

**January 20, 2026
Regular Meeting
12:00 P.M.**

**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 P.M.

January 20, 2026

Call to Order

Consent Agenda

Minutes

- **Regular Meeting 1/6/26**
- **Joint City/County Workshop Meeting 1/14/26**

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City Attorney

- **Update**

City Engineer

- **Update**

Old Business

- **City Projects**

Pages 6-7

New Business

- **Rental Fee Reduction Request-Amy Connolly**

Pages 8-11

Public Works

- **RFQ 2025-01 MLK Blvd. Infrastructure Improvements**

Surface Water Plant

- **Update**

Wastewater Plant

- **Update**

Finance Director

- **FEMA- Update**
- **Grants Reimbursement- Update**

Code Enforcement

- **Update**

Police Department

- **Windmark Beach – Golf Cart Ordinance**

City Clerk

- **Grants- Update**

Pages 12-13

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

**MINUTES OF THE WORKSHOP MEETING FOR THE JOINT CITY / COUNTY
COMMISSION MEETING OF THE BOARD OF CITY COMMISSIONERS FOR
THE CITY OF PORT ST. JOE FLORIDA AND THE GULF COUNTY BOARD OF
COUNTY COMMISSIONERS HELD IN THE COUNTY COMMISSION
CHAMBERS**

January 14, 2026, at 11:00 A.M.

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, Lowry and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, Wastewater Treatment Plant Manager Joe Harris, and Attorney Clinton McCahill were also present. Representing the Gulf County Board of County Commissioners were Chairman Sandy Quinn, Commissioners Jack Husband, Randy Pridgeon, Phil McCroan, Spike McLemore, and County Attorney Jeremy Novak. Other County Staff present were: Leanna Cooper, Casi Campbell, Sherry Herring, Austin Horton, Raymond Heart, Mark Cothran, Sylvia Williams, Kari Summers, Assistant County Administrator Clay Smallwood, III, and Administrator Michael Hammond.

The purpose of the Workshop was to discuss various topics of interest to the City and County

Call to Order

The meeting was called to order by Chairman Quinn at 11 A.M. He expressed his appreciation for the joint meeting of the Boards and welcomed those present to the meeting.

Discussion ensued by various County and City Commissioners as well as County and City Staff. Items discussed were Workforce Housing Road, Recreational Facility Funding, Tenth Street Concession Stand / restrooms with a verbal commitment from the County to match the City up to \$75,000 for the project, Washington Gym, Wastewater Treatment Plant, floating Dry Dock, the Port, Port dredging, dilapidated structures, Bird Island, and environmental impacts on St. Joe Bay.

Mayor Buzzett offered to host another Workshop in 30 days to follow up on issues that need to be worked on together.

There was no further information to be shared. Chairman Quinn thanked everyone for coming, and adjourned the meeting at 12:40 P.M.

Approved this _____ day of _____ 2026.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, January 6, 2026, at Noon.**

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy Clerk Carrie Fodge, and City Attorney Clinton McCahill were also present.

Call to Order

Swearing In of Newly Elected Commissioners

Gulf County Judge, Timothy J. McFarland, administered the Oath of Office to the recently re-elected mayor and commissioners. Commissioner Eric Langston's mother-in-law, Linda Bullock, held the Bible for him to repeat his Oath of Office. Kim Kerigan, wife of Commissioner Steve Kerigan, held their family Bible for his swearing in, and due to the illness of Nancy Buzzett, Barbara Buzzett Terry, sister of Mayor Rex Buzzett, held the Bible as Mayor Buzzett was sworn in.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting on December 2, 2025. All in favor; Motion carried 5-0.

Planning Board Recommendations

Ordinance 627 – First Reading; Napoleon Pittman – Parcel #04702-000R, 522 First Street

Mr. Pittman did not attend the meeting. No action was taken on this matter as Commissioner Hoffman requested that this be sent back to the Planning Board for review when Mr. Pittman produces documents relative to this item. He is requesting that the zoning be changed from Commercial to Residential. Property on either side of Mr. Pittman's property is zoned Commercial.

Special Exception Request: Cheryl Pryor; Parcel #05895-000R, 623 Hodrick Street

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to approve this request. All in favor; Motion carried 5-0. Mr. Anderson noted that this is a non-conforming structure that will require a Special Exception for density and setbacks. The Gulf County Recovery Program has rehabbed one home on the property.

City Attorney

Ordinance 628 Second Reading and Adoption: De-annexation of the H & K Gulf Coast Holdings Property

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to have the Second Reading and Adoption of Ordinance 628.

Robert Branch and Christy McElroy shared their thoughts on this issue.

All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 628 by Title only.

