

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBERS AT CITY HALL, July 19, 2011 AT 6:00 P.M.**

The following were present: Mayor Magidson, Commissioners Gingell, Patterson and Buzzett. City Manager Charlie Weston, Attorney Tom Gibson and City Clerk Jim Anderson were also present. Commissioner Kennedy was absent.

**Consent Agenda:**

Motion by Commissioner Buzzett, 2<sup>nd</sup> by Commissioner Gingell, to approve the Minutes for the July 5, 2011, Regular Meeting. All in Favor; Motion carried 4-0.

**Regular Agenda:**

**City Attorney:**

**Ord. 467 Free Standing Signs:**

Motion by Commissioner Gingell, 2<sup>nd</sup> by Commissioner Patterson, to have the 1<sup>st</sup> reading of Ordinance 467. All in Favor; Motion carried 4-0.

**BP Claim Update:**

Mr. Gibson stated that we are ready to submit the final draft to BP for approval. Staff is awaiting approval to submit.

Staff was directed by the Commission to move forward with the claims process.

**Rish Parking Lot:**

Motion by Commissioner Gingell and 2<sup>nd</sup> by Commissioner Buzzett, to accept the deed for the property from the Port St. Joe Redevelopment Agency. All in Favor; Motion carried 4-0.

### **Gulf Pines Hospital:**

Attorney Gibson has received a copy of the Phase I Environmental Assessment. A workshop is needed to discuss our options. We have 50 days to send a decision to the court in reference to the dismissal of our claim. Asbestos was the only harmful element that was found.

### **City Manager, Charlie Weston:**

#### **Interlocal Agreement Update:**

Mr. Weston noted that the update to the Interlocal Agreement was not approved by the County, but he will continue to work with the County on this issue.

#### **504 Transition Plan:**

Bruce Ballister from Apalachee Regional Planning noted that a 504 inspection of our facilities is required as part of the CDBG Grant Requirement. He has inspected the Centennial Building, STAC House, City Hall and the Fire Station and provided an assessment. It has been determined that CDBG will pay for the bathrooms at City Hall and the Fire Station to be ADA compliant. The other two buildings should be in years four and five of our Comprehensive Plan and we should also look around for grants.

Mayor Magidson asked, "Is this grant money left over from the Field of Dreams Road CDBG Grant?"

Mr. Ballister responded, "Yes, and the money can only be used for ADA Compliance at facilities where CDBG Grant Meetings take place."

Mayor Magidson noted that we have had meetings at the Centennial Building to accommodate overflow crowds. The Centennial Building has problems with the sound system that needs to be considered.

Mr. Ballister will discuss our options with Patrick Howard from DCA.

Motion by Commissioner Gingell, 2<sup>nd</sup> by Commissioner Patterson, to amend our plan to include the Centennial Building if funding is available. All in Favor; Motion carried 4-0.

Mr. Weston thanked Mr. Ballister for helping the City with this project.

**2011-2012 Budget Update:**

Mr. Weston presented the Commission with a proposed timeline to go thru the budget process. The First Budget Workshop is scheduled for July 28<sup>th</sup> followed by a Special Meeting to determine the tentative Millage Rate.

**Scallop Festival:**

Mr. Weston noted that the Scallop Festival is scheduled for August 5, 6, 7, 2011. A coordination meeting has been held with the Chamber to cover all of the details.

**Golf Cart Crossing:**

Mr. Weston had an on-site meeting today concerning possible Golf Cart Crossing Sites. DOT understands the issue and will have a committee review our options on September 1, 2011. DOT sees our possible crossing sites as Reid Ave & Hwy 71 and First Street and Hwy 98. We will send a letter to DOT to follow-up on our discussion as well. DOT talked favorably about allowing the crossing of golf carts on Hwy 71 and Hwy 98, but we will more than likely need a Traffic Study and the process will take time.

Commissioner Patterson asked, "Why didn't DOT like Woodward and Hwy 71 as a possible crossing site?"

Mr. Weston responded, "DOT feels that it would be easier to control the speed at Reid Avenue."

Commissioner Patterson is a firm believer that we don't need golf carts downtown because traffic is bad enough as it is.

Mayor Magidson noted that Reid Avenue may be our only option and understands Commissioner Patterson's concerns. Currently golf carts are legal in the downtown area, but they can't cross a State Road.

**CPA /Auditor Initial Visit:**

Mr. Weston indicated that Vance CPA Firm will be at City Hall on July 28<sup>th</sup> and 29<sup>th</sup> for their initial visit.

**Online Utility Payments:**

Mr. Weston informed the Commission that staff is working out the final detail for online payment of Utility Accounts and the ability to view account status.

