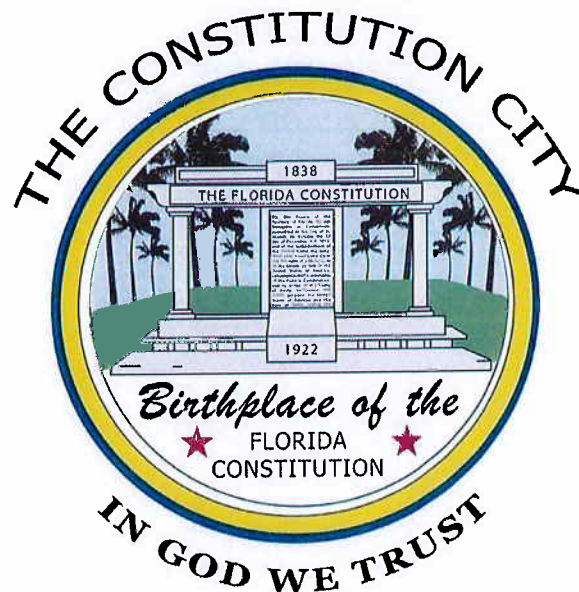


**November 20, 2012**

**Workshop Meeting  
Water Distribution Profile & Pilot Study  
5:00 p.m.**

**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 November 20, 2012

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## Call to Order

## Consent Agenda

### Minutes

- Workshop Meeting 10/16/12 Page 1
- Regular Meeting 10/16/12 Pages 2-7
- Special Meeting 10/25/12 Page 8-10

### City Attorney

- Ord. 488 Service Fees Pages 11-12
  - 1<sup>st</sup> Reading
- Ord. 489 Capital Improvement Plan Update Pages 13-48
  - 1<sup>st</sup> Reading

### Old Business:

- Lighthouse- Update
- RESTORE Act Committee- Update
- Centennial Celebration- Update
- RFP 2012-11 Chipola Pump Motor- Update
- CDBG Grant, Water Distribution- Update
- WastePro Rates- Discussion
- Soccer Complex- Discussion

### New Business:

- Billy Dixon- Citizen Concerns Pages 49-53
- Eastern Shipbuilding Group Utility Easement
- Water Distribution Profile & Pilot Study
- Garden Club- Request for Reduction in Rental Fees Page 54
- DOT Request- Comm. Patterson
- City Computer System
- Mattox House- Lease Agreement Page 55-57
- Fire Dept. Surplus Page 58
- EDC and Chamber Funding

### Public Works

- Work Truck- Request to purchase Page 59
- RFP 2012-12, First St. lift Station Award (Handout)

### Surface Water Plant

- Update

**Waste Water Plant**

- Forklift- Request to Bid

**City Engineer**

- Headworks and Sprayfield
  - Change Order # 5
- Water Distribution Phase I- Update

**Pages 60-61**

**Code Enforcement**

- Update

**Pages 62-63**

**Police Department**

- Update

**PSJRA**

- Update

**City Clerk**

- Update

**Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

**MINUTES OF THE WORKSHOP FOR ISSUES REGARDING THE WATER DISTRIBUTION SYSTEM PHASE I REPLACEMENT MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, OCTOBER 16, 2012, AT 5:30 P.M.**

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

The purpose of the meeting was to discuss issues regarding the Water Distribution System Phase I Replacement.

Mr. Anderson introduced Lee Hathaway of IC Contractors and then provided a history of the project. This a one year contract of approximately 8 miles of pipe. To date, roughly five miles of pipe has been put in the ground which is close to 60% of the project. C. W. Roberts Contracting has completed 11 paving patches and has 14 to go. Clean up work has been done on Sixth, Seventh and Eighth Streets over the weekend and there is still a good bit of work to be done. Highway 71, Woodward, Garrison, and Monument Avenues; Bird Alley; Westcott, Hunter and Bellamy Circles; as well as First, Third and Fourth Streets have been completed. Currently work is being done on Sixth, Seventh and Eighth Streets with work remaining to be done on Ninth Street and Woodward and McClellan Avenues between Tenth and Sixteenth Streets. North Port St. Joe was pulled from the project and an application has been submitted for a CDBG Grant.

Commissioner Buzzett asked if Mr. Hathaway was comfortable with Preble Rish time line for the project.

Mr. Hathaway responded that per the contract, there were no time lines associated with the paving. Plans had been made to have paving repairs made several times during the project but when the rain began in July repairs were delayed. Mobilization is very pricey and temporary asphalt patches have been made. C. W. Roberts Contracting will be making the final patches soon.

