

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, January 18, 2022, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of January 4, 2022. All in favor; Motion carried 5-0.

**City Engineer – Josh Baxley**

*First Street Lift Station and Long Avenue Water / Sewer Project*

This project is under construction.

*First Street SCOP Grant Paving*

This was submitted to FDOT for approval on January 6, 2022, and Mr. Baxley expects a response by the end of this month.

*Clifford Sims Park Plan*

The Design set is 90% complete.

*City Hall Design Task Order*

Mr. Baxley anticipates having this to the City this week.

Commissioner Hoffman asked that Mr. Baxley look at several locations on Williams Avenue that could have potential drainage issues.

**Planning Board Recommendations – Plat Approval**

Commissioner Lowry stated that he would be abstaining from voting on this due to having a business relationship with the developer. Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers is attached as completed by Commissioner Lowry.

*Long Avenue Partners LLC, Lakeview at Palmetto Bluff*

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Planning Board Recommendation pending completion of the Section 8.03 of the City's LDR. All in favor; Motion carried 4-0 with Commissioner Lowry abstaining.

**City Attorney –**

Attorney McCahill shared that he had reached out to the FL League of Cities concerning Home Based Businesses and we are not the only City wrestling with this. He is working on a draft for the next meeting.

## **Old Business**

### *City Projects*

Mr. Anderson shared that the sewer extension at Park Point on the Cape should be completed next week, this is a tie in of 5 sewer taps, and the Monument Avenue Sidewalk Project is in progress.

The bid for the gazebo at Maddox Park has been sent to the state for their review. Staff is working with Dewberry and the contractor to value engineer the Public Works Shop.

### *Covid-19 Update – Mayor Buzzett*

Mayor Buzzett noted that the positivity rate in Gulf County is 30% and it is anticipated this will peak soon and begin to decline. He reemphasized that no City facility can be rented with the high positivity rate.

## **New Business –**

### *Avenues C and D; Williams Avenue Parking Lot Paving Task Order*

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to approve the Paving Design Task Order for Avenues C and D and also the Williams Avenue Parking Lot in the amount of \$34,743.00. All in favor; Motion carried 5-0.

### *Long Avenue Paving Task Order*

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve the Long Avenue Paving Design Task Order in the amount of \$39,952. All in favor; Motion carried 5-0.

Commissioner Langston asked if millings could be used in alleyways. Mr. Baxley responded that until repair work has been completed on sewer lines that are located in the alleys, he would not recommend any improvements.

## **Public Works – John Grantland**

Mr. Grantland shared that he had executed the Septic to Sewer Grant last week and this will add an additional 175 connections to our service area at no cost to the City.

Mayor Buzzett asked about the ongoing road striping and requested that the forming boards being used on the Monument Avenue sidewalks be removed from the area when they are pulled up rather than being piled up on the right of way.

## **Surface Water Plant – Larry McClamma**

Mr. McClamma was running the plant and not able to be at the meeting. Mr. Anderson noted that divers will be here the end of the month to clean the ground storage tank, positions have been offered to two individuals, and one of the individuals has a Class C License.

## **Wastewater Plant – Kevin Pettis**

Mr. Pettis shared there is 2.8' of free space in the Lagoon and they will be discharging in the month of February. He will be meeting with a group on Friday to discuss ways of getting rid of water and staff will be working around the plant and in the field.

## **Finance Director – Mike Lacour**

Mr. Lacour noted that the surveys for Dooder Parker Park and the Washington Site have been submitted to FRDAP. He stated that the City is fine on cash flow. Mr. Lacour shared that he is waiting to hear from the state on the approval of the bid for the Maddox Park Gazebo.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to award the Maddox Park Gazebo bid based on approval from the state. All in favor; Motion carried 5-0.

**Code Enforcement –**

Mr. Anderson shared there are several occupied travel trailers in the City. Trailers may be stored on private property but cannot be lived in.

**Police Department – Chief Richards**

Chief Richards noted that things have been going well and he did not have any updates for the Commission.

**City Clerk – Charlotte Pierce**

*Grants Update –*

Clerk Pierce shared that City Staff continues to meet with our grant writers, the Ferguson Group, on available grants for the City.

**Citizens to be Heard –**

Eddie Fields asked that lights be added to the pavilion behind the Washington Gym; that the softball field be cleaned, and provide approximately 800 sq. ft. of flooring for the WIG Building.

**Discussion Items by Commissioners**

*Commissioner Hoffman* commended the City for the MLK March turn out yesterday.

*Commissioner Lowry* did not have any additional information to share with the Commission.

*Commissioner Ashbrook* shared that he will be meeting with Representative Shoaf and Senator Ausley Wednesday and Thursday in Tallahassee during Legislative Days.

*Commissioner Langston* stated the MLK Walk went well even though it was rather cool; he expected more of a turn out from his community and was disappointed so few people from NPSJ turned out.

*Mayor Buzzett* did not have anything else to discuss with the Commission.


**Motion to Adjourn –**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 12:47 P.M.

Approved this 1<sup>st</sup> day of February 2022.

  
Rex Buzzett Mayor

2/1/22  
Date

  
Charlotte M. Pierce, City Clerk

2/1/22  
Date

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Lourey Brett Charles</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners
MAILING ADDRESS <i>134 Gulf Coast Circle</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Port St. Joe, FL	COUNTY Gulf
DATE ON WHICH VOTE OCCURRED <i>1/18/2022</i>	NAME OF POLITICAL SUBDIVISION: City of Port St. Joe
	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Brett C. Lowrey, hereby disclose that on Jan 18<sup>th</sup>, 20 22:

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, Ralph Bish;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I have a business relationship with developer.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed 1/18/2022

Signature [Handwritten Signature]

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.