

**March 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.

March 3, 2026

Call to Order

Consent Agenda

Minutes

- Regular Meeting 2/17/26 **Page 1-4**

City Attorney

- Update

City Engineer

- Ave. C & D Paving Task Order **Pages 5-7**

Old Business

- City Projects **Pages 8-9**

New Business

- PSJ HS State Championship Sign **Page 10**

Public Works

- Update

Surface Water Plant

- Update

Wastewater Plant

- Update

Finance Director

- FEMA- Update
- Grants Reimbursement- Update

Code Enforcement

- Voluntary Demo Request **Pages 11-12**
 - Elmer Welch

Police Department

- Update

City Clerk

- **Grants- Update**

Pages 13-14

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, February 17, 2026, at Noon.

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

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 on February 3, 2026. All in favor; Motion carried 4-0.

City Attorney

Ordinance 629 – EAR Based Amendment; Favorable Planning Board Recommendation 4-0: First Reading and Request to Transmit to State

Ray Greer, City Planner, explained the EAR Based Amendment to the Board. The previous EAR was adopted by the state in July 2025. (SB 180 was passed by the legislature which necessitated the City return to a previously adopted amendment to reinstate the levels of service for utilities.)

The EAR Based Amendment received a favorable recommendation from the Planning, Development, and Review Board of 4-0.

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to have the First Reading of Ordinance 629 and transmit the EAR to the state. All in favor; Motion carried 4-0.

Attorney McCahill read Ordinance 629 by Title only.

City Engineer – Josh Baxley

City Government Complex

Dewberry is currently working on the 90% plan set and permit packages. They expect to have the stormwater ready to submit by next week.

Downtown Alleys Drainage Improvements

This project is in design.

Avenue A Stormwater

The design is complete. Permits will be submitted today, February 17, 2026.

MLK CDBG

Dewberry is waiting on final approval from the State before ordering a survey and kicking off the design.

Old Business

City Projects

Mr. Anderson shared that there are a lot of projects going on. He noted the closing of the Reid Avenue and Highway 71 Intersection from February 25, 2026, to March 6, 2026, and encouraged everyone to use caution in this area. The workers will move to the Long Avenue and Highway 71 Intersection next.

Mr. Anderson noted that Dewberry is working on a Task Order for the Engineering of Avenues C and D for paving.

Dewberry is working on a Task Order for the Core Park Restrooms.

Commissioner Hoffman requested that the City plan for the need at that site if it means using City funds rather than just constructing what the grant allows for.

Mayor Buzzett encouraged the Commissioners to look at the public restroom facility in Apalachicola and how well they are done.

New Business

City Manager's Contract

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to renew Mr. Anderson's contract for an additional three years. All in favor; Motion carried 4-0.

Mayor Buzzett noted that Mr. Anderson has done a great job as city manager, and that he appreciates what Mr. Anderson does and how he does it.

Public Works – John Grantland

Sewer Position

Mr. Grantland requested that he be allowed to add a new position to the Sewer Department by moving funds in the budget for video equipment to salaries. This will be an hourly paid position.

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the request. All in favor; Motion carried 4-0.

Surface Water Plant

In the absence of Mr. McClamma, Mr. Anderson requested approval of RFP 2025-12.

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to purchase the 4,400 Gallon Sodium Hypochlorite Tank from Aqua Products in the amount of \$37,291. All in favor; Motion carried 4-0. Funds are in the budget for this purchase.

Wastewater Plant – Joe Harris

Mr. Harris shared that DEP Compliance Evaluation Assessment visit to the plant went well.

Commissioner Kerigan requested clarification on grant funds received from the Florida Department of Commerce for the Wastewater Plant Improvements. When applying for a grant, you must be

specific in what the funds will be used for and that you cannot use them for other projects. To which Mr. Anderson responded. "Yes."

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour is working to get the Clifford Sims Marina Project closed out and recoup the \$150,000 in reimbursement.

