

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, December 3, 2024, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of November 19, 2024. All in favor; Motion carried 4-0.

Attorney McCahill read Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers that was completed by Commissioner Lowry where he abstained from voting on Ordinance 615 Future Land Use Map Amendment for the Rish Family Plaza, LLC because he has a business relationship with the developer at the November 5, 2024, Meeting.

Planning Board Recommendations

Parcel #04830—006R, Parcel 04830-007R, 04830-008R, 04830-009R, 04830-010R, 04830-011R, 04830-012R, 04830-013R, 04830-014R, 04830-015R and 04830-016R Rish Family Plaza, LLC

Ordinance 615 Future Land Use Map Amendments; Second Reading and Adoption

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to have the Second Reading and adoption of Ordinance 615 Future Land Use Map Amendment for the Rish Family Plaza, LLC.

Commissioner Lowry stated that he would be abstaining from voting because he has a business relationship with the developer. Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers was completed by Commissioner Lowry and is attached as Exhibit A.

All in favor; Motion carried 3-0 with Commissioner Lowry abstaining.

Attorney McCahill read Ordinance 615 by Title only.

City Engineer – Josh Baxley

City Street Paving

The Notice of Award and Agreement has been provided to the City from Roberts and Roberts.

City Government Complex

We are waiting on the building layout from the architect.

Monument Avenue

The first lift of asphalt has been completed.

Allen Memorial SCOP Grant

RFQ 2024-02 was approved on today's Agenda to award the CEI Services to Southeastern Consulting Engineers in the amount of \$44,032.

Beacon Hill Sewer

As-builts were provided to the City on November 19, 2024.

Downtown Utilities Phase 2

L & K has restarted work this week and will begin bores next week.

HMGP Grant – Elevation of 12 Lift Stations

A Grant Extension and funding request has been submitted to FDEM.

Avenue C and Battle Street Intersection

Bid docs have been provided to the City.

Victoria Avenue Bridge

Information was provided to FDOT for Review. FDOT has asked the City to relocate the force main as it conflicts with the proposed bridge. Dewberry will provide the City with a Task Order for additional services for redesign work to be done.

Emily Thomasee, Anchor CEI, updated the Commissioners on the CDBG-DR Grant, Elevation of 12 Lift Stations.

City Attorney

Electronic Noticing

Attorney McCahill shared that new FL Statutes allows for Electronic Noticing when a City advertises through the County Website. This will eliminate having to use the newspapers, be a savings of approximately \$40,000 per year in advertising fees, and eventually allow acceptance of electronic bids. As required by the FL Statute, a Public Hearing must be held before the City begins this form of advertising.

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to have the Public Hearing on Tuesday, December 17, 2024, during the regular Commission Meeting at noon. All in Favor; Motion carried 4-0.

Old Business

City Projects

Commissioner Hoffman requested that the Cabel Ditch request be added to the City Project list.

Landscaping on Avenue D – Commissioner Langton

Commissioner Langton is working with John Grantland on this. He asked that the issue be kept on the Agenda until the project is completed.

New Business

RFQ 2024-02, Allen Memorial Paving CEI Services

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve Southeastern Consulting Engineers for the CEI Services on Allen Memorial Way in the amount of \$44,032. All in favor; Motion carried 4-0.

Public Works – John Grantland

Recreational Improvements

A Motion was made by Commissioner Hoffman, second by Commissioner Langton, to approve Monolith Construction replacing approximately 225' of 6 foot fence reusing the existing chain link and supplying new posts, cables, and ties for the Head wall Fencing at the Tenth Street Side for a cost of \$8,149.80; replace approximately 225' of 6 foot fence reusing the existing chain link and supplying new post, cables, and ties for \$8,649 for the Head wall fencing repair closest to the STAC House; and supply and install approximately 425' of 4 foot tall commercial grade black vinyl coated chain link fence with all posts, cables, and ties. This is for the straight run along 10th Street. This price does not include the demolition of the existing fencing for a cost of \$18,875 and is for 3 separate Task Orders. All in favor; Motion carried 4-0.

Robert Branch shared his thoughts on this issue.

Surface Water Plant – Larry McClamma

Mr. McClamma announced that the Surface Water Treatment Plant has passed the State of Florida Quarterly and Annual Disinfectant Byproducts Testing. He also noted that a former employee with a Class B License is returning and is very glad to have a Class B License Operator.

Wastewater Plant – Kevin Pettis

Mr. Pettis shared that a structural engineer will be here Friday to look at the Clarifiers and Contact Chambers.

Finance Director – Mike Lacour

FEMA Update

There has been no change since the last FEMA update.

Grants Reimbursement Update

\$324,996 of the grant reimbursement has been received for the Centennial Building Project. This amount is two-thirds of the total grant funds.

RFP 2024-11 Computer Software

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to award RFP 2024-11 to Springbrook Software for the total amount of \$178,407.50 with an annual contract of \$50,847. All in favor; Motion carried 4-0. Mr. Lacour feels that, based on a review of this product, the software will meet the needs for management of the city's finances and utilities process.

Code Enforcement

Mr. Anderson shared that there is a Code Enforcement Hearing scheduled for December 9, 2024. If compliance issues are resolved before then, the hearing will not be necessary. Code Enforcement Officers continue to work on derelict vehicles and housing situations.

Police Department – Chief Richards

Purchase of vehicle on State Contract

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve purchasing two 2023 Dodge Charger Pursuit V-8 RWD vehicles from Step One Ford Crestivew, FL in the amount of \$34,995 each. All in favor; Motion carried 4-0.

City Clerk – Charlotte Pierce

Current Grants Update

Clerk Pierce shared that City Staff continues to work daily on grants, compliance, and looking for additional grant funding sources.

Christmas Parade Update

Entry forms are being received daily for the parade and as of today there are 75 entries that will be participating in the parade.

Citizens to be Heard

Richard Bracken, Chester Davis, Deb Mays, Robert Branch, Christy McElroy, and Charles Gathers shared their thoughts on various issues.

Discussion Items by Commissioners

Neither Commissioners Langston, Lowry nor Mayor Buzzett had any other issues to discuss with the Commissioners.

Commissioner Hoffman shared his thoughts on the current wording of calculating overtime hours when working on a holiday. After discussion, a Motion was made by Commissioner Hoffman, second by Commissioner Langston, to change the wording of the current Personnel Policy Section 4.1 to read "Holidays will be counted as time worked for overtime computations." All in favor; Motion carried 4-0.

Motion to Adjourn

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 12.58 P.M.

Approved this 17th day of December 2024.

Rex Buzzett
Rex Buzzett, Mayor

12/17/24
Date

Charlotte M. Pierce
Charlotte M. Pierce, City Clerk

12/17/24
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: <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 <i>12/03/2024</i>		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 Lowry, hereby disclose that on Dec. 3rd, 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, _____;
- 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 the 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.

12/03/2024
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.