

July 3, 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
Phil McCroan, 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 July 3, 2012**

Call to Order

Consent Agenda

Minutes

- **June 19, 2012 Regular Meeting** **Pages 1-6**
- **June 26, 2012 Workshop Meeting** **Pages 7**

City Attorney

- **Gulf Pines Hospital Site- Update**

City Manager Report

Old Business:

- **CDBG Grant Application- Bruce Ballister**
 - **Fair Housing Public Hearing**
- **Centennial Building Upgrades- Update, Eric Davidson**
- **Lighthouse Facilities-Update**
- **4th of July Activities- Update**
- **Road Striping Plan- Update**

New Business:

- **Joint City/County Workshop**
- **Ice Machine Presentation- Polarmatic**
- **Sign Ordinance- Comm. Patterson**
- **2012-2013 Budget- Update**
- **Workforce Lease Agreement** **Pages 8-10**
- **Maintenance Contract Proposal** **Pages 11-12**
- **It Bid Proposals (Handout)**
- **ADA Compliance Project- Change Order #1** **Pages 13**
- **Trash Dumpster Lease Agreement**
- **Leave Payout Policy- Comm. Kennedy**

Public Works

- **Update**

Surface Water Plant

- **Update**

Waste Water Plant

- **Parshall Flume Closure**

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City Engineer

- **Headworks and Sprayfield Project- Update**
- **Water Distribution System Upgrades Phase I- Update**

Code Enforcement

- **Update**

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Police Department

- **Update**

PSJRA

- **Update**

City Clerk

- **Update**

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE
COMMISSION CHAMBER AT CITY HALL, June 19, 2012, AT 6:00 P.M.**

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

CONSENT AGENDA

Recognition of Clarence D. Hogue

Mayor Magidson recognized and presented Mr. Hogue with a Service Award Certificate for his 38 plus years of dedicated service to the City of Port St. Joe. Mr. Hogue began working with the City on October 1, 1973, and retired on June 15, 2012.

Minutes

A motion was made by Commissioner Buzzett, second by Commissioner Gingell, to approve the Minutes of the June 5, 2012 Workshop; June 5, 2012, Regular Meeting and Special Meeting of June 15, 2012. All in Favor; Motion carried 5-0.

Recognition of Commissioner Gingell

Mayor Magidson expressed his appreciation to Commissioner Gingell for her service to the Commission from June 15, 2010 to June 19, 2012. The Mayor also presented her with a plaque in recognition of her dedicated service to the City.

Swearing In of Elected Officials

Gulf County Judge, Tim McFarland, administered the Oath of Office to re-elected Commissioner Rex Buzzett. Mrs. Buzzett held the Bible for Commissioner Buzzett to repeat the Oath of Office.

Newly elected Commissioner, Phil McCroan, was administered the Oath of Office by Gulf County Judge Tim McFarland. Mrs. McCroan held the Bible for Commissioner McCroan to repeat the Oath of Office.

CITY ATTORNEY – TOM GIBSON

Mr. Gibson recommended that the Planning Consultant Contract with Ms. Marina Gonzalez Pennington be renewed for another year with the following conditions: 1) \$115 an hour for professional services. 2) Reimbursement of travel expenses at the state approved rate. 3) All planning expenses will be capped at \$20,000 for the Fiscal Year 2012 – 2013 and must be pre-approved by the City Manager. Ms. Pennington will be sent a new contract, asked to execute the document if she agrees to the terms and return the contract to Mr. Anderson. A motion was made by Commissioner Patterson, second by Commissioner Kennedy, to offer the contract to Ms. Pennington. All in Favor; Motion carried 5-0.

Gulf Pines Hospital Site Appraisal Update

Mr. Gibson received a call today from the Internal Revenue Service and they are inclined to discharge their liens. Currently, there are two Tax Liens against the property for approximately

\$35,000. After discussion, Mr. Gibson was asked to explore the possibilities of those holding the Tax Liens accepting a lesser amount or to defer the expense to a later date.

Downtown Projects

Mr. Gibson noted that a couple projects that have been suggested in the downtown area challenge our zoning rules and regulations. Most of those rules were drafted in the 1960s and it would be wise to get the PDRB to look at our Commercial and Mixed Use Area Zoning Rules and Regulations to see if they can be updated to provide more guidance or opportunities for people trying to do business in the area.

Commissioner Buzzett mentioned that our Business License fees need to be reviewed.

CITY MANAGER REPORT

Old Business

CDBG Grant Application – Bruce Ballister, Fair Housing Public Hearing

Mrs. Pierce reported that Mr. Ballister called today to say that he was ill and would not be able to attend the meeting tonight. He offered his apologies to anyone that might be attending the meeting for the Fair Housing Public Hearing and asked that the hearing be rescheduled for the July 3, 2012, Meeting. Mr. Ballister stated that the news paper advertisement of tonight's meeting would be sufficient for public notice and it would not be necessary to readvertise in the paper. There was no one at the meeting for the Fair Housing Public Hearing.

Centennial Building Updates – Dave Ashbrook

Mr. Ashbrook was not in attendance.

Eric Davidson reported that he had met with Mr. Ashbrook and Jodi Perez concerning upgrades to the Centennial Building. There is a group of citizens interested in upgrades that would improve events being held there. Of particular interest is the sound, kitchen facilities and general improvements to the walls of the building.

Mr. Davidson anticipates having a draft of this acoustical study in about two weeks. He would like to meet with staff to share his report.

It was noted that there are still issues with the roof, scuppers and leaks that need to be resolved before issues on the inside are addressed.

Lighthouse Facilities – Mayor Magidson

Mayor Magidson continues to work on relocating the lighthouse complex to the George Core Park area. There is a very involved process to transfer ownership and the contacts at Eglin AFB are working with the City to get the initial paper work started.

The U.S. Air Force reports excess historic light stations to the General Service Administration (GSA). The GSA issues a Notice of Availability to interested parties. The National Park Service, of the Department of the Interior, acting on behalf of the Secretary of the Interior (Secretary) provides applications to interested parties and reviews and evaluates submitted applications. The Secretary recommends a single suitable no-cost approved applicant to the GSA. This process takes from 60 to 90 days to complete once the notice of availability is given.

The FL Lighthouse Association has pledged \$25,000 and the St. Joseph Historical Society, Inc., \$5,000 to relocate the structures.

Mayor Magidson has submitted a NRDA Grant Application requesting funding for the lighthouse project. This is an opportunity through BP for funding.

Fireworks

Mr. Anderson reported that the Fireworks are on schedule for the Fourth of July.

North Florida Child Development

Notice has been received from NFCD that they are back on schedule and anticipate an October completion date.

Soccer Complex

Mr. Anderson has asked John Wright to bring this item up at the next Gulf County School Board Meeting to determine they are interested in the property. Jorge Gonzalez has offered his assistance with the deed restrictions once the decision of the school board is known.

Chipola Pump Station Inspection

Gilbert Pump is scheduled to begin the work on July 9, 2012. Staff will be meeting on site to evaluate the work when the project begins.

Brownfield Clean-up Grant

The City has been notified that the grant submitted by PPM Consultants for cleanup of the Gulf Pines Hospital was not awarded.

NEW BUSINESS

The precedence has been set for Sick and Annual Leave payout and a request has been received from Mr. Hogue requesting his accumulated sick time of 520 hours with a cash value of \$12,006.28; Vacation of 152 hours at \$3,509.53 and 120 hours of Accumulated Vacation Hours at \$2,770.68 for a total payout of \$18,286.49. A motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to grant the request. All in Favor; Motion carried 5-0.

Mr. Anderson has instructed each department head to budget for any retiree payouts that are anticipated in the coming fiscal years.

Commissioner Kennedy requested that Payout Policies be kept on the Agenda for future discussion.

2012 – 2013 Budget

Budget preparation is in full swing at the staff level and the first meeting with elected officials will be in mid July. Mr. Anderson has talked with the Gulf County Property Appraiser's office and a 8 % decrease in Ad valorem Taxes which translates to about \$70,000 - \$80,000 is anticipated.

The Enterprise Fund looks to be within budget for the home stretch. Based on the rate study, the future revenue stream is down. There is no projection of excess money coming in.

Public Works

Mr. Grantland did not have anything to report.

Surface Water Plant – Larry McClamma

Restore Con will begin repairs on June 25, 2012, to the inside Membrane Tank wall. Siemens will also be on site. One cell will be down due to the repairs and it has been necessary to add a third shift with work being done around the clock.

Wastewater Plant – Lynn Todd

The new employee, Matt Gannon, started work yesterday. The Wastewater Treatment Plant Permit Renewal Application was signed and submitted today.

