

**August 18, 2026
Regular Meeting
12:00 P.M.
Budget Workshop at 11:00 A.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.

August 18, 2026

Call to Order

Consent Agenda

Minutes

- Workshop Meeting 8/4/26
- Regular Meeting 8/4/26
- Workshop Meeting 8/11/26

Page 1
Pages 2-7
Page 8

City Attorney

- Ordinance 629
 - 2nd Reading & Adoption

Pages 9-12

City Engineer

- Update

Old Business

- City Projects
- Downtown Parking- Mayor Buzzett

Pages 13-14

New Business

- Port Theatre Loan Request-Joe Whitmer
- Fee Waiver Request
 - Veterans 4 Kids, Inc.
 - Band of Gold

Pages 15-17

Pages 18-21
Pages 22-25

Public Works

- Update

Surface Water Plant

- Update

Wastewater Plant

- Update

Finance Director

- FEMA- Update
- Grants Reimbursement- Update

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **Grants- Update**

Pages 26-27

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE FY 2026 - 2027 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT 2775 GARRISON AVENUE, August 4, 2026, AT 11:00 A.M.

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy Clerk Leigh Salter, Financial Director Tiffany Giddens, Police Chief Jake Richards, Public Works Director John Grantland, Surface Water Treatment Plant Manager Larry McClamma, and Wastewater Treatment Plant Manager Riley Wolf were also present.

The purpose of the Workshop was to review the FY 2026 – 2027 Budget.

City Manager, Jim Anderson, reminded everyone of the City's First Budget Public Hearing will be held at 5:01 P.M. on Thursday, September 10, 2026. The proposed millage rate includes 0.500 increase from 3.5914 to 4.0914 as a starting point for budget development.

2026 / 2027 Budget

Mr. Anderson reviewed the overall budget, and stated it is currently balanced using the Milage of 4.0914. The Milage rate of one-half mill increase would generate \$229,669 in revenue for the city.

Citizens to be Heard

No one from the Public attended the Meeting.

Discussion Items by Commissioners

The next Budget Workshop will be held on Thursday, August 13, 2026, at 4 P.M.

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 11:52 A.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, August 4, 2026, at Noon.**

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

Call to Order

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Minutes of the Regular Meeting held July 21, 2026. All in favor; Motion carried 4-0.

City Attorney

Attorney McCahill shared that the letter to vacate the site of the future City Hall by September 1, 2026, had been received by the renter.

City Engineer – Josh Baxley

City Government Complex – Permit Status

FDEP Wastewater – Received. ERP Stormwater – RAI response has been accepted. FDOT Access – Received. FDOT Drainage Connection – RAI has been responded to. USACOE Dredge and Fill – Received RAI, Dewberry is working with City staff to respond to the alternative sites analysis request.

Downtown Alleys Drainage Improvements

Dewberry anticipates work to begin soon as the contractor has the pricing.

Avenue A Stormwater

The contractor is currently mobilizing equipment and materials to the site.

MLK CDBG

Dewberry is finalizing concepts this week to present to the City.

Core Park Restroom Facility

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve the bathroom layout location. All in favor; Motion carried 4-0.

Avenues C and D Resurfacing

The 90% plan set has been reviewed by City Staff. Dewberry is moving forward with finalizing the 100% design and specifications.

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to award the CEI Services Task Order in the amount of \$80,000 to Dewberry for the Workforce Housing Road and Utilities.

Robert Branch and Christy McElroy spoke on this item.

All in favor; Motion carried 4-0.

Old Business

City Projects

There were no questions about the City Projects.

Bay Savers – Mayor Buzzett

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to provide up to \$50,000 for the project.

Christy McElroy and Robert Branch spoke on this issue.

All in favor; Motion carried. 4-0.

New Business

Request to Utilize the Golf Course

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to allow Relative Race to utilize the Sixteenth Street Golf Course on September 29, 2026. A Hold Harmless Agreement will be required before approval is given for the use of the course.

Robert Branch and Christy McElroy spoke on this issue.

