

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 7, 2026, 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.

Call to Order

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Minutes of the Regular Meeting on March 3, 2026, and the Special Meeting of March 23, 2026.

All in favor; Motion carried 5-0.

Proclamation - Parkinson's Awareness Month

Mayor Buzzett read the Parkinson's Awareness Month Proclamation and presented it to Antoinette Siegel OTD, and Greg Ritscher Thrive PD Ambassador.

City Attorney

Mr. McCahill did not have anything specific for the Commissioners today.

City Engineer – Josh Baxley

Core Park Restrooms Task Order

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Task Order with Dewberry in the amount of \$12,990.00.

Christy McElroy questioned required permits to which Mr. Baxley responded that a Stormwater Permit was not required as it is a single service.

All in favor; Motion carried 5-0.

City Government Complex

The stormwater ERP has been submitted along with the USACOE permit application. Dewberry has received a RAI for the stormwater and is currently preparing a response. Dewberry is currently working on the remaining Wastewater and FDOT permit applications.

Downtown Alleys Drainage Improvements

The design is currently at 30%.

Avenue A Stormwater

The permit is ready to be issued once the permit fee is paid by the City.

MLK CDBG

Dewberry is waiting on final approval from the State before ordering a survey and kicking off design.

Avenues C and D Resurfacing

Dewberry is working on 30% design.

Additional Items

The application for the FBIP for Frank Pate Dredging is due April 13, 2026.

Resolution 2026-05 Boating Improvement Grant Application

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve the Boating Improvement Grant Application.

All in favor; Motion carried 5-0.

Old Business

City Projects

Mr. Anderson noted the Highway 71 (Cecil G. Costin, Sr., Boulevard) project is a six month project and should be completed in June. Mayor Buzzett, Mr. Grantland, and Mr. Anderson have a meeting scheduled with the job foreman.

Washington Complex Pickleball Courts Interlocal – Commissioner Langston

Since the original request was from the County, and to get the project started, consensus was to let the County spearhead this project as the City has agreed to pay up to \$50,000 towards the courts.

Government Complex Update

Mr. Anderson shared that plans are getting close with the architectural phase of the project and some major decisions will need to be made. He also noted the need to begin looking for additional funding and financing.

New Business

Grant Writing Contract – Two Hired Guns

Sean Preston attended the meeting. He stated that he had not received the modifications prior to the meeting. Mr. Anderson provided what was in the Agenda and Mr. Preston said he would like to have time to review them. Mr. Anderson will email a copy to him after the meeting.

Bay Savers Discussion – Mayor Buzzett

Mayor Buzzett shared that he had met with Keith Neel, President of Bay Savers and has asked him to make a presentation to the Commission at the April 21, 2026, meeting. The group is requesting a \$50,000 commitment from the City.

Public Works – John Grantland

Request to Purchase a Tractor on State Contract

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to purchase a Kubota Loader / Landscaper Series B26TLB in the amount of \$44,109.85 and a 20' Equipment Hauler 7K Jack 5' in the amount of \$4,798 from Crystal Tractor and Equipment. Total purchase \$48,907.85. This is a budgeted item. All in favor; Motion carried 5-0.

Surface Water Plant - Larry McClamma

Mr. McClamma anticipates that the Shark Tank will be completed this week as they are finishing up the exhaust fan on the top of the tank.

Wastewater Plant – Joe Harris

RFQ 2026-01, Engineering Services: CDBG-DR Wastewater Plant Improvements

RFQ 2026-01 Review Committee Chairman, Joe Harris presented the recommendation from City Staff to award RFQ 2026-01 to Baskerville Donovan for the plant improvements. As done in the past, the committee individually reviewed each submittal and ranked them in order of who had the most experience and knowledge for the project. Rankings were 1) Baskerville Donovan, 2) Ardurra, 3) North Florida Professional Service, 4) Dewberry.

Commissioners Hoffman, Lowry, Kerigan, and Langston did not agree with the recommendation and a lengthy discussion ensued.

Commissioner Langston felt there should be funding costs and a presentation provided by each firm. It was shared that RFQs do not ask for funding costs, only qualifications as required by the state.

Commissioner Kerigan shared that he had reached out to the Florida League of Cities to see how other cities handle selection of large dollar projects.

Commissioner Lowry questioned how Dewberry could have been ranked fourth since they are the City's engineering firm and would like to know how that happened.

Mayor Buzzett stated that he supported the staff recommendation, they followed the rules and asked how you would select a committee to narrow the selection down.

Commissioner Hoffman felt staff had been asked to work outside of their jobs, stated Wastewater Plant Manager Joe Harris could be involved as he was very good at his job, and thought a policy was needed for this.

Mayor Buzzett passed the gavel to Mayor Pro tem Lowry and made a Motion to accept the recommendation from City Staff. Commissioner Hoffman second the Motion for discussion. He later withdrew his second and Mayor Pro tem Lowry returned the gavel to Mayor Buzzett.

Commissioner Lowry made a Motion to award the contract to Dewberry Engineering. The Motion died for the lack of a second.

The following individuals shared their thoughts on the matter. Christy McElroy, Jimmy Garcia, Charles Gathers, and Robert Branch.

Mayor Buzzett encouraged the Commissioners to talk with City Staff that ranked the firms and learn why they ranked them as they did.

After additional discussion, a Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to create a policy to eliminate issues that were discussed today and for the City Commissioners to select the firm after presentations are made by each firm.

All in favor; Motion carried 5-0.

Finance Director

FEMA Update

Mr. Lacour continues to work on reimbursement of \$150,000 owed to the City from FEMA

Grants Reimbursement Update

There was no new update on grant reimbursements.

Code Enforcement – John Cannon

Beverly Ash, owner of Mama Dot's Restaurant, questioned why her advertising signs are being removed.

Mr. Anderson stated that off premises signs are not allowed by the current Sign Ordinance. Sandwich signs are permissible, but they must be put out each morning and removed each evening.

Police Department – Chief Richards

Chief Richards did not have any updates for the Commissioners.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted there had been no significant changes on pages 18-19 and she continues to seek reimbursement from the State for the Centennial Building and Cape San Blas Complex Grants that were approved for payment in October.

Citizens to be Heard

The following individuals expressed their thoughts on various issues. Robert Branch, Chester Davis, Christy McElroy, and Michael Sparks.

Discussion Items by Commissioners

Neither Commissioners Langston, Kerigan, Lowry, Hoffman, nor Mayor Buzzett had any additional items to discuss today.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 2:05 P.M.

Approved this 21st day of April 2026.

Rex Buzzett
Rex Buzzett, Mayor

4/21/26
Date

Charlotte M. Pierce
Charlotte M. Pierce, City Clerk

4/21/26
Date