

**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 15, 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

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting of April 1, 2025. All in favor; Motion carried 5-0.

City Engineer

Paving Quantities Update – Potential to Pave Long Avenue from Madison Street to Highway 98

Mr. Anderson shared that there could be approximately 3,000 LF of additional paving that could be done based on the current project quantities. The consensus of the Commission was for Mr. Anderson to discuss this with Roberts and Roberts to see what could be worked out.

Mayor Buzzett shared that sidewalks would be needed in the future on the residential side of the road.

Concerns of excessive speeds on a newly paved road could be an issue. Mr. Anderson shared that the Speed Table has been ordered for Seventh Street and could be the model to see how well they work.

Commissioner Langston asked about roads in North Port St. Joe being paved and Mr. Anderson noted that the City has applied for SCOP Grant for Avenues C and D.

City Street Resurfacing

This project is under construction.

City Government Complex

The updated building layout has not been received from the architect.

Monument Avenue

The paving has been completed, and Dewberry is currently waiting on the striping.

Downtown Utilities Phase 2

This project is under construction, the pressure testing has gone well, and the project is moving along.

HMGP Grant – Elevation of 12 Lift Stations

Dewberry has responded to all RAIs from FDEM and FDEM has approved the process to move forward.

Avenue C and Battle Street Intersection

This project is under construction as of April 3, 2025.

Victoria Avenue Bridge

This project was rebid and only 1 bid was received. L&K Construction submitted a bid of \$157,205.00. Mr. Grantland will review the project to see if the City can do the work at a much lower price.

City Attorney

Mr. McCahill did not have anything specific for the Commission today.

Old Business

City Projects

Mr. Anderson referenced pages 5-6, noted the Cabel Ditch Project has been completed, workers are preparing town for the summer visitors, and the Spray fields Project only lacks wells to be completed. He noted that a Task Order has been signed for the engineering of the Washington Gym roof, pavers have been repaired in Dr. Joe Hendrix Park, and that trees in the park have grown into the light fixtures and need to be trimmed. Signage for the park is being worked on.

Washington Recreation Center – Gulf County Grant Scope of Work

Mr. Anderson shared the email from County Commissioner Sandy Quinn providing the County's Scope of Work for the Washington Gym. Their goal is to maximize the budget as much as possible but will prioritize the following projects.

- Replacement of windows at Washington Recreation
- Replacement of HVAC at Washinton Recreation
- Remodeling of the stage, including electrical work and stage lighting
- Refinishing the gym flooring and replacing the bleachers

CDBG Grant Application 2025

2023-2024 Small Cities CDBG Application Cycle

Mayor Buzzett paused the meeting at 12:16 P.M., to conduct the Second Public Hearing for the CDBG NR Grant for Washington Recreation Center and the CDBG CR Grant for the MLK Boulevard Revitalization.

Patrick Howard, Grant Consultant with Fred Fox Enterprises, reviewed information from the first Public Hearing, and Citizen's Task Force (CATF) on March 18, 2025. He outlined the direction Fred Fox Enterprises and City Staff were given by the Commission based on the CATF's recommendations. Mr. Howard provided Project Narrative G – 2 for both projects and reviewed them. (Attached as Exhibits A and B).

Martin Luther King, Jr., Revitalization – Second Public Hearing

Patrick Howard first provided a summary of the Martin Luther King Boulevard (MLK) Commercial Revitalization (CR) project.

Chester Davis asked about the streets to be covered in the application and Mr. Howard confirmed that the primary approach would be MLK from Avenue A to Avenue D, and that there would be subsequent blocks included should funds remain after completing the first three blocks.

After confirming there were no other comments, the Commission voted as follows on the three required Resolutions.

Resolution 2025-06 – Application

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve applying for a CDBG CR Grant for MLK Revitalization in the amount of \$1,780,790.

There was no other input from the public and all Commissioners were in favor of the motion which carried 5-0.

Resolution 2025-07 – Funding Leverage

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve Funding Leverage in the amount of \$25,000 for the MLK Boulevard Revitalization CDBG CR Grant.

There was no Public input.

All in favor: Motion carried 5-0.

Resolution 2025-08 – Objectives of Plan

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Objectives of the Plan for the MLK Boulevard Revitalization CDBG CR Grant.

There was no input from the Public.

All in favor; Motion carried 5-0.

Mayor Buzzett closed the Second Public Hearing on the Martin Luther King Boulevard (MLK) Commercial Revitalization (CR) Project at 12:23 P.M.

Washington School Complex – Second Public Hearing on the Washington

Mayor Buzzett once again paused the meeting at 12:23.10 for the Second Public Hearing on the Washington School Complex Neighborhood Revitalization CDBG NR Grant.

Resolution 2025-03 – Application

Candy Nesemeier queried Mr. Howard about the application.

Chester Davis asked about the timetable of the grant.

Mr. Howard explained the steps involved with the grant and noted that if the project was selected, it would be a couple of years before the improvements would begin.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve applying for the Washington School Complex Neighborhood Revitalization CDBG NR Grant in the amount of \$1,723,600.

All in favor: Motion carried 5-0.

Resolution 2025-04 – Funding Leverage

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to approve Funding Leverage in the amount of \$25,000 for the Washington School Complex Neighborhood Revitalization CDBG NR Grant.

There was no Public input.

All in favor: Motion carried 5-0.

Resolution 2025-05 – Objectives of Plan

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to approve the Objectives of the Plan for the Washington School Complex Neighborhood Revitalization CDBG NR Grant.

There was no Public input.

All in favor: Motion carried 5-0.

Mayor Buzzett concluded the Second Public Hearing for the Washington School Complex Neighborhood Revitalization CDBG NR Grant at 12:37.38 P.M.

The regular Commission Meeting resumed at 12:38 P.M.

Mr. Anderson shared that the City will be accepting applications for the Summer Programs which will begin on June 1, 2025.

Mr. Anderson recognized Kevin Pettis for his 13 years of service to the City. Mr. Pettis is retiring on April 30, 2025. Commissioners and City Staff wished Mr. Pettis well in his retirement.

Mr. Anderson announced that Joe Harris, currently Lead Operator of the Wastewater Treatment Plant, has been selected to replace Mr. Pettis as the new Wastewater Plant Manager effective May 1, 2025.

New Business

2024. Water Quality Report

Mr. McClamma shared that the City did exceptionally well on the Consumer Confidence Report (CCR), numbers were great in all categories, there were no violations of any type, and the annual average was good.

The Commissioners congratulated Mr. McClamma and his department on the excellent report.

Public Works – John Grantland

Mr. Grantland did not have anything for the Commission.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have any additional items for the Commission.

Wastewater Plant – Kevin Pettis

Mr. Pettis noted there is 4' of free board in the pond, filters have been running at about half throttle this week, and the only thing lacking to complete the Sprayfields are the wells.

Mr. Pettis shared that he has enjoyed working for the City of Port St. Joe and thanked everyone for the opportunity to be part of the City.

Finance Director

FEMA Update

There has been no change on the Clifford Sims Park Reimbursement.

Grants Reimbursement Update

Mr. Lacour has meetings this week with individuals concerning the NOAA and Resilient FL Grants. He also shared that the final date to apply for Sewer Grants for Beacon Hill and other Sewer to Sewer Grants is December 2026.

Commissioner Kerigan requested that information about the sewer grants be placed on the City's Website.

Code Enforcement

Mr. Anderson shared that Pop Up Sales have been occurring on Reid Avenue and a Special Event Permit is required to have these sales.

Mr. Anderson also requested that the Commissioners look at their financial statements as the City is halfway through the budget year, revenues are flat and expenses are up, sales taxes are down, and we need to tighten the belt and keep an eye on any outside budget items.

Police Department – Chief Richards

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to surplus a 2015 Ford Taurus and transfer a 2016 Ford F-150 to the Public Works Department. All in favor; Motion carried 5-0. The request is attached as Exhibit C.

City Clerk – Charlotte Pierce

Clerk Pierce referenced Pages 24 – 25, noted there has not been any significant changes in those pages and that City Staff continues to work on reimbursements, compliance, and reports for the numerous grants the City has.