City Engineer – Josh Baxley

City Government Complex

Dewberry will provide the City with a 60% plan set for review this week.

Downtown Utilities Phase 2

Dewberry is preparing the final pay request and Change Order to close out the project. Mr. Baxley shared that, after review, the contractor will owe the City \$119,539.23 and they will retain \$124,065 for the project.

Downtown Alleys Drainage Improvements

This project is in design. Dewberry made a site visit during a recent storm event and is utilizing the data for design.

Avenue A Stormwater

Dewberry is working on a re-design utilizing one discharge point instead of two as there were no other offers for easements.

Old Business

City Projects

Mr. Anderson shared that the Sewer Rehab on Highway 98 and Eighth Street is being worked on, pipes on Avenues C and D are being looked at, and FDOT is doing rehab work on Highway 71.

New Business

Change Order #1 SEC – City Street Resurfacing CEI

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve Change Order 1 in the amount of \$26,947. All in favor; Motion carried 5-0.

County Request to Meet

The County has requested a Workshop on Wednesday, January 14, 2026. Mayor Buzzett reminded the Commission of the meeting. Commissioner Kerigan asked that the City have a list of items to discuss while in the Workshop.

Solar System Walk

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve the Solar System Walk for Highway 71 pending providing all required permits. It was requested that the information panels be located behind the sidewalk. All in favor; Motion carried 5-0.

Dixie Youth Request to Construct a New Concession Stand and Restrooms (Handout)

Michael Olsen, President, Port St. Joe Dixie Youth Baseball, presented a Formal Proposal and Funding Request for Construction of a New Concession Facility and Restrooms.

Candice Nesemeier, Robert Branch, and Christy McElroy shared their opinions on this issue. Attorney McCahill stated that he lived in the neighborhood and that Ms. McElroy does not speak for him.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to ask the County to partner with the City on this endeavor and each entity provide up to \$75,000 for the project. All in favor; Motion carried 5-0.

Public Works

RFP 2025-10 Williams Avenue Parking Lot

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to award RFP 2025-10 to the low bidder, CWR Contracting, Inc., in the amount of \$91,461. All in favor; Motion carried 5-0.

Surface Water Plant – Larry McClamma

RFP 2025-11 Filter Modules

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to award RFP 2025-11 to the low bidder, Filmtec Cooperation in the amount of \$112,320. All in favor; Motion carried 5-0.

Wastewater Plant – Joe Harris

Mr. Harris did not have any particular agenda items and shared that they are working on equipment and processing water.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour noted that 27 days ago \$150,000 was moved forward towards the \$900,000 but no money has been received yet.

Grants Reimbursement Update

Mr. Lacour continues to work on the Downtown Water Line and CDBG-DR reimbursements.

Code Enforcement

Mr. Anderson shared that a new Code Enforcement Officer has been hired and he will start tomorrow.

Police Department – Chief Richards

Chief Richards did not have any updates for the Commission.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted that no response has been received from the state concerning the Centennial Building or the Cape San Blas Lighthouse Repairs.

Citizens to be Heard

The following individuals shared their thoughts on various topics. Christy McElroy, Robert Lowery, IV, Bertha Quinn, Robert Branch, Charles Gathers, Jimmy Garcia, Robert Lowery, III, Tanasha Rouse, and Lorrain Wilder.

Discussion Items by Commissioners

Commissioner Langston noted that a food truck has been left on the property of Christine Rogers and she would like some help having it removed. He also asked about speed bumps or tables for the cul-de-sac at Bridgeport.

Commissioner Kerigan shared that he has talked with the CEO of Trust for Public Lands and there may be some assistance available for the Field of Dreams and other areas in Port St. Joe.

Commissioner Lowry congratulated the recently sworn in officials. He noted that the Christmas Parade was great and thanked everyone that was involved with it.

Commissioner Hoffman has spoken with Captain Bill Little of the Fishing Express. Captain Little has been asked to move his boat that is currently docked at the marina, and he would like to use the City's dock at the marina. Commissioner Hoffman would like for the St. Joe Company to provide a letter to the City approving Captain Little to dock there.

Commissioner Hoffman also reminded those present that over 15 years ago discussion began on the Field of Dreams, nothing has been done for the kids of this community due to the lack of funding, there are established fields in town, and he is not going to stop spending money for the children in the community. He would like to continue focusing on the Washington Gym and noted that fences have been fixed there, lights have been added, and other improvements have been made to the facility. He also mentioned the nay sayers in the community and that things were being improved throughout town.

Mayor Buzzett expressed his concerns about the new restaurant at the marina and conflicts with parking for it. A parking lot is required to be built across the street as part of the Development Order.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:55 P.M.

