

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, January 21, 2025, at Noon.**

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

**CONSENT AGENDA**

City Manager Jim Anderson updated the Commission on the inclement weather and noted that a State of Emergency had been declared by Governor DeSantis for Winter Storm Enzo.

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to close City Hall at 2 P.M. today, remain closed through Wednesday, and allow all non-essentials personnel to leave work at 2 P.M. today due to the State of Emergency. All in favor; Motion carried 5-0.

**Minutes**

A Motion was made by Commissioner Lowry, second by Langston, to approve the Minutes of the Regular Meeting of January 7, 2025. All in favor; Motion carried 5-0.

**Planning Board Recommendations**

*Development Order and Special Exception Request to Utilize the Alley and for a replat for a Small Subdivision from 11 lots to 13 – Rish Family Plaza, Parcels 04830-008R through 04830-016R*

Ray Greer, the Applicant's Representative, reviewed the changes that will be made by this request.

Commissioner Lowry stated that he would be abstaining from the vote 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.

Robert Branch shared his thoughts on this issue.

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Development Order and Special Exception Request. All in favor; Motion carried 4-0 with Commissioner Lowry abstaining.

*Special Exception Request to the Sign Regulations – Johnson Realty Development Inc., 3155 E. Hwy. 98, Parcel #04560-050R, The Pink Flamingo Hotel*

Charlie Johnson, representing Johnson Realty Development, explained his request for the Special Exception Request for the sign.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to grant the Special Exception Request. Motion carried 4-1 with Mayor Buzzett voting no.

**City Engineer**

Due to Winter Storm Enzo, Mr. Baxley was unable to attend the meeting, and Mr. Anderson shared the following information for Mr. Baxley.

### *City Street Resurfacing*

This project is ready for construction.

### *City Government Complex*

Mr. Baxley received a response from the architect on January 13, 2025, regarding the building layout. He expects to have the revised layout within the next two weeks.

### *Monument Avenue*

The first lift of asphalt is complete,

### *Downtown Utilities Phase 2*

L & K has restarted work. They provided a revised schedule on January 20, 2025. Dewberry will be reviewing the schedule with the City and meeting with the contractor to discuss a Change Order for additional time.

### *HMGP Grant*

Dewberry is awaiting a response from FDEM.

### *Avenue C and Battle Street Intersection*

Dewberry recommends awarding the bid to North Florida Construction in the amount of \$87,100.

### *Victoria Avenue Bridge*

This project is out for bid.

## **City Attorney**

### *Ordinance 616 Annexation Request – First Reading and Request to Notify the County and Advertise*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to have the First Reading of Ordinance 616, Notify the County, and Advertise the Ordinance.

Robert Branch shared his opinion on this issue.

All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 616 by Title only.

## **Old Business**

### *City Projects*

Mr. Anderson noted that projects are back on track after the holidays.

## **New Business**

### *Clark Smith, City Lobbyist – 2025 Legislative Request*

Mr. Smith participated by telephone due to the inclement weather. After discussion, consensus was to request Legislative assistance for renovations to the City Sewer Plant, City Office Complex, Road improvements, and a bathroom at Core Park.

*Centennial Building Fee Waiver Request – Jr. Service League*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to grant the Fee Waiver Request to the Jr. Service league. All in favor; Motion carried 5-0.

*Career Source Gulf Coast Lease Agreements*

*Incubator Building*

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to sign a new three year Lease for the Incubator Building. All in favor; Motion carried 5-0.

*Washington Gym and Surrounding Grounds*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to sign a new three year Lease for the Washington Gym and Surrounding Grounds. All in favor; Motion carried 5-0.

**Public Works – John Grantland**

*RFP 2024-24 Avenue C and Battle Street Intersection*

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to award RFP 2024-24 to North Florida Construction Company in the amount of \$87,100. All in favor; Motion carried 5-0.

**Surface Water Plant**

Mr. McClamma was unable to attend the meeting due to illness. Mr. Anderson shared that the plant was preparing for inclement weather, they are hoping for the best but preparing for the worst.

**Wastewater Plant – Kevin Pettis**

Mr. Pettis stated the plant was preparing for the weather tomorrow and noted there is 3' 9" of freeboard in the pond,

*Plant Evaluation Workshop January 28, 2025, at 11:00 A.M.*

Mr. Pettis reminded the Commissioners of the Workshop and noted that FDEP has been invited to attend as well.

**Finance Director – Mike Lacour**

*FEMA Update*

The FEMA Representative has confirmed this is still in the final review stage.

*Grants Reimbursement Update*

Mr. Lacour continues to work on reimbursements.

**Code Enforcement**

Mr. Anderson noted there is not a lot of new activity. Work continues on derelict vehicles and substandard housing.

**Police Department – Chief Richards**

*Canine Policy*

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

Mayor Buzzett shared of the vandalism damage to the bathroom on Reid Avenue and Commissioner Langston noted the vandalism that has been done to the bathroom at the Washington Gym.

**City Clerk – Charlotte Pierce**

Clerk Pierce shared there have been no changes in grants and City Staff continues to work on grant compliance and funding possibilities.

**Citizens to be Heard**

Nick DiLallo, Glenn Kesterson, Marvin Davis, and Eddie Fields shared their thoughts on various issues with the Commission.

**Discussion Items by Commissioners**

Neither Commissioners Langston, Lowry, Kerigan nor Mayor Buzzett had any additional items to discuss with the Commission.

*Commissioner Hoffman* asked if the Biden Sign on First Street could be taken down. Mr. Grantland will take care this request.

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:50 P.M.

Approved this 4<sup>th</sup> day of February 2025.

  
Rex Buzzett, Mayor

2/4/2025  
Date

  
Charlotte M. Pierce, City Clerk

2/4/2025  
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	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
COUNTY Gulf	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED <i>1/21/2025</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 C. Lowry, hereby disclose that on Jan 21st, 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, Grant Rish;
- 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 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.

1/21/2025  
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.