

November 1, 2011

Retirement Reception- Glenn Davis
5:30 p.m.

Regular Public Meeting
6:00 p.m.

Commission Chamber
City Hall
Port St. Joe, Florida



City of Port St. Joe

Mel Magidson, Mayor-Commissioner
Bill Kennedy, Commissioner, Group I
Bo Patterson, Commissioner, Group II
Lorinda Gingell, Commissioner, Group III
Rex Buzzett, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

Regular Public Meeting

6:00 p.m.

City Hall

Commission Chamber

Tuesday October 18, 2011

Call to Order

Consent Agenda

Minutes

- August 30, 2011 Workshop Meeting Pages 1-2
- September 6, 2011 Workshop Meeting Pages 3-5
- September 15, 2011 Special Meeting Pages 6-8
- September 27, 2011 Special Meeting Pages 9-10
- October 18, 2011 Regular Meeting Pages 11-20

City Attorney

City Manager Report

Old Business:

- Gulf Coast Hope Center Page 21
- WastePro-Proposed Rate Increase Response Letter Page 22
- PDRB Membership
- Community Appreciation Day/ Trail Dedication
- Gulf Pines Hospital Property- Update Page 23

New Business:

- Community Events- Barry Sellers
- City Audit Schedule

Surface Water Plant

- Update

Waste Water Plant

- Update

Public Works

- Update
- Flushing Program- Update
- Meter Installations- Update
- Landscaping Contract- Request to go out for bids

City Engineer

- SRF Water Distribution Project- Request to go out for bids

- **Garrison/Madison Multi-Path- Update**

Code Enforcement

- **Update**

Police Department

- **Update**

Grants

- **Update**

PSJRA

- **Update**

City Clerk

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE WORKSHOP MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBERS AT CITY HALL, AUGUST 30, 2011 AT 2:00 P.M.

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

Water and Sewer Utility Rates:

Mr. Weston noted that we are here today to review our Water and Sewer Financial Management Plan and would like to bring a revised budget back to the Commission on September 6, 2011.

Andy Burnham, Burton & Associates:

Mr. Burnham noted that a full Utility Rate Study was completed last year along with an Impact Fee Study. A multi year plan with rate adjustments through FY 2015, was also adopted by the Commission. We are committed to review the financials each year and have completed a limited update at this time. A reduction in the Operation and Maintenance Expenses for sewer has been identified in the form of approx. \$180K for electricity. Renewal and replacement for water and sewer could be deferred and the State Revolving Fund Debt for the Headworks and Sprayfield is lower than projected.

Commissioner Kennedy indicated that Phase II of the Water Distribution System upgrades could be pushed back.

Mr. Weston noted that we don't want to miss out on any possible grant dollars that may become available.

Mr. Burnham indicated that having coverage 1.25 times greater than your annual debt service is indicative of a "good" Utility System. Based on the update in 2012, we can reduce the rate increase from 8% to 5% on water and from 6% to 4.5% on

sewer. The previously approved plan of rate adjustments could be lowered due to O & M expense reductions and the deferral of R&R.

Mayor Magidson noted that higher volume users have paid a higher price to promote conservation. We have to make a decision, but its hurts because we have an inferior product. For many years the paper company help pay the bills.

Michael Burton re-enforced that we can reduce the amount of the Utility Rate Increase and indicated that last year was the first time we started gathering all of this information.

Mr. Weston noted that we are trying to make a good faith effort to the public to keep Utility Rates low and stabilize our Debt Service.

Mr. Burton also indicated that we are taking a conservative approach to growth.

Mr. Weston noted that we plan to have this same type of meeting next year to evaluate our Utility Rates. Hopefully, we will know where we are with Phase II of the Water Distribution System upgrades.

Commissioner Kennedy indicated that we need to decide what we want to do if Phase I of the Water Distribution System upgrades satisfy the Consent Order.

Mr. Weston closed in saying that we will meet again Tuesday September 6, 2011, to work out the details on the budget.

The workshop was adjourned at 2:50 P.M.

Approved this _____ day of _____ 2011.

Mayor Magidson

Jim Anderson, City Clerk

MINUTES OF THE WORKSHOP MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBERS AT CITY HALL, SEPTEMBER 6, 2011 AT 5:00 P.M.

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

2011-2012 Budget Workshop:

Mr. Weston indicated that we have two timelines.

Water & Sewer Utility Rates Amendment: 9/20- First Reading; 10/4- 2nd Reading and Consideration for adoption.

Budget: 9/15 First Reading; 9/27 2nd reading and consideration of adoption.

Mr. Weston also noted that the City bank balances are in pretty good shape, we are looking at no increase in Ad Valorem Tax and a reduction in the Utility Rate Increase.

We have \$473,250 in the budget for Capital Expenditures of which \$235, 945 will be used from the sale of the generators at the Waste Water Plant. This would leave approx. \$64K that could be used for bonuses, debt reduction, a sign at Frank Pate Park, Recycle Program or any number of items.

Commissioner Gingell would like to see no tax increase.

Commissioner Buzzett asked, "Is the 2% COLA in the budget?"

Mr. Weston responded, "Yes. The Bonus is To Be Determined and not in the budget. \$750 would be the average 2% to consider for a bonus."

Commissioner Gingell thought that we were looking at either a bonus or COLA.

Mayor Magidson wants to consider both because raises have not been given in three years and the City is in a lot better shape. He feels that we have asked a lot of our employees over the past three years. The reason he suggested across the board is because the lower paid employees have been hit the hardest.

Mr. Weston suggested that we may want to look at incentive pay in the future.

Commissioner Buzzett is comfortable with using \$750 for bonuses out of the reaming \$64k from the sale of the generators.

Mr. Weston noted that we will proceed with \$750 for bonuses. The City has also decided to go back to BC/BS with a \$700 Cap and a \$2,000 deductible. The BP claim process is also moving along and recommends fencing the money if we receive it.

Commissioner Kennedy recommends prioritizing our Capital Improvement Plan.

Mr. Weston noted that we have a five year CIP Plan, but we really need to look hard at what we do with these funds. He is proud of the workforce and the Commission for looking out for our personnel. We have had a 5% reduction in personnel and are holding the line on the cost of operations.

Commissioner Buzzett noted that with the new Headworks we will need to add personnel.

Mayor Magidson asked, "What effect have we had from the loss of Tracie Norwood?"

Mr. Weston noted that she was a good employee and Mr. Davis has an advertisement for him to review. This may be a time to step back and look at how we are doing business.

Commissioner Gingell asked, "How long will it take to replace all of the manual read meters?"

Mr. Weston responded, "John is looking for the best deal on the meters and mid December is a possibility."

Mr. Weston also noted that we will finalize the budget and proceed on September 15, 2011.

Ralph Roberson suggested that the City cut separate checks for the employee bonuses.

Mr. Davis thanked the Commission for looking out for the employees and for their consideration of the possibility of contracting out the cutting of hay at the new Sprayfield.

The workshop was adjourned at 5:43 P.M.

Approved this _____ day of _____ 2011.

Mayor Magidson

Jim Anderson, City Clerk

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBERS AT CITY HALL, SEPTEMBER 15, 2011 AT 5:01 P.M.

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

Ordinance 470, Ad Valorem Taxes:

Public Hearing:

No one from the public spoke.

Motion by Commissioner Buzzett, 2nd by Commissioner Kennedy, to have the first reading of Ordinance 470. All in Favor; Motion carried 5-0.

Attorney Gibson read Ordinance 470 in its entirety.

Ordinance 471, 2011-2012 Budget:

Public Hearing:

No one from the public spoke.

Motion by Commissioner Buzzett, second by Commissioner Kennedy, to have the first reading of Ordinance 471. All in Favor; Motion carried 5-0.

Gulf Pines Hospital Site:

Attorney Gibson indicated that the City needs to decide if we want to dismiss the lawsuit or take the deed to the property tomorrow.

Mayor Magidson has met with the County Commission Chairman Yeager and County Administrator Butler last week to discuss the property. The problem is the potential cost and he wanted to see if the County would work with the City to cut the cost of the Property Tax Liens and the Tipping Fees to dispose of the building. It was indicated that the County could assist with the tipping fees and will discuss

the \$118K in Tax Certificates for next year. Approx. 20% of the tax certificates are due to the City with the County and School Board due approx. \$36K. An entity could apply for the Tax Deed if they paid all the taxes. If we can work together and get the property back on the Tax Roll, we could all benefit. The County Commission Chairman, County Administrator and School Board Superintendent are all willing to work with the City.

Commissioner Patterson has met with County Commissioner Smiley and County Administrator Don Butler as well and they are also willing to work with the City.

Mayor Magidson noted that they also talked about sharing any profits that may take place from the sale of the property.

Commissioner Gingell indicated that the City is taking all the risk and asked, "Is this a wise thing to do?"

Attorney Gibson is concerned that there won't be a responsible party to take over the Gulf Pines Hospital site.

Mr. Weston noted that if we take the possession of the deed, we have a cost of \$75K upfront to the IRS. We then may want to rezone the property to residential, value engineer the demolition cost, have a joint venture with the School & County and look for grant dollars.

Attorney Gibson indicated that it would take approx. 90-120 days for the IRS to auction off the property. We could still negotiate with the IRS and have the ability to purchase the property.

Commissioner Gingell noted that this would give the City time to have a solid agreement with the County and School Board.

Commissioner Kennedy approached the School Superintendent about a concession stand at the soccer fields and it was indicated that the school may want to make some type of property swap with the City.

Commissioner Kennedy also recommends that we get a survey and Demolition Bids.

Mayor Magidson noted that our goal is to get control of the Gulf Pines Hospital property either now or later.

Commissioner Gingell indicated that we have no formal agreement with the County or School Board at this time.

Mayor Magidson noted that the Gulf Pines site could cost the City \$50K to \$150K.

Motion by Commissioner Buzzett, 2nd by Commissioner Kennedy, to not take possession of the Gulf Pines Hospital Property and see if it comes up for auction at a better deal. All in Favor; Motion carried 5-0.

Commissioner Buzzett would like for the City to be in a position to bid on the Gulf Pines Hospital Property if it does go up for auction.

Attorney Gibson will dismiss the lawsuit tomorrow.

Motion by Commission Gingell, 2nd by Commissioner Patterson, to adjourn at 5:43.

Approved this _____ day of _____ 2011.

Mayor Magidson

Jim Anderson, City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD
IN THE COMMISSION CHAMBERS AT CITY HALL, SEPTEMBER 27,
2011 AT 5:01 P.M.**

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

Mayor Pro tem Buzzett chaired the meeting in the absence of Mayor Magidson.

Ordinance 470, Ad Valorem Taxes:

Public Hearing:

No one from the public spoke.

Motion by Commissioner Gingell, 2nd by Commissioner Kennedy, to have the 2nd reading of Ordinance 470. All in Favor; Motion carried 4-0.

Attorney Scholz read Ordinance 470 in its entirety.

Motion by Commissioner Gingell, 2nd by Commissioner Kennedy, to adopt Ordinance 470. All in Favor; Motion carried 4-0.

Ordinance 471, 2011-2012 Budget:

Public Hearing:

No one from the public spoke.

Motion by Commissioner Patterson, 2nd by Commissioner Kennedy, to have the 2nd reading of Ordinance 471. All in Favor; Motion carried 4-0.

Motion by Commissioner Gingell, 2nd by Commissioner Kennedy, to adopt Ordinance 472. All in favor; Motion carried 4-0.

The workshop was adjourned at 5:12 P.M.

Approved this _____ day of _____ 2011.

Mayor Magidson

Jim Anderson, City Clerk

