

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, May 5, 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.

The meeting began at 12:33 P.M. due to the Engineering Presentations running over.

Call to Order

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting on April 21, 2026.

All in favor; Motion carried 5-0.

City Attorney

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

City Engineer – Josh Baxley

City Government Complex

The stormwater RAI response has been submitted. Additionally, all FDOT permit applications have been submitted. The only outstanding permit to submit is the FDEP WW.

Downtown Alleys Drainage Improvements

Design is currently at 50%.

Avenue A Stormwater

This project is out for bid.

MLK CDBG

Dewberry is waiting on the final approval from the State before ordering survey and kicking off design. No final approval for a grant manager has been received.

Core Park Restroom Facility

This project is in design.

Avenues C and D Resurfacing

Dewberry is currently working on 30% design. When the project reaches 60% design, it will be sent to DEP.

Old Business

RFQ 2026-01 CDBG-DR Engineering Services

After discussion, consensus was to Table this item until the next meeting to allow Commissioners additional time to review the presentations made by each applicant today.

City Projects

Mr. Anderson noted the progress being made on the Williams Avenue Parking Lot. He also shared that work is currently being be done on Fourth, Sixth, and Seventh Streets.

Government Complex Update

This design is close to being finalized.

Architectural Services Contract Extension

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to extend the contract for an additional three years with MLD Architects, L.L.C. All in favor; Motion carried 5-0.

New Business

RFP 2026-01 CDBG-DR Grant Administration Services

Staff Recommendation was to award RFP 2026-01 to TFG.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to award RFP 2026-01 to Cohnreznick. All in favor; Motion carried 5-0.

Fee Waiver Request – Humane Society Fundraiser

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to grant the Fee Waiver Request for the Humane Society Fund Raiser. All in favor; Motion carried 5-0.

Mr. Anderson introduced Tiffany Giddens as the new Finance Director that will be replacing Mike Lacour when he retires in June.

Public Works – John Grantland

Anchor CEI – Amendment to Task Order No. 1

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve amending Task Order Number One. There was a deduction of \$65,000 that will cover the amount of the Task Order. All in favor; Motion carried 5-0.

Twentieth Street Stormwater Rehab Quote

City Staff will request another quote for this project to include Juniper and Cypress Avenues to Buck Griffin Lake.

Surface Water Plant - Larry McClamma

Mr. McClamma shared that the recent Boil Water Notice was only for St. Joe Beach, Beacon Hill, and Overstreet due to a drop in the pressure from an electrical outage.

Commissioner Hoffman requested that future notices give issue specific information and not a general statement.

Wastewater Plant – Joe Harris

Mr. Harris noted the plant is running, they are discharging, and filter maintenance is being done.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour shared that the final payment from FEMA on Clifford Sims Park has been received and he is ready to close the grant out.

Grants Reimbursement Update

There are several grants to be closed but there is no funding involved with the closeout.

The Beacon Hill and Septic to Sewer Grants will end in December. Mr. Lacour reminded customers that there is a significant reduction in cost for those signing up for the grant opportunity. The City cost is \$500, anticipated cost for plumbing will be \$6,000 - \$10,000, and the customers' savings with the City will be approximately \$6,000.

Code Enforcement – John Cannon

Mr. Cannon noted that he had spoken to Attorney Novak at the County about the demolition projects.

Commissioner Langston asked about a gold-colored vehicle that has been left at MLK and Avenue B. Mr. Cannon responded that it was taken care of last week.

Police Department – Chief Richards

Concerns were expressed about the Intersection of Third Street and Williams Avenue. Chief Richards will be closing the parking space next to the fire hydrant in front of Forgotten Coast Athletics, 305 Third Street, and installing Stop Signs at the intersection. No Overnight Parking Signs will be posted in the new parking lot on Third Street and Williams Avenue.

City Clerk – Charlotte Pierce

Clerk Pierce did not have any new updates for the Commission and shared there were no significant changes to pages 23-24.

Citizens to be Heard

The following individuals shared their thoughts on various topics. Terry O'Neil, Charles Gathers, Christy McElroy, Robert Branch, and Laura Powell.

Discussion Items by Commissioners

Commissioner Langston noted there would be Popup Workshops for the PSJRA on May 14 – 16 concerning PSJRA Boundaries.

Mr. Anderson reminded the Commissioners of the PSJRA Special Meeting tomorrow at Noon to select a PSJRA Director.

Commissioner Kerigan mentioned the email from Scott Chastain and projects in Thomasville, GA.

Commissioner Lowry did not have any additional information for the Commission.

Commissioner Hoffman wants to discuss crosswalks for Tenth Street in the ball field areas that operate like the ones on Highway 98. He asked that this be on the next Agenda.

Mayor Buzzett shared that the land clearing on Avenue A is being done by a private investor and that 20 homes are planned for on the site.

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 19th day of May 2026.

Rex Buzzett
Rex Buzzett, Mayor

5/19/26
Date

Charlotte M. Pierce
Charlotte M. Pierce, City Clerk

5/19/26
Date