All in favor; Motion carried 40-0.

Fee Waiver Request Port St. Joe Garden Club

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to grant the Fee Waiver Request for the Port St. Joe Garden Club to have a flower show in the Centennial Building in March of 2027. All in favor; Motion carried 4-0.

Fee Waiver Request Christ Methodist Church Youth Group

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to grant the Fee Waiver Request for Christ Methodist Church Youth Group to use the STAC House on August 15, 2026. All in favor; Motion carried 4-0.

Meeting Minutes Commissioner Hoffman

A Motion was made by Commissioner Hoffman, second by Commissioner Kerrigan, to follow Florida Statutes when taking minutes for City Meetings.

Robert Branch spoke on this issue.

All in favor; Motion carried 4-0.

Reid Avenue Parking Mayor Buzzett

Mayor Buzzett shared that there is a need for paid parking on Reid. Merchants also feel that this is needed and it will generate revenue for the City.

Public Works – John Grantland

Surplus Property

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to delete item #5 and add items # 27 and 28 to the Surplus Property List. All in favor; Motion carried 4-0. The revised Surplus Property List is attached as Exhibit A.

Sewer Request Rish Family Market

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, for the City to install the 4" Force Main Line to the property. All in favor; Motion carried 4-0.

Surface Water Plant - Larry McClamma

Mr. McClamma shared that soil is having to be provided before the foundation for the new St. Joe Beach tank can be installed.

Wastewater Plant – Riley Wolf

Wastewater Plant Improvements:

Engineering Contract

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Wastewater Treatment Plant Professional Services Contract with Dewberry in the amount of \$5,802,837. All in favor; Motion carried 4-0.

Grant Administration Contract

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Grant Administration Contract with CohnReznick in an amount not to exceed \$2.2 Million. All in favor; Motion carried 4-0.

Finance Director – Tiffany Giddens

FEMA Update

Mrs. Giddens did not have any major updates on FEMA.

Grants Reimbursement Update

Mrs. Giddens noted that the application time for the Septic to Sewer and Beach Hill Sewer Grants had closed. Residents utilizing the grants must have everything closed out by December.

Code Enforcement – John Cannon

Mr. Cannon did not have any updates for the Commission.

Police Department – Chief Richards

Commissioner Langston asked about vandalism at the Washington Gym. Chief Richards responded that there are several cameras on site and there is footage of individuals doing the vandalizing.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce did not have any specific updates on Pages 46 – 47, and shared Staff is working to close out the Centennial Building and Cape San Blas Lighthouse Grants.

Citizens to be Heard

Chester Davis and Robert Branch spoke to the Commission.

Discussion Items by Commissioners

Neither Commissioners Hoffman nor Kerigan had any additional information to discuss with the Commission.

Commissioner Langston shared his concerns with parking issues behind City Hall. Staff will work on this; warnings and tickets will be issued to alleviate the problem. Mayor Buzzett suggested stickers for city employees.

Mayor Buzzett did not have any additional concerns to share with the Commissioners.

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 _____ day of _____ 2026.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

2026 Surplus Items

1. 2015 Dodge Charger – Vin# 2C3CDXAG4FH806275
2. 2015 Ford Taurus – Vin# 1FAHP2MK2FG159503
3. 2016 Ford Explorer – Vin# 1FM5K7DH9GGB27173
4. 2018 Ford Explorer – Vin# 1FM5K8ARXJGC74323
5. 2020 Ford Explorer – Vin# 1FM5K8AB4LCA96785 remove- trade with Sherriff's Dept
6. 2007 Ford F250 – Vin# 1FDNF20548EA28676
7. 2003 Ford F150 – Vin# 2FTRF17W94CA21806
8. 2006 Ford Van – Vin# 1FTNE24L468B40876
9. 2006 Chevrolet 1500 – Vin# 1GCEK14V56Z277940
10. 2005 Chevrolet 2500 – Vin# 1GB8C24U45E215012
11. 1994 Isuzu Street Sweeper – Vin# JBDB4B1K157002759 (military surplus)
12. 1987 Ford Dump Truck – Vin# 1FD4U90L0JVA02269
13. 2008 Freightliner Vactor 2100 – Vin# 1FVCH3B78HV56944 (\$45,000.00 reserve)
14. Trailer #1 – 7' x 12' dual axel (no Vin or SN)
15. Trailer #2 – 7' x 12' dual axel (no Vin or SN)
16. Trailer #3 – 7' x 12' dual axel (no Vin or SN)
17. Trailer #4 – 5' x 8' single axel (no Vin or SN)
18. Trailer #5 – High top dual axel (no Vin or SN)
19. 2005 Dump Trailer 7' x 14' – Vin# 1Z9DJ14296J213571
20. Trailer mounted air compressor – Unit Model 150RPD0 (military surplus)
21. Trailer mounted welder – SN# C34335850164 (military surplus)
22. 1994 Vermeer Chipper – Vin# 1VR4130M10026
23. 2006 Cummings Generator – SN# J060985492 (salt water submerged)
24. 2005 Cummings Generator – SN# F050793639 (salt water submerged)
25. 2005 Cummings Generator – SN# F050793640 (salt water submerged)
26. 2005 Cummings Generator – SN# E090000861 (salt water submerged)
27. 5 Ton Cargo Truck 6X6 – ID# 23/03040 (military surplus)
28. 2000 GMC/Altec Bucket Truck – Vin# 1GDM7H1C51J501185

Addition

Port St. Joe Police Department

410 Williams Avenue, Port St. Joe, FL 32456



To: Jim Anderson, City Manager
From: Chief Jake Richards, Chief of Police
Date: July 29, 2026
Subject: Request to Exchange Surplus Vehicles Between the City of Port St. Joe and Gulf County Jail

I respectfully request authorization to complete an exchange of surplus vehicles between the City of Port St. Joe and the Gulf County Jail.

The proposed exchange is as follows:

Vehicle to be transferred from the City of Port St. Joe to the Gulf County Jail:

2020 Ford Explorer
VIN: 1FM5K8AB4LGA96785

Vehicle to be transferred from the Gulf County Jail to the City of Port St. Joe:

2018 Ford Explorer
VIN: 1FM5K8AR8JGC74322

The 2020 Ford Explorer currently owned by the City has been declared surplus and would be placed into service by the Gulf County Jail. In exchange, the City would receive the 2018 Ford Explorer, which has also been declared surplus by the Jail.

Your approval of this request is respectfully requested.

Respectfully,

Jake Richards

A handwritten signature in cursive script that reads "Jake Richards".

Chief of Police
Port St. Joe Police Department

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MINUTES OF THE FY 2026 - 2027 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT 2775 GARRISON AVENUE, August 11, 2026, AT 4:00 P.M.

The following were present: Mayor Buzzett, Commissioners Kerigan, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy Clerk Leigh Salter, Financial Director Tiffany Giddens, Police Chief Jake Richards, and Wastewater Treatment Plant Manager Riley Wolf were also present. Commissioners Hoffman and Lowry were absent.

The purpose of the Workshop was to review the FY 2026 – 2027 Budget.

City Manager, Jim Anderson, reminded everyone of the City's First Budget Public Hearing will be held at 5:01 P.M. on Thursday, September 10, 2026. The proposed millage rate includes 0.500 increase from 3.5914 to 4.0914 as a starting point for budget development.

2026 / 2027 Budget

Mr. Anderson reviewed the overall budget and stated it is currently balanced using the Milage of 4.0914.

Various health insurance costs and non-departmental requests were discussed. Quotes have not been received for Property and Casualty Insurance. The overall increase for Florida Blue for the coming year is less than 5%.

The consensus of the Board was to move forward with renewing our current Blue Cross Blue Shield Policies.

Chief Richards reviewed his budget and requests with the Commissioners.

Utility Budgets will be discussed at the next workshop.

Citizens to be Heard

No one from the Public attended the Meeting.

Discussion Items by Commissioners

The next Budget Workshop will be held on Tuesday, August 18, 2026, at 11 A.M.

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 5:00 P.M.

Approved this _____ day of _____ 2026.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

ORDINANCE NO. 629

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF PORT ST. JOE, SPECIFICALLY TO ADOPT CITY-INITIATED EVALUATION AND APPRAISAL REVIEW (EAR) BASED AMENDMENTS PURSUANT TO SECTION 163.3191, FLORIDA STATUTES; (1) UPDATE THE GOALS, OBJECTIVES AND POLICIES OF THE FUTURE LAND USE, TRANSPORTATION, HOUSING, INFRASTRUCTURE, COASTAL MANAGEMENT, CONSERVATION, RECREATION AND OPEN SPACE, INTERGOVERNMENTAL COORDINATION, ECONOMIC AND CAPITAL IMPROVEMENTS ELEMENTS OF THE COMPREHENSIVE PLAN, (2) TO UPDATE THE FUTURE LAND USE MAP SERIES; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Local Government Comprehensive Planning and Land Development Regulations Act, Section 163.3161, Florida Statutes, require that each local governments prepare and submit a comprehensive plan of the type set out in that Act, and

WHEREAS, Section 163.3191, Florida Statutes, requires that local governments evaluate their comprehensive development plans to determine if plan amendments are necessary to reflect changes in state requirements since the last update of their comprehensive development plan, and notify the state land planning agency as to its determination; and

WHEREAS, the City provided this notice to the state land planning agency on February 14, 2024, and Section 163.3191, Florida Statutes, requires that local governments who have determined that plan amendments are necessary to reflect changes in state requirements transmit the amendments to the state land planning agency within one year of notification, that date being: March 1, 2025; and

WHEREAS, the City Commission adopted the EAR-based amendments (25-01ER) at a public hearing and a second reading of Ordinance 617 on July 15, 2025; and

WHEREAS, on September 5, 2025, the Florida Department of Commerce rejected the City's Ordinance 617, determining that certain portions were more restrictive than permitted by Chapter 2025-190, Laws of Florida and therefore rendering the entire Ordinance null and void ab initio; and

WHEREAS, the City has revised the policies in conflict with Chapter 2025-190, Laws of Florida, (Infrastructure Element Policy 1.1.7 and Policy 1.1.8), and extended the Planning Horizon; and

ORDINANCE NO. 629

WHEREAS, on February 3, 2026, the Planning and Development Review Board sitting as the local planning agency for the City, recommended transmittal of the updated amendments to the comprehensive plan of the City; and

WHEREAS, the City Commission desires to adopt the updated amendments to the current comprehensive plan to guide and control the future development of the City, and to preserve, promote, and protect the public health, safety, and welfare; and

WHEREAS, on February 17, 2026, the Port St. Joe City Commission authorized transmittal of the proposed plan amendment to the appropriate state agencies.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA:

SECTION 1. APPROVAL

The City of Port St. Joe Comprehensive Plan is hereby amended as set forth on Exhibit "A".

SECTION 2. CONSISTENCY WITH CITY OF PORT ST. JOE COMPREHENSIVE PLAN

The Board of City Commissioners hereby finds and determines that the approval of the amendments is consistent with the goals, objectives and policies of the City of Port St. Joe Comprehensive Plan as amended.

SECTION 3. ENFORCEMENT

The City may enforce this Ordinance as authorized by law.

SECTION 4. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5. SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable. If any provision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.

SECTION 6. EFFECTIVE DATE

The effective date of this plan amendment, if the amendment is not timely challenged, shall become effective pursuant to Section 163.3184(3)(c)4., Florida Statutes. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in

ORDINANCE NO. 629

compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.

This Ordinance was adopted in open regular meeting after its second reading this _____ day of _____, 2026.

