

Public

March 7, 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 March 7, 2012**

Call to Order

Consent Agenda

Minutes

- **January 24, 2012 Workshop Meeting Minutes** **Pages 1-2**
- **February 7, 2012 Regular Meeting Minutes** **Pages 3-11**

City Attorney

- **Ord. 478, Repealing the Town Center PUD** **Page 12**
 - **2nd Reading and consideration of adoption**
- **Port Authority Request** **Page 13**
- **Ord. 479, Road Abandonment- Susan Wright** **Page 14**
 - **2nd Reading and consideration of adoption**

City Manager Report

Old Business:

- **504 Plan Approval- Bruce Ballister** **Page 15-19**
- **Centennial Building Acoustics- Update**
- **Garrison/Madison Multi-Path- Update**
- **Fire Dept Air Packs** **Page 20**

New Business:

- **Scout Troop #47- Community Expo & yard Sale** **Page 21**
- **Retiree's sick and annual leave payout**
- **City Clerk Vacancy- Update**
- **Utility Billing Clerk- Request to advertise**
- **CDBG Grant Administrator- Request to go out for bid**
- **Covenant Hospice- Request to waive rental fee** **Page 22**
- **Workforce Board- College volunteers**

Public Works

- **Personnel- Update**

Surface Water Plant

- **Job Vacancies-Update**
- **Membrane Tank Wall Cracks- 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 23

PSJRA

- **Update**

Interim 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 24, 2012 AT 6:00 P.M.

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

City Manager Search:

Mr. Weston indicated that the purpose of the meeting is to continue the process of the City Manager search. Forty-four applications have been received as of the closing date. The applications have been screened and the commission has been provided a package that includes fourteen names. We are asking the Commission to identify the top five candidates. Ten of the candidates have extensive City/County experience and three have military experience. If the Commission wants a wild card option it is available plus the top five. We could then start the interview process which he recommends telephonic interviews on January 31, 2012. As a result of the telephonic interviews, the Work Force Board and staff will help provide questions for the conference call. As a result, we should have our top three candidates that would warrant a face to face interview. He suggested allowing two days to interview and make a selection on the 2nd day.

Commissioner Buzzett noted that five is not a magic number. In his opinion, if we can narrow the search down, it will make it easier down the road.

Mr. Weston indicated that some Commissioners gave less than five suggestions.

Mayor Magidson would like to have time to review our options and get Commissioner Kennedy's input next Tuesday. The top three candidates could possibly be interviewed, but he's not sure how to narrow down the search tonight.

The workshop was adjourned at 7:00 P.M.

Approved this _____ day of _____ 2012.

Mayor Magidson

Jim Anderson, City Clerk

**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, FEBRUARY 7, 2012
AT 6:00 P.M.**

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

Consent Agenda:

Minutes:

Motion by Commissioner Buzzett, 2nd by Commissioner Patterson, to approve the Minutes for the January 3, 2012 and the January 17, 2012 Regular Meetings. All in Favor; Motion carried 5-0.

Regular Agenda:

City Attorney:

Gulf Pines Hospital Update:

Attorney Gibson will be filing forms with the IRS this week requesting discharge of the tax liens.

Old Paper Mill Site:

Attorney Gibson noted that the Port Authority and the Joe Co. have signed a memorandum to work together on developing the Port. The City needs to consider putting the property back to an industrial zoning. The City might want to consider a buffer between Highway 98 and the Port as well.

Mayor Magidson asked, "What is the length of time to complete the process?"

Attorney Gibson responded, "Approx. 60-90 days."

Commissioner Buzzett asked, "Any indication that the Port will need all 128 acres?" He is also thinking about a buffer between the marina as well.

Attorney Gibson responded, "The Port wants to develop the entire site, but I have talked to George Gonzalez at the Joe Co. about the possibility of buffering. We will need to adopt an Ordinance repealing the Town Center PUD.

City Manager, Charlie Weston:

Gulf Coast Hope Center:

Christy McElroy noted that her, Revered Joe Atkins, Debbie Rowell and Matt Scoggins have met and come to common ground that a dormitory style facility is not needed in our community.

