

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, March 19, 2024, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Minutes of the Regular Meeting of March 5, 2024. All in favor; Motion carried 5-0.

**Planning Board Recommendation**

*Plat Approval Request – Rish LA ROCA LLC, Parcel #03072-004R*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Planning Board Recommendation. Commissioner Lowry stated that he would be abstaining as he has a business relationship with Developer Ralph Rish. Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers as completed by Commissioner Lowry is attached as Exhibit A. Motion carried 4-0 with Commissioner Lowry abstaining.

**City Engineer**

*Government Complex – Conceptual Plan*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve the Government Complex Conceptual Plan. All in favor; Motion carried 5-0.

*Resurfacing of Multiple Streets Task Order FDOT Grant*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Task Order with Dewberry in the amount of \$147,000 for the resurfacing of multiple streets. All in favor; Motion carried 5-0. The streets selected for paving do not have sewer/infrastructure under the roads.

Second Street Paving

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to award RFP 2024-03 to F & F Construction in the amount of \$151,493.41 All in favor Motion carried 5-0.

Commissioner Langston asked that Mr. Baxley look at Avenue C between Battles and Peters Streets as there is an issue with the height of the road and stormwater runoff.

**City Attorney**

Mr. McCahill shared that both the Boy Scout and Girl Scout Leases have been signed.

He thanked City Staff for the work that was done to facilitate the Pickle Ball Tournament running so smoothly and also thanked Eddie Fields and the Gulf County Senior Citizens Association for having the fish fry during the tournament.

## **Old Business**

### *City Projects*

Mr. Anderson noted that City Staff is working on a number of projects and progress is being made.

## **New Business**

### *Port Authority Request*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve the request of the Port St. Joe Port Authority to extend the note and continue paying \$503.50 per month as before, which will be applied to the principle of the note until the balance of the note is paid in full. All in favor; Motion carried 5-0.

## **Public Works – John Grantland**

### *RFP 2024-01 and RFP 2024-02 Beacon Hill Sewer Materials (Handouts, Bids Closed 3/15/24)*

RFP 2024-01 - A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to accept the Bid of L & K for Directional Bores for the Beacon Hill Sewer Project in the amount of \$600.00 per bore. All in favor; Motion carried 5-0.

RFP 2024-02 - A Motion was made by Commissioner Langston, second by Commissioner Lowry, to accept the Bid from Core and Main to provide materials for the Beacon Hill Sewer Project. All in favor; Motion carried 5-0.

### *Purchase of 3 Godwin Pumps on State Contract – HMGP Grant*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to purchase 3 Godwin Pumps on state contract for the total amount of \$193,868.55. All in favor; Motion carried 5-0.

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

### *Water Use Permit Renewal Update*

Mr. McClamma shared that the governing board and district staff of the NFWFMD will be meeting on April 11, 2024, to review the permit and consider approval.

### *RFP 2024-04 Water Filter Modules (Handout, Bid Closed 3/15/24)*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to award the bid for Water Filter Modules to Filmtec in the amount of \$108,000. All in favor; Motion carried 5-0.

## **Wastewater Plant – Kevin Pettis**

### *Wastewater Plant Study Task Order*

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the Task Order for Baskerville-Donovan, Inc., in the amount of \$114,660. All in favor; Motion carried 5-0.

## **Finance Director – Mike Lacour**

### *FEMA and Grants Reimbursement Updates*

Mr. Lacour did not have any updates for either item.

## **Code Enforcement**

Mr. Anderson shared that the Code Enforcement Officers are preparing over 100 certified letters to be mailed in the next week or two concerning junk vehicles.

## **Police Department – Chief Richards**

### *City Towing Rotation*

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to use the towing rotation that the Gulf County Sheriff's Department uses that will consist of Coastal Towing and County Line Towing for the City. All in favor; Motion carried 5-0.

### *CJIS Security Policy*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to adopt the CJIS Security Policy for the Police Department. All in favor; Motion carried 5-0.

### *Reserve Officer Policy*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve the Reserve Officer Policy for the Police Department. All in favor; Motion carried 5-0.

## **City Clerk – Charlotte Pierce**

### *Grants Update*

Clerk Pierce shared that Deputy Clerk Kendall Falkner continues to work with Police Chief Jake Richards and Fire Department Chief John Ford on grants for their respective departments. City Staff is working with grantors to receive reimbursement funds on various grants.

## **Citizens to be Heard**

*John Singer* of 254 Avenue B shared his concerns about Code Violations in his neighborhood. Mr. Anderson noted that the City and County are working together to remove several structures in that area.

*Robert Branch* and *Christy McElroy* shared their ongoing concerns about the 10<sup>th</sup> Street Ball Park area.

**Discussion Items by Commissioners**

*Commissioner Hoffman* requested that department heads start their budget planning earlier this year as he wants to discuss salaries and licenses held by employees with them prior to budget time.

Neither *Commissioners Lowry, Kerigan, Langston, nor Mayor Buzzett* had any additional items 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 12:54 P.M.

Approved this 2<sup>nd</sup> day of April 2024.

*Rex Buzzett*  
Rex Buzzett, Mayor

4/2/24  
Date

*Charlotte M. Pierce*  
Charlotte M. Pierce, City Clerk

4/2/24  
Date

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Lowry 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:	
CITY Port St. Joe, FL 32456	COUNTY Gulf	<input checked="" type="checkbox"/> CITY	<input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED <i>3/19/2024</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 March 19<sup>th</sup>, 20 24:

(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 Rish;
- 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 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.

3/19/2024  
Date Filed

[Signature]  
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.