THE CITY COMMISSION OF THE CITY
OF PORT ST. JOE, FLORIDA

By: _____
Rex Buzzett, Mayor-Commissioner

Attest: _____
Charlotte M. Pierce
City Clerk

NOTICE OF PUBLIC HEARING FOR ADOPTION OF A LARGE SCALE AMENDMENT TO THE CITY OF PORT ST. JOE COMPREHENSIVE PLAN AND FUTURE LAND USE MAP SERIES

Public Hearing of the City of Port St. Joe City Commission

The City of Port St. Joe City Commission will conduct a public meeting, hold a reading of an ordinance, the title of which is set forth below, at 2775 Garrison Avenue, Port St. Joe, Florida on Tuesday, August 18, 2026, at 12:00 p.m., EST, or as soon thereafter as the issue may be heard, to consider the Adoption of the Revised Evaluation and Appraisal Report based amendments to the City of Port St. Joe Comprehensive Plan. The title of the ordinance to be considered is set forth below.

ORDINANCE NO. 629

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF PORT ST. JOE, SPECIFICALLY CITY-INITIATED TEXT AMENDMENTS TO (1) UPDATE THE GOALS, OBJECTIVES AND POLICIES OF THE FUTURE LAND USE, TRANSPORTATION, HOUSING, INFRASTRUCTURE COASTAL MANAGEMENT, CONSERVATION, RECREATION AND OPEN SPACE, INTERGOVERNMENTAL COORDINATION, ECONOMIC AND CAPITAL IMPROVEMENTS ELEMENTS OF THE COMPREHENSIVE PLAN, (2) TO UPDATE THE FUTURE LAND USE MAP SERIES; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.



At this hearing, the City Commission will accept public testimony and will consider the Adoption of Revised Evaluation and Appraisal Report based Comprehensive Plan Amendments to the appropriate state agencies for review and comment.

Copies of the Comprehensive Plan Amendments are available for public inspection at the City of Port St. Joe City Hall, located at 305 Cecil G. Costin, Sr., Blvd., Port St. Joe, Florida.

The hearing may be continued from time to time as may be necessary.

Interested persons may attend and be heard at the public hearing or provide comments in writing to the City Commissioners. City of Port St. Joe City Hall, 305 Cecil G. Costin, Sr. Blvd., Port St. Joe, Florida. Transactions of the public hearing will not be recorded. Persons wishing to appeal any decision made during the hearing will need a record of the proceeding and should ensure a verbatim record is made, including the testimony on which the appeal is based.

Any person requiring a special accommodation at this hearing because of a disability or physical impairment should contact the City Clerk's Office at (850)229-8261, at least five (5) calendar days prior to the hearing.

CITY COMMISSION OF THE CITY
OF PORT ST. JOE, FLORIDA

Current City Projects 8/18/26

- 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 started 11/3/25.
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff is installing taps as requested.
- 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. The Building Design is at 60% & the Site Plan is at 90%.
- 9/8/25 A Task Order was signed with Dewberry to design stormwater improvements in the alley between Bay & Harbor Street. The (2) easements are signed. The project has been awarded to North Florida Construction. Under Construction.
- Washington Gym Bldg. Roof- The Bid was awarded to Monolith Construction on 10/7/25. Under Construction.
- 20th Street Stormwater Pipe CIPP-Approved by the City Commission to utilize BP Funds for the repair on 5/19/26. Waiting on the construction schedule.
- Downtown stormwater Improvements. A task order was approved by the Board for Royal American to complete the work in the amount of \$85,283.60 on 7/21/26.
- New 10th Street Park Concession Stand & Restroom Facility- Under Construction.
- Paving of Ave C & D from Hwy 98 to MLK Blvd.- Dewberry is working on the Design to Bid of the project.
- St. Joe Beach Water Tank Replacement- Under Construction.
- Bent Tree Road Sewer Line Extension- Under Construction.

- Workforce Housing Road/Utility Extensions-The bid was awarded to CW Roberts. Pre-con is scheduled for 8/19.
- Core Park Restroom- Dewberry is working on the design.
- Frank Pate Park Boat Ramp Dredging- Dewberry has completed the survey and the City has applied for a FWC Grant to fund the project that was not approved.
- Wastewater Plant Rehabilitation- CohnReznick was awarded the Grant Administration Bid on 5/19/26 & Dewberry was awarded the Engineering Contract on 5/19/26. The contracts were awarded on 8/4/26.



August 3, 2026

Mayor and City Commissioners - City of Port St. Joe
305 Cecil G. Costin Sr. Boulevard
Port St. Joe, Florida 32456

Re: Request for a \$100,000 Low-Interest Loan for the Historic Port Theatre

Dear Mayor and City Commissioners:

On behalf of the Port Theatre Art & Culture Center, I respectfully request that the City of Port St. Joe consider providing a low-interest loan in the amount of **\$100,000** to help complete the final work necessary to open the Historic Port Theatre.

The Historic Port Theatre is more than a restored building. It is an investment in the economic, cultural, educational, and social future of Port St. Joe. Once open, the Theatre will serve as a performing arts venue, movie theater, educational center, conference facility, and community gathering place. It will also help attract visitors to our historic downtown and generate additional activity for local restaurants, shops, lodging establishments, and other businesses.

To date, more than **\$4 million** has been invested in the restoration of the Theatre through grants and generous corporate, foundation, and private contributions. After years of planning, fundraising, and construction, the project is now substantially complete. The stage, dressing rooms, backstage facilities, sound system, theatrical lighting, guest restrooms, concession areas, heating and air-conditioning systems, and other major components are in place. New seating, the grand curtain, and furnishings for the education and conference room are also scheduled for installation.

We are now within sight of the finish line. However, additional funding is needed to complete the remaining construction obligations, system commissioning, final inspections, punch-list work, and other requirements necessary to receive the Certificate of Occupancy and open the Theatre to the public.

A **\$100,000 low-interest loan from the City** would provide critical bridge funding at this final stage. We respectfully request that the loan be structured with a reasonable interest rate and repayment schedule that allows the Theatre to begin operations and establish consistent earned revenue. The Port Theatre Art & Culture Center is prepared to work with City staff and the City's legal and financial advisors to develop mutually agreeable terms, repayment protections, and documentation.

Once the Certificate of Occupancy is issued, the Theatre will be positioned to generate revenue through movie admissions, live performances, educational programming, concessions, facility rentals, conferences, private events, sponsorships, and community programs. Local and regional performers are already requesting performance dates, demonstrating strong interest in the venue before its doors have opened.

The Theatre will also provide year-round educational and enrichment opportunities for local children. During the past two summers, our MAD—Music, Art & Drama—Camp has given nearly 70 middle- and high-school students the opportunity to learn, perform, build confidence, and develop teamwork and communication skills. Opening the Theatre will allow these programs to expand and serve more young people throughout Gulf County.

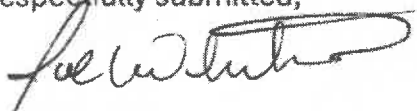
Community enthusiasm for the reopening has been extraordinary. The Historic Port Theatre is already bringing people together, even before its official reopening.

This loan would not simply support one organization. It would help activate a historic downtown landmark, stimulate economic activity, support tourism, create educational opportunities, and provide a gathering place for residents and visitors for generations.

We respectfully ask the City Commission to place this request on an upcoming meeting agenda and authorize City staff to work with the Port Theatre Art & Culture Center to evaluate and develop a **\$100,000 low-interest loan agreement**. We would welcome the opportunity to make a presentation, provide financial statements and supporting documentation, and answer any questions the Commission may have.

Thank you for your consideration and for your continued commitment to the preservation and revitalization of Port St. Joe. With the City's assistance, we can complete this final step, open the doors, and return the Historic Port Theatre to its place at the heart of our community.

