

**Public**

**February 21, 2012**

**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 February 21, 2012**

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**Call to Order**

**Consent Agenda**

**Recognition of James Hamilton- Retirement**

**Minutes**

- **January 12, 2012 Workshop Meeting Minutes** **Pages 1-2**
- **February 6, 2012 Workshop Meeting Minutes** **Pages 3-5**
- **February 9, 2012 Workshop Meeting Minutes** **Page 6**
- **February 9, 2012 Special Meeting Minutes** **Page 7**

**City Attorney**

- **Ord. 477, Gulf Pines Hospital Comprehensive Plan and Future Land Use Map Amendment** **Page 8-30**
  - **1<sup>st</sup> reading**
- **Ord. 478, Repealing the Town Center PUD** **Page 31**
  - **1<sup>st</sup> Reading**
- **Port Authority Request** **Page 32**
- **Road Abandonment- Susan Wright** **Page 33**

**City Manager Report**

**Old Business:**

- **Centennial Building Acoustics**
- **Frank Pate Park Boat Channel- Update**
- **Garrison/Madison Multi-Path- Update** **Page 34**
- **CDBG Grant Application- Water Distribution System**
- **Cell Tower Upgrade Request- Update**

**New Business:**

- **Website- Update**
- **City Audit- Update**
- **City Managers Contract**
- **City Clerk Vacancy**
- **Joint City/County Workshop Request**

**Public Works**

- **Roadway Striping** **Page 35**

**Surface Water Plant**

- **Update**

**Waste Water Plant**

- Update

**City Engineer**

- Headworks and Sprayfield Project- Update
- Water Distribution System Phase I Improvements- Update

**Code Enforcement**

- Update

**Police Department**

- Update

**Grants**

- Update

**Page 36**

**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, JANUARY 12, 2012 AT 5:00 P.M.**

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

**Water Distribution System:**

**Phase I:**

Jim Anderson noted that the City has been under a Consent Order for the Water Distribution System since February 2011.

The goal tonight is to provide information on the Water Distribution System so a decision can be made on which option to utilize at Tuesday's Commission Meeting for Phase I.

The City has identified 24 miles of Metallic Pipe in our Water Distribution System and has broken them down into replacement phases. Phase I consist of approx. ten miles of pipe, services approx. 650 customers and will take approx. one year to construct.

The City approved awarding the contract to I-C Contractors for Phase I contingent upon Value Engineering with the contractor and approval from the State Revolving Fund on December 20, 2011.

The City currently has a \$440K shortfall for Phase I.

SRF has indicated that extending the loan amount by \$440K is possible to complete all of phase I, which would be Option I.

Option II would be to pull North Port St. Joe out of Phase I and apply for CDBG Grant Funding in June. If awarded, the funds would not be issued until March or April 2013.

Option III would be to reduce the scope of work in other areas of the City.

Several of the Board Members were concerned about pulling North Port St. Joe out of Phase I to apply for the CDBG Grant Funding. Staff was requested to meet with County Commissioner Smiley to go over the details of the proposed project.

**Phase II:**

The cost estimate for Phase II is \$2,634,813. April 15, 2012, is the deadline to apply for funding to SRF. In order to submit to SRF we would need to pay for the Engineering work and the survey at a cost of approx. \$220K. We could possibly get reimbursed from SRF, but we have not secured funding. The money would more than likely have to come out of the City Contingency Fund.

The workshop was adjourned at \_\_\_\_\_ P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
Mayor Magidson

\_\_\_\_\_  
Jim Anderson, City Clerk

MINUTES OF THE CITY MANAGER INTERVIEWS WORKSHOP OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FL HELD AT THE TOURIST DEVELOPMENT COUNCIL BUILDING, 150 CAPT. FRED'S PLACE ~ PORT ST. JOE, FLORIDA, FEBRUARY 6, 2012  
1:00 P. M.

The following were present: Mayor Magidson, Commissioners Buzzett, Gingell, Patterson and Kennedy. Human Resource Officer Charlotte Pierce was also present.

The purpose of the Workshop was to interview two candidates for the position of City Manager for the City of Port St. Joe. A total of 44 applications were received and through a review and selection process by the Commissioners, the number was reduced to these two individuals.

The first interview was with Mr. Ted Lakey.

Mayor Magidson welcomed Mr. Lakey to the meeting and introduced the Commissioners.

Mr. Lakey has served for a number of years in county government as a Correctional Lieutenant; Superintendent / Division Chief of the Road Prison Division of Public Works, and a County Administrator.

Mr. Lakey was afforded the opportunity to share his reason for being interested in the City Manager's Position with the Commission.

A prepared list of questions was discussed with Mr. Lakey and a copy of the questions is attached.

Mr. Lakey thanked the Commission for the opportunity to interview for the position. The interview concluded at 2:10 P.M.

A brief recess was held.

The second interview was with Mr. Jim Anderson and it began at 2:20 P.M.

Mayor Magidson welcomed Mr. Anderson to the meeting. The Mayor shared that the interview would be conducted from a list of prepared questions.

Mr. Anderson currently serves as the City Clerk for the City of Port St. Joe. His work background includes serving as a Revenue Specialist / Supervisor with the Florida Department of Revenue; Mortgage Broker and Town Clerk.

Mr. Anderson was given the opportunity to share why he was applying for the City Manager's Position.

The list of prepared questions discussed with Mr. Lakey was also discussed with Mr. Anderson.

Mr. Anderson thanked the Commission for the opportunity to interview for the position. The interview was concluded at 3:10 P.M.

Mayor Magidson asked, "Where do we go from here?" The Commissioners will review their notes from the interviews and make their decision.

The City Commission will be having a regular meeting on Tuesday, February 7, 2012, at 6:00 P.M. The meeting agenda contains a bullet Under City Manager Report / Old Business the City Manager Search for discussion and update on the search.

The Mayor thanked the Commissioners for their time given to interview the candidates and work for the betterment of the City.

Mayor Magidson adjourned the Workshop at 3:40 P.M.

Approved this \_\_\_\_ day of \_\_\_\_\_ 2012.

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Mel C. Magidson, Jr., Mayor

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Charlotte Pierce, Human Resource Officer

## Potential Questions for Interview

Tell us why you are interested in coming to Port St. Joe and how much do you know about us?

Detail for us your city/county budget experience. What is your approach to budgeting, i.e.: How do you go about making a budget?

What is your management philosophy? If we asked a supervisor or a subordinate about your interpersonal or management skills, what do you think they would say?

As a city manager there are many “customers” from citizens to local contractors to commissioners. Walk us through how you handle situations where you know you can’t possibly make everyone happy.

In your past jobs as a city/county administrator tell us about one of your biggest successes. Now, the same for a failure and why?

How do you intend to integrate yourself into the community?

Have you had any experience in a merging city and county resources in an effort to reduce cost and eliminate duplication of effort?

What are your thoughts on tax dollars going to non-governmental activities such as chamber of commerce, humane society, etc?

Also talk with candidates about gaps in employment, any issues that showed up in our research of candidate, etc.

Have you ever had a contract terminated for cause? If so, can you explain?



MINUTES OF THE PROPOSED CITY MANAGER'S CONTRACT SPECIAL MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE CITY MANAGER'S OFFICE OF CITY HALL, FEBRUARY 9, 2012.

10:00 A. M.

The following were present: Mayor Magidson, Commissioners Buzzett, Gingell, Patterson and Kennedy. City Clerk Jim Anderson, Attorney Tom Gibson and Human Resource Officer Charlotte Pierce were also present.

The purpose of the Special Meeting was to offer an employment contract to Jim Anderson for the position of City Manager.

Mayor Magidson welcomed Mr. Anderson to the meeting and proposed the following as a contract for employment:

- Base salary of \$75,000.00
- Reimbursed for out of town travel
- All in town travel would be with a City vehicle
- A business cell phone, for City use only, will be provided
- Term of the contract will be for two years
- There will be an annual salary review

A discussion of the offer followed and Mr. Anderson verbally agreed to the terms.

Mayor Magidson and the Commissioners congratulated Mr. Anderson as the new City Manager, offered their support to him and asked to meet with him individually.

Attorney Tom Gibson was instructed to prepare a contract between the City and Mr. Anderson.

The meeting was adjourned at 10:25 A.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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Mel C. Magidson, Jr., Mayor

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Charlotte M. Pierce, Human Resource Officer

MINUTES OF THE PROPOSED CITY MANAGER'S CONTRACT WORKSHOP  
OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST.  
JOE, FLORIDA, HELD IN THE CITY MANAGER'S OFFICE OF CITY HALL,  
FEBRUARY 9, 2012.

9:00 A. M.

The following were present: Mayor Magidson, Commissioners Buzzett, Gingell, Patterson and Kennedy. City Manager Charles Weston, Attorney Tom Gibson and Human Resource Officer Charlotte Pierce were also present.

The purpose of the Workshop was to formulate a proposal to Jim Anderson, the prospective City Manager for the City of Port St. Joe.

Mr. Weston reviewed his contract as the current City Manager with the Commissioners, presented a matrix of salary plus benefits information and a City Manager Contract Proposal from Jim Anderson.

Mr. Weston left the meeting at 9:40 A.M.

A discussion of the current city manager's salary packet and the proposed packet from Mr. Anderson followed.

Consensus from the discussion was that Mr. Anderson would be offered the following:

- Base salary of \$75,000.00
- Reimbursed for out of town travel
- All in town travel would be with a City vehicle
- A business cell phone, for City use only, will be provided
- Term of the contract will be for two years
- There will be an annual salary review

The Workshop was adjourned at 9:55 A.M. to meet with Mr. Anderson.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mel C. Magidson, Jr., Mayor

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Charlotte M. Pierce, Human Resource Officer

**ORDINANCE NO. : 477**

**AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN AND THE FUTURE LAND USE MAP OF THE CITY OF PORT ST. JOE, FLORIDA, BY AND THROUGH PROCEDURES REQUIRED FOR SMALL-SCALE MAP AMENDMENTS PURSUANT TO AUTHORITY UNDER STATE STATUTES SECTION 163.3187, SPECIFICALLY CHANGING PORTIONS OF PARCEL ID#5637-000, 2.17 ACRES, MORE OR LESS OF A TRACT OR PARCEL OF LAND LYING AND BEING IN THE CITY OF PORT ST. JOE, FLORIDA, FROM PUBLIC USE TO LOW DENSITY RESIDENTIAL; PROVIDING FOR THE AMENDMENT OF THE ZONING MAP OF THE CITY OF PORT ST. JOE; AND PROVIDING FOR REPEAL OF ANY CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, §163.3187, Florida Statutes, provides for the authority and procedure for the City Commission of Port St. Joe, Florida to amend its Future Land Use Map utilizing procedures applicable to small scale developments; and

**WHEREAS**, On January 23, 2012, The City of Port St. Joe filed its application for an amendment to the City of Port St. Joe Future Land Use Map for a small scale development consisting of approximately 2.17 acres; and

**WHEREAS**, in accordance with §163.3187(1)(f)(2) Florida Statutes and §166.041(3)(c) Florida Statutes, notice was duly provided to the public of public hearings to be held on February 14, 2012 and March 6, 2012, for the adoption of the amendment to the Future Land Use Map; then and

**NOW THEREFORE BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA:**

**SECTION 1. APPROVAL**

The application for the small scale amendment to the Future Land Use Map for the Property described in Exhibit "A", attached and incorporated herein (the "Property"), is hereby approved and the land use designation for the Property on the City of Port St. Joe Future Land Use Map is hereby changed from Public Use to **Low Density Residential**. The application and all documentation submitted by the Applicant in support of it are hereby incorporated by reference. Specifically approved is the sub area policy related to allowable density as set forth in the application

**SECTION 2. CONSISTENCY WITH CITY OF PORT ST. JOE COMPREHENSIVE PLAN**

The Board of City Commissioners hereby finds and determines that the approval of the application and change in land use as set forth in Section 1 is consistent with the goals, objectives and policies of the City of Port St. Joe Comprehensive Plan.

### **SECTION 3. ENFORCEMENT**

The City may enforce this Ordinance as authorized by law.

### **SECTION 4. FUTURE LAND USE MAP**

Upon this Ordinance becoming effective, the City of Port St. Joe Future Land Use Map shall be amended to show the Property as having a land use of **Low Density Residential**. The City Manager is hereby directed to revise the City of Port St. Joe Future Land Use Map to reflect this designation.

### **SECTION 5. ZONING**

The Zoning map of the City of Port St. Joe is hereby amended to show the property described in Exhibit "A" as Low Density Residential.

### **SECTION 6. SEVERABILITY**

The provisions of this Ordinance are hereby declared to be severable. If any provision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.

### **SECTION 7. EFFECTIVE DATE**

This Ordinance shall become effective as provided by law.

This Ordinance was adopted in open regular meeting after its second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

THE CITY COMMISSION OF THE CITY  
OF PORT ST. JOE, FLORIDA

By: \_\_\_\_\_  
Mel Magidson, Jr., Mayor-Commissioner

**Attest :**

\_\_\_\_\_  
James A. Anderson  
City Clerk-Auditor

