

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, August 18, 2026, at Noon.**

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

Call to Order

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Minutes of the Regular Meeting held August 4, 2026, and Budget Workshops held on August 4, 2026, and August 11, 2026.

Robert Branch spoke to the Commission on this item.

All in favor; Motion carried 5-0.

City Attorney

Attorney McCahill shared that Relative Race TV Production has been moved to Core Park and the Hold Harmless Agreement will be signed prior to any activity.

Ordinance 629; Comp Plan Amendment Amending Ordinance 617 - Second Reading and Adoption

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to have the Second Reading and Adoption of Ordinance 629.

Attorney McCahill read Ordinance 629 by Title only.

All in favor; Motion carried 5.0.

City Engineer – Josh Baxley

City Government Complex – Permit Status

FDEP Wastewater – Received. ERP Stormwater – RAI response has been accepted. FDOT Access – Received. FDOT Drainage Connection – RAI has been responded to. USACOE Dredge and Fill – Dewberry is completing the response to the alternative sties analysis request and plan to submit them next week. Mr. Baxley shared that the City could purchase mitigation coupons possibly.

Mr. Anderson responded that the City would need to write a mitigation check to FDEP rather than purchase mitigation coupons.

Downtown Alleys Drainage Improvements

Dewberry has provided the entire plan set to the City for review and pricing by the contractor.

Avenue A Stormwater

The contractor is currently mobilizing equipment and materials to the site.

MLK CDBG

Dewberry is finalizing the conceptual plan for the City to review.

Core Park Restroom Facility

Dewberry is moving forward with the 60% design.

Avenues C and D Resurfacing

Dewberry is finalizing the 100% plan set and bid documents. They expect to have the bid set ready by next week.

Old Business

City Projects

Mr. Anderson noted that a call has been made to FDOT concerning the excessive signage on Highway 71.

Downtown Parking – Mayor Buzzett

A Motion was made by Commission Langston, second by Commissioner Kerigan, to advertise an RFQ for a parking plan.

Robert Branch spoke to the Commission on this item.

All in favor; Motion carried 5-0.

New Business

Port Theatre Loan Request – Joe Whitmer

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to make a \$100,000 short term loan to the Port Theatre. This will be a signature loan at 4% interest for 5 years. Funds will be available in 30 days with the first payment due in 90 days. A Letter of Intent will be provided as well as a review of financial statements.

All in favor; Motion carried 5-0.

Fee Waiver Request Veterans 4 Kids, Inc., and Band of Gold

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the requests for each group.

All in favor; Motion carried 5-0.

Commissioner Hoffman reminded the Commission that a request from 501 (c) 3 organizations, churches, and non-profit organizations are to be approved by Mr. Anderson rather than brought to the Commission.

Public Works – John Grantland

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

Surface Water Plant - Larry McClamma

Mr. McClamma shared that the St. Joe Beach Tank foundation should be poured on September 7, 2026.

Wastewater Plant – Riley Wolf

Mr. Wolf noted that filters are down, they are cleaning them to be put back on line, and onsite testing will be done for design of new filters.

Finance Director – Tiffany Giddens

FEMA Update

Mrs. Giddens did not have any FEMA updates.

Grants Reimbursement Update

Mrs. Giddens did not have any grant reimbursement updates.

Code Enforcement – John Cannon

Mr. Cannon did not have anything new to share with the Commissioners.

Police Department – Chief Richards

Chief Richards did not have any updates for the Commissioners.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted there was no significant changes to pages 26 – 27.

Mayor Buzzett requested that percentages of completion be added to the grant information on these pages.

She shared that Ghost on the Coast will be held on Saturday, October 31 and Christmas on the Coast will be held on Saturday, December 12, 2026. Clerk Pierce thanked Chris Karagiannis of Monolith for once again providing trophies for Ghost on the Coast and ribbons for Christmas on the Coast.

Citizens to be Heard

Christy McElroy and Robert Branch spoke to the Commission during this time.

Discussion Items by Commissioners

Neither Commissioners Langston, Kerigan, Lowry, nor Hoffman had any additional items to discuss with the Commission.

Mayor Buzzett reminded citizens to vote today.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:05 P.M.

Approved this 1st day of September 2026.

Rex Buzzett
Rex Buzzett, Mayor

9/1/26
Date

Charlotte M. Pierce
Charlotte M. Pierce, City Clerk

9/1/26
Date