

**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 1, 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 February 15, 2022, and the Workshop Meeting of February 22, 2022. All in favor; Motion carried 5-0.

Mayor Buzzett requested that the Reid Avenue Landscaping by the Garden Club be moved up on the agenda.

*Reid Avenue Landscaping – Garden Club*

*Leesa Haire* presented the suggestions from the Garden Club as to how they would like to spruce up Reid Avenue. The Garden Club will take care of everything other than watering the plants and asked for help from the City on this.

*Kim Miller* of the Port St. Joe Community Garden Project thanked the Commission for their help and invited everyone to the Ground Breaking Ceremony on Saturday, March 5, 2022, at 10 A.M.

*David Warriner*, representing the Port Theatre Group, updated the Commission on their efforts with grants and renovations to the Theatre. Mr. Warriner reminded the Commissioners of a previous commitment of a \$50,000 contribution for grant matching purposes and stated that he hoped that would still be available.

**City Engineer – Josh Baxley**

*Long Avenue Water / Sewer Project*

This project is under construction. Crews are currently working on the water main and sewer force main on Long Avenue.

*First Street Sewer Repairs and Paving*

Bids are due March 24, 2022, for this project.

*Clifford Sims Park Plan*

Bids for this project are due on April 8, 2022.

*SCOP Grant Application – Allen Memorial Way from US 98 to Long Avenue*

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve the application. All in favor; Motion carried 5-0.

*NRDA Stormwater Grant Update*

Mr. Baxley is reviewing options for adding Baffle Boxes at outfalls.

Commissioner Hoffman asked about the boat landing rerouting and Mr. Baxley responded that the survey is complete and Dewberry is working on the Design Task Order.

## **City Attorney –**

### *Ordinance 597 Food Trucks; First Reading and Request to Advertise*

Commissioners Ashbrook and Hoffman stated that, due to a conflict of interest, they would be abstaining from voting on this issue.

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to have the First Reading and approve the Request to Advertise this Ordinance. Mayor Buzzett, Commissioners Langston and Lowry voted in favor of the Motion with Commissioners Ashbrook and Hoffman abstaining. Motion carried 3-0.

Form 8B Memorandum of Voting Conflict For County, Municipal, And Other Public Officers as completed by Commissioners Ashbrook and Hoffman are attached.

### *Resolution 2022-01 CDBG Procurement Policy Update*

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to adopt Resolution 2022-01, CDBG Procurement Policy, which will be used for all CDBG Projects. All in favor; Motion carried 5-0.

## **Old Business**

### *City Projects*

Mr. Anderson shared that renovation of the Eglin Lighthouse Keepers Quarters has been completed and is now a beautiful facility. He complimented Glen Combs and Combs Construction on the outstanding job they did renovating the building. All other projects are moving along well.

## **New Business –**

### *RFP 2021-17 Lighthouse Painting and Rehab*

A bid was received for the project, but the quote exceeded available funds.

A Motion was made by Commissioner Lowry, second by Commission Ashbrook, to rebid the project in hopes of receiving quotes that are more in line with the available funds. All in favor, Motion carried 5-0.

### *BCC Lessor's Agreement Request*

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, not to grant the request. All in favor; Motion carried 5-0.

*Reid Avenue Landscaping – Garden Club – moved to earlier in the meeting.*

### *July 4<sup>th</sup> Fireworks update*

Mr. Anderson shared that the cost to provide the same show as last year has increased from \$15,000 to \$19,000. Mayor Buzzett is meeting with Gulf County Board of County Commissioners Chairman Sandy Quinn today and will ask for an increase in the County's contribution.

## **Public Works – John Grantland**

Mr. Grantland noted that work is in progress on the electrical panel behind the Washington Gym; Knowles Avenue Water and Sewer installation has been completed, and the gazebo on FCT Property that is being provided by funds from the Rotary Club will be installed tomorrow.

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

Mr. McClamma was running the plant and unable to attend the meeting. Mr. Anderson shared that Mr. McClamma is in the process of hiring new employees and hopes to have the hiring completed next week.

## **Wastewater Plant – Kevin Pettis**

Mr. Pettis noted there is 3.7' of free board in the lagoon, Algae is still present, the disrupters have not been shipped, and he is in the process of locating a pump that will handle the 5 million gallon flow per day, a replacement generator is needed, and the dredge was successful in removing the sludge from the bottom of the lagoon.

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to purchase a Godwin Pump on state contract in the amount of \$140,000. All in favor; Motion carried 5-0.

## **Finance Director – Mike Lacour**

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

## **Code Enforcement –**

### *Campers*

Concerns were expressed about campers being tied into City Water and Sewer. It was noted that Violation Letters are being mailed to those in violation. Options of shutting off the utilities to those with no permits were discussed; hearings will be held; the process needs to be followed and enforcement will be ratcheted up.

Special Master Hearings are scheduled for March 3, 2022.

## **Police Department – Chief Richards**

Overnight parking of motor homes and campers continue to be an issue at the First Baptist Church Parking Lot and also the Frank Pate Park Boat Ramp. Commissioner Ashbrook suggested that tickets be written, and an Ordinance with teeth for enforcement needs to be drafted.

## **City Clerk – Charlotte Pierce**

### *Grants Update*

Ms. Pierce shared that Staff continues to meet with the City's grant writing team and explore grants for the City.

Mayor Buzzett asked the Commissioners to consider, in next year's budget, funding a Deputy City Clerk so that Mr. Anderson and Clerk Pierce could get back to their work.

## **Citizens to be Heard –**

*Chester Davis* shared that students from UWF will be here this weekend, there will be a walk through of the area, and meals will be provided. He asked that the restrooms be available, the Likely Building will be used for interviews, and the Farmacy will be used as well.

A team from UF will be here on March 11, 2022, and Mr. Davis thanked Mayor Buzzett and Commissioner Lowry for participating in the zoom meeting this past weekend.

*Eddie Fields* thanked the Commissioners for the grill that has been placed at the Washington Site, noted the ball fields are being used, and that the AU and UT Students will be here shortly to help with projects in town.

Akojua Gyamfuah Duah, Executive Director of Pioneer Bay, thanked the Commissioners for joining the recent Zoom Meeting and invited them to attend the event with the UWF Students on March 5, 2022.

*Tan Smiley* questioned why Carolyn Byrd on Harbor Street, did not have power. The trailer was provided through the SHIP Program and Mr. Anderson will check on this issue.

**Discussion Items by Commissioners**

*Commissioner Hoffman* requested that information about the Field of Dreams be placed on our website and social media pages. He suggested that a Town Hall Meeting be held to receive input from citizens on the facility. *Commissioner Hoffman* also asked that the County be contacted about the \$1.3 million that had been promised earlier for the facility and noted it was time for the Dream to become a reality.

*Commissioner Lowry* did not have any updates for the Commission.

*Commissioner Ashbrook* asked about the progress on a new City Hall Building and Mr. Anderson shared that the Task Order for the architectural work is in progress from MLD.

*Commissioner Langston* noted he would be attending the Ground Braking Ceremony for the Community Garden Saturday, thanked the student volunteers for their help, and extended his appreciation to Pioneer Bay for their help with the project.

*Mayor Buzzett* stated that he has a meeting today with Commission Chairman Quinn today and will be discussing a number of City projects with him.

**Motion to Adjourn –**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:10 P.M.

Approved this 15<sup>th</sup> day of March 2022.

  
Rex Buzzett Mayor

  
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 Ashbrook, David, Allen	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners
MAILING ADDRESS 1618 Marvin Ave.	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY Port St. Joe, FL 32456	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
COUNTY Gulf	NAME OF POLITICAL SUBDIVISION: City of Port St. Joe
DATE ON WHICH VOTE OCCURRED March 1, 2022	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, David A. Ashbrook, hereby disclose that on March 1, 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, \_\_\_\_\_ ;
- 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 Tapper & Company Properties Management, Inc., 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:

**Ordinance 597 Regarding Food Trucks (Mobile Food Dispensing Vehicles).** I work for a company with an interest in utilizing food trucks on a contract landlord / tenant basis.

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.

3/4/2022

Date Filed



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.**

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

LAST NAME—FIRST NAME—MIDDLE NAME Hoffman, Arthur Scott	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners
MAILING ADDRESS 1705 Garrison Avenue	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
DATE ON WHICH VOTE OCCURRED March 1, 2022	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.

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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.

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**APPOINTED OFFICERS (continued)**

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- 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, Arthur Scott Hoffman, hereby disclose that on March 1,, 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, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, Brother \_\_\_\_\_ ;
- 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:

Bookkeeper of brother's Food Truck Business.

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.

March 2, 2022  
Date Filed

  
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.