

**City of Port St. Joe  
Redevelopment Agency Board Special Meeting  
January 21, 2025, at 11:30 A.M.**

**Steve Kerigan  
Rex Buzzett  
Eddie Fields  
Scott Hoffman**

**Eric Langston  
Brett Lowry  
Linda Bullock  
Marvin Davis**

---

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

**ROLL CALL OF THE BOARD**

**CONSENT AGENDA:**

**January 7, 2024 Regular Meeting Minutes**

**Pages 1-4**

**BUSINESS ITEMS**

- **CRA Director Position- Contract**
- **Citizens to be Heard**
- **Discussion by Board Members**
- **Motion to Adjourn**

**Pages 5-11**

**\*You are hereby notified that in accordance with Florida Statutes, you have the right to appeal any decision made by the Board with respect to any matter considered at the above referenced meeting. You may need to ensure that a verbatim record of the proceedings is made which may need to include evidence and testimony upon which the appeal is based.**

City of Port St. Joe  
Redevelopment Agency Board  
Regular Meeting  
January 7, 2025

**Minutes**

**Pledge of Allegiance and Moment of Silence**

**Roll Call of the Board**

<b>Present</b>		<b>Absent</b>	
<b>Board</b>	<b>Staff</b>	<b>Board</b>	<b>Staff</b>
Eric Langston, Chairman Rex Buzzett Steve Kerigan Brett Lowry Eddie Fields Scott Hoffman	Jim Anderson Charlotte Pierce Mike Lacour Jake Richards	Linda Bullock Marvin Davis	Clint McCahill

After ascertaining that a quorum was present, Chairman Langston called the meeting to order at 11:00 A.M.

**Consent Agenda**

*Minutes, December 3, 2024, Regular Meeting:*

A Motion was made by Eddie Fields, second by Steve Kerigan, to approve the Minutes of the December 3, 2024, Meeting. All in favor; Motion carried 6-0.

**Business Items**

*WIG Building Heating / Cooling Unit*

A Motion was made by Rex Buzzett, second by Brett Lowry, to approve paying one-half of the \$7,420 Invoice from Philco from PSJRA Funds (\$3,710) and ask the City to pay the remaining one-half. All in favor; Motion carried 5-0 with Eddie Fields abstaining as he is President of the Washington Improvement Group Community Advisory Council. Mr. Fields completed Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers and is attached as Exhibit A.

*CRA Director Position*

Darrell Starling, Owner of D. Starling Consulting, made a presentation to the Board of his qualifications and success in revitalizing historic Black/low income neighborhoods. Attorney McCahill is to draw up an agreement to see if it is acceptable to all parties for Mr. Starling to serve as the contracted part-time director of the PSJRA. If acceptable, a meeting will be called to move forward with approving the contract.

**Citizens to be Heard**

Richard Benderson representing the North Port St. Joe Community Development Corporation presented their request for matching funds in the amount of \$75,000 to support acquisition of lots in North Port St. Joe. Consensus of the Board was to see if a part-time Director is hired before considering this request.

Chester Davis asked if the Power Point presentation of Mr. Starlings's would be available for review. Mr. Starling stated that he would be happy to share the presentation.

**Discussion by Board Members**

None of the Board members had anything else to discuss with the Board today.

There was no other business to be discussed today and Chairman Langston adjourned the meeting at 11:53A.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Eric Langston, PSJRA Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Fields, Eddie C.</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>Port St. Joe Redevelopment Agency</b>	
MAILING ADDRESS <i>P.O. Box 234</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <b>Port St. Joe, FL 32456</b>	COUNTY <b>Gulf</b>	<input checked="" type="checkbox"/> CITY	<input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED <i>7 JAN 2025</i>		NAME OF POLITICAL SUBDIVISION: <b>City of Port St. Joe</b>	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" 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, Eddie C. Fields, hereby disclose that on 7 Jan, 20 25:

(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 Washington Improvement Grp / Community, by whom I am retained; or Advisory Council
- 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.

7 Jan 2025  
Date Filed

Eddie C. Fields  
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.