City Engineer – Clay Smallwood

Preble Rish has received the report on the surface water pump motors that have been repaired by AAG. Mr. Smallwood has not seen the report but should have it shortly.

The Contingency Fund with the *State Revolving Fund* grant needs to be reviewed. Mr. Smallwood requested a workshop on the project. A Workshop will be held Tuesday, June 26, 2012, at 5:00 P.M., in the Commission Chamber.

A Headworks and Sprayfields completion timeline, based on Progress Energy getting power to the site, was presented to the Commissioners. Due to the delays in getting power to the site, Mr. Smallwood requested approval of Change Order #4 which changes the substantially complete date from June 20, 2012, to July 20, 2012. There is no money involved in the CO, only days for completion. A motion was made by Commissioner Kennedy, second by Commissioner McCroan, to approve Change Order #4. All in Favor; Motion carried 5-0.

Water Distribution System Upgrades Phase I

A Clearance Letter has been received for the remainder of First Street to Highway 71 and up to the Gulf County Courthouse which services 8 - 10 customers. Pressure testing is continuing on Garrison, Westcott and flushing will follow, this covers 50 - 60 customers. Work is starting down Tenth Street to Long Avenue. Driveways are being replaced.

Asphalt repairs are being made, once the base work is in and the density test is passed, the work will be completed.

Commissioner Buzzett asked if it was necessary to cut so many roads or could lines be jetted under the roads. Mr. Smallwood shared that cutting roads vs. a directional bore was discussed in the planning stage. The cut creates a temporary inconvenience and the disadvantage of a directional bore creates more problems for public works. Once the bore is made under the asphalt and existing utilities, with no record of how deep they have been placed, repairs to the line will be difficult. Public Works will have to dig 8 - 10 feet or more to reach the line and disturb all existing utilities which will be a problem.

Mayor Magidson asked when repairs would be made to private property in the Monument and Constitution areas. Mr. Grantland will check on the areas tomorrow.

Code Enforcement

Mr. Burkett provided a monthly activity sheet that was reviewed by the Commissioners.

Police Department

Chief Barnes referenced the letter from Sheriff Joe Nugent requesting \$66,000 to provide two dispatchers for the coming year. Due to current economic conditions, there was no increase to the 2012-2013 Budget. Motion by Commissioner Kennedy, second by Commissioner Buzzett, to approve the contract for \$66,000. All in Favor; Motion carried 5-0.

Commissioner Patterson request more discussion on the Code Enforcement report. He questioned how many hours Mr. Burkett is working. Mr. Burkett works 3 days per week. Commissioner Patterson felt that we allow things to roll too much and issues should be addressed sooner.

Port St. Joe Redevelopment Association – Gail Alsobrook

Ms. Alsobrook stated that the PSJRA has made the moving of the Cape San Blas Lighthouse Complex a priority and requested a letter confirming that the facility will be placed within the boundaries of the PSJRA. This letter is necessary before the PSJRA will make any commitments or disbursing of funds to support the project.

The PSJRA is looking to purchase bike racks and is seeking direction from the Commission as to styles and placement locations.

Ms. Alsobrook is seeking private foundation funds to provide seven lights on David Langston Drive. The Commission wants the lights to match other existing lights. The grant funds are to purchase and install the lights. Sidewalks would also be included in the grant request. The City would pay the electrical bill.

MLK Sidewalk Grant

All paper work has been submitted. Ms. Alsobrook hopes to receive the official notification from USDA next week that the grant has been approved.

City Clerk

Mrs. Pierce thanked the Commission for the opportunity to attend the 40th Annual Florida Association of City Clerks Conference in St. Augustine June 10 – 13, 2012.

Citizens to be Heard

No citizens addressed the Commission.

Discussion Items by Commissioners

Commissioner Buzzett – Nothing at this time.

Commissioner McCroan stated that it was an honor to serve on the Board and he expressed his appreciation to his family and the citizens of Port St. Joe for the opportunity to serve.

Commissioner Patterson welcomed Commissioner McCroan to the Board. He also asked about the road striping within the City. Mr. Grantland reminded the Commissioners that feedback had been requested from them. Mr. Anderson will follow up with the county on this.

Commissioner Patterson recently filled a large pool and he was very complimentary of the quality of water that was put in the pool.

Commissioner Kennedy - Nothing at this time.

Mayor Magidson welcomed Commissioner McCroan to the Commission and encouraged him to become very familiar with the Florida Sunshine Law. The Mayor suggested that Commissioner McCroan watch the 20 minute video on Florida Sunshine Law and reminded him that Attorney Gibson is well versed in the law should he have any questions.

Mr. Anderson reminded the Commissioners that Form I Financial Disclosure is due to the supervisor of elections by July 1, 2012.

A motion was made by Commissioner McCroan, second by Commissioner Patterson, to adjourn the meeting at 7:25 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

**MINUTES OF THE WASTEWATER TREATMENT FACILITY
IMPROVEMENTS WORKSHOP MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN
THE COMMISSION CHAMBER AT CITY HALL, June 26, 2012, AT 5:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Kennedy. City Manager Jim Anderson, Attorney Tom Gibson, City Clerk Charlotte Pierce, Mike Lacour Financial Analyst, Wastewater Treatment Plant Supervisor Lynn Todd, Preble-Rish Engineers Willie Payne and Philip Jones were also present.

The purpose of the Workshop was to discuss Contingency Items for the Wastewater Treatment Facility. The items were divided into three categories, Clarifiers, Lagoon and Power.

A presentation was made by Willie Payne of the areas involved.

Clarifiers

1. Plug from inside the Lagoon by having divers install a 30" MJ Long Sleeve and 30" MU Plug on each of the pipes. Total Cost \$62,676.25.
2. Install Oakum in the leaking knife valves, a temporary solution. Total cost \$4,110.00.
3. Have staff investigate by contacting a Valve Specialist. Then proceed with new options after domestic waste is rerouted from the clarifiers.

Lagoon discharge to the intercoastal Canal.

1. Plug from inside the Lagoon by lowering someone inside the vertical 60" pipe and installing a plate over the 48" pipe, then pumping the 60" pipe with concrete to a depth of 5'. Total cost \$15,910.07.
2. New alternative is to close the two valves at the Parshall Flume and filling the area around the two valves with concrete to a depth of 5'.

Power Upgrades for Wastewater Treatment Plant

1. Install underground power from the new Filter Area to existing building. Total cost \$51,257.50.

After much discussion, the consensus was to place the new alternative to close the two valves at the Parshall Flume and fill the area around the two valves with concrete to a depth of 5' at a cost of \$4,669.00 on the July 3, 2012, Agenda.

Staff will continue to review the issues concerning the Clarifiers and Power Upgrades.

Mayor Magidson adjourned the Workshop at 5:43 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

LEASE AGREEMENT

THIS LEASE AGREEMENT MADE AND ENTERED INTO THIS 1st day of _____, 2012, by and between CITY OF PORT ST. JOE, FLORIDA, a municipal corporation organized under the laws of the State of Florida, 305 Cecil G. Costin, Sr., Blvd., P.O. Box 278, Port St. Joe, Florida 32457, *Lessor*, and Gulf Coast Workforce Development Board, Inc., doing business as Gulf Coast Workforce Board, hereinafter called *Lessee*,

WITNESSETH:

That subject to the terms and conditions herein contained, Lessor hereby leases to Lessee, and Lessee hereby rents from Lessor, the following described premises in the City of Port St. Joe, Florida, being more particularly described as follows: 307 Peters Street and 414 Kenney Street, Port St. Joe, FL 32456.

TERMS

Lessor and Lessee hereby agree as follows:

1. The term of this Lease shall begin as of the 1st day of _____, 2012, and shall end twelve (12) months later. Upon complying with the terms, agreements and covenants hereof, Lessee shall have peaceable possession of the leased premises.
2. The Leased premises includes the Washington Gym including surrounding grounds and Incubator Building.
3. Lessee shall pay and be responsible for any and all utilities incurred in connection with the leased premises.
4. Lessee will provide general liability insurance with extended coverage in an amount of \$500,000.00, naming the City of Port St. Joe, Florida as an additional named insured. The Lessor shall hold Lessee harmless for damage to the premises caused by wind, flood or other acts of God.
5. Lessee leases and accepts the premises, as is, and may make alterations to the building only as agreed upon in writing by the City and at the end of said lease period, the Lessee will return the property to the Lessor in as good as condition as is presently, ordinary wear and tear excepted. Alterations and improvements to the leased premises require Lessor's written consent and shall become the property of Lessor unless otherwise agreed in writing.

