

**City of Port St. Joe  
Redevelopment Agency Board Special Meeting  
March 3, 2026 at 11:00 A.M.**

**Steve Kerigan  
Rex Buzzett  
Eddie Fields  
Scott Hoffman**

**Eric Langston  
Brett Lowry  
Linda Bullock  
Marvin Davis**

---

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

**ROLL CALL OF THE BOARD**

**CONSENT AGENDA:**

**January 6, 2026 Regular Meeting Minutes**

**Page 1-2**

**BUSINESS ITEMS**

- **Generational Housing Program**
  - Sally Jenkins
  - Evelyn Underwood
  - Mrs. Johnson
- **Developer Incentive Program**
  - Gulf County Recovery Team
- **Director Position**
- **Procurement Policy**
- **Citizens to be Heard**
- **Discussion by Board Members**
  - Motion to Adjourn

**Pages 3-13**

**\*You are hereby notified that in accordance with Florida Statutes, you have the right to appeal any decision made by the Board with respect to any matter considered at the above referenced meeting. You may need to ensure that a verbatim record of the proceedings is made which may need to include evidence and testimony upon which the appeal is based.**

City of Port St. Joe  
Redevelopment Agency Board  
Regular Meeting  
January 6, 2026

**Minutes**

**Pledge of Allegiance and Moment of Silence**

**Roll Call of the Board**

<b>Present</b>		<b>Absent</b>	
<b>Board</b>	<b>Staff</b>	<b>Board</b>	<b>Staff</b>
Eric Langston, Chairman 11:10 Linda Bullock Rex Buzzett Marvin Davis Eddie Fields Scott Hoffman Steve Kerigan Brett Lowry	Jim Anderson Charlotte Pierce Mike Lacour Clint McCahill Jake Richards		

After ascertaining that a quorum was present, Chairman Langston called the meeting to order at 11:13 A.M.

**Consent Agenda**

*Minutes, December 22, 2025, Special Meeting:*

A Motion was made by Eddie Fields, second by Marvin Davis, to approve the Minutes of the December 22, 2025, Special Meeting. All in favor; Motion carried 8-0.

**Business Items**

*CRA Director Proposed Contract*

Chairman Langston shared that Mr. Starling did not wish to be director but would be happy to assist at a cost of \$150 per hour until a director is found. No action was taken on this item.

*Current Contract*

Mr. Starling's contract expired on December 31, 2025.

A Motion was made by Rex Buzzett, second by Linda Bullock, to advertise for a PSJRA Director at a salary of \$45,000 for 2026. All in favor; Motion carried 8-0. Mr. Anderson will work with Chairman Langston to provide a contract and the duties of the director.

*Procurement Policy*

Mr. Anderson will provide a copy of the City's Procurement Policy for comparison for the PSJRA Board Members.

**Citizens to be Heard**

Candice Nesemeier had questions about PSJRA documents.

**Discussion by Board Members**

Marvin Davis asked if the 10% finders' fee that Mr. Starling had requested would be afforded the new director. Consensus of the Board was that it would not be.

There was no additional business to come before the Board and Chairman Langston adjourned the meeting at 11:55 A.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Eric Langston, PSJRA Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date

## Jim Anderson

---

**From:** Citizens of Gulf County Recovery Team <cgcrecoveryteam@gmail.com>  
**Sent:** Tuesday, February 10, 2026 1:13 PM  
**To:** Eddie Fields; Jim Anderson; Eric Langston; Michael Lacour  
**Subject:** Sally Jenkins final invoice packet  
**Attachments:** Sally Jenkins final invoice packet.pdf

**CAUTION: This message is from an EXTERNAL SENDER. Be CAUTIOUS, particularly with links and attachments. Do not share or enter your user credential or password.**

Hi,

Attached are the invoices and check stubs for payment to the contractors for Ms. Jenkin's project. The project is complete from the CRA/ CGCRT standpoint. The Auburn students will be doing interior painting and the Garden club will be doing beautification work as well using duPont funds they received.

Per our original agreement, the CRA would split the costs of the project with the CGCRT. The project total is \$31,493.08. Here is the breakdown:

Roof replacement: \$13,191.00  
HVAC replacement: \$7,102.08  
Drywall repair and painting: \$11,200.00

Please let me know if you have any questions or need anything else.

