

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, December 2, 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 Kerigan, second by Commissioner Langston, to approve the Minutes of the Regular Meeting on November 18, 2025. All in favor; Motion carried 5-0.

Planning Board Recommendations

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

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to have the Second Reading and Adoption of Ordinance 625.

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

All in favor, Motion carried 5-0. This for affordable / workforce housing through the County and is located on Knowles Avenue. This changes the property from Public Use to R-3.

Attorney McCahill read Ordinance 625 by Title only.

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

This issue was Tabled again. The paperwork that Mr. Pittman provided was not from the City of Port St. Joe and he is being given time to locate his paperwork before a decision is made.

City Attorney

Ordinance 626 Second Reading and Adoption: Sober Living Homes and Recovery Residences

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to have the Second Reading and Adoption of Ordinance 626.

Doug Kelly and Christy McElroy shared their thoughts on this issue.

All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 626 by Title only.

City Engineer – Josh Baxley

City Government Complex

Dewberry is continuing with the design, and the Plan Set is approximately 50% complete.

Downtown Utilities Phase 2

L & K has provided the updated pay applications. Dewberry will be reviewing the pay applications with the City this week.

Downtown Alleys Drainage Improvements

The project is in design and Dewberry is performing a walkthrough of the area today following the rainfall event.

Avenue A Stormwater

Plans are 75% complete and in order for Dewberry to finalize the design, they will need the new easement for the stormwater pipe.

Old Business

City Projects

Mr. Anderson shared that Sprayfield Zone 3 is properly working and was turned on last week.

He also shared that the Third Street Parking Lot Bid is closing this month.

Light Pole Receptacles – Commissioner Langston

Commissioner Langston will be meeting with the Ministerial Alliance to address this issue and will have some suggestions after Christmas. He requested that this item remains on the Agenda until resolved.

Employee Bonus – Commissioner Hoffman

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to use the \$36,000 from the sale of scrap brass to provide full-time employees with a \$400 bonus and part-time employees \$200. This excludes Commissioners. All in favor; Motion carried 5-0.

Commissioner Hoffman also requested that funding for Bonuses be included in next year's budget.

New Business

Petition to Place Speed Breakers

Linda Fitch and Autum Carpenter requested that two Speed Breakers per block be placed on Eighth Street between Monument and Long Avenue and Long Avenue and Woodward Avenue.

Mr. Anderson shared that the neighborhood sewer line is being rehabilitated and asked which neighbors were willing to have the speed breakers installed in front of their homes.

Mayor Buzzett also noted that road repairs need to be completed before any speed breakers are installed.

Stop Sign at North Park Avenue and Avenue A – Commissioner Langston

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, that pending neighbors' approval, a 3 Way stop sign be placed at North Park Avenue and Avenue A.

Robert Branch shared his opinion on this matter.

All in favor; Motion carried 5-0.

Change Order #1 SCE – City Street Resurfacing CEI

Lance Watson of SCE presented a request for additional payment in the amount of \$58,506.50 for their CEI services to oversee the City Street Resurfacing Project.

After discussion, consensus was to negotiate these charges which stem from extended days for Roberts and Roberts and for SCE to oversee the extended days.

Attorney McCahill questioned why this was not presented at the time the extension was requested by Roberts and Roberts.

December 16, 2025, Meeting

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to cancel the December 16, 2025, Meeting.

All in favor; Motion carried 5-0.

Restroom Trailer – Commissioner Kerigan

Discussion was held on cost and services currently provided as compared to the new offer. After discussion, consensus was to Table this matter for more research.

Gulf County Invoice for Road Repairs

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the \$33,548 presented by Gulf County for road paving. All in favor; Motion carried 5-0.

Interlocal Agreement – Recission of Ordinances 618 and 619

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to rescind Ordinances 618 and 619 involving H & K Holdings. All in favor; Motion carried 5-0.

Ralph Rish – Pineview Water / Sewer

Ralph Rish requested sewer from the City for 20 lots in his Pineview Estates Subdivision on Garrison Avenue. Discussion ensued and it was pointed out that City water and sewer are available to the property and that the County has already run a new line in the City's service area.

Christy McElroy shared her opinion on this issue.

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to provide sewer to 20 lots with the understanding that Mr. Rish will wait until after the City County meeting on January 14, 2026, to request a Development Order for the project. All in Favor; Motion carried 5-0.

Public Works

Mr. Grantland had to leave the meeting earlier for a work related project and there were no reports from his department.

Surface Water Plant – Larry McClamma

Mr. McClamma announced that the Surface Water Plant had passed the Quarterly and Annual Disinfectant Byproducts test and there were no EPA Violations for 2025.

Commissioner Hoffman thanked Mr. McClamma for running a clean Surface Water Treatment Plant. He also requested that when giving state reports Mr. McClamma provide the reports for the County so they can be compared to the City's.

Wastewater Plant – Joe Harris

Request to Purchase Flex Wing Rotary Cutter

A Motion was made by Commissioner Kerigan, second by Commissioner Langton, to approve the purchase of a Flex Wing Rotary Cutter in the amount of \$26,739.84 on state contract. All in favor; Motion carried 5-0. This is a budgeted item.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour stated there had not been any updates on changes and he is waiting on reimbursement.

Grants Reimbursement Update

The last invoice for the Downtown Waterline is being finalized.

Code Enforcement

Mr. Anderson shared that Interviews are being set up for next week.

Police Department – Chief Richards

Chief Richards noted that FWC and his department are working to catch a disabled bear.

City Clerk – Charlotte Pierce

Grants Update

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

Christmas Parade

Clerk Pierce reminded the Commissioners of the Christmas Parade on Saturday, December 13, 2025.

Employee Appreciation Luncheon

Consensus of the Commission was for City Staff to handle arrangements for the luncheon and to go with the lowest quote of \$1,240.00 from Curtis Beard.

Swearing In Ceremony January 6, 2026

After discussion, consensus of the Commission was to have the Swearing In Ceremony on January 6, 2026, and to forego a reception.

Citizens to be Heard

Diana Burkett, St. Joseph Bay Humane Society, requested that the Commission adopt the newly created Ordinance dealing with animals. She suggested that Town Hall Meeting be held and noted there are new laws requiring breeders to follow.

Robert Branch and Christy McElroy shared their concerns on various topics.

Discussion Items by Commissioners

Commissioner Hoffman requested that City Staff reach out to Sharon Gaskin of North Florida Child Development to get her opinion on changing the name of the Field of Dreams Road to Church Avenue.

Commissioner Lowry did not have any additional information for the Commission.

Commissioner Kerigan shared his concerns about increased traffic in the downtown alley ways. He asked about signage and lines on the pavement. Mr. Anderson and Chief Richards will look into this matter.

Commissioner Langston wished everyone a Merry Christmas, Happy New Year, and to be safe.

Mayor Buzzett encouraged everyone to have a great Holiday Season.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:58 P.M.

Approved this 6th day of January 2026.


Rex Buzzett, Mayor

1/6/26
Date


Charlotte M. Pierce, City Clerk

1/6/26
Date