

# CITY OF PAHOKEE



## MINUTES

### **City Commission Regular Meeting**

Tuesday, June 10, 2025, at 6:00 PM

Pahokee Commission Chambers  
360 East Main Street  
Pahokee, Florida 33476

#### **CITY COMMISSION:**

Mayor Keith W. Babb, Jr.  
Vice Mayor Sanquetta Cowan-Williams  
Commissioner Derrick Boldin  
Commissioner Everett D. McPherson, Sr.  
Commissioner James H. Scott

#### **CHARTER OFFICERS:**

Michael E. Jackson, City Manager  
Nylene Clarke, City Clerk  
Burnadette Norris-Weeks, P.A., City Attorney

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## **AGENDA**

### **A. CALL TO ORDER**

Mayor Babb called the meeting to order at 6:14 PM.

### **B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation was led by Vice Mayor Cowan-Williams, followed by the Pledge of Allegiance.

### **C. ROLL CALL**

PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Derrick Boldin

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Michael E. Jackson, City Manager

Burnadette Norris-Weeks, City Attorney

Nylene Clarke, City Clerk

### **D. ADDITIONS OF EMERGENCY BASIS FROM CITY MANAGER, DELETIONS AND APPROVAL OF AGENDA ITEMS**

Motion made by Commissioner Boldin to accept the agenda as presented. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

### **E. PRESENTATIONS / PROCLAMATIONS / PUBLIC SERVICE ANNOUNCEMENTS / PUBLIC COMMENTS *(agenda items only)***

1. NLC Service Line Program - Virtual Presentation by Mike Chambers on behalf of Ashley Shiwarski, Sr. Director of Business Development

### **F. CONSENT AGENDA**

1. May 27, 2025 City Commission Meeting Minutes
2. June 3, 2025 City Commission Workshop Minutes
3. RESOLUTION 2025-30 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE CANCELLATION OF THE JULY 8, 2025 CITY COMMISSION MEETING IN ORDER TO PROVIDE FOR A SUMMER RECESS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Commissioner Boldin to accept the Consent Agenda. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

### **G. OLD BUSINESS *(discussion of existing activities or previously held events, if any)***

1. Update - City Projects

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## **H. PUBLIC HEARINGS AND/OR ORDINANCES**

### **I. RESOLUTION(S)**

1. RESOLUTION 2025-31 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPOINTING ONE (1) ALTERNATE MEMBER TO THE ZONING/ADJUSTMENT/PLANNING BOARD; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Commissioner Boldin to accept Resolution 2025-31. Duly seconded by Mayor Babb and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

2. RESOLUTION 2025-32 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING AND ADOPTING AN EVALUATION TOOL FOR THE CITY MANAGER AS SET FORTH IN EXHIBIT “A”; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Boldin moved to accept Resolution 2025-32 and it was duly seconded by Vice Mayor Cowan-Williams.

Vice Mayor Cowan-Williams moved to “add grants to the second bullet point, under number nine”, and it was duly seconded by Commissioner McPherson. By recommendation of the City Attorney, the City Commission agreed to list the recommended changes and vote on them at the end. No vote was taken at this time.

Motion made by Vice Mayor Cowan-Williams to remove number eight (supervision). Duly seconded by Commissioner Scott and passed 3-2.

Voting Yea: Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

Voting Nay: Mayor Babb, Commissioner Boldin

Vice Mayor Cowan-Williams moved to “add, for each category, the values above and then divide it by however many subcategories/how many bullet points that we have”. The motion died for lack of a second.

Vice Mayor Cowan-Williams moved that on the narrative evaluation, strike the second question "what suggestions or assistance can you offer on the city manager? i.e., priorities, expectations, or specific objectives for upcoming year" and add "what would you identify as the city manager's areas of weakness expressed in terms of the principal results not achieved during the rating period?".

Mayor Babb suggested moving the original second question to the third position and inserting the new question regarding weaknesses as question two. There will be a total of four questions under the narrative evaluation. Vice Mayor Cowan-Williams consented to the amendment.

Under this motion, Vice Mayor Cowan-Williams listed the following recommended changes for inclusion in the formal approval:

- Add "to include grants" add the end of the second bullet point under Category 9. Fiscal Management
- Revise the last bullet point in Category 9. Fiscal Management to read "Appropriately execute, monitor, and manage fiscal activities of the organization (i.e. contracts and audits)"

Commissioner Boldin seconded the motion as amended and it passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

The main motion to accept Resolution 2025-32 with amendments passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

3. RESOLUTION 2025-33 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING AND ADOPTING AN EVALUATION TOOL FOR THE CITY CLERK AS SET FORTH IN EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Boldin moved to accept Resolution 2025-33, and it was duly seconded by Vice Mayor Cowan-Williams.

By consensus, the following characteristic under Category 7. City Commission Agenda/Minutes will be removed:

- City Clerk completes the City Manager's agenda posting process in accordance with City Commission Policy (if other department staff has provided their work products on time to the office of the City Clerk).

Vice Mayor Cowan-Williams moved to add a characteristic to number two that reads "provide all agendas and materials within the five days based on the resolution that we have in place". The motion died for lack of a second.

By consensus, "and individually as a body" will be removed from the first characteristic in Category 3. Communications.

