MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, November 3, 2026, at Noon.

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

Call to Order

Mayor Buzzett reminded everyone that today is election day and encourage everyone to exercise their right to vote today.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Minutes of the Regular Meeting October 20, 2026. All in favor; Motion carried 4-0.

City Attorney

Attorney McCahill did not have anything specific for the Commission today.

City Engineer – Josh Baxley

City Government Complex – Permit Status

All permits are in hand except for the USACOE Permit. Dewberry is currently preparing the final response to the latest RAI and expects to submit this by November 6, 2026.

Avenue A Stormwater

The contractor is currently laying the drainage discharge piping from the alley to N. Bay Street.

MLK CDBG

Dewberry is currently working on 90% design. There is a coordination meeting scheduled for November 3, 2026, with the landscape architect.

Core Park Restroom Facility

Dewberry is waiting on pricing from the contractors.

Avenues C and D Resurfacing

Dewberry has provided the CEI proposal to the City and is scheduling a pre-construction meeting.

City of Port St. Joe Wastewater Treatment Plant

The testing is complete, but the results haven't been supplied by the lab. The site visit kickoff meeting was completed on October 22, 2026, with the city, Dewberry and BDI. Following the meeting the lagoon sampling plan was provided to FDEP for review.

Dewberry is currently working on the facilities update for Hurricanes Helene and Milton impacts that is due November 15, 2026.

Elizabeth Moore of Anchor CEI updated the Commission on the CDBG-DR Phase 3. The project is approximately 65% complete and there is a possibility some of the Scope of Work that was previously removed from the project will be added back.

Old Business

City Projects

Mr. Anderson shared that the Sixteenth Street Bridge has been shored up and work on the Twentieth Street Intersections at Cypress and Forrest Park Avenues have been completed. He noted that this did not include paving of the Twentieth Street intersections and paving may need to be done at a later date. Mr. Anderson added that RFPs for the STAC House Renovations and Washington Gym Roof are being prepared.

New Business

Avenues C and D Resurfacing Construction Inspection

Mr. Anderson noted that the paving contract was awarded to Roberts and Roberts in the amount of $186,963.90 and Dewberry has presented a proposal of $15,000 to perform the CEI Services for the project.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve the CEI Services with Dewberry. Motion carried 3-1 with Commissioners Hoffman, Lowry, and Langston voting in favor and Mayor Buzzett voting against.

Public Works – John Grantland

Mr. Grantland is working on an RFP for the Tenth Street Ball Parks fencing.

Surface Water Plant - Larry McClamma

Mr. McClamma shared that the contractor is on site and the St. Joe Beach Tank should be completed around Thanksgiving.

Wastewater Plant – Riley Wolf

Mr. Wolf was detained by an appointment, and Mr. Anderson noted the testing on the lagoon is ongoing, a kick off meeting for the WWTP Improvements Project has been held, discussion is on going on the sludge press, and the teams are getting closer to design for the plant.

Mr. Wolf arrived at 12:20 and shared that the filtration filter Pilot Study is wrapping up.

Finance Director – Tiffany Giddens

FEMA

Mrs. Giddens did not have any FEMA Updates.

Grants Reimbursement Updates

Mrs. Giddens will be seeking reimbursement for the Fire/Police Public Safety Facility Grant.

She noted that the Bed Tax Collected from within the City limits by Gulf County collected between October 1, 2025, and September 30, 2026, was $499,656.00.

Code Enforcement – John Cannon

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

Police Department

Mayor Buzzett welcomed Deputy Chief Russell Burch back to staff from Retirement.

Deputy Chief Burch did not have any updates for the Commission

City Clerk – Charlotte Pierce

Christmas Parade FDOT Highway 98 Road Closure Request

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to request a permit from FDOT to have the parade on Highway 98 from Eighth Street to First Street on Saturday, December 12, 2026, beginning at 6 P.M. ET., until 8 P.M. ET. All in favor; Motion carried 4-0.

Centennial Building National Register Update

Clerk Pierce shared that the Florida Department of State, Division of Historical Resources, notified the City that the National Park Service approved the amended documentation for the renovations to the Centennial Building in the National Register of Historic Places on October 19, 2026.

Grants Update

Clerk Pierce noted there were no significant changes on pages 9 and 10.

Citizens to be Heard

Chester Davis spoke to the Commission.

Discussion Items by Commissioners

Commissioner Langston asked about the clearing being done in the Chicken House Branch area and Mr. Anderson responded that it was St. Joe Company property and they were probably clearing the under brush. Code Enforcement Officer Cannon had reached out to the company and requested they look at the site.

Neither Commissioners Lowry nor Hoffman had any additional issues to discuss with the Commission.

Mayor Buzzett thanked those present for attending the meeting and again reminded everyone to vote today.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 12:40 P.M.

Approved this 17th day of November 2026.

Rex Buzzett, Mayor — Date: 11/17/26

Charlotte M. Pierce, City Clerk — Date: 11/17/26