Respectfully submitted,



Joe Whitmer

Chairman, Board of Directors
Port Theatre Art & Culture Center

Historic Port Theatre Board of Directors

David Warriner - Vice Chair
Aaron Little - Secretary
Elizibeth Martin - Treasurer
Christopher P Cammack
Kristan Delarosa
Kelli Godwin
Kaye Haddock
Natalie Shoaf
Heather Thompson



August 3, 2026

Mayor and City Commissioners
City of Port St. Joe
305 Cecil G. Costin Sr. Boulevard
Port St. Joe, Florida 32456

Agenda Item Request

Subject: Consideration of a Low-Interest Loan for the Historic Port Theatre

Requested Action: Discussion and possible approval of a **\$100,000 low-interest loan** to the Port Theatre Art & Culture Center to provide bridge financing for the completion of the Historic Port Theatre project and obtain the Certificate of Occupancy necessary to open the facility.

The Historic Port Theatre has received more than **\$4 million** in public and private investment and is substantially complete. The requested loan will assist with the remaining costs required to complete construction, finalize inspections, and open the Theatre. Once operational, the Theatre will generate revenue through movies, live performances, educational programming, rentals, and community events while serving as a catalyst for downtown economic development, tourism, and arts education in Port St. Joe and Gulf County.

Respectfully submitted,

Joe Whitmer

Chairman, Board of Directors
Port Theatre Art & Culture Center

Historic Port Theatre Board of Directors

David Warriner - Vice Chair
Aaron Little - Secretary
Elizibeth Martin - Treasurer
Christopher P Cammack
Kristan Delarosa
Kelli Godwin
Kaye Haddock
Natalie Shoaf
Heather Thompson

Bonnie Durham

From: Kurt Keaton <kurt.keaton@vets4kids.org>
Sent: Friday, July 31, 2026 5:20 PM
To: Bonnie Durham
Cc: liliw02@icloud.com; rlguibault@outlook.com
Subject: Centennial Building Request
Attachments: CentformV4K.pdf

You don't often get email from kurt.keaton@vets4kids.org. [Learn why this is important](#)

CAUTION: This message is from an EXTERNAL SENDER. Be CAUTIOUS, particularly with links and attachments. Do not share or enter your user credential or password.

Per your conversation with Raquel earlier today, please find attached the filled-out request form for use of the Centennial Building on Nov 6, 2026. Veterans 4 Kids is a Port St Joe based 501C3 non-profit. Our mission is simple: Win the battle for tomorrow by helping a kid today! Any proceeds from this event will go 100% toward Christmas toys and gifts for local kids in need.

Thank you for your help and consideration!

Best Regards,
Kurt Keaton

AGREEMENT FOR TEMPORARY USE OF CENTENNIAL BUILDING ^{or}
CITY OF PORT ST. JOE, FLORIDA *Park*

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

Veterans 4 Kids, Inc.

STREET ADDRESS: 4842 Cape San Blas Rd

CITY: Port St. Joe STATE: FL ZIP: 3245677

TELEPHONE: 770-231-9393 EMAIL: kurt.keaton@vets4kids.org

DATE(S) REQUESTED: Nov 6, 2026 TIME(S) OF EVENT: 5-9PM (9AM setup)

TYPE OF EVENT IN DETAIL: Holy Ground Gathering with recording artist Brit Nicole, author Tonya Prewett, and social media influencer Ally Armstrong to inspire ladies of all ages.

PROPOSED # OF PEOPLE ATTENDING EVENT: 300

** May want to include two or three food trucks outside if allowed and enough space is available.**

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, Kurt R. Keaton (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. KRK (initials) My signature on this document ensures that I am the person responsible for this entity.

Kurt R. Keaton

User Printed Name

7/31/2026

Date _____

Kurt R Keaton

User Signature

For Office Use Only

 Approving Authority _____ Date _____

Dear City of Port St. Joe,

On behalf of the Port St. Joe Band of Gold Booster Club, we respectfully request that the City waive the facility rental fee for the 2026 Port St. Joe Homecoming Dance, scheduled for October 24, 2026.

The Homecoming Dance is being sponsored by the Band of Gold Booster Club as an opportunity for Port St. Joe students to come together and celebrate Homecoming in a safe, supervised, and positive environment. As a volunteer organization supporting our local students and school programs, waiving the rental fee would allow us to dedicate more of our available resources directly toward providing a successful event for the students.

