patrick Howard, Fred Fox Enterprises, conducted a Citizen's Advisory Task Force (CATF) Meeting with six CATF members at 11:00 A.M. this morning in the Commission Chamber.

#### *Public Hearing*

As required by CDBG grant rules and regulations, two public hearing must be conducted to receive public input on potential projects. The first public hearing was conducted at today's meeting in the Commission Chamber. Mr. Howard made a presentation to residents, the Commission and to City Staff on the CDBG grant application cycle, the categories that can be applied under, and examples of projects. He additionally, outlined that unlike previous years, the City could apply for two grants, and he also conveyed the need for a Second Public Hearing to give the public an opportunity to review the project(s) to be applied for, as directed today.

Mayor Buzzett paused the Commission Meeting at 12:40 P.M. to open the Public Hearing. Eddie Fields, Christy McElroy, Robert Branch, Chester Davis, and Cora Curtis shared their thoughts on the application.

Recommendations from the CATF Committee were presented for projects to submit CDBG applications for grant assistance for were the Washington Gym Complex, revitalization of MLK

Boulevard, adding a park, a Splash Pad, paving and infrastructure on Avenues A, C, D, and Battles Street. City Manager, Jim Anderson, supported the CATF Committee's recommendation. Mayor Buzzett closed the public hearing and called for a vote. A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to move forward with the preparation of two CDBG applications. The first, a CDBG Neighborhood Revitalization project for improvements to the Washington Complex. The second, a CDBG Commercial Revitalization project for improvements to MLK Boulevard. The motion included a City commitment of \$50,000 (\$25,000 for each application) for matching non-CDBG leverage funds for points in both applications. All in favor; Motion carried 4-0

### *Fair Housing Workshop*

Mayor Buzzett again paused the Commission Meeting at 1:05 P.M. for a Fair Housing Workshop. Mr. Howard distributed presentation materials and conducted the Fair Housing Workshop.

The Fair Housing Workshop concluded at 1:12 P.M., and Mayor Buzzett resumed the City Commission Meeting.

### *RFP 2025-02 CDBG Grant Administration*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve Fred Fox Enterprises for the Grant Administration and to apply for a CDBG Grant. All in favor; Motion carried 4-0. Their fee for one application is \$48,750 and there is a 7.5% charge for each additional application.

### *City App*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to proceed with the OCV, LLC External Mobile App for the City of Port St. Joe to pay the \$9,740 first year payment and then \$5,995 for the following 3 years. All in Favor; Motion carried 4-0.

### *Summer Programs, STAC House and Workforce Board*

The duPont Foundation has notified the Workforce Board that they will be cutting the program at the Washington Site this year. The Workforce Board has requested assistance from the City for the Summer Program. There is approximately \$21,000 remaining in the Workforce Board's funding from last year that can be used to offset these expenses.

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to fund the Summer Programs at the STAC House and the Workforce Summer Camp with the City running payroll for both programs. The budgeted cost for the STAC House is \$22,000 and the Washington Site program will cost approximately \$43,500 with the stipulation that a reimbursement of \$21,000 from last year's program will be requested from the Workforce Board. All in favor; Motion carried 4-0. It was noted that funding will be an issue after this year and the Commission needs to be thinking about how to do the program next summer.

### **Public Works –**

#### **Centennial Building and Washington Gym Roof Repairs**

In the absence of Mr. Grantland, Mr. Anderson shared that the main roofs on the Centennial Building and Washington Gym are structurally sound, issues are with the accessory buildings. He stated that an engineer's set of plans are needed for the work to be done, and this would provide a warranty for the accessory buildings. It was recommended that the project be bid out.

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to proceed with securing engineering plans and bidding the projects out. All in favor, Motion carried 4-0.

### **Surface Water Plant**

Mr. McClamma was out today, and Mr. Anderson noted that specs are being assembled for the water reuse and that a \$80,000 grant is available for this project.

### **Wastewater Plant**

In the absence of Mr. Pettis, Joe Harris shared that they anticipate Sprayfield Zone 3 will be completed by the end of the month.

### **Finance Director**

#### *FEMA Update*

Mr. Lacour continues to be told the review is in step 6 of 8 for reimbursement.

#### *Grants Reimbursement Update*

The DEO Downtown Waterline Phase I Grant has been closed. He is seeking clarity on the H & H Study and the final reimbursement has been submitted. Mr. Lacour is waiting on the final invoice for the UF Grant. There are still sewer hookups available for the Beacon Hill, White City, St. Joe Beach, and Cape San Blas Grants.

### **Code Enforcement**

Mr. Anderson shared that reimbursement of a Lien has been received on a house that was demolished jointly by the City and County. There are six remaining houses to be removed as a joint City / County Project.

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

Scooters continue to be a problem. If the scooter goes 35 MPH or more, it is considered to be an E-Scooter and if the speed is lower than 35 MPH it is defined as a bicycle. There have been issues with scooters and bicycles being ridden on the Reid Avenue Sidewalks. Chief Richards encouraged those on scooters and bicycles to be safe while riding.

### **City Clerk – Charlotte Pierce**

Clerk Pierce referenced pages 44 and 45, stated there had been no changes in them, and City Staff continues to work on grants, reimbursements, and compliance.

### **Citizens to be Heard**

The following individuals spoke on various topics. Eddie Fields, Robert Branch, Christy McElroy, Chester Davis, and Robert Lowery.

### **Discussion Items by Commissioners**

Neither Commissioners Langston, Kerrigan, Hoffman, nor Mayor Buzzett had any additional items to discuss with the Commission.

**Motion to Adjourn**

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:55 P.M.

Approved this 1<sup>st</sup> day of April 2025.

Rex Buzzett  
Rex Buzzett, Mayor

4/1/25  
Date

Charlotte M. Pierce  
Charlotte M. Pierce, City Clerk

4/1/25  
Date