Grants Reimbursement Update

Final reimbursement has been received on the CDBG-DR grant, he is in the process of closing out the Streets and Highways Grant, is finalizing the \$25 million Wastewater Plant Improvements Grant, and noted the issues with L & K have been resolved.

Code Enforcement – John Cannon

Mr. Cannon shared that he is working on voluntary requests to demo several homes in North Port St. Joe and with Duke Energy for the power to be disconnected from the homes.

Police Department – Chief Richards

Surplus Property

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to declare the following items Surplus Property. All in favor; Motion carried 4-0.

2018 Ford Explorer VIN# 1FM5K8ARXJGC74323
2016 Ford Explorer VIN# 1FM5K7DH9GGB27173
Shadow Systems 9mm Handgun Serial # SSX068297

Chief Richards shared that various departments are gathering items for an auction of surplus City property.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted there were no changes in Pages 12 – 13. Reimbursement has not been received from the state for the Centennial Building or Cape San Blas Lighthouse Complex, and she has followed up with a phone call and email this morning.

Citizens to be Heard

Robert Branch and Christy McElroy shared their opinions on the changing of the name of the Field of Dreams Road that does not belong to the City.

Ed Long requested that something be done to make it possible for those attending the meetings to hear the Commission and department heads when they are speaking.

John Ayers shared his concerns about a code enforcement letter he had received from the county. Mayor Buzzett explained that the City did not have jurisdiction in the county and suggested that he talk with county personnel.

Discussion Items by Commissioners

Commissioners Hoffman shared that he is expecting the arrival of a granddaughter this week.

Commissioner Kerigan reminded everyone of the Fat Tuesday, Madi Gras, Parade today at 5 P.M., and an event at 5 P.M., today at Hunt's for Jim Norton who is running for Congress. Commissioner Kerigan also shared that he has a daughter getting married this week.

Commissioner Langston stated a red light was needed at the Intersection of Highway 98 and Avenue A because of traffic issues. Mayor Buzzett noted the ongoing issues with traffic from Eastern Ship Building.

Chief Richards reminded the Commission of a recent FL DOT Traffic Study where they determined there was not a need for a traffic light at Avenue A and Highway 98.

Mayor Buzzett noted that money in Tallahassee seems to be drying up for the city complex and we need to begin looking for funding sources.

He also noted the need to look at the stormwater needs for the Duren property and consider some property swapping.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:00 P.M.

Approved this _____ day of _____ 2026.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date



Dewberry Engineers Inc. | 850.227.7200
324 Marina Drive | 850.227.7215 fax
Port Saint Joe, FL 32456 | www.dewberry.com

February 26, 2026

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

RE: Ave. C&D Resurfacing
Professional Services

Dear Mr. Anderson:

It is our understanding that the City wishes to resurface Avenue C and Avenue D from HWY. 98 to MLK. It is also our understanding that the City has requested a proposal from Dewberry Engineers Inc. (Dewberry) to provide the professional services associated with this project. Dewberry is pleased to provide this proposed Task Order to provide these services. **Exhibit A** contains a detailed Task Order with a description of the scope of services for the pre-construction design services. Dewberry proposes to provide these services for a fee of **\$28,275.00**.

If you have any questions, please give me a call at 850.693.2181.

Sincerely,

A handwritten signature in black ink, appearing to read "JB", is written over the typed name and title.

Josh Baxley, P.E.
Senior Associate, Branch Manager

**EXHIBIT A
AVE. C&D RESURFACING
PROFESSIONAL ENGINEERING SERVICES
FOR CITY OF PORT ST JOE
FEBRUARY 2026**

This Task Order is for the purpose of Dewberry as the ENGINEER to provide pre-construction design services for the Ave. C and D Resurfacing Project for the City of Port St Joe acting by and through its Commission.