**Entryway Signs:**

Mr. Weston noted that the entryway sign on Hwy 98 near Windmark Beach has been pre-fabricated and we hope to have it installed before the Scallop Festival.

**Frank Pate Park Public Service Sign:**

Jack Kerigan with Kerigan Marketing and Associates indicated that the idea is to brand the City and provide helpful information. We have received great feedback from the Port City Trail Signage and we are trying to pull the brand together.

The two main goals are to bring consistency to the signage and display information in a tasteful way.

Mr. Weston noted that if we go with brick it will allow City Staff to do some of the work. The sign will also serve to help with public service announcements.

Commissioner Gingell asked, "Is there a way to plan the project in stages due to budgetary constraints?"

Mr. Kerigan responded, "Yes, I think it can be done."

Mayor Magidson asked, "Who is responsible for updating the calendar on the Port City Trail Signs?"

Mr. Kerigan responded, "I believe the City will be. The signs will need to be updated yearly."

Mr. Weston noted that we will reach out to everyone in town to determine the schedule of events and keep it current.

Mr. Weston also indicated that with the Commissions permission, he will continue to work with Jack Kerigan on the sign.

The consensus of the Commission was to continue working on the sign.

### **WastePro Commercial Accounts:**

Mr. Weston noted that City Staff is continuing to reconcile our database and the preparation of letters to our commercial customers in reference to service options.

### **Surface Water Plant:**

Mr. Weston indicated that the City has three Natural Gas Generators at the Wastewater Plant that were purchased in 1989. The new Headworks has no requirement to use them and we would like to declare them as surplus and allow staff to find the best value for them.

Motion by Commissioner Buzzett, 2<sup>nd</sup> by Commissioner Gingell, to declare the (3) Natural Gas Generators at the Waste Water Plant as Surplus Property. All in Favor; Motion carried 4-0.

### **Chipola Pump Station:**

Mr. Davis noted that we looking to keep the pumps and replace the (2) diesel engines. The estimated cost to replace them is \$103K of which \$74K is the cost of the engines.

Mr. Weston also informed the commission that a few vehicles with no value have been sold as scrap metal.

**Headworks and Sprayfield:**

Mr. Weston noted that \$600K in invoices has been received from the contractor for the project and we are working with SRF for payment.

Mr. Lacour indicated that our goal is a 30 day turn around for the invoices.

**Public Works:**

Jimmy Rogers noted that the Safety ladder has been installed at Jetty Park.

Mr. Weston thanked Mrs. Pierce for providing a matrix on the Water Quality Study results.

**City Engineer:**

The Florida Revolving Fund hearing is scheduled for August 10, 2011. The hearing is to review the City's request for funding for the replacement of the City's aging Water Distribution System.

**Code Enforcement:**

Mr. Weston indicated that Code Enforcement only works two days a week which makes it tough. We are trying to fund three days a week in the next Budget Cycle and focus on the downtown area.

**Police Department:**

Chief Barnes noted that we have one "No Parking" sign placed on Miss Zola's Drive and five more ordered. He also indicated that the Speed Limit Signs are up on David B. Langston Drive.

**Grants:**

Mrs. Pierce gave the Commission a Grant Activity Report covering the past two weeks. She also noted that the City Hall dedication honoring T.H. Stone is scheduled for August 2, 2011 at 5:00 and Insurance Open Enrollment is scheduled for September 15 and 16, 2011.

**PSJRA:**

Gail Alsobrook noted that the USDA Grant for the Rish Parking Lot is moving along.

**Citizens to be Heard:**

**Ann White:**

Mrs. White indicated that we don't have good signage for the Old St. Joseph, Holly Hill or Forest Hill Cemeteries. We need to give better directions to our historical sites.

Mayor Magidson noted that Mrs. White has a valid point and as long as he can remember, the existing signs have been in place and we have taken them for granted.

**Commissioner Comments:**

Commissioner Patterson thanked Public Works for removing a tree in one of our alleys and installing the ladder at Jetty Park.

Commissioner Gingell noted that she received a call about one of the buoys missing in the channel at the City Pier.

Mr. Weston indicated that he is working on options for the buoys as well as a sign that will include the GPS Coordinates for the channel.


Mayor Magidson asked, "Is this a FWC issue?"

Mr. Weston responded, "No, this falls back on the City."

Motion by Commissioner Patterson, 2<sup>nd</sup> by Commissioner Gingell, to adjourn at 7:17 P.M.

Approved this 6<sup>th</sup> day of September 2011.

  
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Mayor Magidson

  
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Jim Anderson, City Clerk