

**May 6, 2025
Regular Meeting
12:00 Noon**

**City Commission Chambers
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
Steve Kerigan, Commissioner, Group II
Brett Lowry, Commissioner, Group III
Scott Hoffman, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

Regular Public Meeting

12:00 Noon

May 6, 2025

Call to Order

Consent Agenda

Minutes

- **Regular Meeting 4/15/25**

Pages 1-15

City Engineer

- **Paving Quantities Update**

City Attorney

- **Update**

Old Business

- **City Projects**

Pages 16-17

New Business

- **Juneteenth Block Party Request**
- **Change Order #3, City Street Paving**
- **BCC Amnesty Day**

Page 18

Pages 19-20

Page 21

Public Works

- **Update**

Surface Water Plant

- **RFP 2025-03 Beach Booster Station Repair (Bids Close 5/2, Handout)**

Wastewater Plant

- **Update**

Finance Director

- **FEMA- Update**
- **Grants Reimbursement**
- **Grant Management Contract Extension- CDBG-DR**

Page 22

Pages 23-25

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **Grants- Update**

Pages 26-28

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

**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 _____ day of _____ 2025.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

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

<u>Activity #</u>	<u>Activity</u>	<u>Description</u>	<u>CDBG Amount</u>	<u>Local Match</u>
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

<u>Activity #</u>	<u>Activity</u>	<u>Description</u>	<u>CDBG Amount</u>	<u>Local Match</u>
03K	Street Improvements:	Repair approximately 875 linear feet of MLK Boulevard, commencing at Avenue A and proceeding three blocks to Avenue D.	\$458,680.00	\$ 0.00

03K and 03L – Engineering

<u>Activity #</u>	<u>Activity</u>	<u>Description</u>	<u>CDBG Amount</u>	<u>Local Match</u>
03K and 03L	Engineering	Design, bidding and inspection services of street Improvements and Sidewalks and Pedestrian Malls:	\$172,217.00	\$ 25,000.00

21A - Administration Local Match

<u>Activity #</u>	<u>Activity</u>	<u>Description</u>	<u>CDBG Amount</u>	<u>Local Match</u>
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:

<u>ACTIVITY</u>	<u>CDBG</u>	<u>TOWN MATCH CLAIMED FOR POINTS</u>	<u>TOTAL</u>
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:

<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 Approximately 295 feet street length commencing at Avenue D and proceeding one block to Avenue E.	\$183,333.00	\$ 0.00

<u>Activity #</u>	<u>Activity</u>	<u>Description</u>	<u>CDBG Amount</u>	<u>Local Match</u>
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

<u>Activity #</u>	<u>Activity</u>	<u>Description</u>	<u>CDBG Amount</u>	<u>Local Match</u>
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:

<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 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:	Repair 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:	Repair 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.

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Exhibit B

Form SC-60
February, 2018

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.

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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,


Chief Jake Richards

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Current City Projects 5/6/25

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Lighthouse Complex Sleeping Beauty Rehab- The bid has been awarded Monolith Construction and the State has approved the modified plans. Construction is underway.
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV work is complete and Anchor Engineering is working on the rehab/replacement plans. L& K Contractors have been awarded the Lift Station Rehab bid on 8/20/24.
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff is installing the taps.
- 9/15/23 Dewberry tasked to Survey & Topo the new City Hall Complex with Conceptual Plan options. Dewberry has now been tasked to handle the Civil Engineering and permitting. MLD has been tasked for the Architectural Services on 10/15/24.
- 9/26/23 Dewberry tasked to work on the Expansion of Zone 3 at the WW Sprayfields. The bid was awarded to North Florida Construction on 4/16/24 to clear the property. The construction is complete and Dewberry is working on the FDEP Permit to place in operation.
- Downtown Waterline Replacement Phase II- The SRF Funding has been approved and the bid has been awarded to L & K Contractors. Construction began on 9/30/24.
- 2/11/24 A Task Order was signed with Dewberry to survey the alley between Bay & Harbor Street for potential stormwater improvements. The survey is complete and staff is trying to find a property owner to give the City and easement for a Stormwater Drain Inlet.
- Allen Memorial Paving SCOP Grant. The Project was awarded to Roberts & Roberts on 9/17/24. Construction is underway.
- Monument Ave. Paving from 19th Street to Allen Memorial. The project was awarded to Roberts & Roberts on 9/17/24. Construction is underway.