By consensus, "city clerk ensures that the agendas, minutes, audits, and budgets are posted on the website" will be added as a characteristic.

Motion made by Vice Mayor Cowan-Williams for the third characteristic in Category 7. City Commission/Minutes to read "city commission minutes are provided to the city commission on a monthly basis". Duly seconded by Commissioner Scott and passed 3-2.

Voting Yea: Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

Voting Nay: Mayor Babb, Commissioner Boldin

Vice Mayor Cowan-Williams clarified the consensus items in her motion as "city clerk works with the city commission as a body. We removed "and individually as a body". We added under number three, the last one, that the

city clerk post the agenda, minutes, audits, and budget to the website". It was duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

Vice Mayor Cowan-Williams moved to add back the characteristic "city clerk completes the agenda posting process in accordance with the city commission policy" and strike out "if other department staff has provided their work products on time to the office of the city clerk". Duly seconded by Commissioner McPherson and failed 2-3.

Voting Yea: Vice Mayor Cowan-Williams, Commissioner McPherson

Voting Nay: Mayor Babb, Commissioner Boldin, Commissioner Scott

The main motion to accept Resolution 2025-33 with amendments passed 4-1.

Voting Yea: Mayor Babb, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

Voting Nay: Vice Mayor Cowan-Williams

4. RESOLUTION 2025-34 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ESTABLISHING PERFORMANCE GOALS FOR THE CITY MANAGER; AS SET FORTH IN EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

By consensus, the following goals were set:

- Obtain grant funding for infrastructure
- Identify and implement cost-saving measures that reduce general fund expenditures by at least 3% without reducing essential services

(Clerk's note: Commissioner Boldin sought input from the City Manager regarding the timeframe. The City Manager recommended using calendar year, instead of fiscal year. He stated December 2025 in light of his upcoming evaluation in January 2026. Commissioner Boldin consented.)

- Enhance communications and collaboration: Continue improving communication between the city, the city commission, and the Pahokee community about the status of key initiatives, city project, and critical incidents. It could be measured by the city manager showing that commission package and materials are prepared in a timely manner with clear statement of issues, options, and background, so that the council can make proper decision. It also would be measured by the city manager supporting action to increase public participation and volunteerism.
- Secure funding for our parks and innovative ways to improve our parks' infrastructure
- Fill the jobs vacancies within 60 days of opening
- Fill all current vacancies by the end of the fiscal year

- Provide recommendations to the commission and the state of Florida for sublease agreements, for both the campground and marina and the restaurant by the end of the calendar year 2025

Motion made by Vice Mayor Cowan-Williams to accept Resolution 2025-34 with the goals set by the City Commission and City Manager. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

5. RESOLUTION 2025-35 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ESTABLISHING PERFORMANCE GOALS FOR THE CITY CLERK; AS SET FORTH IN EXHIBIT “A”; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

By consensus, the following goals were set:

- Prepare agenda within five days according to the resolution that is in place
- Enhance community communications and collaborations
- Implement at least one new technology or process improvement to enhance department efficiency

(Clerk's note: Commissioner Boldin sought input from the City Clerk regarding a reasonable timeframe for implementation. The City Clerk provided a timeframe of six to eight months. Commission Boldin consented.)

- Have a more effective recruitment for boards vacancies, like maybe having a newsletter for recruitment and getting our residents more involved
- Provide information earlier
- Digitize legacy records
- Develop records retention training for departments

Motion made by Commissioner Boldin to accept Resolution 2025-35 with the goals. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

**J. NEW BUSINESS** *(presentation by city manager of activity or upcoming event, if any)*

1. Discussion and direction to give Parks and Recreation \$25,000 - Commissioner Scott

The City Manager provided information on the "Every Kid Sports Pass" program and recommended strengthening the existing program rather than allocating additional funds. The City Commission consented.

Vice Mayor Cowan-Williams moved to “take \$10,000 of the \$25,000 and have it in a fund for the kids that don't meet the requirements for that scholarship

program”. After deliberation, Vice Mayor Cowan-Williams withdrew her motion.

Commissioner McPherson moved to reduce the amount from \$150 to \$75. The motion died for lack of a second.

**K. REPORT OF THE MAYOR**

**L. REPORT OF THE CITY MANAGER**

**M. REPORT OF THE CITY ATTORNEY**

**N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**

Vice Mayor Cowan-Williams requested add the rescheduling of the workshop for facilities and vehicle policies for August 12th and place the item on the August 26th meeting agenda.

Motion made by Commissioner Scott to add pursuing a civil lawsuit against former city managers Chandler Williamson, Rodney Lucas, Jongelene Adams, and Greg Thompson for the four million dollars (\$4,000,000). Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

Motion made by Commissioner Scott to add placing logo on City vehicles. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

**O. GENERAL PUBLIC COMMENTS** *(items not on the agenda)*

**P. COMMISSIONER COMMENTS AND FOR THE GOOD OF THE ORDER**  
*(community events, feel good announcements, if any)*

**Q. ADJOURN**

Motion made by Vice Mayor Cowan-Williams to adjourn the meeting. Duly seconded by Mayor Babb and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner Boldin, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 10:01 PM.

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Mayor Keith W. Babb, Jr.

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ATTEST: Nylene Clarke, CMC, City Clerk