

December 18, 2012

**RESTORE Act Workshop
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 December 18, 2012

Call to Order

Consent Agenda

Minutes

- Regular Meeting 12/4/12 Pages 1-4
- Tom Conley- Florida League of Cities, Insurance Rebate

City Attorney

- Update

Old Business:

- Lighthouse- Update
- RESTORE Act Committee- Update
- Chipola Pump Motor Grant Pages 5-11
- Centennial Celebration- Update
- CDBG Grant, Water Distribution- Update
- Soccer Complex- Update
- John Deere Tractor Pages 12-21

New Business:

- Request for Joint City/County Workshop on the EDC/Chamber
- Early Learning Coalition- Request for Funding Page 22
- Fireworks Request- TDC Pages 23-28

Public Works

- Update

Surface Water Plant

- Update

Waste Water Plant

- Old Headworks Pipe- Surplus and Demo Page 29

City Engineer

- Headworks and Sprayfield- Update
- Water Distribution Phase I- Update Page 30

Code Enforcement

- Update

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, December 4, 2012 AT 6:00 P.M.

The following were present: Mayor Magidson, Commissioners Buzzett, and McCroan. City Manager Jim Anderson, City Clerk Charlotte Pierce and City Attorney Russ Scholz were also present. Commissioner Patterson was absent due to illness. Commissioner Kennedy arrived at 6:05 P.M.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to approve the Minutes of the Workshop and Regular Meeting of November 20, 2012. All in Favor; Motion carried 3-0.

CITY ATTORNEY – Russ Scholz

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, for the second reading by title only and Consideration of Adoption of Ordinance 488 - Service Fees. All in Favor; Motion carried 3-0. Attorney Scholz read Ordinance 488 by title only. A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to adopt Ordinance 488. All in Favor; Motion carried 3-0.

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, for the second reading by title only and Consideration of Adoption of Ordinance 489 - Capital Improvement Plan Update. All in Favor; Motion carried 3-0. Attorney Scholz read Ordinance 489 by title only. A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to adopt Ordinance 489. All in Favor; Motion carried 3-0.

Commissioner Kennedy joined the Meeting.

Resolution 2012-04 – Garbage Rates

A Motion was made by Commissioner McCroan, second by Commissioner Kennedy, to read Resolution 2012-04, Garbage Rates, by title only. All in Favor; Motion carried 4-0. Attorney Scholz read Resolution 2012-04 by title only. A Motion was made by Commissioner Kennedy, second by Commissioner Buzzett, to adopt Resolution 2012-04. All in Favor; Motion carried 4-0.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update

Mayor Magidson shared that Stone's House Movers had relocated one of the Keepers' Quarters this morning and the other one would be moved shortly. The application time for HUD to submit a request for the structures has closed and no official application was received by GSA or the National Park Service.

Water Distribution Profile and Pilot Study

Mr. Anderson noted that the \$60,000 to fund the study would have to come from the Cash Carry Forward / Contingency Fund.

Commissioner Buzzett asked that the work be done as efficiently as possible and kept within budget.

Commissioner Kennedy had spoken with David Kozan of CDM and was advised that the NFWMD dictated the scope of work for the Profile and Pilot Study.

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan to approve the Water Distribution Profile and Pilot Study. All in Favor; Motion carried 4-0.

RESTORE Act Committee

Mr. Anderson attended the December 3, 2012, meeting and there are still a lot of unknowns from the federal and state entities and nothing firm on the rules of engagement. He suggested that a Workshop be held Tuesday, December 18, 2012 prior to the regular meeting for the City to compile a list of proposals and projects for the available funds. The City's request is to be available for the January 15, 2013, RESTORE Act Pre-Proposal Deadline.

RFP 2012-11 Chipola Pump Motor Update

Northwest Florida Water Management District has agreed to pay 100% of the cost of the motor, not to exceed \$106,000. The motor has been ordered.

Centennial Celebration

Mrs. Pierce reported that the committee meetings are going well and plans are moving forward for the celebration.

CDBG Grant North Port St. Joe Water System Improvements Update

Pat Howard conducted a site visit with Bruce Ballister of ARPC and City staff on November 6, 2012. Everything appears to be on track and Mr. Ballister is to proceed with the Environmental Review.

Soccer Complex Update

Commissioner Kennedy has a number of ideas that he would like to e-mail to Mr. Anderson. After review, Mr. Anderson will forward the suggestions to Commissioners and City staff for discussion at the December 18, 2012, Commission Meeting.

DOT Meeting Update

An email has been received from Charlie Lock, FDOT, suggesting February 19, 2013, at 4:30 P.M., as the meeting date and time. There is a new supervisor that he would also like to introduce at the meeting.

City Computer System

Chuck Edwards, Bluemanta Technology, presented his recommendations to the Commission to upgrade the City's computer system infrastructure. After review with City staff, it was determined that self hosting was more economically feasible than having Munis host the system. There will be no support of the current software soon, renewal of the current contract with Munis needs to continue, a new server needs to be purchased and desk top computers at City Hall need to be upgraded. There is money in the current budget for the upgrade. A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to accept the proposal in the amount of \$29,806 dated December 4, 2012. All in Favor; Motion carried 4-0.

EDC and Chamber Funding Update

No funding requests have been received at this time.

John Deere Tractor Update

Staff is researching the possibility of purchasing an Alamo Tractor for use on the fresh water canal. The John Deere Tractor currently used is not a true side hill cutter and would be used on the sprayfields rather than the canal.

Mr. Anderson suggested that a workshop be held with Larry McClamma, Surface Water Treatment Plant, on water issues and the fresh water canal.

New Business

Position Vacancies

Sergeant Tim Wood has tendered his resignation from the Port St. Joe Police Department effective January 7, 2013, to join the Gulf County Sheriff's Department. Chief Barnes recommends promoting

Officer Jake Richards to Sergeant at the same rate of pay Tim Wood was making and advertising for one officer. A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to accept Sergeant Wood's resignation and to promote Officer Richards to Sergeant at Tim Wood's rate of pay. All in Favor; Motion carried 4-0.

Rotary Club – Lorinda Gingell, Request for Reduction in Rental Fees

Ms. Gingell requested that the Centennial Building Rental Fee for January 24, 2013, be waived. The Port St. Joe Rotary Club is sponsoring a Health Fair for all residents and visitors to our area. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to waive the fee. All in Favor; Motion carried 4-0.

January 1, 2013 Commission Meeting Date

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to cancel the January 1, 2013, Commission Meeting as this is a holiday. If needed, a special meeting will be scheduled. All in Favor; Motion carried 4-0.

Public Works – John Grantland

Mr. Grantland did not have anything to report at this time.

Surface Water Plant – Larry McClamma

Mr. McClamma shared that during the tour of the Fresh Water Canal today the samples that were taken were very good; he has concerns about the aquatic vegetation and trees in the canal which could possibly need to be removed and felt there was a possibility that removal of the trees could produce revenue for the City. He would like to research the possibilities with a logging company and bring the findings back to the Commission.

Wastewater Plant – Lynn Todd

Ms. Todd reported that she has a proposal from a citizen that would like to remove the 36" HDPE emergency line from the old Primary Pump Station to the WWTP Lagoon. Initially, there was an estimated cost of \$100,000 to \$125,000 for a contractor to remove the line. The individual has liability insurance and will provide the equipment and labor to remove the pipe. Any solids accumulated will be disposed of at the WWTP as were solids from the 48" Fiberglass line demo. The individual would remove the pipe from the blocked access areas that the Port Authority expressed concerns about first and then seal off the pipe remaining under CR 382. The pipe has no value and is surplus material.

Ms. Todd was directed to have the proposal sent to our attorney for review; requested that a value of the pipe be provided to the Commission and that the individuals provide proof of Liability Insurance.

City Engineer – Clay Smallwood

Headworks and Sprayfields Update

Nothing new to report at this time.

Water Distribution Phase I Update

Customers on Reid and McClelland Avenues, and Seventeenth Street will be swapped over to the new line this week. The line on Monument and Juniper Avenues and the loop on Palm Boulevard was installed, pressure tested and will be flushed this week. The contractor is installing the line on Allen Memorial Way and DuPont Drive. The old line on Garrison Avenue for the fire hydrants had been abandoned and the hydrants will be removed.

Code Enforcement

Mr. Burkett's Activity Report was reviewed.

Police Department – Chief Barnes

Sheriff Joe Nugent has agreed that the K-9 dog managed by Officer Jake Richards will be given to the City. He has also feels that when the dog is retired, it should be given to Officer Richards. Chief Barnes is to request a letter from Sheriff Nugent stating this.

Chief Barnes reminded everyone that the Salvation Army's Red Kettle program begins tomorrow and encouraged everyone to sign up for an hour to ring the bell at Piggly Wiggly.

PSJRA – Gail Alsobrook

Ms. Alsobrook was not able to attend the meeting due to illness. Mayor Magidson noted that he and Ms. Alsobrook had attended the BP check presentation in Panama City. The PSJRA received \$21,480 for a new banner series and to update the downtown map. The City of Port St. Joe was awarded \$125,000 to film a documentary of the Cape San Blas Lighthouse being moved.

City Clerk – Charlotte Pierce

Nothing to report at this time.

Citizens to be Heard

Linda Tschudi requested that sidewalks, lights and trees be added to David B. Langston Drive. Mayor Magidson shared that grants have been applied for to add these amenities to the drive.

Ms. