

**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 17, 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 June 3, 2025. All in favor; Motion carried 4-0.

Planning Board Recommendations

Special Exception Request – Short Term Rental in an R-1 District, 314 Jones Homestead Road, Sean Garrett

The Planning Board voted 5-0 to not recommend approval to the City Commission.

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to accept the recommendation of the Planning, Development and Review Board to deny the Special Exception Request. All in favor; Motion carried 4-0.

City Engineer

Mr. Baxley was out of town and in his absence, Mr. Anderson discussed a 60-day extension request from Dewberry Engineering for the City Street Resurfacing Project and a Change Order from Roberts and Roberts to rehabilitate 10th Street from Garrison Avenue to the Public Works Gate.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to grant the 60-day extension request to complete the work on the City Street Resurfacing project and get the reimbursements taken care of. All in favor; Motion carried 4-0.

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve Change Order #4 to rehabilitate 10th Street from Garrison Avenue to the Public Works Gate. All in favor; Motion carried 4-0. The cost of the project is \$93,062.18, the City has a credit of \$62,000 on the project, and there will be an out-of-pocket expense of \$31,062.18. There are funds in the Road Paving Fund to cover this amount.

City Attorney

Ordinance 621 Smoke Shops – First Reading and Request to Advertise

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve Ordinance 621 with a minor wording change to Section 4 (d) should the owner stop operating for 30 days. This is only applicable to the two shops currently open.

Marvin Davis shared his concerns about creating a monopoly with this.

All in favor; Motion carried 4-0.

Old Business

City Projects

A revised rendering of the new City Hall was handed out by Mr. Anderson. Mayor Buzzett asked that everyone review the plan.

New Business

Duren Property Proposal

After a review of the Florida Forever Funding Documents, it was determined that the existing stormwater ponds cannot be used by the Duren Family for their project. City Staff, the Duren Family, and engineers will be working to see if there is another resolution to this situation.

Chester Davis, Robert Branch, Christy McElroy, and Jim Honaker shared their thoughts on this issue.

First United Methodist Church Request

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to allow the electrical contractor to place his travel trailer on the lot during the duration of the project to rebuild the church and to be used as a temporary office and on-site residence. All in favor; Motion carried 4-0.

Washington Gym / Juneteenth Celebration

Mr. Anderson shared that the Juneteenth Celebration cannot be held in the Washington Gym due to Bats inhabiting the facility. Panache Tents and Events will provide a 20' x 40' White Frame Tent for the celebration at a total cost of \$750 for the days needed.

The gym will also be unavailable for the July 4th celebration and Commissioner Langston will check to see if the Centennial Building is available for use. Bats are protected, this is their nesting season, and cannot be disturbed until after August 14, 2025.

Chester Davis asked about electrical outlets to power outdoor fans.

Change Order #3 – Allen Memorial Way

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve an out-of-pocket expense of \$1,345.10 for Change Order #3 for Allen Memorial Way. All in favor; Motion carried 4-0.

Public Works – John Grantland

RFP 2025-04 CDBG-DR Sewer Repairs (Handout, bids close 6/13/25)

Royal American was the low bidder, the project came in under bid, and Mr. Grantland requested that the RFP be Tabled for further engineering questions.

Change Order #4 Downtown Water Lines – Time Extension

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to grant a Time Extension to a substantial completion date of July 4, 2025. All in favor; Motion carried 4-0

Special Projects Pay – Victoria Avenue Sewer Line Relocation and Water Plant Backwash Reuse System Installation

A Motion was made by Commissioner Kerrigan, second by Commissioner Langston, to approve Special Project Pay for the employees working on these projects. All in favor; Motion carried 4-0.

Water Distribution License Pay Adjustment Request

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to grant this request; allow the increase to be retroactive to May 13, 2025, when the employees passed their state exams, approve all future Water Distribution License be paid the \$1.00 an hour increase; and directed department heads to write a policy to be reviewed that will cover all license increases. All in favor; Motion carried 4-0.

Tire Balancer

Mr. Grantland shared that the cost for a new tire balancer is \$16,497. A city employee that has been in the vehicle repair field for many years and has closed his shop has the same tire balancer Mr. Grantland priced. The piece of equipment is 2 years old, and the employee will sell it to the City for \$6,000. A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to purchase the Tire Balancer from the City Employee for \$6,000. All in favor; Motion carried 4-0.

Surface Water Plant – Larry McClamma

Mr. McClamma noted that the repairs to the St. Joe Beach Booster Station will begin on June 30, 2025.

Mayor Buzzett discussed the concerns of individuals coming to work for the City, receiving their license, and then moving on. He requested that Mr. McClamma work on a document that would protect the City and allow the City to recoup expenses that were incurred by the City for training, license preparatory classes, and testing.

Wastewater Plant – Joe Harris

Mr. Harris shared that there is 4'7" of free space in the lagoon, all solar equipment is fully operational, the Spray Field Zone 3 well should be operational next week, filters are becoming worn and will need to be replace before too long.

Mr. Anderson noted that there was a kickoff meeting last week for the new filtration system and the City should have a new filtration system in a year or so.

Finance Director

FEMA Update

Mr. Lacour shared that the recent request for additional information from FEMA has been answered and they acknowledged receiving the responses from the City.

Grants Reimbursement Update

The CDBG-DR Sewer Grant has been fully reimbursed, and he is working on expenses as they come in.

Code Enforcement

Mr. Anderson shared that several applications have been received and is optimistic that interviews will be conducted next week.

Grass continues to be an issue with absentee home owners. He encouraged residents to be mindful of the need to keep their grass cut.

Police Department – Chief Richards

Chief Richards did not have any updates for the Commission.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared that City Staff continue to work on reimbursement, compliance reporting, and updating grant information.

Citizens to be Heard

Christy McElroy, Marvin Davis, and Robert Branch shared their thoughts on various topics.

Discussion Items by Commissioners

Neither Commissioner Langston nor Kerigan had any additional concerns to share with the Commission.

Commissioner Hoffman addressed why the duPont Foundation chose not to provide funding for the summer program at the Washington Gym Site this year. In the past, they provided approximately \$250,000 for the program and reduced it last year. He reminded everyone that last year the County and City each provided \$25,000 to help with the program. In a recent meeting a duPont representative shared that they chose to give \$125,000 to the former NPSJ PAC Group to purchase 3 lots in the NPSJ Community for \$25,000 each, leaving a \$50,000 difference for the group. He stated that he felt the money could have and should have been used for the children of the community.

Mayor Buzzett mentioned the Speed Table on Seventh Street and requested that 4-way Stop Signs be considered for Garrison and Avenue A. He feels the signs would be more feasible than the tables.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:40 P.M.

Approved this 1st day of July 2025.


Rex Buzzett, Mayor

7/1/25
Date


Charlotte M. Pierce, City Clerk

7/1/25
Date