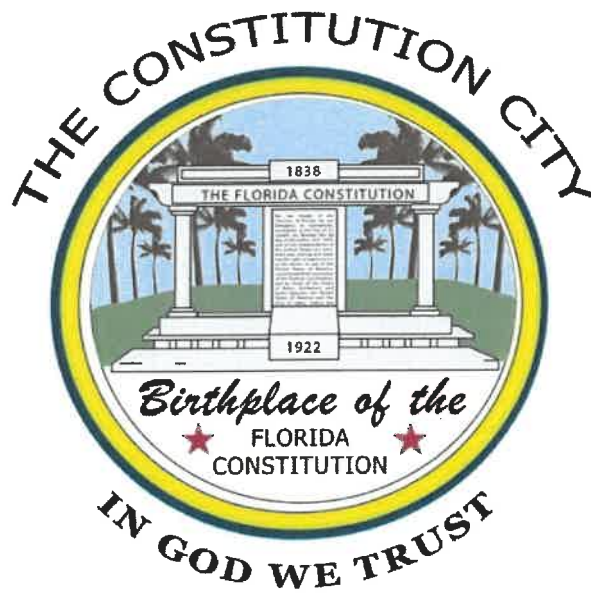


**March 23, 2026  
Special Meeting  
12:00 P.M.**

**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**

**Special Public Meeting**

**12:00 P.M.**

**March 23, 2026**

## **Call to Order**

- **Resolution 2026-03 SRF Loan Application, WW Treatment Plant** **Pages 1-2**
- **Resolution 2026-04M-SCOP- Grant, Resurfacing of Royal Street, Clifford Sims Drive, & Bay Street** **Page 3**
- **Grant Writing Contract- Two Hired Guns** **Pages 4-7**
  - **Proposed New Contract** **Pages 8-9**

## **Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

RESOLUTION 2026-03

“A RESOLUTION OF CITY OF CITY OF PORT ST JOE, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.”

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the construction of wastewater treatment facilities; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and to enter into a loan agreement; and

WHEREAS, the State Revolving Fund loan priority list designates Project No. WW23019 as eligible for available funding; and

WHEREAS; the City of Port St Joe, Florida, intends to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for project financing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PORT ST JOE, FLORIDA, AS FOLLOWS:

SECTION I. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION II. The City of Port St Joe, Florida, is authorized to apply for a loan to finance the Project.

SECTION III. The revenues pledged for the repayment of the loan are *water and sewer system revenues* after payment of debt service on the City’s Series 2021 *Water and Sewer System Revenue Bonds* and the Series 2021 *Water and Sewer System Refunding Revenue Bonds*. *Water and Sewer System revenues*.

SECTION IV. The *City Manager, Jim Anderson* is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application.

SECTION V. The *Mayor, Rex Buzzett* is hereby designated as the authorized representative to execute the loan agreement which will become a binding obligation in accordance with its terms when signed by both parties. The *Mayor, Rex Buzzett* is authorized to represent the City in carrying out the City’s responsibilities under the loan agreement. The *Mayor, Rex Buzzett* is authorized to delegate responsibility to appropriate City staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION VI. The legal authority for borrowing moneys to construct this Project is F.S. 166 Part 2.

SECTION VII. All resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION VIII. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION IX. This Resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED this \_\_\_\_\_ Day of \_\_\_\_\_ [month], \_\_\_\_\_ [year].

ATTEST

APPROVED AS TO FORM AND  
LEGALITY

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Mayor

**RESOLUTION NO.: 2026-04**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PORT ST. JOE, FLORIDA, AUTHORIZING THE MAYOR OR CITY MANAGER TO APPLY FOR FDOT FUNDING THROUGH THE “MUNICIPAL SMALL COUNTY OUTREACH PROGRAM (M-SCOP)”, FOR RESURFACING ROYAL STREET, CLIFFORD SIMS DRIVE, & BAY STREET.**

WHEREAS, The City of Port St. Joe, Florida has requested from the State of Florida Department of Transportation financial assistance through their M-SCOP grant program for the resurfacing of Royal Street, Clifford Sims Drive & Bay Street.

WHEREAS, the State of Florida has requested that The City of Port St. Joe submit one (1) M-SCOP application attached hereto; and

WHEREAS, the State of Florida Department of Transportation requires that a resolution be passed by the Board of City Commissioners in support of applying for financial assistance through their M-SCOP grant program.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PORT ST. JOE, FLORIDA THAT:**

1. The Mayor or City Manager of the City of Port St. Joe, Florida apply for financial assistance from the Florida Department of Transportation for one (1) M-SCOP grant program.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY COUNCIL MEMBERS  
CITY OF PORT ST. JOE, FLORIDA**

\_\_\_\_\_  
Rex Buzzett, Mayor

**ATTEST:**

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

## SPECIAL PROJECTS FUNDRAISING & GRANT WRITING CONSULTANT AGREEMENT

THIS AGREEMENT made and entered into on the 7<sup>th</sup> day of January 2025 by and between the CITY OF PORT ST. JOE, FLORIDA, a Florida municipal corporation, whose address is 305 Cecil G. Costin, Sr. Blvd., Port St. Joe, Florida 32456, hereinafter referred to as "CITY" and TWO HIRED GUNS CONSULTING, LLC., a Florida limited Liability Company, whose address is 1106 W. Beach Drive, Panama City, Florida 32401, hereinafter referred to as "2HG".

