

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, February 4, 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**

**Minutes**

A Motion was made by Commissioner Kerigan, second by Hoffman, to approve the Minutes of the Regular Meeting of January 21, 2025, and the Workshop Meeting of January 28, 2025. 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 Commissioner Lowry where he abstained from voting on the 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 at the January 21, 2025, Meeting because he has a business relationship with the developer.

**City Engineer**

Mr. Baxley was absent, and Mr. Anderson shared the following information.

*City Street Resurfacing*

This project is ready for construction.

*City Government Complex*

Dewberry received a response from the architect on January 13, 2025, regarding the building layout. As of today, the building layout has not been received.

*Monument Avenue*

The first lift of asphalt is complete.

*Downtown Utilities Phase 2*

L&K provided the City with an updated construction schedule, which extended the construction an additional 19 days. Dewberry has prepared and provided the Change Order to the City for approval.

*HMGP Grant – Elevation of 12 Lift Stations*

A response has not been received from FDEM.

*Avenue C and Battle Street Intersection*

North Florida Construction has been provided the NOA and Agreement. Once executed, Dewberry will schedule a pre-construction meeting.

### *Victoria Avenue Bridge*

This project is out for bid.

### **City Attorney**

Mr. McCahill shared that the First Reading, Request to Advertise, and Notice has been provided to the County for Ordinance 616.

Jeremy Novak, County Attorney, requested on behalf of the County, that a Workshop be held on February 18, 2025, at 9 A.M. in the County Offices on Ordinance 616, and any other topics that might be of interest to both groups.

After discussion, a Motion was made by Commissioner Langston, second by Commissioner Hoffman, that the meeting on February 18, 2025, would be the Conflict Assessment for the two agencies, and would be held in the City Commission Chamber at 9 A.M.

Robert Branch and Christy McElroy shared their thoughts on the issue. Ms. McElroy asked Commissioner Lowry if he was an employee of the County, and he responded that he was a 1099 Employee of the County.

All in favor; Motion carried 5-0.

### **Old Business**

#### *City Projects*

The Commissioners did not have any questions about City Projects.

### **New Business**

#### *Centennial Building Fee Waiver Request: Bay Area Choral Society, First United Methodist Church*

##### *Bay Area Choral Society*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to grant the Fee Waiver Request for the Bay Areal Choral Society. All in favor; Motion carried 5-0.

##### *First United Methodist Church*

Mayor Buzzett stated that he would be abstaining on this as he attends the First United Methodist Church.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to grant the Fee Waiver Request for the First United Methodist Church. Motion carried 4-0 with Mayor Buzzett abstaining.

Mayor Buzzett completed Form 8B, Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers where he abstained from voting on the Centennial Building Fee Waiver Request because he attends church there. This is attached as Exhibit A.

### *Downtown Water System Improvements – Change Order #2*

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to Approve Change Order 2 granting a contract time extension of 19 days. All in favor; Motion carried 5-0.

### *Change Order #1 – Centennial Drive Paving Quote*

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve Change Order #1 with Roberts and Roberts in the amount of \$26,574.50 for reclaiming and repaving of Centennial Drive. All in favor; Motion carried 5-0. Funding will come from the City Road Paving Line Item.

### **Public Works – John Grantland**

Mr. Grantland shared that work on the sprayfields is about 70% complete and they will be pouring concrete in approximately two weeks.

Mayor Buzzett thanked Mr. Grantland, Mr. McClamma, Mr. Pettis, City Manager Jim Anderson and their respective departments for the work that was done during the water outage last week.

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

Mr. McClamma noted that FDEP Certified Divers will be doing cleaning work in the 2 million gallon storage tank tomorrow.

### **Wastewater Plant – Kevin Pettis**

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

### **Finance Director – Mike Lacour**

#### *FEMA Update*

Mr. Lacour has talked with a FEMA Representative and the \$10,000 Engineering reimbursement is moving forward. There has not been any movement on the two contractor reimbursements.

#### *Grants Reimbursement Update*

Mr. Lacour continues to work on the CDBG-DR Grant.

Commissioner Langston asked about the resurfacing of the Basketball Court at the Washington Site to include use for Pickle Ball. Mr. Lacour responded that at the current time, he only has one quote and is working on others.

### **Code Enforcement**

#### *Demo Request 215 Tenth Street, Parcel #05088-000R*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the demolition request for 215 Tenth Street. All in favor; Motion carried 5-0.

Mr. Anderson shared that the County has previously approved helping with the demolition of 6 existing structures that we are still waiting on a demolition date for.

**Police Department – Chief Richards**

*Camera Contract*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman to approve the Camera Contract with BlueBird for five annual payments in the amount of \$29,400 and utilize approximately \$23,000 from the Boat Ramp Account for 1 year.

Christy McElroy, Charles Gathers, and Robert Branch share their thoughts on this subject.

All in favor; Motion carried 5-0.

**City Clerk – Charlotte Pierce**

Clerk Pierce shared there have been no changes in the Grant Projects listed on Pages 22 and 23.

**Citizens to be Heard**

Christy McElroy, Robert Branch, Jimmy Garcia, Chamber Director Joe Whitmer, and Charles Gathers shared their thoughts on various subjects.

**Discussion Items by Commissioners**

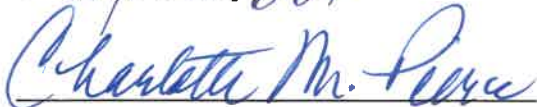
*Neither Commissioners Langston, Kerigan, Lowry, Hoffman, nor Mayor Buzzett had any additional items to discuss.*

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:35 P.M.

Approved this 18<sup>th</sup> day of February 2025.

  
\_\_\_\_\_  
Rex Buzzett, Mayor

2/18/2025  
\_\_\_\_\_  
Date

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

2/18/2025  
\_\_\_\_\_  
Date

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>BUZZETT, WILLIAM REX</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners	
MAILING ADDRESS <i>BOX 74</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>2/4/2025</i>		NAME OF POLITICAL SUBDIVISION:	
		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, REX BUZZETT, hereby disclose that on 2/4/2025, 20   :

(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:

*ATTENDS 1<sup>st</sup> United Methodist Church for which an exemption was granted*

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.

2/4/2025  
Date Filed

Rex Buzzett  
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.