Citizens to be Heard

The following individuals shared their opinions on several issues.

Christy McElroy, Terry O'Neil, Lynn Peters Lewis, and Tan Smiley.

Discussion Items by Commissioners

Neither Commissioners Langston, Kerigan, Langston, nor Mayor Buzzett had any additional issues to discuss with the Commissioners.

Commissioner Hoffman asked about the new City Ap and Mr. Anderson responded that it has been paid for and ordered.

Mayor Buzzett

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:06 P.M.

Approved this 6th day of May 2025.



Rex Buzzett, Mayor

5/6/25

Date



Charlotte M. Pierce, City Clerk

5/6/25

Date

Exhibit A

Project Narrative — G-2

Describe the proposed project using the guidelines in the instructions. Specific directions for Commercial Revitalization and Economic Development application narratives can be found in the instructions. Use additional pages as needed.

Service Area #1a - Martin Luther King Boulevard Commercial Revitalization Improvements

Service Area #1a includes all the resident in Census Tract 960200, Block Group 3

Martin Luther King Boulevard serves as Main Street in North Port St. Joe's commercial district, and has lost a substantial number of its businesses, and the infrastructure is in substantial need of repair. MLK also includes a number of vacant properties that have a great potential for new businesses if improvements can be made to make it more attractive and feasible for them to locate there. The community's leaders, working with the local governments have established a Community Redevelopment Agency (CRA) that is active. It is anticipated that the established Tax Increment Financing (TIF) would perpetuate reinvestment in the commercial area, if given an initial catalyst from business investments coming as a result of CDBG Commercial Revitalization assistance. The City of Port St. Joe proposes to utilize Small Cities CDBG assistance under the Commercial Revitalization category to make improvements to Martin Luther King Boulevard to enhance the commercial area of North Port St. Joe, and provide infrastructural improvements to be such a catalyst for new investment and an ongoing incentive for new business ventures to serve the predominately low-to-moderate income (LMI) residents in the North Port St Joe community. Without this Commercial Revitalization assistance requested under the Florida Small Cities CDBG Program, the City of Port St. Joe will be unable to initiate revitalization of MLK Boulevard in the North Port St. Joe commercial district and cannot serve the LMI residents of the North Port St. Joe community.

Proposed activities will address improvements to relocate utilities to underground, replace sidewalks, repave the MLK Boulevard, install new lighting, install crosswalks, and install landscaping and irrigation for a three block distance (approximately 860 linear feet).

The beneficiaries for the activities proposed in this service area are those people living within the City of Port St. Joe who are served by the current and future businesses on MLK Boulevard. Currently 123 occupied households are located in Service Area #1. These 123 households contain 265 people. Fourteen (14) of the people living in the households in the service area, or 5.4% are VLI; 160 of the people living in the households in the service area, or 60.40% are LMI and 105 of the people living in the households in the service area, or 39.6% have household incomes which are above the LMI income limits. Thus, National Objective #1, Benefit to Low Moderate-Income Persons is realized by the activities being carried out in this service area.

17D - Relocation of Utilities to Underground

<u>Activity #</u>	<u>Activity</u>	<u>Description</u>	<u>CDBG Amount</u>	<u>Local Match</u>
17D	Relocation of Utilities to Underground	Underground Utilities on MLK Boulevard	\$550,000.00	\$ 0.00

17D – Relocation of Utilities to Underground: The City of Port St. Joe proposes to underground the utilities on three blocks (approximately 875 feet street distance) of Martin Luther King (MLK) Boulevard in North Port St. Joe. MLK Boulevard serves as the main commercial street in the underserved predominately low-to moderate income community within the city limits of the City of Port St. Joe.

03L – Sidewalks and Pedestrian Malls

Activity # Activity Description CDBG Amount Local Match

03L Sidewalks and Pedestrian Malls Replace sidewalks, provide on street parking \$457,430.00 \$ 0.00
Install new lighting, and install landscaping and irrigation

The City of Port St. Joe proposes to replace approximately 1,750 linear feet of five-foot-wide sidewalks on the east and west sides of MLK Boulevard, to include cross walks, landscaping and irrigation, on street parking, as well as decorative lighting.