Matt Scoggins noted that he gave his word to the Commission, totally agrees and never would like the environment like the Panama City Rescue Mission. He believes a City Ordinance would extinguish this issue and would like the language to be specific with the issue and not affect a natural disaster.

Attorney Gibson noted that the proposed ordinance would outline where this type of facility would be allowed, but would also affect other issues as well.

Centennial Building Acoustics:

Eric Davidson noted that he and Mr. Weston have looked at the acoustics. Mr. Weston challenged him to integrate a phased upgrade schedule that can be done by City Staff to keep the cost down. His background is in architecture and has a degree from Virginia Tech. He indicated that the Centennial Building is actually a large ball room. He proposes that we complete a master plan that is also conscience of maintenance and the historical aspect of the building.

Mayor Magidson indicated that we certainly appreciate his efforts. It's a special building to us that we want preserved with improvements to the acoustics for events.

Commissioner Buzzett noted that he had a good walk thru with Mr. Davidson today and the plan looks good. He would like to keep the item on the agenda for the next meeting.

Mayor Magidson indicated that we have been looking to do this for a long time.

Mr. Davidson would be happy to review any previous plans that may have been completed by Dr. Prugh.

Commissioner Kennedy remembers a set of engineered plans were done approx. two years before the roof construction by Steve Jernigan at Bay Design.

Mr. Weston noted that we need to make sure the rest of the structure is solid before we start the project.

ADA Compliance:

Mr. Weston noted that dollars are available from a previous grant, but an environmental study is required. We are awaiting approval to go out for bid.

Garrison/Madison Multi-path:

Mr. Weston noted that the Change Order required extensive de-mucking at the site and the work has begun this week. Madison Street will be closed for the remainder of the week.

City Manager Search:

Mayor Magidson indicated that the City Commission interviewed the top two candidates on February 6, 2012, which consisted of a candidate from Jackson County and a current City Clerk. The consensus was that we don't need to proceed any further and offer the position to a candidate.

Motion by Commissioner Gingell, 2nd by Commissioner Buzzett, to enter into contract negotiations with Jim Anderson as City Manager and notify the other candidates once negotiations are complete. All in Favor; Motion carried 5-0.

Motion by Commissioner Buzzett, 2nd by Commissioner Gingell, to set the effective date for the new City Manager's start date as March 1, 2012, upon successful negotiations. All in Favor; Motion carried 5-0.

Mayor Magidson indicated that the City Commission needs to have a workshop to decide on a package and present it to Mr. Anderson.

A meeting was scheduled for February 9, 2012, to discuss the City Manager's Contract.

Public Works:

Mr. Grantland noted that flushing should be completed next week at St Joe Beach and then flushing will begin at Overstreet.

Commissioner Buzzett asked, "Did you find any surprises while flushing at St. Joe Beach?"

Mr. Grantland responded, "Surprisingly, we found dirty water in Windmark Beach but it did clear-up."

Commissioner Kennedy noted that most of the City should have enough flow to stay clean, but some areas such as Windmark Beach may have problems.

City Website:

Mr. Weston indicated that we have made great strides to upgrade our website. We are requesting everyone to review the site and give staff feedback. A section on Code Enforcement and (2) job openings were posted this week.

City Audit:

Mr. Weston noted that we are still waiting on our Audit Report.

Water Distribution System Phase I Improvements:

Mr. Weston indicated that this is our number one priority and Phase I will start next week. We have a plan and we will be executing it. The Star Newspaper will update the construction progress each week.

Mayor Magidson noted that the project will be an unfortunate inconvenience but we need to correct the problem.

Staff Training:

Mr. Weston indicated that we are trying to create a training program and encourages the City to continue the practice.

Verizon Water Tower Upgrade Request:

Mr. Weston noted that Verizon is looking to make upgrades in the form of two different projects. The bottom line is Verizon is asking permission to attach a 4' and 6' dish to the City water tower at the corner of Tenth Street and Long Avenue.

Commissioner Gingell is concerned about the different wind speed ratings for the proposed dishes.

Mr. Weston will inquire about the wind speed rating.

The consensus of the board was to allow Verizon to move forward with the project.

Animal Cruelty:

Mr. Weston showed the board several pictures of suspected animal cruelty. This type of thing should not be tolerated and prosecuted to the fullest. He asked citizens to please contact the Police Department if they see this type of activity.

Public Works:

Mr. Grantland noted that we have completed our first initial round of flushing and will be doing this process annually.

Commissioner Kennedy noted that the Phase I Water Distribution System Improvements should also change our flushing program.

Surface Water Plant:

Larry McClamma noted that staff is currently doing membrane cleaning at the plant. The process has been learned from Siemens at a cost of approx. \$1,500 v/s \$10,000 to pay someone else to do the process.

Commissioner Buzzett asked, "How often are the membranes cleaned?"

Mr. McClamma responded, "Once a year."

Waste Water Plant:

Lynn Todd noted that over \$82K has been received this past month from waste haulers and the sale of scrap metal.

Mr. Weston indicated that he has had extensive talks with both Mr. McClamma and Ms. Todd about changes at both plants and is ready to move forward. Mr. McClamma will head the Water Plant; Ms. Todd will head the Wastewater Plant and compliance for both plants. We will be wrapping up the changes soon.

City Engineer:

Headworks and Sprayfield Project:

Clay Smallwood, III, indicated that work is continuing at all three sites and the project is starting to take shape. We are also preparing for the spring grow season at the sprayfield.

Commissioner Buzzett asked, "When is the completion date?"

Mr. Smallwood responded, "I believe the contract ends in June 2012."

Water Distribution Replacement Phase I:

Commissioner Kennedy asked, "Is it possible to get a schedule for the Phase I Water Distribution Project.?"

Clay Smallwood responded, "Yes, Bird Alley will be the first area addressed."

Mr. Weston asked that Clay Smallwood call Mr. Croft at the Star every week to give an update on the project.

Commissioner Kennedy noted that he is willing to help answer questions from citizens on the project.

Code Enforcement:

Mr. Weston noted that Richie Burkett is currently working on trash and our alleys.

Police Department:

Commissioner Gingell indicated that several merchants have talked to her about an increase in panhandlers.

Chief Barnes noted that we have had several accidents in recent months and the common denominator has been no seat belts.

Grants:

Mrs. Pierce provided the commission with a report of the grant activities for the past two weeks. She also noted that the number of Worker's Comp Claims are down this year.

PSJRA:

Rish Parking Lot:

Gail Alsobrook noted that she is waiting on Mary Gavin from USDA to set the pre-construction meeting for the Billy Joe Rish Parking Lot.

Observation Tower:

Ms. Alsobrook also indicated that the PSJRA Board has concurred with the City Commission and voted unanimously to cancel the project.

David B. Langston Drive:

Ms. Alsobrook would like to move forward with plans to improve David B Langston Drive with sidewalks and street lights to the tune of approx. \$5,000 to

\$7,000 per year for nine lights. She would also like to go back to the Joe Co. for a section of land along the road to recognize Dr. Langston.

Commissioner Kennedy advised that we would need to be careful due to a lot of underground utilities along David B. Langston Drive Right-of-Way.

Commissioner Patterson asked, "What kind of time-line are we looking at to install the lights?" He is concerned about safety.

Citizens to be Heard:

Ricky Farmer and Terra Larry both approached the Commission about filing a complaint against Officer Rusty Burch.

Mayor Magidson asked that their complaints be filled out and turned in to Chief David Barnes.

Barry Sellers with the Chamber announced that the annual banquet will be held on March 1, 2012, at 6:00 P.M. He has had twelve inquiries in the past three months for new businesses and is pleased to have worked with Mr. Weston.

Commissioner Comments:

Commissioner Kennedy is amazed by the number of people using the multi-use path. He feels that we should not allow thru traffic between Eighth Street and Tenth Street due to the number of pedestrians.

Commissioner Kennedy also noted that GCPS, who recently received the contract to maintain the City Parks, has done a great job.

Commissioner Patterson would like to encourage people to call and report any animal cruelty they may encounter. He also noted that the striping on Ave. A is hard to see.