- 3/19/24 A Task Order was signed with Dewberry to design the \$1.5 M Legislative Approp. for multiple roads to be paved. The Bid was awarded to Roberts & Roberts on 11/5/24, CEI Services was awarded to SCE on 1/7/25. The project is under construction.
- Cabell Drive Ditch Cleaning- Staff will attempt to clean the ditch utilizing City Equipment. The project is under way.
- Ave C & Battles Drainage Improvements- The bid was awarded to North Florida Construction on 1/21/25. Construction is complete.
- Centennial Bldg. Roof- Requesting an Engineer Task Order for specs to repair the roof. 4/1/25
- Washington Gym Roof- Tasked Anchor Consulting Engineers for specs to replace the side roofs on the gym 4/9/25
- Speed Table on 7th Street- Tasked Roberts & Roberts to construct on 4/8/25

Jim Anderson

From: Harlotte Wright <boldenha@gmail.com>
Sent: Friday, April 25, 2025 1:21 PM
To: Jim Anderson
Cc: North PSJ Cultural Events
Subject: Juneteenth Jubilee (Block Party)

Good afternoon Mr. Anderson,

I spoke with Commissioner Quinn earlier today about blocking off the portion of MLK Boulevard between Avenue B and Avenue C for the Juneteenth Celebration Jubilee (Block Party) on Saturday, June 21, 2025 from 10 pm - 2 am.

Commissioner Quinn told me to ask about a permit and also barricades. Is there an application that needs to be completed? If so, please provide guidance.

Thanks

Harlotte Bolden-Wright
2025 NPSJ Juneteenth Committee Chair
334-538-7666

Only what you do for Christ will last.

Jim Anderson

From: Brian Strickland <brian@rarinc.com>
Sent: Wednesday, April 23, 2025 10:12 AM
To: Jim Anderson; John Grantland
Cc: Herschel Neel; George Roberts
Subject: City Streets
Attachments: CO Request #3 - Sidewalks and Inlets.pdf

Jim/ John,

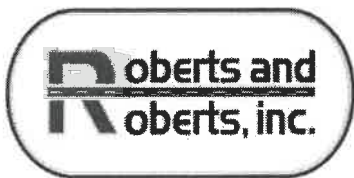
Please see the attached pricing for the following additions and revisions made to the City Street Project:

- Raise/ reconstruct 3 inlets to proper grade.
 - Reconstruct inlet on north side of 10th street in sideroad paving.
 - Raise 2 inlets at the intersection of 10th and Woodward to proper elevation.
- Replace sidewalks for ADA and drainage.
 - Remove and replace 14sy of sidewalk from 10th to ballfield to be at proper slope.
 - Remove and replace 56 sy of sidewalk along the north side of 10th street to drain.
- Overbuild asphalt on the north side of 10th Street.
 - Build up pavement along raised sidewalk to drain to inlet.

In addition to these added costs, we have lowered 7 manholes and 3 water valve boxes at various locations within the project. We sent over a cost for this and the raising, in the amount of \$11,700.00. This cost will need to be worked out prior to close out of the project.

Please feel free to reach out if you wish to discuss the work or have any questions,

Thanks,



Brian Strickland
Brian@rarinc.com
P: 850-215-8001
C: 850-625-7277

CHANGE ORDER PROPOSAL



150N Westpark Drive
Tomball, TX 77375
P: 281-210-0400
F: 281-210-1700

1275 N Shepherd Ave
Pasadena, TX 77661
P: 832-214-8000
F: 832-214-1700

DATE: 04/23/25
PROJECT: Port St Joe City Streets
TO: City of Port St Joe/ Dewberry Engineers
ATTN: Jim Anderson/ John Grantland

CHANGE PROPOSAL NUMBER: 3

REASON FOR CHANGES:

OWNER DIRECTIVE

DESCRIPTION OF CHANGES:

1. Remove and replace sidewalks along 10th street to meet ADA and alleviate drainage issues
2. Raise drainage inlets to match new roadway elevations
3. Overbuild roadside asphalt to alleviate drainage issues.

COMMENTS:

CONTRACT SCHEDULE IMPACT:

ROBERTS AND ROBERTS, INC. REQUESTS THE FOLLOWING NUMBER OF DAYS BE GRANTED FOR COMPLETION OF THE WORK:
5 DAYS

ITEM NBR	WORK ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	RAISE DRAINAGE INLETS	3.00	EA	\$2,243.60	\$6,730.80
110-4-10	REMOVAL OF EXISTING CONCRETE	70.00	SY	\$74.60	\$5,222.00
3	REPLACE CONCRETE SIDEWALK	70.00	SY	\$85.00	\$5,950.00
334-1-12	SUPERPAVE ASPHALTIC CONCRETE	10.00	TN	\$148.50	\$1,485.00
					\$0.00
					\$0.00
					\$0.00
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					\$0.00

NET CONTRACT CHANGE AMOUNT REQUESTED: **\$19,387.80**

REQUESTED BY (ROBERTS AND ROBERTS, INC):

BRIAN STRICKLAND, Estimator

04/23/25

DATE

RECOMMENDED BY (OWNER'S ARCHITECT/ENGINEER):

DATE

APPROVED BY:

DATE

**BCC Waste Solutions in collaboration
with Gulf County BOCC will host**

Saturday May 17, 2025

AMNESTY DAY

8 am - 4 pm Eastern / 7 am - 3 pm Central

**1000 Cecil G Costin Sr Blvd - Port St Joe, FL 32456
Gulf County Courthouse Parking Lot**

**4286 Highway 22 - Wewahitchka, FL 32465
Wetappo Transfer Station**

**Gulf County residents have a one-time opportunity to dispose of
special collection items that are not accepted at the transfer station
Hazardous materials are accepted**

Any Questions call BCC 850-238-3699

Acceptable Items

☑ **MATERIALS ACCEPTED:**

PAINT: Oil based paint & paint products - 5 gallon container or smaller. Aerosols acceptable. Includes adhesives/roof tar/driveway sealers. No latex paints will be accepted.

HOUSEHOLD CLEANERS: Acid and caustic products.

BATTERIES: All household batteries. Lead acid automotive batteries.

AUTOMOTIVE FLUIDS: Motor oil, up to 5 gallon containers - prefer 1 gallon containers, antifreeze, brake fluid, grease, fuels.

PESTICIDES: Liquids, solids and aerosols in homeowner sizes

MERCURY: Thermometers, thermostats, fluorescent bulbs & tubes, and elemental mercury.

**CITY OF PORT ST. JOE, FLORIDA
EXPENDITURES AND REIMBURSEMENTS GRANTS**

				Grant	City Match	Expense	Reimburse	Outstanding	
DEO	Beacon Hill Sewer Grant	WG043		4,304,600	0	3,600,688	3,580,250	20,438	
DEO	Septic to Sewer Grant	WG063		965,000	0	469,392	469,392	0	
FEMA	HMGF Grant	H0937		1,028,642	257,161	250,097	145,401	104,696	
FEMA	Hurricane Michael	DR4399		938,723	0	938,723	9,750	928,973	
NOAA	Habitat Conservation	NA23		279,989	0	279,989	279,989	0	
Historic Preservation	Centennial Building	P20A		497,495	0	497,495	324,996	172,499	
Historic Preservation	Keepers Quarter & Oil Shed	P20A		327,707	0	327,707	0	327,707	
SCOP	Madison Street	G2A97		479,428	0	516,313	516,313	0	
SCOP	Allen Memorial	G2Q26		575,418	0	575,418	575,418	0	
SCOP	City Wide Streets			1,500,000	0	526,316	0	526,316	
Resiliant Florida Grant	Vulnerability Assessment	22PLN11		218,895	0	218,895	0	218,895	
State Revolving Fund	Lead & Copper Study	LS230170		208,000	41,600	61,000	0	61,000	
State Revolving Fund	Downtown Water Line	DO215		675,425	0	675,425	675,425	0	
State Revolving Fund	Downtown Water Line II	DO215		2,161,794	1,506,338	1,658,448	1,045,387	613,061	
NERDA	Water Quality Grant			775,000	0	68,747	0	68,747	
CDBG	Sewer-Lift Station Grant	M0023		9,799,572	238,000	1,077,051	1,059,878	17,173	
Totals				24,735,688	2,043,099	11,741,704	8,682,199	3,059,505	

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April 9, 2025

Mr. Jim Anderson, City Manager
City of Port St. Joe
PO Box 278
Port St. Joe, Florida 32456

Re: Post Award Grant Management Support for the Florida Department of Economic Opportunity Grant Agreement for CDBG-DR Rebuild Florida General Infrastructure Program for Hurricane Michael

Dear Mr. Anderson:

The Ferguson Group, LLC (TFG) is pleased to provide continued grant consulting services to the city of Port St. Joe and looks forward to collaborating with the City to deliver comprehensive post-award grant management support for the Florida Department of Economic Opportunity's (DEO) Grant Agreement with the City for the CDBG-DR Rebuild Florida General Infrastructure Program for Hurricane Michael. We will continue to provide comprehensive services for the CDBG-DR grant until project closeout. Given the contractor's recent request for a project extension until September 2026, we are happy to continue offering comprehensive services throughout the project duration until closeout of the grant in December of 2026.

Scope of Services - Post-Award Grant Management

TFG will collaborate closely with city staff to continue to provide the following services in compliance with DEO's requirements:

Activities	Estimated Total hours	Frequency	Estimated Cost
Upload required documents into the DEO system	15	As required	\$2,625
Review detailed monthly report measuring actual cost versus the projected costs	45	Monthly	\$7,875
Update Attachment C- Activity Work Plan Project Progress	15	As required	\$2,625
Revise detailed timeline monthly	15	As required	\$2,625
Perform quarterly grant review	14	Quarterly	\$2,450
Review and submit updated organization charts	15	As required	\$2,625
Review and submit progress reports	28	Monthly & Quarterly	\$4,900
Review and submit contract and subcontract activity form HUD-2516	18	Semi-annual	\$3,150
Review Davis-Bacon activities	21	Monthly	\$3,675

Aid in preparation and reviewing of procurement activities and RFP for vendors	15	As required	\$2,625
Review and prepare for inspection and monitoring of grantor	10	As required	\$1,750
Aid in completing summary report form HUD-60002	10	Annually	\$1,750
Aid in completing, reviewing, and submitting closeout documents and final reports	29	Once	\$5,075
Total	250		\$43,750

Terms of Agreement

Post-award grant managements services provided to the City of Port St. Joe for the CDBG-DR Rebuild Florida General Infrastructure Program for Hurricane Michael will be invoiced at a discounted hourly rate of \$175/hour with a maximum total not to exceed of \$43,750. TFG will report to the City the total number of hours billed to the project on a monthly basis. If services are needed beyond the not to exceed amount, TFG will provide the City with a cost estimate and proposal on the continuation of services. Services provided under this agreement will start upon execution of the agreement and cease upon the final closure of the grant agreement with the funding agency, anticipated in December of 2026.

TFG fees include all direct labor, overhead (including general and administrative expenses), other direct costs, subcontractor costs, fixed fees, miscellaneous incidental services, and all applicable taxes. While the TFG Grants Division usually works electronically, if a client prefers an on-site meeting, travel time and expenses will be billed separately, in addition to the above-mentioned fees.

We are grateful for the opportunity to partner with the City and look forward to a successful outcome. By signing this agreement, you acknowledge and accept all the terms outlined in this letter.

Sincerely,



W. Roger Gwinn
CEO



ACKNOWLEDGED AND AGREED TO BY:

THE FERGUSON GROUP, LLC

CITY OF PORT ST. JOE, FLORIDA

W. Roger Gwinn
CEO

Jim Anderson, City Manager
City of Port St. Joe, Florida

Date

Date

Grants Updated- 5/6/25

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match. Approved 12/16/22
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23. The project is complete and we have requested reimbursement.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded. The project is complete and we have requested reimbursement.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. The project has been re-bid. Approval has been given for the amended scope of work by the State.
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex. The funding request is on hold.
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Funds received. \$1,000,000 allocated for 10 th Street Sports Complex & \$786,545 for Road Paving already spent.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Approved 4/8/22. Phase I is complete.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. The collection system and lift station is constructed. City Staff is making taps.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year. The contract was awarded to Roberts & Roberts.
NOAA	\$280,000 \$1,563,611	Stormwater Management (H&H) Study, Approved 4/21/23 Phase II Application submitted 12/19/23
FDOT Phase I FDOT Phase II	\$100,000 \$129,580	Hwy 98 Beautification Grant, Approved 12/16/22. Coastal has completed the design. Out for bids Phase II approved 1/10/24

Legislative Request 2023	\$1,500,000	Road Paving, submitted by Clark Smith approved in the 23/24 State Budget. Grant being worked thru FDOT.
FDEP/SRF	\$102,000 Loan/\$98,000 Grant	Lead and Copper Service Line Inventory. Additional \$9,800 Grant/\$10,200 Loan Approved as well. The project is complete.
FDEP/SRF	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23
Gulf Consortium	\$750,000	Signed the sub-grant agreement with Gulf County on 10/31/23 for the ESAD Purchase re-imbursement
FDOT	\$43,000	Police Dept. - Occupant Protection. Application submitted on 2/27/24. The grant was approved and signed by the City on 10/15/24.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted the first week in March 2025.
Historic Resources (FDHR)	\$1,000,000	Washington Gym Improvements. 25% match required. City/County/UF partnership. Application submitted 5/31/24.
NFWWMD	\$80,000	Water Plant Backwash Reuse Project. Estimated \$200,000 project, Grant has been approved.
Legislative Request 2025	\$2,000,000 \$300,000	Fire/Police Public Safety Facility Core Park Restrooms
CDBG	\$1,780,790 \$1,723,660	MLK Blvd. Revitaliation- Submitting 5/25 Washington Gym Improvements- Submitting 5/25



TWO HIRED GUNS CONSULTING

Strategic Fundraising Report – April 2025 *City of Port St. Joe*

Triumph Grant

Triumph board has identified another Gulf County grant application that has been filed from the Gulf County economic development folks and have asked me delay submitting ours until a decision has been made on the economic development application. The city staff and Tyler from Baskerville have provided me with all the necessary documents.

FL Commerce Grant Application

I am working on a grant application for the \$2M to fund the workforce housing roadway for after July 1 (because of the Governor's veto).

Rural Infrastructure Fund Grant (RIF)

I am working with the head of the fund and seeking legislative support for a July 1 application for \$5M in support of the wastewater treatment facility. I will use the same documents from city staff and Baskerville to complete this application.

Ongoing Research

- USDA may have a grant that meets the needs of our city complex. I am researching in more detail as we speak. I have also asked Clark Smith for his insight
- Florida Jobs / Rural Community grant cycle is open and I am preparing to apply for a \$50,000 community resources grant
- Florida Department of Agriculture is a possible funding source for part of the wastewater treatment facility

Next Steps

- Continue to monitor the timing of the Triumph grant application
- Apply for the FL Commerce and RIF Grants when the application window opens
- Please update your calendars that I intend to apply for a \$5M CDBG grant in early 2026 when the next window opens. The city staff have applied for two grants this cycle, so the wastewater application will need to wait for the next cycle in early 2026