

CITY OF PAHOKEE



MINUTES

City Commission Workshop

Tuesday, August 05, 2025, at 5:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner 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

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Mayor Cowan-Williams called the workshop to order at 5:02 PM.

Commissioner McPherson led the Invocation, followed by the Pledge of Allegiance.

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr. (via phone)

Vice Mayor Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Michael E. Jackson, City Manager

Burnadette Norris-Weeks, City Attorney (via phone)

Nylene Clarke, City Clerk

C. TOPIC

1. FACILITIES AND VEHICLE POLICIES

The City Manager provided an overview of the item.

The City Commission discussed and reached consensus on several updates to the City's facility rental policies. These updates included standardizing application fees, clarifying rental procedures, and adding a cancellation policy.

The City Commission reviewed the vehicle policy, focusing on take-home vehicle assignments and usage. Consensus updates included limiting take-home vehicles to public works, restricting personal use, and implementing a policy to reimburse mileage for after-hours emergency responses.

2. ADDING CITY LOGO TO VEHICLES

The City Manager confirmed that adding logos to the city vehicles is planned.

D. PUBLIC COMMENTS

E. ADJOURN

There being no further business, Mayor Babb adjourned the workshop at 8:08 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk