MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, October 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 Leigh Salter, and City Attorney Clinton McCahill were also present.

Call to Order

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Minutes of the Special Budget Hearing September 10, 2026; Regular Meeting September 15, 2026; Special Budget Hearing September 22, 2026, that was continued until September 28, 2026, and the Special Budget Hearing September 28, 2026.

All in favor; Motion carried 5-0.

City Attorney

Port Theatre Loan Agreement

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to loan the Port Theatre Art and Culture Center, Inc., $100,000.00 at an annual interest rate of 4% on the unpaid balance which shall be due and payable in full on the maturity date of December 6, 2031. The Borrower shall make consecutive monthly payments of $1,841.65 beginning on January 6, 2027. All in favor; Motion carried 5-0.

City Engineer – Josh Baxley

City Government Complex – Permit Status

All permits are in hand except for the USACOE permit. Dewberry has received a response from the Corps regarding the alternative sites analysis and are preparing a response.

Avenue A Stormwater

The contractor is currently laying the drainage discharge piping from the alley to N. Bay Street.

MLK CDBG

Dewberry is currently working on 60% design.

Core Park Restroom Facility

Plans have been provided to the City for review.

Avenues C and D Resurfacing

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to award RFP 2026-06 Avenues C and D Resurfacing to Roberts and Roberts in the amount of $186,963.90. All in favor; Motion carried 5-0.

Old Business

City Projects

There were no questions concerning City Projects.

New Business

Core Park Restrooms

This item was discussed during the Engineer's Report.

RFP 2026-06 Avenue C and D Resurfacing (Handout)

Action was taken on this item during the Engineer's Report.

Public Works

RFP 2025-06 Washington Gym Roof Project

Discussion was held on the current status of the gym roof, issues that have come up, and the correct way to protect the gym.

Chester Davis and Robert Branch spoke to the Commission.

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to terminate the existing contract with Monolith for the gym roof repairs. All in favor; Motion carried 5-0.

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to rebid the Washington Gym Roof Project that will have all of the required project work in the bid packet, repair the roof anywhere that it is leaking, and that recommendations of a licensed roofer be included in the plans. All in favor; Motion carried 5-0.

In the absence of John Grantland, Mr. Anderson shared that the resurfacing work was to have begun on US Highway 98 to the Tapper Bridge (Gulf County Canal) this past Sunday but had been pushed back because of the weather.

He also noted that the CDBG-DR work being done on the alleyway between Fifth and Sixth Streets is being discussed and Elizabeth Moore is working on the drainage issue.

Surface Water Plant - Larry McClamma

Mr. McClamma noted that that the St. Joe Beach tank foundation has been poured and the contractor will be back in a couple of weeks to resume the project.

Wastewater Plant – Riley Wolf

Mr. Wolf reported that the new filters are in place, the plant is preparing for the upcoming rain and is working to keep the lagoon down. He also advised that Dewberry has completed the sampling to start the preliminary plant design.

Finance Director – Tiffany Giddens

FEMA

Mrs. Giddens stated there were no major updates.

Grants Reimbursement Updates

Mrs. Giddens shared that the Septic to Sewer Grant is scheduled to be completed by December and as of now, 220 are complete with the remaining 30 in progress.

Code Enforcement – John Cannon

Mr. Cannon is working on notifying the property owners of substandard housing, and he is having trouble contacting some of the owners.

Discussion was held about abandoned vehicles and Attorney McCahill is to look at the language of sheltered and covered definitions.

Police Department – Chief Richards

Chief Richards asked that a committee be formed to review the Code of Ordinances to update those that are outdated.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted that the closeout time for the Centennial Building and Cape San Blas Keepers Quarters has been extended.

Mr. Anderson shared that the City did not receive a SCOP Grant this year for Clifford Sims, Royal, and Bay Streets.

Sean Preston and a Workforce Housing representative will be attending the next Commission meeting to provide updates on their projects.

Citizens to be Heard

Robert Branch, Jimmy Garcia, and Chester Davis spoke to the Commission.

Discussion Items by Commissioners

Neither Commissioners *Hoffman, Lowry, Kerigan* nor *Langston* had any additional items to discuss with the Commission.

Mayor Buzzett asked for clarification of renting City Properties by 501-C3 organizations. Non-profit organization will pay $100 per day with a $1,000 refundable deposit. Other organizations will pay $500 per day plus a $1,000 deposit.

If a non-profit sells tickets or charges for the event, fees will not be waved.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:03 P.M.

Approved this 20th day of October 2026.

Rex Buzzett, Mayor — Date: 10/20/26

Charlotte M. Pierce, City Clerk — Date: 10/20/26