

**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 5, 2024, at Noon.**

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

Proclamation – Nurse Practitioner Week

Mayor Buzzett read the Proclamation proclaiming November 10 – 16, 2024, Nurse Practitioner week in Port St. Joe.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting of October 15, 2024. All in favor; Motion carried 4-0.

Attorney McCahill stated that a lawsuit concerning the pipe at Benny Robers Park has been filed against the City and stated this should not be discussed.

Planning Board Recommendations

Parcel #03040—010R, Kelly and Lisa Forehand, Ordinance 613 Future Land Use Map Amendment: Second Reading

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to have the Second Reading and Adoption of Ordinance 613. This changes the property from Commercial to R2B.

No one from the public spoke on this item.

All in favor; Motion carried 4-0.

Attorney McCahill read Ordinance 613 by Title only.

City Engineer

RFP 2024-20 City Street Resurfacing

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to accept the Base Bid of Roberts and Roberts in the amount of \$954,763.86 and Bid Alternate 1 to resurface Tenth Street in the amount of \$343,895.65. The remaining funds of \$51,340.49 would be used for CEI. All in favor; Motion carried 4-0.

Mr. Anderson stated that approximately \$100,000 from City Funds will be needed to cover the full cost of the CEI Services that will be bid out.

City Government Complex

This is in design and a contract was issued to MLD Architects on Monday.

Monument Avenue

Dewberry is scheduling a pre-construction meeting for this project. This project will be paid for from City funds.

Allen Memorial SCOP Grant

Dewberry is waiting for the CEI Bids to be received for this project.

Beacon Hill Sewer

As-built revisions have not been provided to Dewberry at this time.

Downtown Utilities Phase 2

This project is in process.

HMGP Grant – Elevation of 12 Lift Stations

A Grant extension and funding request was submitted to FDEM approximately a month ago and a response has yet to be received.

Avenue C and Battle Street Intersection

90% plans are complete and will be reviewed by Dewberry before presenting them to the City.

City Attorney

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to have the Second Reading and Adoption of Ordinance 614 amending the Food Truck Ordinance.

No one from the Public spoke on this item.

All in favor; Motion carried 4-0.

Attorney McCahill read Ordinance 614 by Title only.

Workforce Building Roof MOU

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to authorize Mayor Buzzett to sign the MOU with Gulf County. All in favor; Motion carried 4-0.

Robert Branch shared his thoughts on this issue.

Old Business

City Projects

No questions were asked about City Projects.

Park Maintenance

Mr. Anderson shared that pine straw has been ordered and cleanup of the park area needs to be done between Sixteenth Street and Highway 71.

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to proceed with cleaning up the park area between Sixteenth Street and Highway 71. All in favor; Motion carried 4-0.

Christy McElroy shared her thoughts on this issue.

New Business

Shift Differential and Emergency Closure Pay – Commissioner Hoffman

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to amend the Personnel Policy to pay straight time plus time and one-half time for any employee that works on a holiday or has to work during an Emergency Closure of the City. Other employees would be paid their regular rate of pay when off for the holiday or Emergency Closure of the City. All in favor; Motion carried 4-0.

Robert Branch and Christy McElroy shared their thoughts on this issue.

Cabel Drive Ditch – Commissioner Hoffman

Mayor Buzzett stated that he would not be voting on this issue as the ditch is behind his property. Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers was completed by Mayor Buzzett and is attached as Exhibit A.

Preston Russ, whose property joins the ditch shared his thoughts on this and asked for help with the problem.

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to go out for bids to clean the ditch as neither the City nor the County has equipment that can clean the ditch. Motion carried 3-0, with Mayor Buzzett abstaining.

Christy McElroy and Marvin Davis shared their thoughts on this project.

Request to use the STAC House – First United Methodist Church

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the First United Methodist Church using the STAC House on Tuesday nights free of charge. All in favor; Motion carried 4-0.

Employee Appreciation Luncheon

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, for employees to work a full day on Monday, December 23, 2024, and will be given time off to enjoy the meal. Employees will be given Friday, December 27th off as an additional holiday this year. All in favor; Motion carried 4-0.

Washington Gym Museum, Recognition of Nathan Peters – Commissioner Langston

Commissioner Langston has talked with the Washington High School Class of 1967, and they would like a plaque to be added to the museum in honor of Mr. Peters.

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to name the museum after Mr. Peters. After discussion, and comments from citizens, Commissioner Langston will talk with the family and class members to determine a way to recognize Mr. Peters' contributions to his community rather than change the name of the museum. All in favor; Motion carried 4-0.

Chester Davis, Charles Gathers, and Christy McElroy shared their opinions on this issue.

Public Works – John Grantland

CDBG-DR Lift Station Rehabilitation – Change Order #1

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to approve the Deductive Change Order in the amount of \$31,000. All in favor; Motion carried 4-0.

Downtown Water System Phase 2 – Change Order #1

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve Change Order #1 in the amount of \$118,896.26. This will allow for direct purchase of materials by the City. All in favor; Motion carried 4-0.

Surface Water Plant – Larry McClamma

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

Wastewater Plant – Kevin Pettis

Structural Conditions Assessment – Clarifiers and Contact Basin

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Apex Engineering Group Structural Conditions Assessment of Existing Document Review, Site Inspections, and SCA Project Deliverable for \$12,445. All in favor; Motion carried 4-0.

Mr. Pettis shared there is 2' of freeboard in the lagoon, and the plant will begin receiving liquid waste haulers again tomorrow.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour did not have any updates on this.

Grants Reimbursement Update

Mr. Lacour will have a detailed update for the next meeting.

Code Enforcement

Mr. Anderson shared that hearings were held last week on non-compliant issues and there are hearings scheduled for December on non-compliant issues as well.

Police Department – Chief Richards

Chief Richards noted that the City made it safely through Halloween, there was a very big turn out

for Ghosts on the Coast, and Lt. Burch is working on the permit for closure of Highway 98 for the Christmas on the Coast Parade on December 14, 2024.

City Clerk – Charlotte Pierce

Current Grants Update

Clerk Pierce stated that various employees are working daily on grant reimbursement, compliance, and seeking additional grant funding sources.

RFP 2024-18 FDOT Landscaping Phase II

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to award RFP 2024-18 to Coastal Design and Landscape in the amount of \$92,550. All in favor; Motion carried 4-0.

Resolution 2024-12 Rental Fees

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to approve Resolution 2024-12 Rental Fees for City facilities. All in favor; Motion carried 4-0.

Madeline Carnes suggest that credit cards be held on file by the City to collect for any damages done to City facilities.

Rental Agreement

A Motion was made by Commissioner Kerrigan, second by Commissioner Hoffman, to approve the Rental Agreement for all City facilities with the removal of the fees for Governmental Entities or Bereavement. All in favor; Motion carried 4-0.

Chester Davis suggested adding insurance requirements and Charles Gathers asked if the new rates would impact reservations already made for City facilities.

Citizens to be Heard

The following individuals addressed the Commission on various issues: Richard Brackin, Christy McElroy, Robert Branch, Jera Horton, Jimmy Garcia, Sara Miller, and Madeline Carnes.

Discussion Items by Commissioners

Neither Commissioners Langston, Kerigan, nor Hoffman had any other issues to discuss.

Mayor Buzzett suggested the City might want to partner with the County or TDC to offer a bid for the First Baptist Church property. He thanked the Veterans for their service to our country and reminded everyone to vote today.

Chester Davis shared that Zion Fair Church will have lunch for Veterans at 1 P.M. Monday.

Motion to Adjourn

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:55 P.M.

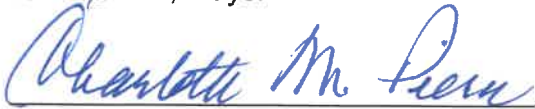
Approved this 19th day of November 2024.



Rex Buzzett, Mayor

11/19/24

Date



Charlotte M. Pierce, City Clerk

11/19/24

Date

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

LAST NAME—FIRST NAME—MIDDLE NAME BURZETT, REX		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners	
MAILING ADDRESS Box 74		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 32456	COUNTY Gulf	NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
DATE ON WHICH VOTE OCCURRED 11/5/24		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, REX BUZZETT, hereby disclose that on 11/5/, 2024 :

(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, _____ ;
- 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:

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.

11/5/24
Date Filed

Rex Buzzett
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.