D. STARLING  
CONSULTING

## AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ 2025, by and between D. STARLING CONSULTING, LLC (“CONSULTANT”) with offices at 120 SUMMER VIEW CIRCLE, WINTER HAVEN, FL 33880, and Port St. Joe Redevelopment Agency (“BUSINESS”) with offices at P.O. Box 278 Port St. Joe, 32457.

### 1. SCOPE OF SERVICES

This Agreement is issued to provide funding required to cover the consulting services furnished by CONSULTANT to the BUSINESS as follows:

Essential Duties and Responsibilities Under the ReCon-Struct NOW! Initiative:

- Conduct an initial assessment of the Port St. Joe Redevelopment Agency (PSJRA) programs/initiatives that addresses three phases:

#### **Phase I - Housing Development (1 ½ month or sooner)**

1. Vacant Lots
2. Single Family Homes
3. Duplex/Tri-plex
4. Multifamily Heirs Property
5. Homes Needing Rehab Work

#### Economic Development

6. Façade Needs
7. Financial Incentives
8. Business Recruitment

#### **Phase II – Infrastructure (1 month or sooner)**

9. Improvements
10. New

#### **Phase III - Community Engagement (1 month or sooner)**

11. Art/Culture
12. PSJRA engagement
13. PSJRA workshops

**D.S.**



D. STARLING  
CONSULTING

- a. Administer redevelopment and revitalization programs within the Redevelopment District, to include the role of as a contracted part-time Director
- b. Conduct property research and coordination of real estate brokers and direct negotiations for purchase of properties for redevelopment efforts.
- c. Assist with preparing, tracking, and managing project related budget. Assist with tracking progress of project consultants including architects, planners, engineers, attorneys and development consultants.
- d. Develop and maintain positive working relationships with existing businesses to encourage business retention and expansion projects.
- e. Assist in conducting comprehensive studies of Redevelopment Area data.
- f. Assist Redevelopment Agency Board in developing short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate activities with other departments and agencies as needed.
- g. Coordinate activities and prepare applications to secure funds from available state or federal grant or loan programs. of volunteers, non-profit organizations, consultants, and governmental agencies.
- h. Promote the PSJRA as both a business-friendly and sustainable community.
- i. Direct and manage business attractions and outreach marketing strategies; work with the Public Information Officer to develop and disseminate Department news, events and achievements.
- j. Responsible for reporting as required under Florida State Statute 163, Part III.
- k. Assist with maintenance of the PSJRA website.
- l. Assist in developing and maintaining a comprehensive inventory of available buildings and sites in the community for economic development purposes.
- m. Prepare and maintain information on utilities, taxes, zoning, transportation, community services, etc.; respond to requests for information for economic development purposes; prepare data sheets and other information. Respond to inquiries about local economic development activities and opportunities.
- n. Serve as a liaison between the local government, PSJRA Board, Chamber of Commerce, merchants' associations, economic development districts, and other public, private or nonprofit groups and associations interested in economic development.
- o. Prepare a variety of studies, reports and related information for decision-making purposes.
- p. Prepare PSJRA agenda's, meeting minutes, and compliance checks to make sure the PSJRA is following the adopted plan, City rules and regulations, and Florida statues.

**D.S.**



D. STARLING  
CONSULTING

- q. Conduct technical research studies and prepare statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio- economic data, etc.
- r. Monitor local, state and Federal legislation and regulations relating to economic development, and reports findings, trends and recommendations to PSJRA Board.
- s. Serve when assigned as a member of an economic development task force composed of private, local, county or state groups.
- t. Coordinate and manage professional services contracts, as assigned. Perform other related work as required.

## 2. TIME AND PERFORMANCE OF THE WORK

Time is of the essence in the performance of this Agreement. CONSULTANT shall proceed with the utmost diligence and dispatch in the performance of the services to be provided pursuant to the terms of this Agreement.

