

**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, APRIL 3, 2012, AT 6:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, Gingell and Kennedy. City Manager Jim Anderson, City Attorney Tom Gibson, and Interim City Clerk Charlotte Pierce were also present. Commissioner Patterson entered the meeting at 6:10 P.M.

Consent Agenda

Proclamation – National Donate Life Month

Mayor Magidson read the Proclamation from LifeQuest Organ Recovery Services requesting the month of April 2012, be declared National Donate Life Month. Motion by Commissioner Kennedy, second by Commissioner Gingell, to approve their Proclamation. All in Favor; Motion carried 4-0.

Minutes:

A motion was made by Commissioner Buzzett, second by Commissioner Gingell, to approve the Minutes of the Workshop Meetings of March 20, 2012 and March 27, 2012; Regular Meeting of March 20, 2012 and Special Meeting of March 27, 2012. All in Favor; Motion carried 4-0.

Regular Agenda

City Attorney:

Gulf Pines Hospital Appraisal

Attorney Gibson advised the Commission that the cost of the appraisal will be \$3,000. Commissioner Buzzett has a group of citizens that are willing to pay for the appraisal and be reimbursed for their contribution when the first lot is sold. There was a motion by Commissioner Kennedy, seconded by Commissioner Gingell, to accept the generosity of the group with the understanding they would be repaid at no interest upon the sale of the first lot. Commissioner Buzzett abstained from voting because he is a relative of the appraiser and will be contributing to the fund. All in Favor; Motion carried 4-0. Form 8B – Memorandum of Voting Conflict is attached for Commissioner Buzzett.

Port Planning Area – Comprehensive Plan Amendment

Mr. Gibson noted the PDRB will look at the proposal to expand the port planning area at their meeting on Tuesday, April 10, 2012. The site will include all of the mill area, Arizona Chemical and Jetty Park. The attorney expects a review and approval of the request at the next Port Authority Meeting. Following their meeting, comments will be requested from state agencies. If things go well, Mr. Gibson anticipates this process will be completed by the end of June.

City Manager Report

Hand outs

Mr. Anderson referenced the letter from Superintendent Jim Norton, Gulf County Schools, concerning gaining ownership of the Lamar Faison Soccer Complex. Mr. Gibson will review the legal documents, deed restrictions and advise the Commission of his findings.

Old Business:

City Clerk Vacancy

Mr. Anderson provided the Commission with his recommendation, and that of Ms. Kim Bodine of the Gulf Coast Workforce Board, that Charlotte Pierce be hired as City Clerk with a salary of \$55,000 and three weeks Annual Leave effective immediately. Motion by Commissioner Gingell, second by Commissioner Patterson, to accept the recommendation. All in Favor; Motion carried 5-0.

Golf Cart Crossing

FL DOT will require an Engineering Traffic Study prior to proceeding with the permit at a cost of \$4,750. Due to the cost, there was no motion to proceed.

Kiosks

Updated event panels for the Kiosks have been ordered.

Boat Channel Markers

There is not a specific permit for the project but the Coast Guard would like to have specific coordinates for the area.

City Election – Update

There will be an election on Tuesday, May 8, 2012, at the Fire Station for Commissioner Group III. Early voting will begin on Saturday, April 28, 2012 and continue through May 5, 2012, from 9:00 A.M., ET to 5:00 P.M. ET at the Supervisor of Elections Office

Chipola Pump Station Motors

One motor is down, there is an ancient gas motor and the electric motor is used for emergencies only. Staff recommends going out to bid. Engineers need to provide specs and see what our options are for pumps. The current pumps were designed for operation of the paper mill and do not meet the needs of today. Staff is to proceed with gathering specs and information to provide to the Commission.

New Business

CDBG Grant Application, Water Improvements – Bruce Ballister

- **Public Hearing**

This is the first of two required Public Hearings for the grant process. Today's meeting is to make known the City's intent to apply for a CDBG Grant in the amount of \$650,000 for Water Improvements to Avenues B, C, D, E, Battles and Peters Streets. Mr. Ballister has completed approximately 70% of the neighborhood survey. He will be working with the engineers to designate the service area to maximize grant dollars.

Mr. Ballister also encouraged the Commission to hire a TANF (Temporary Assistance to Needy Families) Employee if possible.