WHEREAS, the CITY desires to contract with 2HG to provide special projects fundraising and grant writing consulting services; and

WHEREAS, 2HG desires to provide said services to the CITY; and

NOW THEREFORE, the CITY and 2HG for consideration the value and sufficiency of which are hereby acknowledged agree as follows:


1. 2HG agrees to perform the services contained in the proposal submitted to the CITY, which is attached hereto as exhibit "A".
2. If any provision of exhibit "A" conflicts with this Agreement, this Agreement shall take precedence.
3. The term of this agreement shall be for a period of one year beginning on January 7, 2025, and ending on January 6, 2026. Either party shall have the option of terminating this Agreement with thirty (30) days written notice to the other party.
4. The CITY agrees to pay 2HG the monthly amount of \$4,000.00 (four thousand dollars) during the term of this Agreement. The first payment is due upon both parties executing the Agreement. The CITY further agrees that it will pay 2HG a 5% (five percent) commission on all funds generated by 2HG during the term of the Agreement.
5. The CITY shall be responsible to pay and/or reimburse all pre-arranged and pre-approved out of town travel expenses of 2HG. All local travel required by 2HG to perform the services under this Agreement shall be at 2HG's expense and not paid or reimbursed by CITY.
6. Nothing in this Agreement shall be construed to make 2HG an employee of the CITY. 2HG shall be a 1099 contractor to the CITY.
7. This Agreement shall be governed by the laws of the State of Florida and venue for any legal proceeding shall lie in a competent court located in Gulf County, Florida.
8. Notices required under this Agree shall be to:

The City: Jim Anderson, City Manager at the address mentioned above.

ZHG: to Dr. Sean Preston, at the address mentioned above.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

THE CITY OF PORT ST. JOE, FLORIDA

BY:   
REX BUZZETT, MAYOR-COMMISSIONER

1/8/25  
DATE

TWO HIRED GUNS CONSULTING, LLC

BY:   
DR. SEAN PRESTON, AMBR

1-7-25  
DATE



## TWO HIRED GUNS CONSULTING

### **Special Projects Fundraising & Grant Writing Consultant** *City of Port St. Joe*

**Vision Statement** - To plan and execute a strategic and fundraising campaign to complete the construction of various City of Port St. Joe municipal projects. 2HG will serve as the strategic and project advisor and will lead the strategic planning process, the creation of proposals, the identification of donor prospects, the submission of state and national grants, and will be a visible and public campaign manager for all assigned projects.

**Objectives of the Partnership** - Over the contract period the City of Port St. Joe and the Consultant will achieve several objectives:

1. Lead the strategic and fundraising efforts for various municipal projects such as: (1) city trails and walk-ability plans; (2) "Field of Dreams" Sports Complex; (3) repairs to the current sports complex; (4) the splash pad project; (5) a new waste water facility; (6) the new city complex, and other projects as assigned.
2. Expertly pursue various Federal, State, and local funding opportunities including available Trail-Go / DEP grants, St Joe Community Foundation grants, Triumph grants, Florida Cultural Endowment grant, and the Florida Job Growth grant, among others.
3. Collaborate with Representative Jason Shoaf, Senator Corey Simon, and the current Port St. Joe lobbyist to identify and pursue legislative funding as part of the overarching fundraising strategy.
4. Develop a five-year strategic project and fundraising plan that supports the assigned projects and draft revisions as additional projects are authorized.
5. Advise on the creation of collateral and fundraising materials for all assigned projects.
6. Leverage local donor relationships and legislative connections to rally support for the assigned projects.
7. Identify individual, foundation, state, and national grant and funding opportunities to lead the fundraising efforts.
8. Create and monitor project gift tables to track donor activity.
9. Continually revise strategy and adjust gift tables to meet the objectives.
10. Host free-admission development workshops for local non-profit organizations who wish to engage in development and fundraising activities.