DESCRIPTION OF ENGINEERING SERVICES
SCOPE OF SERVICES

A. ROUTE TOPOGRAPHIC SURVEY

Dewberry shall perform all office and field work required for the purpose of performing a Route Topographic Survey of approximately 900 linear feet of Avenue D, from U.S. 98 to Martin Luther King Blvd, and 800 linear feet of Avenue C, from U.S. 98 to Martin Luther King Blvd (Total of 1,700 LF) in the City of Port St. Joe, Gulf County, Florida, as shown in the attached exhibit. Said survey to include the following:

1. Survey shall be referenced to the Florida State Plane Coordinate System, North Zone, North American Datum (NAD) 1983/2011, U.S. Survey Feet, per National Geodetic Survey control points.
2. Survey shall be referenced to North American Vertical Datum of 1988 (NAVD 88), per National Geodetic Survey benchmarks and/or control points.
3. Right of Way lines shall be surveyed and depicted throughout.
4. Site control points shall be set at appropriate intervals throughout the project corridor.
5. Contours at 1-foot intervals, together with spot elevations within the Right of Way.
6. Horizontal and vertical location of existing visible above-ground improvements within the Right of Way.
7. Sanitary sewer and/or storm structures (i.e. pipe invert, size, material) within the project corridor.
8. Buried utilities shall be located where marked by the utility owner or owner's contractor. Dewberry shall not excavate or verify the location of buried utilities as part of this contract.

Deliverables include:

- a. Signed/Sealed Survey Map and Report by a Florida-Licensed Surveyor & Mapper.
- b. Digital copies of the survey (Adobe® PDF and AutoCAD® files).

B. DESIGN

1. Dewberry shall evaluate existing roadway widths, drainage patterns and infrastructure to determine necessary improvements.
2. Dewberry shall design the new roadway in accordance with approved standards.
3. Dewberry shall investigate existing roadway failures and apply corrective measures to ensure a reasonable lifetime for the new roadway.
4. Dewberry shall evaluate roadside obstructions to ensure new roadway meets all clear zone requirements.
5. Dewberry shall submit a 90% review plan set and cost estimate to the City for review.
6. Dewberry shall update construction plans based on 90% comments from City staff.
7. Dewberry shall prepare construction plans and specifications necessary to bid the proposed project.
8. Dewberry shall prepare all bid documents.
9. Dewberry shall review bids and make recommendation for bid award.

C. DELIVERABLES

1. Dewberry shall provide 3 sets of 100% plans and bid documents.

The following services will not be provided as a part of this contract and will be billed at our contracted hourly rates if deemed necessary:

1. Title searches
2. Construction Administration and CEI. Can be provided at an additional cost

TOTAL (Tasks A-C) \$28,275.00

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

DEWBERRY

324 Marina Dr. _____

Port St. Joe, FL 32456 _____

By: _____

Name and Title: Josh Baxley, PE _____

Witnessed: Shannon Renfro _____

Date: 2/26/2026 _____

CITY OF PORT ST JOE, FLORIDA

305 Cecil G. Costin, Sr. Blvd _____

Port St. Joe, FL 32456 _____

By: _____

Name and Title: Jim Anderson, City Manager _____

Witnessed: _____

Date: _____

Current City Projects 3/3/26

- 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.
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff is installing the taps.
- 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.
- Washington Gym Bldg. Roof- The Bid was awarded to Monolith Construction on 10/7/25.
- Commission Chambers Bldg. Roof- The Bid was awarded to Lewis Walker Roofing on 10/7/25.
- Victoria Ave. Sewer Line Relocation- FDOT requested the line be moved due to roadway improvements. The FDEP Permit was received 7/28/25. Staff is working scheduling the project.
- 20th Street Stormwater Pipe Evaluation- The Evaluation is in process.
- Charles & Stebel Watermain Loop – Dewberry is working on Permitting.
- Williams Ave. Parking Lot- The bid was awarded to CWR on 1/6/26.
- Downtown stormwater Improvements. City Staff is working with Dewberry to identify areas to address.
- New 10th Street Park Concession Stand & Restroom Facility- Currently in Design & Permitting.

- Paving of Ave C & D from Hwy 98 to MLK Blvd.- Dewberry is working on a Task Order for Design & Bidding of the project.

