

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, July 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 Lowry, second by Commissioner Kerigan, to approve the Minutes of the Regular Meeting of July 1, 2025. All in favor; Motion carried 5-0.

**2025-2026 Insurance – Dwight Van Lierop (Moved up from New Business)**

Mr. Van Lierop provided handouts of the City's Large Group Claim information and the Workers Compensation Experience Rating. He noted that the At Risk Conditions based on Pharmacy Related Groups is elevated but there will be a savings of 28% in Workers Compensation Premiums.

He has currently been quoted a 6.8% increase in Florida Blue Health Insurance rates and hopes to have confirmation of only a 4.7% renewal rate by Close of Business today.

**Planning Board Recommendations**

*410 Reid Avenue: Parcel #04794-000R, BKS Land Holdings LLC, Special Exception for Density to Allow 2 Residential Units above the Commercial Use; Development Order Request*

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the recommendation of the Planning Board for the Special Exception and Development Order. All in favor; Motion carried 5-0.

Bill King, representing BKS Land Holdings, LLC, thanked the Commission for their approval and stated they were looking forward to being a part of the City.

*Windmark Beach North Phase 3 West Unit 1 Plat Approval (43 Lots)*

*Mr. Novak retained the services of a court reporter for this item.*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, for the Plat approval of 43 of the previously approved 197 lots in Unit 1 under the Development Order.

Gulf County Attorney, Jeremy Novak, shared his thoughts on this.

All in favor; Motion carried 5-0.

**City Engineer – Josh Baxley**

*City Government Complex*

We are still waiting on the architect for the final building footprint. The proposed Civil Design and Permitting Schedule that will be used once the building footprint is provided was reviewed.

## *Downtown Utilities Phase 2*

Alley paving is complete, and the contractor is working on the tie-ins along First Street.

## *HMGP Grant – Elevation of 12 Lift Stations*

Dewberry is waiting on approval to issue contract documentation.

## *Alley between Bay and Harbor Streets*

Dewberry is taking spot shots along the ditch at Bay Street this week.

## **City Attorney**

### *Ordinance 617 Comprehensive Plan Update: Second Reading and Adoption*

A Public Hearing was held for Ordinance 617. Mayor Buzzett asked if anyone present wished to speak on the Ordinance. No one from the public wished to speak on Ordinance 617.

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to adopt Ordinance 617.

Ray Greer updated the Board on the Comprehensive Plan. The state has reviewed the plan, they required a slight modification and have returned it for the City's consideration, and once approved, it will go back to the state for final approval.

All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 617.

### *Ordinance 618 H & K Holdings: Voluntary Annexation Request; First Public Hearing and First Reading*

*Mr. Novak retained the services of a court reporter for this item.*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to have the Public Hearing and First Reading of Ordinance 618.

Commissioner Lowry stated that he would be voting no because of the current lawsuit with the County and he did not want another lawsuit.

A Public Hearing was held for Ordinance 618. Mayor Buzzett asked if anyone present wished to speak on the Ordinance.

Attorney McCahill stated this was a Quasi-judicial hearing and reminded the Commissioners they should refrain from answering any questions about the previous annexation due to being in litigation with the County.

Ray Greer shared that the property is a voluntary annexation of a 2.5 acre section located off Industrial Road that is completely surrounded by the incorporated boundaries of the City of Port St. Joe. In response to a question from Commissioner Hoffman, he stated that this annexation is consistent with all requirements for voluntary annexation under F.S. 171 in that it is contiguous, compact and does not create an exclave, but fixes a current enclave, and that the City currently

provides utilities (water and sewer) to the area this property is located. It is consistent with FS 171 and 163. The County designation for the property on their Future Land Use and is residential.

Attorney McCahill provided City Ordinances 279 and 358 as well as Gulf County Resolution 2016-42 for the Record.

The following individuals shared their opinions on Ordinance 618: Robert Branch, Attorney Jeremy Novak, Charles Gathers, and Chester Davis.

Commissioners Hoffman, Kerigan, Langston, and Mayor Buzzett voted yes with Commissioner Lowry voting no. Motion passed 4-1.

Attorney McCahill read Ordinance 618 by Title only and placed in the Record City of Port St. Joe Ordinances 358 and 279 as well as Gulf County Board of County Commissioners' Resolution 2016-42.

*Ordinance 619 H & K Holdings; Small Scale and Rezoning Request; First Public Hearing and First Reading*

*Mr. Novak retained the services of a court reporter for this item.*

A Motion was made by Commissioner Hoffman. After no second from the other Commissioners, Mayor Buzzett passed the gavel to Mayor pro tem Lowry to second the Motion to have the Public Hearing and First Reading of Ordinance 619.

Commissioner Lowry stated that he would be voting no because of the current lawsuit with the County and he did not want another lawsuit.

A Public Hearing was held for Ordinance 619. Mayor pro tem Lowry asked if anyone present wished to speak on the Ordinance.

The following individuals shared their opinions on Ordinance 618: Robert Branch, Attorney Jeremy Novak, and Ray Greer.

Mr. Anderson shared that the density component for the City in R-3 is 15 units per acre.

Ray Greer acknowledged that the County density requirements are different as they create PUDs and allow for more density per acre. He referenced the 130 units being built near the Commission Chambers as well as other PUDs in the area. Mr. Greer stated that the City is following F.S. 163.

Mr. Greer shared that this would allow for 30 units on the property that was platted for 12 subdivision lots on a 1938 map.

Commissioners Hoffman, Kerigan, Langston, and Mayor Buzzett voted yes with Commissioner Lowry voting no. Motion passed 4-1.

Attorney McCahill read Ordinance 619 by Title only.

*Ordinance 620 Gulf Coast State College: Rezoning Request; First Reading*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to have the Public Hearing and First Reading of Ordinance 620.

A Public Hearing was held for Ordinance 620. Mayor Buzzett asked if anyone present wished to speak on the Ordinance. No one from the Public wished to speak on this item.

Alex Schroth, Northstar Engineering Services, shared the plans for the Re-zoning request changing the designation from Commercial C-1 and Residential R-1 to Public. He noted the expansion would allow for 2-3 classrooms in 1 building on approximately 11,000 sq. ft.

All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 620 by Title only.

*Ordinance 621 Smoke Shope: Second Reading and Adoption*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to have the Public Hearing, Second Reading and Adoption of Ordinance 621 with revisions made to Section 4 (d) requested by Commissioner Hoffman. A Public Hearing was held for Ordinance 621. Mayor Buzzett asked if anyone present wished to speak on the Ordinance. No one from the Public wished to speak on this item.

All in favor; Motion carried 5-0.

Mr. McCahill read Ordinance 620 by Title only.

**Old Business**

*City Projects*

Mr. Anderson shared that 1 of the Downtown tie ins were made last night and there are 3 major tie ins to be completed.

*Four Way Stop Signs*

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to add 4 Way Stop Signs on Garison Avenue at Tenth and Sixteenth Streets and on Avenue A at Battles Street with a 3 Way Stop on Avenue A and Broad Street.

Motion passed 4-1 with Commissioners Hoffman, Kerigan, Langston, and Mayor Buzzett voting yes and Commissioner Lowry voting no.

**New Business**

*2025-2026 Insurance – Dwight Van Lierop*

This item was moved to the beginning of the meeting.

*PSJ Dixie Softball League Donation Request*

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to contribute \$500 to the request and directed City Staff to come up with a policy for such requests. All in favor; Motion carried 5-0.

Mr. Anderson recommended a Line Item in the 2025-2026 Budget to reflect this expenditure in the future.

*Duren Property Proposal*

The City has not received the requested Appraisal for this property.

### *Williams Avenue Property*

City Staff was directed to obtain an Appraisal on this property.