**Success Metrics** - The success of the partnership can be measured in the following manner:

- The strategic fundraising plan is completed for each of the assigned projects
- The consultant adheres to the priority ranking for each of the assigned projects
- The consultant successfully navigates multiple simultaneous projects along given parameters

**Client Success Stories** - I am happy to share a few recent client success stories:

- Completed a multi-million-dollar capital campaign to move the client into a new state-of-the-art facility in Tennessee.
- Secured a multi-million-dollar lead endowment gift for a Florida museum.
- Cultivated and secured the largest single individual gift for a local Florida foundation.
- Secured millions in individual and corporate support for a foundation in Kentucky.
- Completed the site master plan for a large museum in Florida.
- Launched several successful strategic plans for multiple clients across the Southeast.

**Communication Cadence** - 2HG will remit quarterly reports to the client and is available for phone, Zoom, or email communication at any time. In addition, the consultant will schedule a weekly call/in-person/Zoom meetings with the appointed team or team members to discuss progress and strategy.

**Terms** - The proposed terms of the agreement are as follows:

- 12-month engagement period beginning in December 2024 (or TBD) and is renewable on a monthly, quarterly, or annual basis
- \$4000 monthly retainer payable via wire transfer
- 5% commission on project funds received during the engagement period
- All pre-arranged out of town travel expenses will be approved and reimbursed by the client
- Local travel is included in the fee
- 1099 contractor
- Agreement can be terminated with a 30-day written notice

Dr. Sean Preston  
Founder & Lead Consultant  
704-488-4078



## TWO HIRED GUNS CONSULTING

### Special Projects Fundraising & Grant Writing Consultant *City of Port St. Joe*

**Vision Statement** - To plan and execute a strategic and fundraising campaign to complete the construction of various City of Port St. Joe municipal projects. 2HG will serve as the strategic and project advisor and will lead the strategic planning process, the creation of proposals, the identification of donor prospects, the submission of state and national grants, and will be a visible and public campaign manager for all assigned projects.

**Objectives of the Partnership** - Over the contract period the City of Port St. Joe and the Consultant will achieve several objectives:

1. Lead the strategic and fundraising efforts for various municipal projects such as: (1) continue USDA and Disaster funding pursuits for the new waste water facility; (2) research and pursue funding for the “Field of Dreams” Sports Complex, New City Government Complex, and splash pad project; (3) pursue Rails to Trails and Florida Public Land Trust grant funding to improve waterfront accessibility and walking trails; and (4) other projects as assigned.
2. Collaborate with Elected Officials and current Port St. Joe lobbyist to identify and pursue legislative funding as part of the overarching fundraising strategy.
3. Advise on the creation of collateral and fundraising materials for all assigned projects.
4. Activate local donor relationships and legislative connections to rally support for the assigned projects.
5. Identify individual, foundation, state, and national grant and funding opportunities to lead the fundraising efforts.
6. Create and monitor project gift tables to track donor activity.
7. Continually revise strategy and adjust gift tables to meet the objectives.
8. Host free-admission development workshops for local non-profit organizations who wish to engage in development and fundraising activities.

**Communication Cadence** - 2HG will remit monthly reports to the client and is available for phone, Zoom, or email communication at any time. In addition, the consultant will schedule a weekly call / Zoom meetings with the appointed team or team members to discuss progress and strategy.

**2025 Work Products** – Over the contract period, 2HG in partnership with city staff, has completed or are completing the following work products:

1. Rural Infrastructure Fund Grant - we received positive feedback about our \$5M wastewater grant application when it was submitted last Fall. The decision was scheduled for early January. However, the city received a large CDBG grant in January, which trumped the \$5M grant application I completed. Applicants are not allowed to receive two grants from the same source in the same year.
2. USDA WWDG - over the past year, I have led the way on a \$25M wastewater disposal grant application with USDA. The application is complete and a decision is scheduled for early April. Mike, Jim, and Charlotte were excellent partners on this endeavor and have worked hard to help get it across the finish line.
3. Disaster Fund - over the past year, I have led the way on a \$5M disaster grant application with USDA. The application is also complete and a decision is scheduled for early April. Again, Mike, Jim, and Charlotte were excellent partners on this project.
4. Triumph Prep - once we secure an additional round of wastewater funding (either USDA or Disaster), I will re-introduce our Triumph Grant Pre-Application. I was advised by Triumph staff to wait and submit once the city raised more than 75% of the total cost of a new wastewater treatment facility. A Triumph grant is a reimbursement grant and they will not make an award if an applicant does not demonstrate the ability to fund a large majority of the cost without Triumph's contribution.

**Terms** – There is no change in the current terms:

- 12-month engagement period beginning March 23, 2026 and is renewable on a monthly, quarterly, or annual basis
- \$4,000 monthly retainer
- 5% commission on project funds received during the engagement period
- All pre-arranged out of town travel expenses will be approved and reimbursed by the client
- Local travel is included in the fee
- 1099 contractor
- Agreement can be terminated with a 60-day written notice

Dr. Sean Preston  
Two Hired Guns Consulting  
Founder & Lead Consultant  
704-488-4078