

September 1, 2026
Regular Meeting
12:00 P.M.
****Budget Workshop at 11:00 A.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.

September 1, 2026

Call to Order

Consent Agenda

Minutes

- **Workshop Meeting 8/18/26**
- **Regular Meeting 8/18/26**

Page 1

Pages 2-5

City Attorney

- **Update**

City Engineer

- **Update**

Old Business

- **City Projects**

Pages 6-7

New Business

- **Royal American Change Order #'s 6 & 7**
- **Joint City/County Workshop- 9/14 at 10:00 A.M.**
- **Budget Public Hearing- 9/10 & 9/22- Both at 5:01 P.M.**

Pages 8-9

Public Works

- **Update**

Surface Water Plant

- **Update**

Wastewater Plant

- **Update**

Finance Director

- **FEMA- Update**
- **Grants Reimbursement- Update**

Code Enforcement

- **Demo Request**
 - **215 10th Street, 208 7th Street, 316 6th Street, & 320 Ave. B**

Police Department

- **Update**

City Clerk

- **Grants- Update**

Pages 10-11

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE FY 2026 - 2027 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT 2775 GARRISON AVENUE, August 18, 2026, AT 11:00 A.M.

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, Langston and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy Clerk Leigh Salter, Financial Director Tiffany Giddens, Police Chief Jake Richards, Public Works Director John Grantland, Wastewater Treatment Plant Manager Riley Wolf, and Surface Water Treatment Plant Manager Larry McClamma were also present.

The purpose of the Workshop was to review the FY 2026 – 2027 Budget.

City Manager, Jim Anderson, reminded everyone of the City's First Budget Public Hearing will be held at 5:01 P.M. on Thursday, September 10, 2026. The proposed millage rate includes 0.500 increase from 3.5914 to 4.0914 as a starting point for budget development.

Mr. Anderson asked that the Commissioners check their schedules to have the Final Budget Hearing on September 22, 2026, at 5:01 P.M.

2026 / 2027 Budget

Mr. Anderson reviewed the overall budget and stated it is currently balanced using the Millage Rate of 4.0914 and no increase to Water and Sewer Rates.

Commissioner Hoffman asked for a more detailed accounting of BP and COVID Funds in the upcoming budget.

Mr. Anderson shared that after talking with Dewberry it would be better for the City to pay the mitigation fees to the FDEP than purchase mitigation coupons.

Budgeting and large ticket items for the Surface Water Plant, Public Works, and the Wastewater Plant were discussed. Impact and tap fees, gas prices, chemical costs, repair and maintenance, overtime, aging computer systems, pumps and grinder pumps have an impact on each department. Mr. McClamma also discussed the need for a tractor.

Riley Wolf asked to shift some funds in his budget for overtime, a side by side vehicle for the spray fields, pumps and pipes, lagoon maintenance, and noted he is working on possible help for odors at the headworks.

Citizens to be Heard

No one from the Public attended the Meeting.

Discussion Items by Commissioners

The next Budget Workshop will be held on Tuesday, September 1, 2026, at 11 A.M.

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 11:55 A.M.

Approved this _____ day of _____ 2026.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**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 _____ day of _____ 2026.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Current City Projects 9/1/26

- 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. **Lift Stations are 100% complete and the rehabilitation work is at 75% complete**
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff are installing taps as requested. **Construction is 100%**
- 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. The project has been awarded to North Florida Construction. Under Construction. **Construction is at 0%, materials are on site.**
- Washington Gym Bldg. Roof- The Bid was awarded to Monolith Construction on 10/7/25. Under Construction. **Construction is at 0%, there will be a meeting scheduled for the week of August 24 with the architect and contractor to discuss issues.**
- 20th Street Stormwater Pipe CIPP-Approved by the City Commission to utilize BP Funds for the repair on 5/19/26. Waiting on the construction schedule. **Construction is 0%, project is expected to begin late September.**
- Downtown stormwater Improvements. A task order was approved by the Board for Royal American to complete the work in the amount of \$85,283.60 on 7/21/26. **Construction is 0%, submittals have been approved and structures are ordered.**

- New 10th Street Park Concession Stand & Restroom Facility- Under Construction. Construction is 25%, slab and plumbing are complete, waiting on structure.
- Paving of Ave C & D from Hwy 98 to MLK Blvd.- Dewberry is working on the Design to Bid of the project.
- St. Joe Beach Water Tank Replacement- Under Construction.
- Bent Tree Road Sewer Line Extension- Under Construction. Construction is 100%
- Workforce Housing Road/Utility Extensions-The bid was awarded to CW Roberts. Pre-con is scheduled for 8/19. Construction to begin 8-24-26.
- Core Park Restroom- Dewberry is working on the design.
- Frank Pate Park Boat Ramp Dredging- Dewberry has completed the survey and the City has applied for a FWC Grant to fund the project that was not approved.
- Wastewater Plant Rehabilitation- CohnReznick was awarded the Grant Administration Bid on 5/19/26 & Dewberry was awarded the Engineering Contract on 5/19/26. The contracts were awarded on 8/4/26.



Royal American Construction Co., Inc.
 1002 West 23rd Street, Suite 400
 Panama City, Florida 32405
 Phone: (850) 769-8981
 Main Fax: (850) 914-8411

Change Order #06

Submitted to:
 Elizabeth Moore, PE
 Anchor CEI

Date: 8/3/2026
Work to be performed at:
 Port St Joe - Sewer Collection Rehab
 Misc Changes

Royal American Construction (RAC) proposes the following for the price shown.

