

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, June 3, 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 May 20, 2025. All in favor; Motion carried 5-0.

City Engineer

City Government Complex

This project is in design, and the architect has confirmed that the building footprint will not change moving forward.

Monument Avenue

Striping of the road has been completed.

Downtown Utilities Phase 2

The contractor is currently performing line tie-in at the alley between Highway 98 and Reid Avenue. The work is being done at night and is a slow process.

Change Order

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Change Order in the amount of \$16,800. Mr. Baxley shared that the First Change Order was a deduct of \$118,896.26, the new change order is for \$16,800 and they are still below the \$100,000 original contract price. All in favor; Motion carried 5-0.

City Attorney

Resolution 2025-09, Alley Abandonment – David Warriner

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve the Alley Abandonment request of David Warriner. All in favor; Motion carried 5-0.

Old Business

City Projects

No questions were asked about any of the projects.

New Business

Windmark DRI – Commissioner Lowry

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to provide a letter to FL DOT asking them to move forward on the Gulf to Bay Highway, add it to their 5-year plan, and ask the County to also write a letter requesting the same. All in favor; Motion carried 5-0.

Christy McElroy, Attorney Jeremy Novak, and Robert Branch shared their thoughts on this. Mr. Novak also provided letters from the Gulf County Board of County Commissioners.

All in favor; Motion carried 5-0.

R & B Festival Request – Terrance Chambers

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to grant the request of Mr. Chambers for July 3rd at the Washinton Gym to extend the hours of the festival from midnight until 2 A.M. All in favor; Motion carried 5-0.

Public Works – John Grantland

Garrison Avenue Shoulder Work

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, for Roberts and Roberts to rehab the shoulder of the road on the curve near Gulf Coast College at a price of \$28,920. This will be done as a Change Order through the Monument Avenue Project. All in favor; Motion carried 5-0.

Twentieth Street Stormwater Pipe Evaluation

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve Roberts and Roberts to evaluate the Twentieth Street Drainage between Buck Griffin Lake and Cypress Avenue in the amount of \$12,474. All in favor; Motion carried 5-0.

386 Utility Evaluation Task Order

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to approve the Task Order with Anchor CEI in the amount of \$6,500 for the Harmon Development Wastewater System Analysis Project.

Robert Branch and Christy McElroy shared their thoughts on this.

All in favor; Motion carried 5-0.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have anything new for the Commission.

Wastewater Plant – Joe Harris

Sand Filter Design Task Order

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve the Task Order with Baskerville-Donovan, Inc., in the amount of \$241,122. All in favor, Motion carried 5-0.

Feed Pump Evaluation and Design Task Order

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to approve the Task Order with Baskerville-Donovan Inc., in the amount of \$113,877. All in favor; Motion carried 5-0.

Finance Director

FEMA Update

Mr. Lacour shared that a request for additional information has been received, and he is responding to the request.

Grants Reimbursement Update

Mr. Lacour noted there has been a snag with the CDBG-DR Grant, there has been another turnover with the consultant, and this will be the fifth new consultant. \$800,000 has been received from the grant and there is still \$260,000 on hold. Mr. Lacour is working with our consultant to rewrite the necessary language for the reimbursement to proceed.

Code Enforcement

Mr. Anderson noted that we are advertising for a new officer. He noted that grass is an issue because of the season and that it is being addressed.

Police Department – Lt. Burch

Lt. Burch did not have any updates for the Commission.

City Clerk – Charlotte Pierce

Grants Update

Staff continues to work on grant reimbursements and closing several grants out.

Clerk Pierce reminded those seeking re-election this year that qualifying begins Monday, June 9, 2025, at noon and runs through noon on Friday, June 13, 2025.

She also reminded the Commissioners that their Form I Financial Disclosure is due by July 1, 2025, and must be submitted online this year.

Citizens to be Heard

Christy McElroy, Jeremy Novak, Chester Davis, Richard Benderson, Marvin Davis, and Robert Branch shared their thoughts on various issues.

Discussion Items by Commissioners

Commissioner Hoffman asked if the Surplus List was being compiled, and Mr. Anderson replied that it is being worked on.

Neither Commissioners Lowry nor Kerigan had any additional items to share with the Commission.


Commissioner Langston shared there is an area around the Washington Gym Track and also at the Tyndall Federal Credit Union driveway that needs attention. Mr. Grantland will check on these locations.

Mayor Buzzett noted that the Duren Family has purchased the First Baptist Church Property on Highway 98 between Third and Fourth Streets. Mr. Duren has offered a piece of property that he owns on Highway 98 between Second and Third Streets to the City for \$2 Million Dollars and would finance the property for two years interest free. Mayor Buzzett stated that an appraisal of the property would be needed and asked that the property proposal be placed on the next Agenda.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:15 P.M.

Approved this 17th day of June 2025.


Rex Buzzett, Mayor

6/17/25
Date


Charlotte M. Pierce, City Clerk

6/17/25
Date