Awarding of RFP 2012-01, ADA Compliance

There was a bid opening today at 3:00 P.M. ET, for this project. Staff is reviewing the bids and will make a recommendation at the next Commission meeting.

Change Order #1 Field of Dreams Road Increase of \$4,167.46

Additional cost and time extension is for Contractor re-mobilization and re-grading needed because of delay of installation of permanent power. This delay was outside of the Contractor's control. A motion was made by Commissioner Buzzett, second by Commissioner Gingell, to approve Change Order #1 in the amount of \$4,167.46 pending DEO approval of the increase and no additional cost to the City. All in Favor; Motion carried 5-0.

Contingent upon Department of Economic Opportunity approval, an extension of 6 months will be requested for project completion. The NFCD facility must be operating before the grant can be closed and work on the ADA bathrooms throughout the City completed. The anticipated closing time for the grant will be December 21, 2012.

Mayor Magidson expressed his frustration with Progress Energy and their delay in the project. He requested Clay Smallwood, III, provide the name of a point of contact with Progress Energy for him to voice a complaint with.

IT Contract

A motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to advertise for a new IT Contract. The current contract with Bluemanta expires in May. All in Favor; Motion carried 5-0.

Cape Sewer Re-Permitting Approval

The system has been re-permitted from a force main to a low pressure system. The Gulf County Health Department will enforce tying into the system. There is an issue with customers not paying their sewer bill. Mayor Magidson is requesting the assistance of Lighthouse Utilities to resolve this issue.

State Road (S.R.) 71 Improvements from the end of the concrete pavement to the Intracoastal Water Way Bridge (White City Bridge).

Mr. Anderson shared a letter from the FL DOT stating they have retained the services of Brindley Pieters & Associates, Inc as the design consultants for the project. Improvements include milling and resurfacing of the existing roadway, minor drainage improvements, and

improvements to curb ramps to comply with Americans with Disabilities Act (ADA) requirements. The Department anticipates receiving bids for construction in spring 2014.

Public Works – John Grantland

Nothing to report on Utilities or Public Works.

Commissioner Buzzett thanked Mr. Grantland for removing the Gulf Pines Hospital sign.

Commissioner Kennedy asked if there was an update on the recycle containers for the schools. Mr. Grantland responded, "I haven't heard a word, that is handled here at City Hall."

There will be a walk through tomorrow on the Madison / Garrison Project. Several punch list items have not occurred yet and the 18" pipe has not been given to the City.

An Anderson Columbia tac truck ran over and stained some brick pavers at South Gate. The damage has been noted.

Surface Water Treatment Plant – Larry McClamma

Nothing to report at this time as items of concern were discussed in the Workshop earlier today.

Philip Jones reported that after the workshop today the tank repairs began on the membrane tanks. The rebar was checked out and is in very good shape. Repairs should be wrapped up by Friday.

Wastewater Plant – Lynn Todd

Mr. Clarence Hogue, who has worked for the City for the past 38 ½ years will be retiring as of June 15, 2012. He holds dual licenses for Water and Wastewater Treatment. Ms. Todd would like to advertise for his replacement and have the new employee work with Mr. Hogue to gain some of the knowledge he has of the system.

Two of the aerators were turned off and the power consumption has dropped from 7,200 KWH to between 4,800 - 6,000 KWH per day. Ms. Todd anticipates a significant savings in electrical use with these changes.

City Engineer – Clay Smallwood, III

Headworks and Sprayfield Project update

Sprayfield

Progress Energy is installing power to the plant. Work is progressing and the electricity is a key milestone. Once energized, they will start getting water from the plant to sprayfield, flush lines to get ready to sprig, add sprinkler heads and start irrigating. Hopefully this will happen this week. Anticipate start up could occur in the three to four weeks.

Headworks

Electricians are running a lot of wiring, starting to set cabinets, doing miscellaneous piping and concrete work. The work is progressing at the site.

Avenue A Force Main is now in service and will connect to work on Hwy 98.

Hwy 98 gravity sewer between Avenue C and D is laid. This line will connect to the existing Forcemain along Highway 98.

Installation of the new Manhole on Avenue D will shut down traffic. The contractor is waiting on Progress Energy to install power.

Bird Alley

Testing has been submitted to the lab and we are waiting on the results to begin converting over to the new service.

Work is continuing in the First, Third and Fourth Street areas and will continue to the Courthouse and along Garrison Avenue.