Description of Work to be Performed

Misc Changes	Qty		Cost	Total
Credits:				
Sewer Lateral Replacement (<30 feet) - Area 2	(1)	Each	\$1,012.08	(\$1,012.08)
Manhole Liner Credit - Area 2	(1)	Each	\$3,078.20	(\$3,078.20)
Manhole Liner Credit - Area 1	(1)	Each	\$3,078.20	(\$3,078.20)
Additions:				
Manhole Core (8th St & Woodward Ave) - Area 2	1	Each	\$1,500.00	\$1,500.00
Mainline to Ex Lateral Connection - Area 2	1	Each	\$219.06	\$219.06
Replace 6" to 8" Gravity Main (0 to 6 Vertical Feet) - Area 2	246	Lnft	\$78.45	\$19,298.70
48" Diameter Precast Manhole (6-10 VF) - MH8-19A - Area 2	1	Each	\$13,643.50	\$13,643.50
48" Diameter Precast Manhole (0-6 VF) - MH8-8 - Area 1	1	Each	\$11,898.00	\$11,898.00
Sewer Lateral Rehabilitation (>30 feet) - Area 1	3	Each	\$5,121.50	\$15,364.50
Total				\$54,755.28

Accepted:

Elizabeth Moore, PE

Steve Summerbell, Vice President



Royal American Construction Co., Inc.
 1002 West 23rd Street, Suite 400
 Panama City, Florida 32405
 Phone: (850) 769-8981
 Main Fax: (850) 914-8411

Change Order #07

Submitted to:
 Elizabeth Moore
 Anchor CEI

Date: 8/14/2026
Work to be performed at:
 Port St Joe - Sewer Collection Rehab
 Additional Sewer Work in Area 2

Royal American Construction (RAC) proposes the following for the price shown.

Description of Work to be Performed

	Qty		Cost	Total
Additional Sewer Work in Area 2				
7th St				
Mobilization/Demobilization	1	Lsum	\$ 1,500.00	\$1,500.00
Bonds	1	Lsum	\$ 1,400.00	\$1,400.00
MOT	1	Lsum	\$ 1,500.00	\$1,500.00
Testing	1	Lsum	\$ 2,200.00	\$2,200.00
6" Gravity Main CIPP Dissimilar Pipe Connection	1	Lsum	\$ 7,700.00	\$7,700.00
Replace 6" Gravity Main (0 to 6 VF)	354	Lnft	\$ 75.90	\$26,868.60
Sewer Lateral Replacement (<30 feet)	8	Each	\$ 1,012.08	\$8,096.64
Sewer Lateral Replacement (>30 feet)	8	Each	\$ 1,192.08	\$9,536.64
Optional Base Group, Group 6	500	Sqyd	\$ 15.35	\$7,675.00
6" Gravity Main CIPP	(374)	Lnft	\$ 44.56	(\$16,665.44)
*add 21 days to contract time				
Total				\$49,811.44

Accepted:

Elizabeth Moore

Steve Summerbell, Vice President

Grants Updated- 9/1/26

Title	Amount	Status	Construction Completion Percentage
DEM 399-162-R	Grant \$771,481.50 City Match \$257,160.50	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. Under Construction.	100%
EMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23. The project is complete and we have requested reimbursement.	100%
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded. The project is complete and we have requested reimbursement.	100%
DBG-DR 10023	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. Under Construction.	70%
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.	
DEP Water Protection Funds JG063	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.	99%
DEP Water Protection Funds JG043	\$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.	99%
DEP/SRF W230160	\$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.	100%
Commerce S2507	\$300,000	Core Park Restrooms. The grants were approved effective 7/1/25.	
DBG 6DB-C01	\$1,780,790	MLK Blvd. Revitalization- Approved 8/25. Dewberry is working on the Design.	5%
Dept. of Financial Services #1 M918	\$500,000	Fire/Police Public Safety Facility. Approved. Dewberry is working the Engineering & MLD is Working on the Design.	

ept. of Financial Services #2	\$1,900,000	Fire/Police Public Safety Facility. Approved	
DEP/SRF JW23019	\$19,166,503	Wastewater Plant Improvements. Approved 11/12/25 50% Loan/50% Grant	
SDA	\$25,000,000	Wastewater Plant Improvements. Submitted 8/29/25. Proposed terms were 4.7% for 40 yrs with no grant funds.	
I. Commerce DBG-DR 15028	\$25M \$2M Match	Wastewater Plant Improvements. Approved 1/7/26	
DLE AG Residual Funding	\$65,000	Patrol Vehicle. Approved 10/17/25	
I. Commerce 0157	2,250,709.00	Workforce House Road. Approved March 2026.	0%
Legislative Request 026	\$650,000	Fire/Police Public Safety Bldg. (Reduced to \$1,000,000) Senate Bill	
DOT SCOP	\$578,666.15	Clifford Sims, Bay, & Royal Street Paving. Application submitted 3/26.	
WC Boating Improvement	\$71,500	Frank Pate Park Boat Basin Dredging. Application submitted 4/10/26. Was not approved.	
Duke Energy Infrastructure	\$25,000	Benny Roberts Sports Park Crosswalk Improvements. Approved.	0%
ept. of Commerce IF Grant	\$3,500,000	Wastewater Solids Dewatering Facility. An application was submitted 7/13/26.	
RIC Grant	\$325,000	Buck Griffin Weir, NOI filed 8/14/26	0%
RIC Grant	\$295,000	Downtown Stormwater Improvements, NOI Filed 8/14/26	0%

Legend

Approved Grants

Work Completed – Waiting for Reimbursement

Grant Applications Submitted

Grants not Approved