Approved this _____ day of _____ 2026.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Current City Projects 1/20/26

- 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. The Bid for the collection system rehab was awarded to Royal American on 7/1/25. Work is set to begin 11/3/25.
- 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. Construction is complete.
- Downtown Waterline Replacement Phase II- The SRF Funding has been approved and the bid has been awarded to L & K Contractors. Construction Complete.
- 9/8/25 A Task Order was signed with Dewberry to design stormwater improvements in the alley between Bay & Harbor Street.
- 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 complete.
- Washington Gym Bldg. Roof- The Bid was awarded to Monolith Construction on 10/7/25.
- Commission Chambers Bldg. Roof- The Bid was awarded to Lewis Walker Roofing on 10/7/25.
- Victoria Ave. Sewer Line Relocation- FDOT requested the line be moved due to roadway improvements. The FDEP Permit was received 7/28/25. Staff is working on boring pricing.
- Water Plant Backwash Reuse System Installation- Complete

- 20th Street Stormwater Pipe Evaluation- The Evaluation is in process.
- Williams Ave. Parking Lot- The bid was awarded to CWR on 1/6/26.

**AGREEMENT FOR TEMPORARY USE OF CENTENNIAL BUILDING
CITY OF PORT ST. JOE, FLORIDA**

NAME OF INDIVIDUAL OR ORGANIZATION ENTERING AGREEMENT (HEREIN KNOWN AS USER):

Amy Connolly

STREET ADDRESS: 3635 Garrison Ave.

CITY: Port St. Joe

STATE: FL

ZIP: 32456

TELEPHONE: 469-552-4199

EMAIL: amy@royaltydanceacademy.com

DATE(S) REQUESTED: Thur. April 30

TIME(S) OF EVENT: 6:00-8:00pm

TYPE OF EVENT IN DETAIL: dance recital

PROPOSED # OF PEOPLE ATTENDING EVENT: 200

Please check the following boxes that apply to your event: ☐ Alcohol ☐ Artists/Vendors ☐ Tax Exempt

In consideration of the mutual covenants and conditions contained herein, the Board of City Commissioners of the City of Port St. Joe, Florida, a municipal corporation (herein known as "City"), agrees to make available the Centennial Building to User on the date(s) set forth above.

All Users be advised that the Board of City Commission does not rent this facility to organizations for extended periods of time. Rentals are on a temporary basis only, and Users are urged to make other arrangements as soon as possible.

1. The City shall:

- a. Furnish light, heat, and water by means of appliances installed for ordinary purposes, but for no other purposes. Interruptions, delays, or failure to furnish any of the same, caused by anything beyond the control of the City Commissioners, shall not be charged to the City of Port St. Joe.
- b. Not be responsible for damages, accidents, or injury that may happen to the User or their agents, servants, employees, spectators, or any and all other participants and/or property from any cause whatsoever, arising out of or resulting from the above-described activity during the period covered by this agreement.
- c. Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when the purpose or purposes for which the premises herein described are being used and intended to be used, shall be obnoxious or inimical to the best interest of the City; anything herein contained notwithstanding.
- d. The activities of the City have priority, and the City reserves the right to alter this schedule by notifying the renting party 48 hours prior to a scheduled event.

2. The User shall:

- a. Take the premises as they are found at the time of occupying by the User.
- b. Remove from the premises within twenty-four (24) hours following the conclusion of the contracted activity all equipment and materials owned by the User. The City assumes no liability for the User's equipment and materials.

- c. Not re-assign this agreement or sublet the premises or any part thereof or use said premises or any part thereof for any purpose other than that herein specified, without written consent of the City.
- d. Indemnify the City and hold it harmless from any liability, including court costs and attorney fees which result from any of the activities which occur on the property during the term of this Agreement. In the event that the User's use of the premises includes a performance or performances which might be subject to a license fee payable to any organization such as ASCAP or BMI, the User shall be responsible for such fee and will indemnify and hold the City harmless in the event that any such fee is assessed against the City.
- e. Not load or unload any equipment, furniture, tables, or chairs through the front entrances. The User acknowledges that only the side doors may be used to load or unload aforementioned items.

3. Payment of Charges:

- a. All payments and deposits must be made by check or money order payable to the "City of Port St. Joe" and paid in full before the facility is reserved.
- b. All payments will be delivered to the City as of the date of the execution of this Agreement.
- c. Attached hereto as Exhibit "A" is the fee schedule for use of these City facilities.