03K – Street Improvements

Activity # Activity Description CDBG Amount Local Match

03K Street Improvements: Repave approximately 875 linear feet of MLK Boulevard, \$458,680.00 \$ 0.00
commencing at Avenue A and proceeding three blocks to Avenue D.

03K and 03L – Engineering

Activity # Activity Description CDBG Amount Local Match

03K and 03L – Engineering Design, bidding and inspection services of street \$172,217.00 \$ 25,000.00
Improvements and Sidewalks and Pedestrian Malls

21A - Administration Local Match

Activity # Activity Description CDBG Amount Local Match

21A – Administration Grant administration, environmental review \$ 142,463.00 \$ 0.00

Total \$1,780,790.00 \$ 25,000.00

The sources and uses of funds for the project are as follows:

ACTIVITY	CDBG	TOWN MATCH CLAIMED FOR POINTS	TOTAL
17D - Relocation of Utilities to Underground	\$550,000.00	\$ 0.00	\$550,000.00
03L – Sidewalks and Pedestrian Malls	\$457,430.00	\$ 0.00	\$457,430.00
03K – Street Improvements	\$458,680.00	\$ 0.00	\$458,680.00
03J - Engineering	\$172,217.00	\$ 25,000.00	\$ 197,217.00
21A - Administration	\$ 142,463.00	\$ 0.00	\$ 142,463.00
TOTAL	\$1,780,790.00	\$ 25,000.00	\$1,805,790.00

Project Narrative — G-2

SA 1 - Unmet Need One

If funds remain after work is completed on MLK between Avenue A to Avenue D, the City of Port St. Joe will utilize CDBG Commercial Revitalization funding for commercial revitalization activities from Avenue D to Avenue E. These activities include:

Activity #	Activity	Description	CDBG Amount	Local Match
17D	Relocation of Utilities to Underground	Underground Utilities on MLK Boulevard Approximately 295 feet street length commencing at Avenue D and proceeding one block to Avenue E.	\$183,333.00	\$ 0.00

Activity #	Activity	Description	CDBG Amount	Local Match
03L	Sidewalks and Pedestrian Malls	Replace 583 feet of sidewalks, provide on street parking Install new lighting, and install landscaping and irrigation commencing at Avenue D and proceeding one block to Avenue E.	\$152,476.00	\$ 0.00

Activity #	Activity	Description	CDBG Amount	Local Match
03K	Street Improvements:	Repave approximately 295 linear feet of MLK Boulevard, commencing at Avenue D and proceeding one block to Avenue E.	\$152,893.00	\$ 0.00
TOTAL:			\$488,702.00	

SA 1 - Unmet Need Two

If funds remain after work is completed on MLK between Avenue A to Avenue D, the City of Port St. Joe will utilize CDBG Commercial Revitalization funding for commercial revitalization activities from Avenue E to Avenue F. These activities include:

Activity #	Activity	Description	CDBG Amount	Local Match
17D	Relocation of Utilities to Underground	Underground Utilities on MLK Boulevard Approximately 295 feet street length commencing at Avenue E and proceeding one block to Avenue F.	\$183,333.00	\$ 0.00

Activity #	Activity	Description	CDBG Amount	Local Match
03L	Sidewalks and Pedestrian Malls	Replace 583 feet of sidewalks, provide on street parking Install new lighting, and install landscaping and irrigation commencing at Avenue E and proceeding one block to Avenue F.	\$152,476.00	\$ 0.00

Activity #	Activity	Description	CDBG Amount	Local Match
03K	Street Improvements:	Repave approximately 295 linear feet of MLK Boulevard, commencing at Avenue E and proceeding one block to Avenue F.	\$152,893.00	\$ 0.00
TOTAL:			\$488,702.00	

SA 1 - Unmet Need Three
If funds remain after work is completed on MLK between Avenue A to Avenue D, the City of Port St. Joe will utilize CDBG Commercial Revitalization funding for commercial revitalization activities from Avenue F to Avenue G. These activities include:

Activity #	Activity	Description	CDBG Amount	Local Match
17D	Relocation of Utilities to Underground	Underground Utilities on MLK Boulevard Approximately 295 feet street length commencing at Avenue F and proceeding one block to Avenue G.	\$183,333.00	\$ 0.00

Activity #	Activity	Description	CDBG Amount	Local Match
03L	Sidewalks and Pedestrian Malls	Replace 583 feet of sidewalks, provide on street parking Install new lighting, and install landscaping and irrigation commencing at Avenue F and proceeding one block to Avenue G.	\$152,476.00	\$ 0.00

Activity #	Activity	Description	CDBG Amount	Local Match
03K	Street Improvements:	Repave approximately 295 linear feet of MLK Boulevard, commencing at Avenue F and proceeding one block to Avenue G.	\$152,893.00	\$ 0.00
TOTAL:			\$488,702.00	

The City of Port St. Joe anticipates it will take approximately thirty (30) months for the Project to be complete including the environmental review, bidding, construction, and grant closeout. No portion of the proposed project is within the 100-year floodplain and/or wetland.

The project is not inconsistent with the City's comprehensive plan.

Without the assistance of CDBG funding requested in this application, the City of Port St. Joe would not be able complete the work on the Project proposed in this application.

Exhibit B

Project Narrative — G-2

Describe the proposed project using the guidelines in the instructions. Specific directions for Commercial Revitalization and Economic Development application narratives can be found in the instructions. Use additional pages as needed.

Service Area #1 - Washington School Neighborhood Center Complex

Service Area #1 includes all the resident in Census Tract 960200, Block Group 3

03E – Recreation/Neighborhood Center – The City of Port St. Joe proposes to make improvements to the Washington School Neighborhood Center Complex to serve the predominately low-to-moderate income (LMI) residents in the the North Port St Joe community that utilize the community center complex for community events. The main building that includes a gymnasium, had previously served as the school for the African American residents prior to desegregation. The building has fallen into disrepair and is in desperate need of substantial renovations. Without assistance from the Neighborhood Revitalization category under the Small Cities CDBG Program, the Washington School Neighborhood Center Complex cannot serve the LMI residents of the North Port St. Joe community.

Proposed activities will address improvements to the gymnasium and ball storage area, kitchen, stage, and reading and media room. The improvements include HVAC, electrical, plumbing, flooring, ceiling repairs, windows and doors, cabinetry and shelving, equipment, furnishings, lighting, and painting.

The beneficiaries for the activities proposed in this service area are those people living within the City of Port St. Joe's Service Area who utilize the ashington School Neighborhood Center. Currently 123 occupied households are located in Service Area #1. These 123 households contain 265 people. Fourteen (14) of the people living in the households in the service area, or 5.4% are VLI; 160 of the people living in the households in the service area, or 60.40% are LMI and 105 of the people living in the households in the service area, or 39.6% have household incomes which are above the LMI income limits. Thus, National Objective #1, Benefit to Low Moderate-Income Persons is realized by the activities being carried out in this service area.

<u>Activity #</u>	<u>Activity</u>	<u>Description</u>	<u>CDBG Amount</u>	<u>Local Match</u>
03E	Neighborhood/Community Center	Improvements to Washington School Neighborhood Center	\$1,723,660.00	\$ 25,000.00

Project Narrative — G-2

The sources and uses of funds for the project are as follows:

ACTIVITY	CDBG	TOWN MATCH CLAIMED FOR POINTS	TOTAL
03E - Neighborhood/Community Center	\$1,417,915.00	\$ 0.00	\$517,200.00
03J - Engineering	\$ 167,855.00	\$ 25,000.00	\$ 192,855.00
21A - Administration	\$ 137,890.00	\$ 0.00	\$ 137,890.00
TOTAL	\$1,723,660.00	\$ 25,000.00	\$1,748,660.00

Unmet Need 1 - Service Area #1 - Washington School Neighborhood Center Complex - George Washington Elementary / High School Museum

Service Area #1 includes all the resident in Census Tract 960200, Block Group 3

Should funds remain available after completing working on the Washington School Neighborhood Center Complex, the City of Port St. Joe will utilize any remaining CDBG funding for renovations to the George Washington Elementary / High School Museum. The museum was established to ensure awareness about the legacy of George Washington Elementary / High School, and sustain awareness for future generations about the school's rich heritage. Principal Emile Twine wanted the community to know the importance and significance of the WHS Museum. It is a legacy of historical milestones that clearly demonstrate a proud legacy for the entire Port St. Joe Community.