### *DR-420 Preliminary Millage Rate FY 2025-2026*

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to set the Preliminary Millage Rate at 3.5914. All in favor; Motion carried 5-0. The City's Millage Rate has remained the same for many years and there will be no change in it this year.

### *Assistant Finance Director – New Position Request*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve a new Assistant Finance Director position. All in favor; Motion carried 5-0. Mr. Lacour will be retiring next year, and this will allow time for a new person to train with him.

### **Public Works – John Grantland**

#### *FDOT Maintenance Agreement – Highway 98 Crosswalks*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve the agreement. All in favor; Motion carried 5-0.

### **Surface Water Plant**

Mr. McClamma was out, and Mr. Anderson shared that the plant will begin working on the Water Reuse Construction Project. This is being funded through a Northwest Florida Water Management Grant in the amount of \$80,000.

### **Wastewater Plant – Joe Harris**

#### *Request to Purchase Filters – Sole Source*

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to purchase the OMT series 3166s filters and gaskets from Evoqua Technologies Corporation as they are the Sole Source provider for this filter in the amount of \$95,978. All in favor; Motion carried 5-0. There is money in the budget for this item.

### **Finance Director**

#### *FEMA Update*

Mr. Lacour shared that he had been notified by FEMA that this is moving forward.

#### *Credit Card Resolution (Handout)*

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to increase the Centennial Bank Credit Card Limit from \$15,000 to \$25,000. All in favor; Motion carried 5-0.

#### *CDBG-DR Grant Amendment (Handout)*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve Amendment #4. All in favor; Motion carried 5-0.

### *Grants Reimbursement Update*

Reimbursement of the SRF Downtown Waterline Project is expected soon.

Mr. Lacour shared that Dwight Van Lierop had sent a text stating that Florida Blue has confirmed the renewal rate increase will be 4.7% for the 2025-2026 Fiscal Year. Mayor Buzzett commended Mr. Van Lierop for his efforts to reduce the original increase quote from 12% to 4.7%

### **Code Enforcement**

Mr. Anderson shared that an applicant has been selected, and City Staff is handling the preemployment requirements with the applicant. He also noted that County Commission Chairman Quinn is checking on the 6 houses that the County has committed to helping with the demolition of.

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

Chief Richards shared that on July 3<sup>rd</sup> LPK records showed 16,000 vehicles had entered the City.

### **City Clerk – Charlotte Pierce**

#### *Grants Update*

Clerk Pierce noted there had been no changes in the Grants on pages 148 – 149.

She reminded Commissioners Hoffman and Lowry of the Logic and Accuracy Testing tomorrow at 9:30 A.M., in the Gulf County Supervisor of Elections office. Commissioner Lowry agreed to attend the meeting.

Clerk Pierce introduced Carrie Fodge as the new Deputy Clerk. Mrs. Fodge has many years of experience in Personnel and other Human Resource areas.

### **Citizens to be Heard**

The following individuals shared their opinions on various topics. Charles Gathers, Terry O'Neal, and Robert Branch.

### **Discussion Items by Commissioners**

*Neither Commissioners Hoffman, Langston, nor Lowry* had any additional items to share with the Commission.

*Commissioner Kerigan* has spoken with representatives of the Jessie Ball duPont Foundation, and they would like to be on the Agenda to share their mission.

*Mayor Buzzett* commented on the County's density statement and encouraged the County Commission to look at what they say and do. He referenced the development near the Ward Ridge Building, how they use PUDs, their developments around the City, noted that they are against higher density, but they allow it in the County. He shared that the voluntary annexation in question will not harm the County for years to come as was stated earlier in the meeting

## Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 2:40 P.M.

Approved this 5<sup>th</sup> day of August 2025.

Rex Buzzett  
Rex Buzzett, Mayor

8/5/25  
Date

Charlotte M. Pierce  
Charlotte M. Pierce, City Clerk

8/5/25  
Date