

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, July 1, 2025, 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.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to approve the Minutes of the Regular Meeting of June 17, 2025. All in favor; Motion carried 5-0.

**City Engineer – Josh Baxley**

*City Government Complex*

The building footprint has been approved, and Dewberry is currently working on the boring location plan to commence geotechnical investigation.

*Downtown Utilities Phase 2*

The contractor is continuing to work on the tie-ins, but are holding off this week because of the holidays. Paving has begun on the alley between Reid and Williams Avenues from First to Second Streets.

*HMGP Grant – Elevation of 12 Lift Stations*

All RAIs from FDEM have been responded to.

Commissioner Langston asked about the drainage issue on Harbor Street.

Mr. Baxley shared that a survey of the grades is being conducted to hopefully alleviate the flooding. There is a 20' ROW and a potential solution to the issue would be to direct the water from the alley to the deep ditch across from Bay Street. A Stormwater Modeling Meeting is planned for next week.

Mr. Anderson noted that a letter of inquiry had been sent to residents to see if anyone would be willing to give an easement to help with the issue.

**City Attorney**

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

**Old Business**

*City Projects*

Mr. Anderson noted the Downtown Water Project, road paving, and alley way between Reid and Highway 98 are nearing completion. Bid Specs are being compiled for the Washington Gym Roof and Chairman Quinn has shared that the County has approved the bid for windows in the gym.

### *New City Public Safety Complex – Commissioner Hoffman*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to notify the tenants at the proposed new Public Safety Complex that we are moving forward with plans to build and give them a courtesy heads up that vacating the property will be forthcoming. All in favor; Motion carried 5-0. As plans progress, the tenants will be notified of the City's progress.

Mr. Anderson announced that the City will be receiving Legislative Appropriations of \$1,900,000 for the new Public Safety Complex, and \$300,000 for Bathrooms on City property adjacent to Core Park. He thanked Representative Jason Shoaf, Senator Corey Simon, and City Lobbyist Clark Smith of the Southern Group for their combined efforts to provide these funds.

Commissioner Hoffman complimented Clark Smith and his efforts on behalf of the City.

It was noted that additional funding will be needed for the construction of the complex.

### **New Business**

#### *Duren Property Proposal*

Mayor Buzzett shared the updated proposal provided by Mr. Duren. Consensus of the Commission was that the City owned property should not be used for a holding pond.

Mr. Anderson noted that research revealed that the current holding ponds cannot be used for new developments. He also stated that the City is waiting for the appraisal on the property Mr. Duren has offered to the City.

#### *Florida League of Cities Annual Conference*

Commissioner Kerigan agreed to serve as the City's conference delegate again this year.

#### *Fee Waiver Request – Camp Good News, Katie McCullers*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the fee waiver request for Camp Good News. All in favor; Motion carried 5-0.

#### *July 4<sup>th</sup> Celebration*

Mr. Anderson reminded everyone of the Fireworks Display Friday evening at 10 from the Frank Pate Park Boat Ramp and the Street Dance on Thursday, July 3<sup>rd</sup> beginning at 7 P.M.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to give City employees Thursday, July 3, 2025, off. All in favor; Motion carried 5-0. Anyone working on July 3<sup>rd</sup> will be given holiday pay.

#### *DR-420 and DR-420 TIF*

Mr. Anderson reminded the Commission that they have 30 days to file their response and set the upcoming millage rate. The City's Millage rate of 3.5914 has remained unchanged for many years. There is approximately an 11% increase in tax revenue that equates to around \$300,000. Mr. Anderson cautioned that even though this sounds like a large amount of money, it will not go very far but will help out some.

## **Public Works – John Grantland**

### *Lift Station Pump Replacement*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to make an emergency replacement of a pump at the White City Lift Station. Pump and Process was the low quote for the replacement pump at a cost of \$37,687.20. All in favor; Motion carried 5-0.

### *RFP 2025-04 CDBG Sewer Repairs*

Elizabeth Moore, President of Anchor CEI, presented their Recommendation of Award for Request for Proposals to Bid RFP 2025-04.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to award RFP 2025-04 to Royal American Construction Company, Inc., in the amount of \$6,225,262.76. All in favor; Motion carried 5-0.

### *CDBG-DR CEI Services*

Elizabeth Moore, President of Anchor CEI, presented their proposal and Task Order for professional construction administration and construction engineering and inspection services for the Phase 3 Sewer Collection System Improvements.

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve the Agreement for Professional Services from Anchor for CEI Services in the amount of \$274,640. All in favor; Motion carried 5-0.

## **Surface Water Plant – Larry McClamma**

Mr. McClamma shared the St. Joe Beach Booster Station repairs passed inspection.

Mayor Buzzett asked if Mr. McClamma and Mr. Harris were working on a Claw Back Policy and both gentlemen acknowledged that they were.

## **Wastewater Plant – Joe Harris**

### *Request to Purchase a Truck on State Contract*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve the purchase of a vehicle in the amount of \$42,873. All in favor; Motion carried 5-0. This is a budgeted item and is on state contract.

## **Finance Director**

### *FEMA Update*

Mr. Lacour did not have any updates since providing information to FEMA several weeks ago.

### *Grants Reimbursement Update*

Several grant reimbursements should be received within the next few weeks.

## **Code Enforcement**

Mr. Anderson shared that interviews are being conducted for the position, and he hopes to have a recommendation soon.

He also called Chairman Quinn for an update on the 6 houses the City and County will be working together to demo.

## **Police Department – Chief Richards**

### *Towing Policy*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to adopt the Towing Policy as presented by Chief Richards. All in favor; Motion carried 5-0.

## **City Clerk – Charlotte Pierce**

### *Grants Update*

Clerk Pierce stated City Staff continues to work daily with grants, reimbursements, and compliance.

## **Citizens to be Heard**

Chester Davis and Richard Benderson shared their thought on comments made in a previous Commission meeting.

Ken Monette and Tan Smiley voiced their concerns about drainage in the Harbor Street area. Engineer Josh Baxley and Mr. Anderson addressed this issue earlier in the meeting under the City Engineer heading and Mr. Anderson reiterated what is currently being done.

## **Discussion Items by Commissioners**

*Commissioner Langston* asked about the dumpster for the Washington Gym and BCC is to meet Chairman Quinn on site.

He asked about the issue with the track and Mr. Grantland responded the two workers had already patched the hole.

Commissioner Langston asked for an update on the leaning pole on MLK and Mayor Buzzett responded that after researching, the owner of the pole is Consolidated Communications, and they have been notified of the condition of the pole. Mr. Grantland is to follow up on this issue.

*Commissioner Kerigan* again shared his concerns about traffic on Garrison Avenue.

Chief Richards responded that 4-Way Stops on Garrison at Tenth and Twentieth Streets would help with the issue. He also recommended a 4-Way Stop on Avenue A at Broad Street and a 3-Way Stop at Battles Street.

*Neither Commissioners Lowry nor Hoffman* had any additional updates for the Commission.

*Mayor Buzzett* stated that he had written a letter to FDOT asking for their support with the Back Beach Road to alleviate traffic issues on Highway 98 in the beaches area.

## Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:25 P.M.

Approved this 15<sup>th</sup> day of July 2025.

Rex Buzzett  
Rex Buzzett, Mayor

7/15/25  
Date

Charlotte M. Pierce  
Charlotte M. Pierce, City Clerk

7/15/25  
Date