

CITY OF PAHOKEE



MINUTES

City Commission Special Meeting
Tuesday, September 16, 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 Isabelle J. McDonald
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

Mayor Babb called the meeting to order at 6:11 PM.

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

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Isabelle J. McDonald

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Michael E. Jackson, City Manager

Donna Berry, Acting City Attorney

Nylene Clarke, City Clerk

C. TOPIC

1. PROCESS FOR NAMING AN INTERIM CITY MANAGER

The City Manager provided an overview of the item. Discussion ensued.

Final consensus reached during the meeting:

- The city will advertise the interim city manager position widely, using all available advertising platforms. The cut-off date for applications is September 24, 2025, at midnight.
- Interviews and selection will be held on September 30, 2025, starting at 6:00 PM.
- HR and the city attorney will streamline the existing interview questions to remove redundancies, resulting in a total of 10 questions.
- HR will contact those who applied for the permanent city manager position to see if they are interested in being considered for the interim position.
- All applications and resumes will be sent to the Commission by September 26, 2025.
- The salary for the interim city manager position will be \$100,000 annually.
- Interim period: 60-90 days

D. PUBLIC COMMENTS

E. ADJOURN

Motion made by Commissioner Scott to adjourn. Duly seconded by Commissioner McDonald and passed unanimously.

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

There being no further business to discuss, Mayor Babb adjourned the meeting at 7:13 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk