

**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 16, 2026, at Noon.**

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

Call to Order

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Minutes of the Regular Meeting held June 2, 2026.

Robert Branch and Christy McElroy shared their thoughts on the Minutes and a previous Agenda.

All in favor; Motion carried 4-0.

Planning Board Recommendations

Ordinance 630 Small Scale Plan Amendment: Ralph Rish, Parcel #06076-016R, First Reading

Ray Greer, the applicant's representative, answered questions concerning the property and use.

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to have the First Reading of Ordinance 630. Commissioner Lowry stated that he would be abstaining on the vote as Mr. Rish is a business partner of his. Commissioner Lowry completed Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers and is attached as Exhibit A.

Robert Branch and Christy McElroy shared their thoughts on the request.

All in favor; Motion carried 3-0 with Commissioner Lowry abstaining.

Plat Approval St. Joe Company: Windmark Beach North Phase 3 East Unit 2, Parcel #04227-000R

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve the Plat. A Development Order was previously approved for the site, and 262 homes have been constructed. This request is for a smaller portion of the plat.

Robert Branch and Christy McElroy shared their thoughts on the request.

All in favor; Motion carried 4-0.

City Attorney

Resolution 2026-06 Plat Approval Process

A Motion was made by Commissioner Kerigan, seconded by Commissioner Lowry, to approve the Plat Approval Process. This is a mandate from F.S. 177.01 and allows the City Manager to sign off on the plat.

Christy McElroy shared her thoughts on the process.

All in favor; Motion carried 4-0.

Resolution 2026-07 Lighthouse Exhibit

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, for the City to apply for a Small Matching Grant in the amount of \$50,000 and seek a Match Waiver as a REDI Community. This will be to provide a Temporary/Traveling Exhibit interpreting the history of the Cape San Blas Lighthouse.

All in Favor; Motion carried 4-0.

City Engineer – Josh Baxley

City Government Complex

Permit Status for the complex is:

FDEP Wastewater – Received. ERP Stormwater – RAI response has been accepted. FDOT Access – Dewberry is waiting on the permit. FDOT Drainage Connection – Dewberry is waiting on the permit. USACOE Dredge and Fill – The RAI has been received. Dewberry will review the RAI, prepare a response and meet with City staff prior to submittal.

Downtown Alleys Drainage Improvements

Plans have been provided to the contractor for review and comment.

Avenue A Stormwater

A recommendation for award has been provided to City Staff.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to accept the low bid from North Florida Construction in the amount of \$85,106. All in favor; Motion carried 4-0.

MLK CDBG

A survey has been ordered, and Dewberry will be organizing a kickoff meeting within the next few weeks.

Core Park Restroom Facility

Dewberry is moving forward with 60% design.

Avenues C and D Resurfacing

Dewberry is working on 60% design and they expect to submit the 60% to FDOT by June 19, 2026.

Old Business

City Projects

Mr. Anderson noted there is a lot of construction going on, Sewer rehab for Sixth and Seventh Streets is close to being completed; work on Cecil G. Costin, Sr., Boulevard will likely continue past July 4th, and Highway 98 downtown stormwater and paving should begin at the end of the summer.

Government Complex Update

City Staff continues to work with the architect to design the facility to be more compatible with the look of Port St. Joe.

New Business

Solar System Walk – Skip Marlin

Mr. Marlin updated the Commission on the project and noted they are waiting to hear from DOT concerning the permit for placement on their signs. Nine signs will provide planet and solar system information along Cecil G. Costin, Sr., Boulevard.

2026 – 2027 Budget Update

Mr. Anderson shared that form DR 420 for the upcoming millage rate has been received and will need to be returned to the Gulf County Property Appraiser with in 35 days.

Public Works – John Grantland

Hunter Hawkeye Alignment Machine Purchase

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to purchase a Hunter Hawkeye Alignment Machine from Lee Cannon in the amount of \$4,000. Mr. Grantland stated there was money in the budget for the purchase. All in favor; Motion carried 4-0.

Highway 98 Pattern Pavement

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to decline the additional cost from \$52,535.16 to \$63,584.16 from FDOT for upgrading the pedestrian crosswalk pattern on Highway 98 at Third Street. The traditional thermal plastic will be used for the upgrade. All in favor; Motion carried 4-0.

Surface Water Plant - Larry McClamma

Mr. McClamma shared that the demolition of the St. Joe Beach Tank has been completed and he is waiting on a geological soil survey of the old tank site.

Wastewater Plant – Joe Harris

Mr. Harris noted the plant is fully functional, no date has been given for the delivery of filters for the plant, solar and diesel equipment is operational, and Dewberry made a site visit yesterday.

Mayor Buzzett wished Mr. Harris well in his new job and thanked him for his service to the City.

Finance Director – Tiffany Giddens

FEMA Update

Mrs. Giddens stated there have been no changes in the FEMA updates.

Grants Reimbursement Update

Mrs. Giddens shared that the sewer grants application period and work completion will be closing shortly. 185 customers have taken advantage of the opportunity; 55 must be installed by December, and 25 customers have decided to go a different route and will receive a refund of their deposit.

Code Enforcement – John Cannon

Mr. Cannon noted that three more requests have been received to demolish dilapidated houses.

Police Department – Chief Richards

Chief Richards noted that from June 16 through June 22, 2026, the Long Avenue and Cecil G. Costin, Sr., Boulevard Intersection will be closed and the Reid Avenue and Cecil G. Costin, Sr., Boulevard Intersection will be closed from June 22, 2026, through June 26, 2026.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted there had been no significant changes in pages 49 and 50. Ms. Pierce shared that Duke Energy approved a \$25,000 grant for crosswalks on Tenth Street in the area of the ballfields.

Citizens to be Heard

Robert Branch and Christy McElroy shared their opinions on various topics.

Discussion Items by Commissioners

Commissioner Kerigan noted that he has visited other areas to see their facilities and asked that we reach out to the County to see what they will be doing to help with some of these projects.

Commissioner Lowry did not have any additional updates for the Commission

Commissioner Hoffman shared his disapproval of how the Florida League of Cities is advertising the proposed state property tax cut.

He also requested that City employees be given the same days, July 2, 3, and 6, 2026, off that Governor DeSantis has given state employees. Discussion followed.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to give City employees an additional day off on July 6, 2026. All in favor; Motion carried 4-0.

Commissioner Hoffman asked that a request to allow City employees to have the same days off as state employees be on the next Agenda.

Robert Branch shared his opinion on the issue.

Mayor Buzzett did not have any additional issues to discuss with the Commission.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:30 P.M.

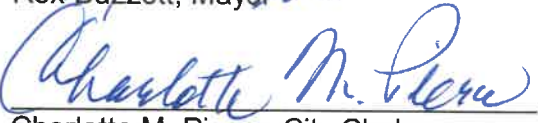
Approved this 7th day of July 2026.



Rex Buzzett, Mayor

7/7/26

Date



Charlotte M. Pierce, City Clerk

7/7/26

Date

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Lowery, Brett Charles</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners	
MAILING ADDRESS <i>1347 Gulf Coast Circle</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Port St. Joe, FL 32456	COUNTY Gulf	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>6/16/2026</i>		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: ☒ ELECTIVE ☐ APPOINTEE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brett Lowry, hereby disclose that on June 16th, 2026:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☒ inured to the special gain or loss of my business associate, Ralph Bish;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Ralph Bish is a business partner of mine.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

6/16/2026

Signature

[Signature]

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.