Commissioner Buzzett asked Mr. Hathaway how he felt about boring versus cutting. Mr. Hathaway prefers boring, there is less disruption, but it will be necessary to value the tearing out an intersection and anticipate maintenance repairs when boring is involved.

John Grantland noted that there had been several hits on the gravity sewer lines, issues with the sub contractors and some unknowns.

Commissioner Kennedy expressed his disappointment in how the right of ways and driveways are being left on the weekends. He asked that the contractors be more conscientious.

Commissioner Patterson asked that residents be notified when work would be done on the weekends.

Mayor Magidson adjourned the Workshop at 5:48 P.M.

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

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

\_\_\_\_\_  
Charlotte M. Pierce, 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 CHAMBER AT CITY HALL, October 16 2012, AT 6:00 P.M.

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

## CONSENT AGENDA

### Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve the Minutes of the Special Meeting of September 28, 2012; Joint City / County Workshop of October 1, 2012, and the Regular Meeting of October 2, 2012. All in Favor; Motion carried 5-0.

### CITY ATTORNEY - Tom Gibson

There was no update as Mr. Gibson was unable to attend the meeting.

## CITY MANAGER'S REPORT

### Old Business

#### *Lighthouse*

Charlotte Pierce shared that the St. Joseph Historical Society, Inc., had vacated the Cape San Blas Lighthouse complex as of Friday, October 12, 2012. Contents of the Sleeping Beauty Gift Shop have been relocated to the Maddox House which was made available to the Society by the Commission and with the approval of the Florida Communities Trust. Mrs. Pierce participated in a phone conference with Eglin officials earlier today and work has begun to build a new road into the lighthouse complex. It is anticipated that the process of relocating the two keepers' quarters and oil shed inland for protection will be completed by mid December.

#### *RESTORE Act Committee*

Mr. Anderson attended the meeting but there was not a quorum. Presenters proceeded with their presentations for those in attendance.

Commissioner Kennedy asked that another representative be selected to represent the City as his schedule will not permit him to attend for the next few months. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, for Mr. Anderson to serve as the City's representative. All in Favor; Motion carried 5-0.

#### *Centennial Celebration*

The Committee will be meeting Thursday, October 18, 2012, to continue formulating plans for the celebration. Mayor Magidson encouraged anyone with ideas for the celebration to contact City Hall.

#### *RFP 2012-11 Chipola Pump Motor*

Commissioner Buzzett advised that he received a call from Jonathan Steverson, Executive Director of the Northwest Florida Water Management District, today and NFWFMD would fund the balance due for the motor.

#### *Amendment 4*

Mr. Anderson shared that the Florida League of Cities opposes Amendment 4. Mayor Magidson suggested that citizens refer to the James Madison Institute website as they are an excellent source of information. The institute breaks down the amendment language and puts it in plain English so you can understand what it means, gives you the pros and cons of the amendment, who supports it

as well as who is opposed to it and makes a recommendation on the amendment. He also encouraged everyone to "Educate yourself on all the amendments."

#### *Service Fees*

Ordinance 311 addresses the charges for Service Fees. A proposal to change the rates will be presented at the next Commission meeting.

*Ghost on the Coast* will be held on Wednesday, October 31, 2012, beginning at 6:00 P.M. Donations of candy are being received by the merchants to help with the event. Dana Boyer has requested, and it was granted by consensus, that the fire whistle be sounded to let merchants know when it is time to begin passing out candy. City employees will be contributing candy to be disbursed from the City booth.

Barry Sellers, Executive Director of the Gulf County Chamber of Commerce stated that the Chamber supports the Ghost on the Coast festivities.

#### **New Business**

##### *Eastern Shipbuilding Group Impact Fees*

A request has been received from Eastern Shipbuilding Group to waive any utility facility charges. A letter was provided by Attorney Gibson that stated, "We have addressed this issue in the past and the Commission determined that when an applicant for services actually demolished users of more water and sewer capacity than the applicant would use, we could waive the facility charges. I believe that the Commission would be justified, in this instance, in waiving those charges based on the prior use of the property. It would be my recommendation that the City charge the actual cost of the necessary meters plus the installation."

Mayor Magidson noted that the St. Joe Company prepaid for a large number of taps when WindMark was started and this was a large sum of money. Incentives have been offered in the past for companies to locate here and this request should be given serious consideration as the City wants to add Eastern as a customer and we will be selling them water.

Commissioner McCroan asked if the church was made to pay impact fees and stated he wanted all applicants to be treated fairly. Mr. Anderson responded that First Baptist Church did pay impact fees of approximately \$35,000 for water and sewer taps on the Family Life Center.

Commissioner Kennedy stated Oak Grove Church paid as well and that he had paid the fees across the street.

Commissioner Buzzett reminded the Board that this was job creation and revenue for the City and encouraged everyone to give the request consideration. He noted that the Board did not waive it for those groups but there is a difference and felt that the Board should look long and hard at this. "There is not a lot of information here from Eastern, do they want just Impact Fees only or Impact Fees as well as making the installations to get the meters up and running? It is not exactly clear what they want the City to do" he stated.

Barry Sellers, Executive Director of the Gulf County Chamber of Commerce, shared that City / County incentives normally given when a business locates in our community have not been granted. He would like to work with Mr. Gibson and Mr. Anderson to see what can be done to help Eastern Shipbuilding.

Mack Woods of Eastern Shipbuilding noted that the 10" line is already in place. They would hook the meter to it, then their sub would come in and install any lines they need. Eastern will basically turn the water on and start paying the water bill.

John Grantland noted that all existing utilities are intact. He has worked with the engineers to formulate plans to run their extension and there will not be any real work for the City to do.

Commissioner Kennedy reiterated that he wanted jobs as much as anyone but he also wants the Board to be fair to all parties and be consistent. He would like to see a policy established for Impact Fees.

Mayor Magidson noted that companies have been offered incentives to locate in Port St. Joe. He feels that we can couch a reduction in fees based on the creation of the number of jobs and agrees with Commissioner Kennedy that it needs to be consistent and fair. Performance standards could be created, that if the entity produces a certain number of jobs the money would be escrowed and upon production of those jobs, a portion of the money could be returned to them.

Mr. Sellers advised that County / City incentives need to be established. The EDC is establishing a Business Plan and these issues should be established on the front end rather than the back and avoid the issues we are dealing with today.

Mr. Anderson shared that the statues do allow for incentives, the City has the framework in place for the property taxes but he is not sure impact fees give this type leeway.

Enterprise FL has established criteria where the incentive is determined by how many jobs are created, the average wage and the investment buy the company.

Commissioner Patterson shared that all he has heard is how much we need jobs and did not see what would be accomplished by putting this off.

Mayor Magidson reiterated that the Commission was elected to serve the people of this community and we have to be careful that we are representing the people in what we do. Whether cutting Eastern Shipbuilding a break to bring in jobs, doing something otherwise that still allows for those jobs but treats the citizens fairly and basically takes \$60,000 out of their pockets, has to be decided.

Mr. Anderson reminded the Commission to look at the overall picture of the Debt Level Service. A huge chunk of money has been spent running water and sewer lines throughout the County. Impact Fees are for improvements to your city for the expansion of the water and sewer lines. If the City would have been collecting Impact Fees thirty years ago, the Debt Service would not likely be what it is today. Impact Fees were created in 2007 for improvements to the water and sewer systems.

Mayor Magidson noted that there are strong points on both sides for this and we want to welcome Eastern Shipbuilding but that we have to do this in a way that would be fair to our citizens and people that paid for this in the past.

Commissioner Patterson did not see what waiting two weeks would accomplish other than holding Eastern up.

Commissioner Kennedy stated that waiting would made the Commissioners be more responsible Board Members, allow time to set guidelines, stressed that no one is trying to block Eastern Shipbuilding, and this would be fair to everyone.

Commissioner McCroan shared that a structure needs to be in place and possibly escrow the money.

Commissioner Buzzett requested that a Special Meeting be held within the next two weeks to resolve this issue.

*November 6, 2012 Commission Meeting / Election Day*

The next Regular Commission Meeting is scheduled for November 6, 2012, which is the General Election. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to cancel the Meeting. All in Favor; Motion carried 5-0.

### *Water Distribution Phase II*

A letter has been received from the Florida Department of Environmental Protection notifying the City that Amendment 2 to our State Revolving Fund Loan Agreement has been approved in the amount of \$1,845,438. A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to execute the documents as requested. The project will not be bid at this time and engineering fees have been paid. All in Favor; Motion carried 5-0.

### *FDEP Status Reports*

The Commission acknowledged receipt of the Florida Department of Environmental Protection Stewardship Inspection Site Visits for the Port St. Joe Waterfront Park and Shipyard Cove / Maddox Park.

### *Incubator Building*

Mr. Anderson shared that he has talked Kim Bodine of the Gulf Coast WorkForce Board concerning a tenant for the Incubator Building.

### *IC Contractors – Water Distribution Phase I*

Commissioner Buzzett continues to have issues with the paving process on roads that have been cut for the water line replacements. He felt that the Workshop today was good. It was noted that C. W. Roberts Contracting Inc., will be here Thursday to resume the road repairs. Commissioner Buzzett also requested that this item be kept on the agenda so that if the issue isn't resolved, it can be readdressed.

### **Public Works – John Grantland**

Mr. Grantland shared that he is working with Willie Payne of Preble-Rish on the specs for the First Street Lift Station.

### **Surface Water Plant – Larry McClamma**

Mr. McClamma reported that work will be finished on the Membrane Tank Friday. Painting will begin on Clarifiers 3 and 4 shortly. Kenny Wood has been working on a Maintenance Plan update, training sessions are continuing, metering pumps have been rebuilt, vertical pumps are being repacked, weekly maintenance walk through inspections are being implemented, a quarterly lubrication schedule is being developed, a rotating schedule for pumps and equipment in being established, operating procedures are being tweaked, a more systematic record of hours run are being logged and a lot of good, positive things are going on. Some design issues remain that need to be addressed.

Mr. Anderson shared that there will be a workshop next Tuesday with CDM and Northwest Florida Water Management District

### **Wastewater Plant – Lynn Todd**

Ms. Todd noted that the #1 Grit King is down again and out of service. A representative is coming to assess the situation and solve the problem.

The John Deer Side Hill Mower has broken again and Ms. Todd asked that funds from the sale of scrap metals be used to upgrade the mower. The current tractor is not large enough to handle all that is required of it. The suggested remedy to the problem is to upgrade to a larger tractor that will also pull a bat wing mower.

Lead and Copper results are in and they were good.

### **City Engineer – Clay Smallwood**

Mr. Smallwood advised the Board that there are planned water outages for Marvin Avenue and Tenth Street. Notification will be given to residents. Work continues on Seventh and Ninth Streets, as well as Woodward and McClellan Avenues South of Tenth Street.



Phase II Drawings – We are waiting to hear if the CDBG Application for the North Port St. Joe Water Systems Improvements is approved as funding will determine the final drawings. Road cuts vs. directional bores are being considered for the project.

Commissioner McCroan asked Mr. Smallwood if he was aware that the cement is falling off the walls of the chlorine contact chamber where the pipe comes through the influent side. Mr. Smallwood was not aware of the issue but would check on it.

#### **Code Enforcement**

Mr. Burkett's Activity Report was reviewed.

Mr. Anderson noted that Mr. Burkett has contacted local representatives of the St. Joe Company concerning the unsightliness of the old mill site and their response was that they had no interest in cutting the underbrush because of rebar and other materials left on the ground. Mayor Magidson will contact Jorge Gonzales concerning this.

#### **Police Department – Chief Barnes**

A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to purchase a 2012 Ford F150 Pick Up Truck from Cook-Whitehead Ford in the amount of \$35,650.25 as the K-9 Vehicle. All in Favor; Motion carried 5-0.

Mr. Anderson made the Commission aware of the process used for this purchase. Three used police vehicles were traded in on the truck and funds in the amount of \$13,650 from a FDLE Edward Byrne Memorial Justice Assistance Grant were also used. This did not go through the bid process because of the vehicles being traded in. Legal is okay with the process used and all local dealers were contacted.

#### **PSJRA – Gail Alsobrook**

Ms. Alsobrook shared that Coastal Design Landscape was awarded the landscaping / maintenance bid for Reid and Williams Avenues and the Dr. Joe Hendrix Parking Lot.

There is \$16,937.65 remaining in the Billy Joe Rish Parking Lot Grant. If the City wishes to utilize the remaining funds, a proposed list of improvements within the original scope of work needs to be submitted to USDA. Ms. Alsobrook has requested that they be allowed to use the funds for signage. Otherwise, the City needs to provide a letter requesting the deobligation of the remaining grant funds.

#### **City Clerk – Charlotte Pierce**

Mrs. Pierce noted that Humana Dental Insurance Cards have been mailed and asked that anyone who has not received their card contact her.

#### **Citizens to be Heard**

No one from the public wished to speak.

#### **Discussion Items by Commissioners**

*Commissioner Buzzett* shared his concerns about computer problems that have occurred at City Hall this week and that the problems are not being resolved in a timely manner.

*Commissioner McCroan* did not have anything to discuss at this time.

*Commissioner Patterson* noted that the Muhly Grass on Highway 71 (Cecil G. Costin, Sr., Blvd.) is obstructing views at the intersections and asked that the grass be kept cut. Properties that he had previously mentioned are being cleaned up and he encouraged citizens to take pride in their property and keep it clean.

Commissioner Kennedy encouraged everyone to participate in the Day of Declaration Fish Fry to be held Friday at Frank Pate Park. Proceeds will go to help fund the Day of Declaration scheduled for December 1, 2012.

Mayor Magidson did not have anything to discuss.

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to adjourn the Meeting at 7:21 P.M.

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

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

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