PSJ HS Athletic State Championships

PSJ Athletic State Championships

Boys Basketball- 1969, 1972, 1981, 1994, 1996, 1997, 1998, 1999

Baseball- 1997, 2018

Boys Cross Country- 1997

Football- 1941, 1971, 1984, 2005, 2014

Boys Track- 1994, 1995, 1996, 1997, 1998, 1999, 2001

Girls Track- 2008, 2010

Boys Weightlifting- 1996

**AUTHORIZATION FOR DEMOLITION
AND REMOVAL OF STRUCTURE
AND HOLD HARMLESS AGREEMENT**

I the undersigned am the legal owner of the real property described herein, and as such have the authority to sign this document.

The real property described as:

320 AVE B PARCEL ID# 06010-000R

MILLVIEW ADDITION UNIT NO. 2 LOT 20 PB 1PGS46&47 ORB 157/314 FR
SAPP BLK 1018 MAP 50A

I hereby authorize the City of Port St. Joe, Florida to perform, or cause to be performed by outside contract, the demolition and/or removal of any structures and improvements on the real property described herein.

I further understand that I will be solely responsible to pay all costs associated with the demolition and/or removal of all structures and improvements on the above-described real property and that if not promptly paid, a lien will be recorded on the said real property which will remain until paid in full.

Upon the consideration of the City of Port St. Joe overseeing the relocation, the undersigned does hereby agree to indemnify, hold harmless and defend the City of Port St. Joe from any and all actions or causes of actions, which may result from the demolition and/or removal of any and all structures and improvements on the real property described herein.


IN WITNESS WHEREOF I have hereunto set my hand and seal this 25 day of February, 2026.


WELCH ELMER D. Owner

Signed, sealed and delivered
In the presence of:


Witness Signature


Witness Signature


Printed Name of Witness


Printed Name of Witness

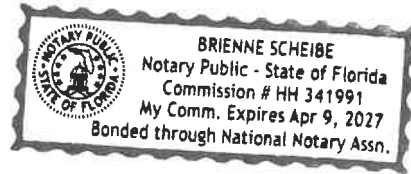
State of Florida
County of Gulf

I hereby certify that on this day, before me, an officer duly authorized to administer oaths, and take acknowledgments, personally appeared Rei Pittman, known to me to be the persons described in and who executed the foregoing instrument, who acknowledged before me that he executed the same, that I relied upon the following form(s) of identification of the above-named person: () Personally known to me; (X) Florida ID/Driver License number W459-921-13-000-0

WITNESS my hand and official seal in the County and State last aforesaid this 25 day of February, 2026.



Notary Public



Grants Updated- 3/3/26

Title	Amount	Status
FDEM	\$660,943 \$5,000	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
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23. The project is complete and we have requested reimbursement.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded. The project is complete and we have requested reimbursement.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources.
Historic Resources/Hurricane Michael	\$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.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$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.
FDEP/SRF	\$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.
Legislative Request 2025	\$1,900,000 \$300,000	Fire/Police Public Safety Facility Core Park Restrooms. The grants were approved effective 7/1/25.
CDBG	\$1,780,790	MLK Blvd. Revitalization- Approved 8/25.
FDOC	\$2,300,709	Workforce Housing Road. Application submitted 7/22/25
FDEP/SRF	\$19,166,503	Wastewater Plant Improvements. Approved 11/12/25 50% Loan/50% Grant
USDA	\$26,000,000	Wastewater Plant Improvements. Submitted 8/29/25

Fl. Commerce CDBG-DR	\$25M \$2M Match	Wastewater Plant Improvements. Approved 1/7/26
FDLE JAG Residual Funding	\$65,000	Patrol Vehicle. Approved 10/17/25
Legislative Request 2026	\$5,000,000 \$2,000,000	Fire/Police Public Safety Bldg. (Reduced to \$1,000,000) Senate Bill (Road Paving, didn't make it out of the House or Senate)

Legend

Approved Grants

Work Completed – Waiting for Reimbursement

Grant Applications Submitted

Grants not Approved