Repair work to driveways on Bird Alley should begin shortly.

Commissioner Kennedy requested a copy of the drainage basin map showing ponds and culverts for a local gator hunter.

Code Enforcement Update

Nothing to report at this time.

Police Department – Chief David Barnes

FL DOT will be here sometime next week to discuss traffic barriers on US 98.

Port St. Joe Redevelopment Agency – Gail Alsobrook

Ms. Alsobrook has developed a protocol for items outside stores and she will share that with her Board on April 12, 2012 and then ask for comments from the Commission and Chief Barnes.

Gail met with Kim Bodine last week to discuss grant opportunities. There are a number of private foundation funds available and they will be collaborating on several projects. Ms. Alsobrook plans to inventory existing properties, review properties in the old redevelopment area, and consider economic development and infrastructure improvements.

Mayor Magidson noted that the Billy Joe Rish Parking Lot is looking very good.

Interim Clerk – Charlotte Pierce

There has been no grant activity since the last meeting.

Ms. Pierce noted that a Notice to Dismiss has been received on one of the law suits against the City and asked the Commissioners to see Mr. Gibson if there are any questions.

Citizens to be Heard

Debbie Cook stated she was not happy with the information given at the last Commission Meeting and would like help in cleaning up her neighborhood. She presented pictures of the area, referenced Ordinance 415, Page 2, "Nuisance" and Ordinance 296, Letter D "Unfit or unsafe property." She is losing business because of the unsightly area.

Mr. Anderson responded that, "Staff is monitoring the situation, the yard area is cleaner than before and the front porch does have a few items on it."

Mayor Magidson instructed Mr. Burkett to proceed with enforcement.

Kenny Wood offered his services, at no cost to the City, to serve as an extra set of eyes, help establish a maintenance program and offer opportunities to resolve some of the issues at the surface water plant. Motion by Commissioner Gingell, second by Commissioner Patterson, to accept Mr. Wood's offer. All in Favor; Motion carried 5-0.

Discussion Items by Commissioners

Commissioner Kennedy met with Jorge Gonzalez of the St. Joe company concerning the bike path. Mr. Gonzalez will be coming back to the City with a proposed agreement to clear the underbrush.

Carpet in the batting cages at the ball fields needs to be replaced as a safety issue.

Mr. Anderson has spoken with Bobby Nobles, league president, and he will see if the league can contribute some money to help offset the \$1,500 cost.

Commissioner Kennedy asked if there was any possibility of the Commission going paperless rather than continue to receive information by paper. Chief Barnes offered some older computers for use by the Commission.

Commissioner Patterson expressed his appreciation for the light that has been placed on Langston Drive. He also asked that if there were any other lights available that he be notified.

There seems to be an issue with large ant mounds on the bike path. Commissioner Patterson asked that staff check on this and do whatever they can to eradicate the mounds.

Commissioner Patterson asked for clarification concerning abandoned vehicles. Chief Barnes responded, "If the registration is up to date, the tires are all pumped up and no major parts missing from the vehicle it is legal."

Mr. Anderson has been told that, "If it is drivable to City Hall it would be allowed."

Commissioner Gingell – Nothing at this time.

Commissioner Buzzett requested that the Centennial Building acoustics remain on the agenda until we either drop it or fix it. He would also like a report from Eric Davidson who is working on the project.

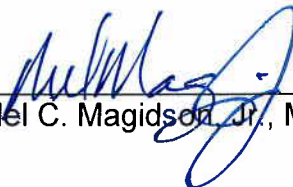
He expressed his appreciation to the citizens for the opportunity to serve another term as a City Commissioner. Commissioner Buzzett stated, "I am honored and humbled to be able to serve the City for a third consecutive term. I was unopposed this time and appreciated the confidence the citizens have in me and appreciate working with staff. I look forward to keep working to improve the City. I am in the phone book any time anybody needs to call me."

Mayor Magidson asked, "Have we advertised for the Utility Billing Clerk position?"

Mr. Anderson responded the position has been advertised and Gulf Coast Workforce Board will be involved in the screening and review process. Presently there are 45 applications and the position closes on April 6, 2012.

Motion by Commissioner Buzzett, second by Commissioner Patterson, to adjourn the Meeting at 7:34P.M.

Approved this 17th day of April 2012.



Mel C. Magidson, Jr., Mayor



Charlotte M. Pierce, City Clerk