4. The following Regulations shall be followed:

- a. Activities will not be permitted between 12:00 a.m. (midnight) and 6:00 a.m. without prior permission from the Commission.
- b. The City equipment will not be taken from the premises under any conditions and in the event any equipment is found missing, the User is responsible for its replacement costs.
- c. Alcohol Permits and/or Certificates of Liability Insurance must be provided to the City before rental when alcohol is allowed at the event.
- d. Certificates of Liability Insurance must be provided to the City before facility is reserved for all large events.
- e. A trash plan must be in place for all events and given to the City at the time the facility is reserved.
- f. A security plan must be in place for all large events and given to the City at the time the facility is reserved.
- g. All lineups of artists and/or vendors must be provided to the City at the time the facility is reserved.
- h. The premises shall not be marked upon, painted, cut, drilled, taped, glued, nailed or screwed into, or in any way defaced on the walls, ceiling, partitions, stage, drapes, window coverings or floors of the premises or buildings. Any defacement, damage, or injury caused will be the responsibility of the User who signed this application.
- i. All chairs and tables must have rubber tips to protect the floor.

5. Deposit Guidelines:

- a. Deposits will be cashed immediately, and a refund check will be issued once the following items have been addressed after the rental date(s).
 - i. All lights were turned off after the event
 - ii. All A/C Heating units must be turned back up to a temperature of 77°
 - iii. All trash and decorations have been removed and placed in outside dumpsters
 - iv. The premises have been left secured
 - v. No damage to the property
 - vi. All the tables and chairs were folded and returned to the location where they were found. *Do not remove table and chairs from premises – make any party planners aware they are the property of the City*

- vii. Keys must be returned to City Hall no later than 12:00 p.m. (noon) the day after the event. If the event occurs on a weekend, there is a drop box behind City Hall where the keys can be returned.

All buildings are inspected by a city employee prior to, and after each event. Items not found in satisfactory condition after the event will result in a forfeiture of the deposit.

Deposits will not be returned on cancellations unless requested 30 days before the scheduled rental

6. Acknowledgement:

- a. This agreement will not be binding upon the City until occupied and approved by the City Commissioners.
- b. It is understood that the City, as used herein, shall include the employees, administrators, agents, and City Commissioners.
- c. I, Amy Connolly (person requesting permit), a citizen of the State of Florida and the United States of America, do hereby solemnly swear or affirm that I am not a member of an organization or party with believes in or teaches, directly or indirectly, the overthrow of the Government of the United States or of Florida by force or violence. Furthermore, the organization that I represent subscribes to the above statements of loyalty.
- d. AC (initials) My signature on this document ensures that I am the person responsible for this entity.

Amy Connolly

User Printed Name

1/10/26

Date

Amy Connolly

User Signature

For Office Use Only

_____ Approving Authority	_____ Date

To Whom it may concern,

On behalf of the PSJ dance program, I am requesting that you allow us to rent the Centennial Building on Thursday, April 30 for our dance recital at the non-profit price of \$100 with a \$200 deposit. We only teach class in PSJ one day a week, and we are not an official studio or a non-profit. We are trying to give 40 little girls in the community a chance to dance on stage in a beautiful costume for them to show everyone who comes to watch, their love of dance! This is their moment to showcase all that they have been learning and working so hard on throughout the year! This event is FREE to the public and a chance for the community to see and experience the arts, which are extremely limited in PSJ, so this is the perfect opportunity to share what the arts can do for young children!

Thank you for your consideration,
Amy Connolly

Grants Updated- 1/20/26

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. The project is complete and we have requested reimbursement.
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/SRF	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23. The project is complete and we have requested reimbursement.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted 3/25. Was not approved.
Historic Resources (FDHR)	\$1,000,000	Washington Gym Improvements. 25% match required. City/County/UF partnership. Application submitted 5/31/24.
Legislative Request 2025	\$1,900,000 \$300,000	Fire/Police Public Safety Facility Core Park Restrooms. The grants were approved effective 7/1/25.
CDBG	\$1,780,790	MLK Blvd. Revitalization- Approved 8/25.
National Fish & Wildlife	\$400K \$100K	60% Design for a Stormwater Pond on Ave A 60% Design for a new Weir at Buck Griffin Lake- Submitted 5/6/25

FDEP/SRF	\$19,166,503 50% Loan/50% Grant	Wastewater Plant Improvements. Approved 11/12/25
FDOC	\$2,300,709	Workforce Housing Road. Application submitted 7/22/25
Fl. Commerce RIF	\$3,800,000	Wastewater Plant Improvements. Submitted 8/25. Was not approved.
USDA	\$26,000,000	Wastewater Plant Improvements. Submitted 8/29/25
Fl. Commerce CDBG-DR	\$25M \$2M Match	Wastewater Plant Improvements. Approved 1/7/26
FDLE JAG Residual Funding	\$65,000	Patrol Vehicle. Approved 10/17/25

Legend

Approved Grants

Work Completed – Waiting for Reimbursement

Grant Applications Submitted

Grants not Approved