November 3, 2026
Regular Meeting
12:00 P.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.
November 3, 2026

Call to Order

Consent Agenda

Minutes
- **Regular Meeting 10/20/26** — **Pages 1-4**

City Attorney
- **Update**

City Engineer
- **Update**

Old Business
- **City Projects** — **Pages 5-6**

New Business
- **Ave. C & D Resurfacing Construction Inspection** — **Page 7**

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
- **Christmas Parade- FDOT Hwy 98 Road Closure Request**

- **Centennial Bldg. -National Register Update** **Page 8**
- **Grants- Update** **Pages 9-10**

Citizens to be Heard
Discussion Items by Commissioners
Motion to Adjourn

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 20, 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 Regular Meeting October 6, 2026, and the Emergency Meeting on October 9, 2026.

All in favor; Motion carried 5-0.

City Attorney

Mr. McCahill advised the Commission that an intent to pursue a civil action on behalf of Joseph Peters has been received and nothing should be discussed concerning this matter.

City Engineer – Josh Baxley

City Government Complex – Permit Status

All permits are in hand except the USACOE Permit. Dewberry has received a response from the Corps regarding the alternatives sites analysis, and they are preparing a response.

Avenue A Stormwater

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

MLK CDBG

Dewberry is currently working on 90% Design.

Core Park Restroom Facility

Dewberry is sending plans to contractors for preliminary pricing.

Avenues C and D Resurfacing

The NOA and Agreement have been provided to the contractor for execution.

City of Port St. Joe Wastewater Treatment Plant

The lab testing is complete, but the results have not been supplied by the lab. A site visit kickoff meeting with the City and the BDI is scheduled for Thursday, October 22, 2026. Dewberry is currently working on the facilities plan update for Hurricanes Helene and Milton impacts that is due on November 15, 2026.

Old Business

City Projects

Mr. Anderson shared that construction is at 100% on the Twentieth Street Stormwater Pipe CIPP.

There were no questions concerning City Projects.

New Business

Two Hired Guns, Grants Update

Sean Preston updated the Commission on grants he has applied for and those he is waiting on the application window to open. No action was taken on the renewing of a contract with Two Hired Guns.

Under Discussion Items by Commissioners, Commissioner Lowry brought this issue back up and made a Motion to renew the contract at $4,000 per month for 6 months. Commissioner Kerrigan second the Motion. After discussion, and advice from Attorney McCahill that this was only an outline and not a contract, the second and Motion were withdrawn.

Ed Mitchem, Pickleball Request

Ed Mitchem and Melissa Hancock, on behalf of the Pickleball Players, requested $75,000 from the City to match a $75,000 contribution from the County. Several Commissioners noted the previous contributions by the city, current commitments that have been made for funding from the budget at the Washington Gym Complex and asked that the presenters come back at a later time with their request.

Mr. Mitchem thanked the Commission for all of their help in the past with the Pickleball Courts.

Workforce Housing Update, Oikos

Michael Snodgrass updated the Commission on the Workforce Housing Project.

Back Beach Road, County Commissioner Randy Pridgeon and Attorney Jeremy Novak

County Commissioner Randy Pridgeon and County Attorney Jeremy Novak spoke to the Commission and encouraged the City's participation in the ongoing efforts to make the Gulf to Bay Parkway a reality. Mr. Novak provided a copy of a letter from the St. Joe Company dated January 8, 2002, to then Gulf County Board of County Commissioners Chairman Carmen McLemore outlining the St. Joe Company's commitment to the project.

Public Works

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

Commissioner Kerigan thanked the City employees for the fantastic job they did with the Blast on the Bay this past weekend.

Surface Water Plant - Larry McClamma

Request to Purchase Tractor on State Contract

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to purchase an Aspen Tractor on State Contract in the amount of $241,406.68 from Beard Equipment Company. All in favor; Motion carried 5-0.

Wastewater Plant – Riley Wolf

Mr. Wolf shared that the Filter Pilot Study is ongoing.

Finance Director – Tiffany Giddens

FEMA

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

Grants Reimbursement Updates

Mrs. Givens shared that she will be resubmitting reimbursement requests soon.

Code Enforcement – John Cannon

Mr. Cannon is working on a number of structures and Attorney McCahill is reviewing a list of 27 parcels.