Proposed activities will address improvements to the museum would include a new roof, flooring, new exterior doors, new LED lighting, sidewalk replacement and painting.

The beneficiaries for the activities proposed in this service area are those people living within the City of Port St. Joe's Service Area who are served by the cultural heritage museum. Currently 123 occupied households are located in Service Area #1. These 123 households contain 265 people. Fourteen (14) of the people living in the households in the service area, or 5.4% are VLI; 160 of the people living in the households in the service area, or 60.40% are LMI and 105 of the people living in the households in the service area, or 39.6% have household incomes which are above the LMI income limits. Thus, National Objective #1, Benefit to Low Moderate-Income Persons is realized by the activities being carried out in this service area.

Activity #	Activity	Description	CDBG Amount	Local Match
03E	Neighborhood/Community Center	Improvements to George Washington Elementary/High School Museum	\$120,100.00	\$ 0.00

Unmet Need 2 - Service Area #1 - Washington School Neighborhood Center Complex - Washington Improvement Group Neighborhood Center

Service Area #1 includes all the resident in Census Tract 960200, Block Group 3

Should funds remain available after completing working on the Washington School Neighborhood Center Complex, the City of Port St. Joe will utilize any remaining CDBG funding for renovations to the Washington Improvement Group (WIG) Neighborhood Center. The Washington Improvement Group is a local 501-c-3 non-profit organization whose operations are located at the site commonly known as the Washington Recreational Site, the former Washington High School site in the northern part of the City of Port St. Joe. Some of its services over the years have been to provide a "one-stop" location offering a weekly foodbank, home buying workshops, employment preparations, information resource center, etc.

Proposed activities will address improvements to the WIG neighborhood building would include a new roof, rehabilitation of restrooms and sidewalk replacement.

The beneficiaries for the activities proposed in this service area are those people living within the City of Port St. Joe's Service Area who are by the Washington Improvement Group. Currently 123 occupied households are located in Service Area #1. These 123 households contain 265 people. Fourteen (14) of the people living in the households in the service area, or 5.4% are VLI; 160 of the people living in the households in the service area, or 60.40% are LMI and 105 of the people living in the households in the service area, or 39.6% have household incomes which are above the LMI income limits. Thus, National Objective #1, Benefit to Low Moderate-Income Persons is realized by the activities being carried out in this service area.

Activity #	Activity	Description	CDBG Amount	Local Match
03E	Neighborhood/Community Center	Improvements to WIG Center	\$80,000.00	\$ 0.00

The City of Port St. Joe anticipates it will take approximately thirty (30) months for the Project to be complete including the environmental review, bidding, construction, and grant closeout. No portion of the proposed project is within the 100-year floodplain and/or wetland.

The project is not inconsistent with the City's comprehensive plan.

Without the assistance of CDBG funding requested in this application, the City of Port St. Joe would not be able complete the work on the Project proposed in this application.

Exhibit C

Port St. Joe Police Department
410 Williams Avenue, Port St. Joe, FL 32456



To: City Administrator Jim Anderson, Sheriff Mike Harrison
From: Chief Jake Richards *JR*
Date: April 11, 2025
Ref: Vehicle Surplus and transfer

Mr. Anderson,

I request that Vehicle P103, a 2015 Ford Taurus, Vin# 1FAHP2MK2FG159503 be placed on surplus property.

Also P110 a 2016 Ford F150, Vin# 1FTEW1E88GFD21283 will be transferred to the Public Works Department.

Respectfully,

JR
Chief Jake Richards