

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, November 18, 2025, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Minutes of the Executive Session on November 4, 2025, and the Regular Meeting also on November 4, 2025. All in favor; Motion carried 5-0.

Planning Board Recommendations

Ordinance 625 First Reading: Gulf County BOCC – Parcel #s 04589-040R, 04589-030R, 04589-020R, and 04589-010R

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to have the First Reading of Ordinance 625.

This property is adjacent to Knowles Avenue and will be changing from Public (PU) to Residential (R-3) use.

No one from the public wished to speak on this issue.

All in favor, Motion carried 5-0.

Attorney McCahill read Ordinance 625 by Title only

Ordinance 627 First Reading: Napoleon Pittman – Parcel #04702-000R, 522 First Street

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, not to approve the request as the Planning, Development and Review Board did not give a favorable recommendation for the request.

After discussion from Commissioner Langston, the motion and second were withdrawn and the issue Tabled for further research.

City Attorney

Ordinance 628 First Reading and Request to Advertise: Deannexation of the H and K Gulf Coast Holdings Property

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to have the First Reading and Advertise Ordinance 628.

Robert Branch and Christy McElroy shared their opinions on this issue.

All in Favor; Motion carried 5-0.

City Engineer – Josh Baxley

City Government Complex

Dewberry conducted the 30% plan set review with City Staff on November 17, 2025. Minor changes were received this week from the architect. Dewberry will be incorporating those changes into the design. The next milestone is 60% plans, which will be suitable for permitting.

Downtown Utilities Phase 2

Dewberry received revised Pay Application 12 on November 17, 2025, and will be reviewing it this week. In order to close this job, Pay Application 12 will need to be approved and then Final Pay Application 13 will need to be submitted and approved. This will release all retainage.

Downtown Alley Drainage Improvements

This project is in design.

Avenue A Stormwater

The 30% plans were reviewed with City Staff on November 17, 2025. Based on this review, one of the proposed drainage easements will need to be moved. Dewberry will continue moving forward with finalizing the design.

Old Business

Anchor CEI – Update

Elizabeth Moore, Anchor CEI, shared that the lift station startup last week went well. There are several tweaks to be made.

The Phase III Collection Rehabilitation is going well.

Mrs. Moore requested a Change Order on the Gravity Sewer Project in the amount of \$9,038.69. There is a t-box set in concrete near The Port Inn that needs to be replaced. This will add approximately 3 days to the work.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the Change Order Request. All in Favor, Motion carried 5-0.

John Grantland requested that, with the holidays coming up, and in order to keep the project moving forward concerning any unforeseen issues, with staff and federal approval, that staff be allowed to approve necessary change orders for amounts under the bid threshold.

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to approve this request.

Tom Buttram inquired about the location of the work.

All in favor; Motion carried 5-0.

City Projects

No one had any questions about the ongoing City Projects.

Light Pole Receptacles – Commissioner Langston

Commissioner Langston shared that he will be contacting pastors in the North Port St. Joe area concerning the light pole receptacles and will update the Commission on his findings.

Employee Bonus – Commissioner Hoffman

Mr. Grantland requested that all scrap brass on hand be declared surplus so he could get a value of the scrap.

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to declare all scrap brass on hand as surplus. All in favor; Motion carried 5-0.

New Business

Request to Use the Washington Gym for the Hoops Basketball League – Roman Quinn

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to grant the request and wave the fees for January and February with the understanding there is no heat in the gym. All in favor; Motion carried 5-0.

Fee Waiver Request – Junior Service League

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to grant the fee waiver request of the Junior Service League for use of the Centennial Building March 26 through March 28, 2026. All in favor; Motion carried 5-0.

Legislative Request 2026

Consensus of the Commission was to submit two requests, priority being a five million dollar funding request for the Public Safety Complex, Phase III, and a two million dollars request for road repairs.

Port Authority Letter – Commissioner Hoffman

Commissioner Hoffman shared his concerns about the letter written by Port Authority Chairman Guerry Magidson to Senator Corey Simon and Representative Jason Shoaf about the make up of the Port Authority Board. He noted the Port Authority owes the City \$200,000 for a loan that they are only paying monthly principal payments on with no interest. Commissioner Hoffman continues to be concerned about the efforts of the County wanting to secure funding from Triumph Funds for Eastern Shipbuilding to have a floating drydock in the bay.

Public Works – John Grantland

CDBG-DR Change Order #5 L & K Contracting

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to provide fencing for the Twentieth Street Lift Station in the amount of \$8,050 from grant funds. All in favor; Motion carried 5-0.

Surface Water Plant – Larry McClamma

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

Wastewater Plant – Joe Harris

Mr. Harris shared that Spray Field Zone 3 has been approved by FL DEP for spraying.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour feels that progress is being made. After 182 days in Step 6, verification of funding has been made, and this should move the project along.

Grants Reimbursement Update

Mr. Lacour continues to work on grant reimbursement.

Code Enforcement

Mr. Anderson shared that several applications have been received, and he hopes to begin interviews next week.

Police Department – Chief Richards

Chief Richards updated the Commission on cameras and is working with the City's IT person for cameras at the Wastewater Treatment Plant.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted there have been no major changes in grants, City Staff continues to work on compliance, and reimbursement.

She also referenced Christmas Parade Entry Forms that were provided for each Commissioner.

Citizens to be Heard

The following individuals shared their opinions on various topics. Robert Branch, Charles Gathers, Christy McElroy, and Tom Buttram.

Discussion Items by Commissioners

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

Commissioner Lowry asked if there was a need for the December 16, 2025, meeting. This will be discussed at the December 2, 2025, meeting.

Commissioner Langston shared that a \$200,000 grant has been provided by the Jessie Ball duPont Fund and they are partnering with the Christian Community Development Fund for the Generations Housing Program in North Port St. Joe.

Mayor Buzzett shared that a letter has been drafted concerning the County encroaching on the City's service area which goes against the City's Ordinance and Bonding Agreement. The letter is being sent to the County.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:27 P.M.


Approved this 2nd day of December 2025.



Rex Buzzett, Mayor

12/2/25

Date



Charlotte M. Pierce, City Clerk

12/2/25

Date