Thank you,  
Kathy Gilbert

--  
*Kathy Gilbert*  
(850) 270-8911  
Program Director  
Citizens of Gulf County Recovery Team

Archer Exteriors

Date

11/02/2025

Type

Bill

Reference

Sally Jenkins

Original Amount

3,997.00

Balance Due

3,997.00

Payment

3,997.00

3,997.00

Check Amount

11/13/25

mailed 11/17/25

State Appropriations Sally Jenkins Roofing - Down payment

3,997.00

Office:  
1727 Creighton Rd  
Pensacola, FL 32504  
P: 850.466.2316  
F: 850.466.3827



Roofing License #CCC1327720  
Specialty Contractor #SCC131151513  
GAF Master Elite #ME21106

JOB #

11/02/2025

## AGREEMENT

Name: Kathy Gilbert Phone: (850) 270-8911 E-mail: cgcrecoveryteam@gmail.com  
Address: 251 Avenue E, Port St. Joe, FL 32456

Archer Exteriors Inc. agrees to furnish/install the following materials at the address above in a professional manner and to follow all reasonable and reputable business practices. Archer Exteriors Inc. carries all proper General Liabilities and Workers Compensation insurance to protect homeowner.

### Job Description

Remove current roof (1) layers.

Inspect all decking for integrity.

Included in price up to 0 sheets of 1/2 ; CDX 4-ply plywood for the roof - (any additional plywood is \$75.00, which includes labor)

✓ Install C4 1/2 Non-corrosive Drip Edge at eaves/rakes - Color: tbd

✓ Install ice shield to valleys and roof penetrations

✓ Install Synthetic felt underlayment

✓ Install GAF Pro Starter Strips along all eaves/rakes.

✓ Install GAF Timberline HDZ Lifetime Warranty Shingle - Color: tbd

✓ Install GAF Cobra ridge vent on the prominent ridges.

• Install GAF Seal-A-Ridge cap shingles to finish.

✓ Install new pipe flashings

✓ Install low slope roofing in necessary areas (+- 6.5 squares)

✓ Dumpster included and complete clean-up and haul away of all job-related debris of property upon completion

GAF System Plus Warranty is Factory-backed and consists of 50 years on defective GAF materials.

The installation labor warranty is for 10 years by Archer Exteriors.

### NOTE:

The only section not included in this quote is the high ribbed, corrugated metal that appears to be on a modular patio.

NOTE: Credit Card transactions will result in a 3.5% fee

SALE PRICE \$11991 00

PERMIT FEE

Check box if home was built in or before 1978

Check box if RRP Brochure was provided to the homeowner

S

TOTAL PRICE \$11991.00

DOWN PAYMENT = 1/3 \$3997.00

TOTAL AMT

(Due at signing)

2nd PAYMENT = 1/3 \$3997.00

TOTAL AMT

(Due at the Start of the Project)

FINAL PAYMENT = 1/3 \$3997.00

TOTAL AMT

(Due the day, the majority of the work has been complete)

AMOUNT FINANCED

FINANCE COMPANY

**\*NOTE**

If any material or labor is owed to the customer, the customer may retain 10% of the "FINAL PAYMENT" until the work is completed satisfactorily.

*Shane Odom*

*Citizens of Gulf County Recovery  
Kelley [Signature] Team*

11/02/2025

Signature Date

Archer Exterior Renovations Representative

Home Owner

(850) 530-6369

Contact Information

Signature Date

Home Owner

State Appropriations  
01/30/2026

Archer Exteriors

268

Date  
01/23/2026

Type  
Bill

Reference  
251AVEE-FINAL

Original Amount  
9,194.00

Balance Due  
9,194.00

Check Amount

Payment  
9,194.00  
9,194.00

State Appropriations Sally Jenkins

9,194.00



**BUILDER COPY**

P.O. 28 0106261327

JOB# 28-RR0-773

**SERVICE AUTHORIZATION FORM**

DATE: 01/06/2026

DEVELOPMENT: 251 Avenue E PSJ, FL LOT: Spot

**SERVICE:**

Remove and replace 16 sheets of plywood due to rot and water damage

MATERIAL: 16 sheets of 1/2" CDX plywood

**CHARGE TO:**

BUILDER Kathy Gilbert

SUBCONTRACTOR \_\_\_\_\_

BUILDER'S AUTHORIZATION SIGNATURE \_\_\_\_\_

BUILDER P.O. # \_\_\_\_\_ AMOUNT: \$ 1,200.00

**PAY TO:**

SUBCONTRACTOR: GAM

AMOUNT: \_\_\_\_\_

**Shannon Spence**

ARCHER'S REPRESENTATIVE (PRINT NAME)

BUILDER COPY

8

# Archer Exteriors

## Invoice

Archer Exteriors, Inc.  
341 Harding Highway  
Pittsgrove, NJ 08318  
Phone (856)363-7000

Invoice Date 01-27-2026  
Invoice ID 251AVEE-FINAL  
Customer ID GILBE-RT

o: Citizens Gulf County Recvry Tm  
P.O. Box 1104  
PORT ST JOE, FL 32457

Job: *Sally Jenkins*  
GILBERT, KATHY  
251 AVE E  
PORT ST. JOE, FL 32456

---

BALANCE DUE ON CONTRACT  
SA# 280106261327

7,994.00  
1,200.00

Total Invoice Amount

\$9,194.00

9

Date  
01/30/2026

Type  
Bill

Reference  
Sally Jenkins

Original Amount  
11,200.00

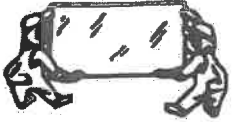
Balance Due  
11,200.00

Payment  
11,200.00  
11,200.00

Check Amount

State Appropriations Sally Jenkins

11,200.00



Noe Tejada, LLC.

