

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, MAY 1, 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

Minutes:

A motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve the Minutes of the Regular Meeting of April 3, 2012, with a correction concerning Amnesty Day. All in Favor; Motion carried 5-0.

Regular Agenda

City Attorney:

Gulf Pines Hospital Appraisal

Attorney Gibson advised the Commission that the appraisal should be completed by next week.

Lamar Faison Soccer Field Deed

We are still waiting to hear from the JOE Company on the reverter clause. A response from the Gulf County School Board is needed on the public use aspect of the FRDAP restrictions.

City Manager Report

Old Business:

Centennial Building Acoustics – Eric Davidson

Mr. Davidson has been taking sound measurements of different setups in the Centennial Building and has several events still to attend. Once these studies are complete, he will be contacting companies for specs and design. This will also determine if there is a solution to the sound issues and a workshop may be needed for further discussion.

RFP 2012-03, Chipola River Pump Station – Request to Bid

A motion was made by Commissioner Kennedy, second by Commissioner Gingell, to advertise to received sealed bids for RFP 2012-03. All in Favor; Motion carried 5-0.

Lighthouse Facilities

Mayor Magidson has contacted various individuals and entities concerning the relocation of the lighthouse keepers' quarters, oil house and lighthouse. WJHG-TV, Channel 7, will have a special tonight on their late news that features the erosion issue at Cape San Blas. Several funding sources are available to help with the project. Kerigan Marketing will be assisting with posters.

Job Vacancies – Update

Openings for an Operator Trainee at the Surface Water Treatment Plant and the Wastewater Treatment Plant closed April 27, 2012. The Workforce Board is reviewing the applications and will have their recommendations shortly. The respective supervisors have also been reviewing the applications for their plant.

Carla Riley has been hired as the UB Clerk and will begin work on May 14, 2012.

New Business

Gulf Coast Workforce Board Washington Gym and WIG Complex

Summer Program Request – A request, by letter, has been received from Ms. Kim Bodine of the Workforce Board requesting a \$15,000 donation to be used in the operation of the Washington Gym and WIG Complex. This amount was included in the budget. Motion by Commissioner Patterson, second by Commissioner Gingell, to grant the request. All in Favor; Motion carried 5-0.

2012 – 2013 Budget Preparation

Rate Study Update – Burton and Associates – Two years ago Burton and Associates reviewed the City Water and Sewer Rates and recommended appropriate charges for our utilities. Last year they returned to do an update. We reduced our rates from 8% to 5% for the water side and from 6% to 4.5% on the sewer side of the budget cycle. October 1, 2012, rates are scheduled to go up 5% on water and 4.5% on sewer. It will cost \$13,960.00 to bring Burton and Associates back again. Rates are a large part of our budget and we need to know now how to structure the coming budget based on rates.

Commissioner Buzzett does not favor bringing Burton and Associates back again due to the cost. Our debt must be covered and these funds could be used to help offset some of the costs.

Mayor Magidson concurs with Commissioner Buzzett.

Irrigation Meters – due to the rate structure customers are not using the meters. Mr. Anderson suggested reviewing the rates.

Commissioner Kennedy supports reviewing the rates and noted that increased use of the meters would also be good for flushing the water system.

A recommendation on irrigation meter rates will be on the Agenda of May 15, 2012.

The use of wells and them drawing from the aquifer may soon be an issue with the Northwest Florida Water Management District.

Commissioner Patterson asked about the savings to our customers with the revised rate study. Mike Lacour shared that the savings varied but ranged from \$1.20 per month last year to a projected amount of \$6.00 per month beginning in 2013.

Insurance Conference

Tom Conley, Florida League of Cities, has requested that a City employee attend the Florida Municipal Insurance Trust Conference sponsored by the Florida League of Cities. Travel cost will be \$293.00. Motion by Commissioner Buzzett, second by Commissioner Kennedy, for City Manager Jim Anderson to attend. All in Favor; Motion carried 5-0.

FRP 2012-04 Landscaping Maintenance Hwy 98 & 71 – Request to bid

This is a shared cost between the PSJRA and the City to complete the fiscal year. A motion was made by Commissioner Patterson, second by Commissioner Gingell, to advertise for RFP 2012-04. All in Favor; Motion carried 5-0.

Public Works – John Grantland

Mr. Grantland requested permission to advertise for grinder pump bids. A motion was made by Commissioner Kennedy, second by Commissioner Gingell, to advertise. All in Favor; Motion carried 5-0.

FDOT will be widening C-30 and the project is scheduled to begin in April of 2013. This project could affect a portion of the City's sewer line to Cape San Blas. Mr. Grantland has made FDOT aware of this.

Surface Water Treatment Plant – Larry McClamma

Surplus Property – The following vehicles have been removed from service as they have been deemed either unsafe to drive or not cost effective to repair: 1994 Ford F-150 4 x 4 pick-up, VIN #1FTEF14N7RNB39932 and 1993 Dodge RAM Pick-up VIN # 1B7GE16Y2PS247070. Motion by Commissioner Buzzett, second by Commissioner Gingell, to declare these vehicles as surplus and remove from the City's insurance. All in Favor; Motion carried 5-0.

Wastewater Plant – Lynn Todd

Start up testing of the filter pumps, disc filtration system and return pumps will begin on May 14, 2012. The following week, startup testing will begin on the sprayfield pumps and chlorination equipment. Over the next several months, start up and testing of other equipment will begin.

Ms. Todd has narrowed her review of the Operator Trainee Applications for Wastewater down and will submit her recommendation in the next few days.

City Engineers –

Philip Jones reported on four issues at the Surface Water Treatment Plant:

Membrane Tank – Restore Con has injected, repaired and painted the exterior walls. They will also be checking the interior walls. There will be a report on this at the next meeting.

Vertical Turban Pumps – Square D made a site visit last week and the pump issue appears to be nationwide. Issues with the combination of the vertical turban pump motors and variable drive controllers are cropping up especially along the coast.

Chemical Feed Pumps Outside – Inspections, possibly, should be made daily but the hand tightening should not be necessary each day. The skids are to be looked at by the supplier. A report will be given on the site visit. The system as a whole is not working.

CIP Pumps – The Siemens skids are not working properly, there have been 8 fitting replacements, this is not acceptable and a pump replacement is being requested.

Clay Smallwood, III

Headworks and Sprayfield Project update

The grinder station has been installed at Baywash Car Wash on Hwy 98 and piping is being tied in.

Progress Energy did get power to the plant site, a key location, which will help with upcoming start ups.

The contractor painted beams on the chlorine canopy water tank last week. Hand rails and grating on the chlorine contact chamber are being installed.

Equipment is being installed at the Headworks site. Pressure testing has been done on the 24" line and we are still waiting on power.

Contractors have been bringing lime rock in for the construction of the roadway at the Sprayfield site.

Water Distribution Systems Upgrades Phase 1 – Update

The services on Monument Avenue have been switched over. A portion of the line on First Street, Woodward Avenue and Third Street has been flushed.

Work is continuing along Garrison Avenue.

Code Enforcement Update

Nothing at this time.

Police Department - Chief Barnes

The Chief shared that Officer Dave Oliphant's mother had passed away and he would be out several days.

The FDOT has been emailing with Chief Barnes concerning the temporary delineators that could possibly be used in front of McDonalds, Hungry Howie's and the Goodwill Center.

Monument Avenue / Highway 98 is a local road and the City would have the discretion to make changes at the Eighth Street Intersection.

The Chief shared that it would not be feasible to change the traffic flow at First Street and Highway 98.

Port St. Joe Redevelopment Agency – Patrick Jones

Mr. Jones shared that PSJRA is attempting to get the landscape contract done by volume which would offer a better price.

They are very excited about the possibility of relocating the Cape San Blas Lighthouse facility to Port St. Joe and have it on their May 17, 2012, agenda.

Billy Joe Rish Parking Lot – Construction has been completed. One item on the Punch List, the Catch Basin is not acceptable. The manufacturer is sending a manufacture's approved patch and is including an additional year's warranty for the basin. If this patch does not hold, a new basin system will be required rather than accept substandard work.

City Clerk – Charlotte Pierce

Mrs. Pierce has contacted the Supervisor of Elections Office and was told that around 70 votes have been cast in early voting. The office is working on several Absentee Ballot requests. She noted that a CodeRed message was sent on April 27, 2012, reminding citizens they could early vote beginning April 28, 2012 through May 5, 2012. A CodeRed message will also be sent on May 7, 2012, to remind citizens to vote on May 8, 2012.

Mayor Magidson and Commissioner Patterson volunteered to serve on the Canvassing Board for the upcoming election.

Citizens to be Heard

There were no citizens to address the Board.

Discussion Items by Commissioners

Commissioner Kennedy has devised a home flushing system for the water lines. He will be happy to assist anyone with this if they will give him a call.

He also inquired as to the status of the job descriptions/pay grades of employees. Mr. Anderson shared that we are in the process of collecting the requested data and will have it compiled soon.

Commissioner Patterson discussed the possibility of a community sign board for the merchants located at the Industrial Park. Mayor Magidson requested that Commissioner Patterson follow up on this and discuss it with the businesses located in the park.

Commissioner Gingell reminded everyone of the upcoming Farmer's Market Saturday, May 5th from 9:00 A.M. to 5:00 P.M. She also mentioned that Mrs. Ann White has been very ill and asked that she be remembered in prayer.

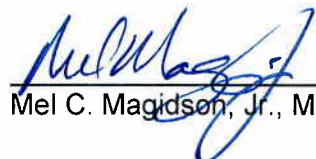
Commissioner Buzzett, "Nothing at this time."

Mayor Magidson reminded those present to go to the Girls' Region Final Softball game currently in progress. He also requested that the newspaper / magazine boxes issue be placed on the May 15, 2012, Agenda.

Motion by Commissioner Buzzett, second by Commissioner Patterson, to adjourn the Meeting at 7:35 P.M.

Approved this 15th day of May 2012.


Charlotte M. Pierce, City Clerk


Mel C. Magidson, Jr., Mayor