The Booster Club understands the importance of ensuring the event is properly covered and supervised. We will pay the required insurance fee associated with use of the facility and will also provide a Gulf County Sheriff's Office deputy to provide security and help ensure the safety of those attending the event.

We greatly appreciate the City of Port St. Joe's continued support of our students, schools, and community organizations. We respectfully ask for your consideration in waiving the rental fee for this event.

Thank you for your time and consideration. Please feel free to contact us if any additional information or documentation is required.

Respectfully,

Port St. Joe Band of Gold Booster Club
Port St. Joe, Florida

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

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

Port Saint Joe Band of Gold Booster Club

STREET ADDRESS: P.O. Box 1047

CITY: Port Saint Joe

STATE: FL

ZIP: 32456

TELEPHONE: 501-258-6640

EMAIL: psjbandboosters@gmail.com

DATE(S) REQUESTED: 10/24/2026

TIME(S) OF EVENT: 7PM - 12AM

TYPE OF EVENT IN DETAIL: Port Saint Joe High School Homecoming Dance

PROPOSED # OF PEOPLE ATTENDING EVENT: 100

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

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- 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.
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- 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.
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- c. Attached hereto as Exhibit "A" is the fee schedule for use of these City facilities.

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****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, Michael Olsen (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. mbo (initials) My signature on this document ensures that I am the person responsible for this entity.

Michael Olsen

User Printed Name



User Signature

8/11/2026

Date

For Office Use Only

Approving Authority

Date

Grants Updated- 8/18/26

Title	Amount	Status
FDEM 4399-162-R	Grant \$771,481.50 City Match \$257,160.50	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. Under Construction.
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 M0023	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. Under Construction.
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 WG063	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds WG043	\$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 DW230160	\$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.
FI Commerce LS2507	\$300,000	Core Park Restrooms. The grants were approved effective 7/1/25.
CDBG 26DB-C01	\$1,780,790	MLK Blvd. Revitalization- Approved 8/25. Dewberry is working on the Design.
Dept. of Financial Services #1 FM918	\$500,000	Fire/Police Public Safety Facility. Approved. Dewberry is working the Engineering & MLD is Working on the Design.
Dept. of Financial Services #2	\$1,900,000	Fire/Police Public Safety Facility. Approved

FDEP/SRF WW23019	\$19,166,503	Wastewater Plant Improvements. Approved 11/12/25 50% Loan/50% Grant
USDA	\$25,000,000	Wastewater Plant Improvements. Submitted 8/29/25. Proposed terms were 4.7% for 40 yrs with no grant funds.
Fl. Commerce CDBG-DR MS028	\$25M \$2M Match	Wastewater Plant Improvements. Approved 1/7/26
FDLE JAG Residual Funding	\$65,000	Patrol Vehicle. Approved 10/17/25
Fl. Commerce G0157	2,250,709.00	Workforce House Road. Approved March 2026.
Legislative Request 2026	\$650,000	Fire/Police Public Safety Bldg. (Reduced to \$1,000,000) Senate Bill
FDOT SCOP	\$578,666.15	Clifford Sims, Bay, & Royal Street Paving. Application submitted 3/26.
FWC Boating Improvement	\$71,500	Frank Pate Park Boat Basin Dredging. Application submitted 4/10/26. Was not approved.
Duke Energy Infrastructure	\$25,000	Benny Roberts Sports Park Crosswalk Improvements. Approved.
Dept. of Commerce RIF Grant	\$3,500,000	Wastewater Solids Dewatering Facility. An application was submitted 7/13/26.
BRIC Grant	\$325,000	Buck Griffin Weir, NOI filed 8/14/26
BRIC Grant	\$295,000	Downtown Stormwater Improvements, NOI Filed 8/14/26

Legend

Approved Grants

Work Completed – Waiting for Reimbursement

Grant Applications Submitted

Grants not Approved