DBA TRIPLE T. DRYWALL

◆ Metal Stud Framing ◆ Drywall Hanging & Finishing  
◆ Licensed & Workman's Comp Insured

P.O. Box 847 ◆ Midway, FL 32343

Mobile: 850-251-8905

Tripletdrywall@yahoo.com

INVOICE NO.

DATE 11/30/20

ACCOUNT NO.

YOUR P.O. NO.

TERMS

SHIP VIA

FOB

SALESMAN

| INVOICE | | PROPOSAL | | CONTRACT

Citizens of Colt County Recovery Team  
For: Sally Jenkins  
251 Ave E  
Port St Joe, FL 32456

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		Repair dry wall in kitchen & dining room Remove & replace <sup>ceiling</sup> dry wall in family room & 2 baths Paint ceilings in family room, kitchen, dining room, hallway & 2 baths		
Final invoice				11,200.00
Please Pay From This Invoice Workers Compensation and Employers Liability #10638182			SUB TOTAL	
			TAX	
			TOTAL	11,300.00

State Recovery Appropriations  
12/05/2025

Clark Heating and Air

260

Date	Type	Reference	Original Amount	Balance Due	Payment
12/01/2025	Bill	359	7,102.08	7,102.08	7,102.08
			Check Amount		7,102.08

State Appropriations Sally Jenkins System Replacement

7,102.08



## Clark Heating & Air Conditioning LLC

Citizens of gulf county recovery team  
Citizens of gulf county recovery team  
251 Avenue E

Port St. Joe, FL 32456

*Sally Jenkins*

(315) 447-5003

cgcrecoveryteam@gmail.com

JOB	#388
INVOICE	#359
SERVICE DATE	Dec 01, 2025
INVOICE DATE	Dec 01, 2025
PAYMENT TERMS	Upon completion
DUE DATE	Dec 01, 2025
AMOUNT DUE	<b>\$7,102.08</b>

### CONTACT US

14029 Ashton Way  
Panama City, FL 32409

(850) 890-4065

clarkhvac928@yahoo.com

Service completed by: Tyler Clark

## INVOICE

Service	qty	unit price	amount
<b>SYSTEM REPLACEMENT</b>	1.0	\$7,102.08	\$7,102.08

INSTALLATION OF GOODMAN 3 TON 14.5 SEER A/C AND 80% 80K BTU GAS FURNACE.

- REMOVE AND PROPERLY DISPOSE OF EXISTING EQUIPMENT.
- PROVIDE NEW WOOD DECKING/ STAND PLATFORM FOR NEW AIR HANDLER / GAS FURNACE.
- PROVIDE A AIR TIGHT SEAL TO DUCTWORK AND SEAL ALL SEAMS.
- FLUSH EXISTING COPPER LINE SET WITH FLUSH.
- CONNECTED EQUIPMENT TO EXISTING COPPER LINE SET.
- CONNECT EQUIPMENT TO EXISTING DRAIN LINE.
- BLOWOUT/ FLUSH DRAIN TO INSURE NO BLOCKAGES.
- INSTALL DRAIN LINE FLOAT SAFTEY SWITCH(S).
- INSTALL NEW ELECTRIC HEAT KIT IF APPLICABLE.
- INSTALL GAS REGULATOR AND SHUT OFF VALVE FOR GAS LINE.
- INSTALL NEW DIGITAL PROGRAMABLE THERMOSTAT.
- PROVIDE A NEW CONDENSER PAD AND LEVEL CONDENSER TO PAD.
- INSTALL HURRICANE TIE DOWN STRAPS TO CONDENSER TO PAD.
- PROVIDE NEW DISCONNECT BOX(S) AND WIRE WHIPS IF NEEDED.
- PROPERLY PERFORM START-UP ON SYSTEM PER MANUFACTURES SPECS.
- INSURE SYSTEM IS OPERATING PROPERLY IN ALL MODES INCLUDING HEATING AND COOLING.
- ALL EQUIPMENT, LABOR AND BASIC MATERIALS NECESSARY TO COMPLETE THE PROJECT.
- GENERAL CLEANUP OF WORK AREA UPON COMPLETION OF THE INSTALL.

### WARRANTY:

- WARRANTY WILL BE 1 YEAR LABOR AND MANUFACTURES 10 YEAR PARTS ONLY WARRANTY.

### TERMS OF PAYMENT: