

**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 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 City Clerk Ingrid Bundy, and City Attorney Clinton McCahill were also present.

CONSENT AGENDA

Minutes

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

Attorney McCahill read Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers that was completed by Mayor Buzzett where he abstained from voting on the Cabell Ditch issue because it would be an inured to his special private gain or loss 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; First Reading

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to have the First Reading 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.

Ray Greer, representing the Rish Family spoke on the issue and noted this would change the property to R-2.

Christy McElroy shared her concerns about the issue.

All in favor; Motion carried 4-0 with Commissioner Lowry abstaining.

Attorney McCahill read Ordinance 615 by Title only.

City Engineer

City Street Resurfacing

The Notice of Award and Agreement has been provided to Roberts and Roberts. A pre-construction meeting will be set up once the bonds are received.

City Government Complex

This project is in design.

Monument Avenue

The project is under construction and a pre-construction meeting was held last Monday.

Allen Memorial Way

Dewberry is waiting on the CEI for this project.

Beacon Hill Sewer

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

Downtown Utilities Phase 2

The project is in progress.

HMGP Grant – Elevation of 12 Lift Stations

Grant extension and funding request has been submitted to FDEM.

Avenue C and Battles Street Intersection

Plans have been provided to the City for review.

Victoria Avenue Bridge

Plans have been provided to FDOT for review as this involves a waterline bore under the bridge.

Mr. Baxley noted that the repaving of Long Avenue is to begin on December 3, 2024.

City Attorney

MOU STAC House

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, for Mayor Buzzett to sign the MOU between the City and Gulf County in the Refurbishment and Rehabilitation of the STAC House.

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

All in favor; Motion carried 5-0.

Old Business

City Projects

Mr. Anderson shared that the MOU has been signed and returned to the County on the Washington Museum Roof.

University of Florida – Final Grant Presentation

Jeffy Carney and Christian Calle presented their final presentation of the completed study - Resilient Port St. Joe. This was made possible by the Florida Institute for Built Environmental Resilience Florida Resilient Cities Program facilitated by the University of Florida and funded through the Florida Department of Environmental Protection. Copies of their draft version of the *Vulnerability + Sensitivity Analysis and Adaptation Plan* were distributed to the Commissioners. After their presentation, Mr. Carney and Mr. Calle set up their presentation and fielded questions from citizens.

Christy McElroy shared her thoughts on the information.

New Business

Request to use the Centennial Building – First Baptist Church

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to grant the request of the First Baptist Church and wave any deposit or rental fees for the building. All in favor; Motion carried 5-0.

Commissioner Langston asked that the same exemptions be given to Koran Rouse for the annual Thanksgiving Dinner that he provides in memory of his brother at the Washington Gym this weekend.

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to approve Mr. Rouse using the Washington Gym with deposit and rental fees waived after he provides the necessary application for use of the facility. All in favor; Motion carried 5-0.

Public Works – John Grantland

Mr. Grantland shared that Battles Street is complete except for the paving and sod being placed.

Surface Water Plant – Larry McClamma

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

Wastewater Plant – Kevin Pettis

Mr. Pettis shared there is 2 1/2' of freeboard in the lagoon and work should begin on Sprayfield Zone 3 in a couple of weeks.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour noted that a representative of the state advised him that the Clifford Sims Park review is in Stage 7 of 8. He anticipates having an update very soon.

Grants Reimbursement Update

Mr. Lacour is waiting on approximately \$800,000 in grant reimbursements and he is working on the close out of the fiscal year.

Code Enforcement

Mr. Anderson shared there are 6 houses that have been approved for demolition and the County will be helping with these.

Police Department – Chief Richards

Chief Richards did not have any updates for the Commissioners.

City Clerk – Charlotte Pierce

Current Grants Update

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

Christmas Parade Update

Requests are being received for Entry Form Applications, and Lt. Burch has been working on the FDOT Permit for the Parade.

RFP 2023-06 Renovation and Repairs to the Cape San Blas Keepers Quarters

Clerk Pierce shared that the Department of Historic Preservation has finally given approval of the Scope of Work Revisions allowing Monolith Construction to proceed with the work.

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve RFP 2023-06 for the Renovation and Repairs of the Cape San Blas Keepers Quarters by Monolith Construction and to cover the grant shortage of \$25,252.09 with BP Funds. All in favor; Motion carried 5-0.

Citizens to be Heard

Robert Branch and Christy McElroy shared their thoughts on several items.

Discussion Items by Commissioners

Commissioner Hoffman asked that a spreadsheet be created of Golf Cart Permit Numbers for reference.

Commissioner Lowry stated that the Centennial Celebration was a great event. He thanked the vendors for their support, complimented City Staff on their efforts, commended Monolith on their renovations, and shared that he had received a lot of compliments on the event.

Commissioner Kerigan shared that the Centennial Celebration was a very nice event, it was well attended, and he felt that City Staff did an impeccable job.

Commissioner Langston stated the Centennial Celebration was a great time.

He also asked about trees being planted that Mr. George Davis had requested for Avenue D leading to the Washinton Gym to be on the next Agenda.

Mayor Buzzett felt the Centennial Celebration was a great event and complimented everyone involved with the event.

Motion to Adjourn

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:22 P.M.

Approved this 3rd day of December 2024.



Rex Buzzett, Mayor

12/3/24

Date



Charlotte M. Pierce, City Clerk

12/3/24

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>11/19/2024</i>		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTEE	

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 Nov 11th, 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 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.

11/19/2024
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.