## 3. TERM

The Term of this Agreement shall commence upon approval of the governing Board of the PSJRA, and expire one (1) year subsequent to commencement, unless otherwise terminated by either party with 60 days written notice. The agreement may be renewed for up to three consecutive twelve-month terms upon mutual agreement of both parties.

CONSULTANT acknowledges that BUSINESS reserves the right to terminate this Agreement within the first 60 days from the execution of this initial contract, which will require CONSULTANT to pay \$5000 to BUSINESS.

## 4. COMPENSATION

The compensation for services rendered pursuant to the terms of this Agreement shall be a total annual amount of **\$35,000**. An initial upfront fee of \$10,000 shall be paid within 3 days of the execution of this Agreement. If BUSINESS decides to not renew CONSULTANTS contract within the first 60 days following the execution of this Agreement, then CONSULTANT will be required to pay back \$5,000 of the initial upfront fee. The remaining \$25,000 shall be broken into 12 monthly payments of \$2083.33, with each payment provided to CONSULTANT within the on or before the 15<sup>th</sup> of every month. In addition,

**D.S.**





D. STARLING  
CONSULTING

CONSULTANT shall receive 10% of any funding brought into the PSJRA by CONSULTANT by way of grant, donation, etc.

## 5. DELIVERABLES

Description	Year 1	Year 2	Year 3	Total
-------------	--------	--------	--------	-------

Deliverables				
No of Programs Created	1	1	1	3
No of DPA's	2	2	3	7
No of Houses Built	2	2	3	7
No of Workshops	1	1	1	3
No of Business Supported	1	2	3	6
No of Technical Assistant Hours	1440	1440	1440	4320

## 6. GENERAL

- A. **Governing Law.** This Agreement shall be governed and construed in accordance with the Laws of the State of Florida. Venue for any legal proceeding shall be in a court of competent jurisdiction in Gulf County, Florida.
- B. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein and shall supersede all prior oral and written understandings, agreements, and proposals. No modification of this Agreement shall be valid unless made in writing, referring to this Agreement, and executed by CONSULTANT.
- C. **Independent Contractor.** CONSULTANT, in performance of the services under this Agreement, is acting as an independent contractor and shall have the exclusive control of the manner and means of performing the services.
- D. **Assignment.** This Agreement shall be binding upon the parties' respective successors and permitted assigns. CONSULTANT may not assign this Agreement or any of its rights or obligations hereunder without the prior written consent of BUSINESS, and any such attempted assignment shall be void.
- E. **Notices.** Any notices or communication under this Agreement shall be in writing and shall be personally delivered or sent by certified or registered mail return receipt requested or by confirmed facsimile transmission to the party receiving such communication at the address

D.S.



D. STARLING  
CONSULTING

specified below or such other address as either party may in the future specify to the other party.

To: BUSINESS: Port St. Joe Redevelopment Agency  
P.O. Box 278 Port St. Joe, FL 32457

To: CONSULTANT: Darrell G. Starling  
120 Summer View Circle Winter Haven, FL 33880

- F. Waiver. A failure of either party to exercise any right provided herein, shall not be deemed to be a waiver of any right hereunder.
- G. Compliance with Laws. CONSULTANT shall comply with all applicable U.S., state and local laws and regulations in performance of his obligations hereunder.
- H. Keep and maintain public records required by the public agency to perform the services.

**D.S.**



D. STARLING  
CONSULTING

**(PSJRA) Board Chairman-Eric Langston "BUSINESS"**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

For an acknowledgment in an individual capacity:

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_, by \_\_\_\_\_ (name of person acknowledging.)

(Seal)

\_\_\_\_\_  
Signature of Notary Public  
Print, Type/Stamp Name of Notary

Personally known: \_\_\_\_\_

OR Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

**D.S.**

10



D. STARLING  
CONSULTING

**Darrell Starling "CONSULTANT"**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

For an acknowledgment in an individual capacity:

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_, by \_\_\_\_\_ (name of person acknowledging.)

(Seal)

\_\_\_\_\_  
Signature of Notary Public  
Print, Type/Stamp Name of Notary

Personally known: \_\_\_\_\_

OR Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

**D.S.**

//