Police Department – Chief Richards

Request to Purchase Vehicle on State Contract

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to purchase a 2026 Ford Ranger 4x4 Crew Cab in the amount of $45,610 which is in the budget. All in favor; Motion carried 5-0. The quote is through Bozard Ford Government Fleet.

Chief Richards shared that he has completed interviews for the department. Effective October 26, 2026, Sergeant Jeremy Chase will be promoted to Lieutenant for Uniform Patrol; Officer Jerry Lee will be promoted to Sergeant over Patrol Shift; Russell Burch is returning and will be the part-time Deputy/Assistant Chief, and Jessica Page will join the department as a new officer.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted there were no changes to Pages 17 and 18.

Clerk Pierce invited the Commissioners to a sign dedication on Tuesday, October 27, 2026, at 4 P.M. at the lighthouse. The sign has been given in memory of Mrs. Mary Belin, a long-time member of the St. Jospeh Historical Society.

Commissioner Langston asked about the dedication of the Money Bayou Beach Historical Marker and Mrs. Pierce reminded the Commissioners that the Ceremony will be held at the Washington Gym beginning at 11 A.M., on Saturday, November 14, 2026, followed by a light lunch, and dedication of the marker on site at 1:30 P.M.

Citizens to be Heard

The following individuals spoke to the Commissioners. Marjorie Peters, Christy McElroy, Chester Davis, John Stanton, Damon McNair, and Robert Branch.

Discussion Items by Commissioners

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

Commissioner Lowry brought the previously discussed item under *New Business, Two Hired Guns* back up and made a Motion to renew the contract at $4,000 per month for 6 months. Commissioner Kerrigan second the Motion. After discussion, and advice from Attorney McCahill that this was only an outline and not a contract, the second and Motion were withdrawn. This information is also listed under New Business – Two Hired Guns, Grants Update.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 2:15 P.M.

Approved this _____ day of _____ 2026.

_____ _____

Rex Buzzett, Mayor Date

_____ _____

Charlotte M. Pierce, City Clerk Date

Current City Projects 11/6/26

- 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. Lift Stations are 100% complete and the rehabilitation work is at 75% complete
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff are installing taps as requested. Construction is 100%
- 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. Construction is at 40%.
- Washington Gym Bldg. Roof- The project will be re-bid.
- 20th Street Stormwater Pipe CIPP-Approved by the City Commission to utilize BP Funds for the repair on 5/19/26. Construction is at 100%.
- 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. Construction is at 5%
- New 10th Street Park Concession Stand & Restroom Facility- Under Construction. Construction is at 65%.
- Paving of Ave C & D from Hwy 98 to MLK Blvd.- The bid was awarded to Robert s& Roberts on 10/6/26.
- St. Joe Beach Water Tank Replacement- Construction is at 20%.
- Workforce Housing Road/Utility Extensions-The bid was awarded to CW Roberts. Construction is at 65%.

- Core Park Restroom- Dewberry is working on the design & a cost Estimate.
- Wastewater Plant Rehabilitation- CohnReznick was awarded the Grant Administration Bid on 5/19/26 and is working on theEnvironmental. Dewberry was awarded the Engineering Contract on 5/19/26 & is working on the design.

Dewberry

Dewberry Engineers Inc.
324 Marina Drive
Port Saint Joe, FL 32456

850.227.7200
850.227.7215 fax
www.dewberry.com

October 28, 2026

Mr. Jim Anderson, City Manager
City of Port St. Joe
305 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32456

RE: Avenue C & D Resurfacing Construction Inspection
Professional Services Proposal - CEI

Dear Mr. Anderson,

Dewberry Engineers Inc. (DEI) is pleased to provide this proposal for construction engineering and inspection (CEI) services. It is our understanding that the City has awarded the construction contract to Roberts and Roberts, Inc. in the amount of $186,963.90. It is also our understanding that the subject project will have a 90-day construction timeline. The following list defines the services that will be provided to complete the scope of services:

A. CONSTRUCTION ENGINEERING AND INSPECTION
- Schedule and attend the preconstruction meeting
- Assist City with submittal review
- Perform periodic site inspection
- Witness and verify all material testing for compliance
- Provide weekly and monthly project progress reports
- Respond to all RAI(s) during the construction phase
- Review contractor pay requests and submittals
- Attend all project walkthroughs
- Assist in developing project punch list
- Prepare contract close out documents if required

We propose to perform the services described above for an hourly fee not to exceed **$15,000.00** without City approval. If additional services are required beyond **$15,000.00** an additional task order will be required. Please see the attached standard hourly billing rates.

Services not included in this proposal are as follows:
1. As built survey.
2. Construction stakeout.
3. Weekend/holiday overtime hours.
4. Resident inspection services.
5. Any other services not specifically listed in this proposal.

We appreciate the opportunity to provide engineering services for the City of Port St. Joe. If this proposal is acceptable, please sign in the space provided below. Should you have questions or need additional information, please give me a call at 850.571.1218

Sincerely,

Josh Stephens, P.E.
Project Manager

Accepted By: _____

Date: _____

FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

October 26, 2026

City of Port St. Joe
Po Box 278
Port St Joe, Fl 32457

Re: Centennial Building (NR Reference No. 96000230), 300 Allen Memorial Way, Port St. Joe, FL, 32456

Dear City of Port St. Joe:

It is a pleasure to notify you that the National Park Service officially approved the amended documentation for the above referenced property in the National Register of Historic Places on October 19, 2026. If you have any questions, please feel free to contact me at 850.245.6339.

On behalf of Secretary of State Cord Byrd and our historic preservation staff, I congratulate you on achieving this formal recognition of the historic significance of this property. We appreciate your interest in preserving this important element of Florida's cultural resources.

Sincerely,

Dr. Kyra N. Lucas
Survey & Registration Supervisor
Bureau of Historic Preservation

KNL/hae

Cc: Christine Dalton, AICP, CNU-A

Grants Updated- 11/6/26

Title	Amount	Status	Construction Completion Percentage
DEM 399-162-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.	100%
EMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23. The project is complete and we have requested reimbursement.	100%
istoric Resources/Hurricane lichael	$497,495	Centennial Bldg. Rehab. Grant awarded. The project is complete and we have requested reimbursement.	100%
DBG-DR 10023	$9,996,000	Sewer Rehab- City Wide. Approved 5/21. Under Construction.	70%
istoric Resources/Hurricane lichael	$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.	
DEP Water Protection Funds /G063	$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.	99%
DEP Water Protection Funds /G043	$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.	99%
DEP/SRF W230160	$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.	100%
l Commerce S2507	$300,000	Core Park Restrooms. The grants were approved effective 7/1/25.	
DBG 6DB-C01	$1,780,790	MLK Blvd. Revitalization- Approved 8/25. Dewberry is working on the Design.	5%
ept. of Financial Services #1 M918	$500,000	Fire/Police Public Safety Facility. Approved. Dewberry is working the Engineering & MLD is Working on the Design.	
ept. of Financial Services #2	$1,900,000	Fire/Police Public Safety Facility. Approved	

DEP/SRF √W23019	$19,166,503	Wastewater Plant Improvements. Approved 11/12/25 50% Loan/50% Grant	
l. Commerce DBG-DR 1S028	$25M $2M Match	Wastewater Plant Improvements. Approved 1/7/26	
DLE AG Residual Funding	$65,000	Patrol Vehicle. Approved 10/17/25	
l. Commerce 0157	2,250,709.00	Workforce House Road. Approved March 2026.	0%
egislative Request 026	$650,000	Fire/Police Public Safety Bldg. (Reduced to $1,000,000) Senate Bill	
DOT SCOP	$578,666.15	Clifford Sims, Bay, & Royal Street Paving. Application submitted 3/26. Was not approved.	
uke Energy Infrastructure	$25,000	Benny Roberts Sports Park Crosswalk Improvements. Approved.	0%
ept. of Commerce IF Grant	$3,500,000	Wastewater Solids Dewatering Facility. An application was submitted 7/13/26. Was not approved.	
RIC Grant	$325,000	Buck Griffin Weir, NOI filed 8/14/26	0%
RIC Grant	$295,000	Downtown Stormwater Improvements, NOI Filed 8/14/26	0%
esiliency Grant DEP	$50,000,000	Wastewater Treatment Plant Improvements. Submitted 8/31/26.	

Legend

Approved Grants

Work Completed – Waiting for Reimbursement

Grant Applications Submitted

Grants not Approved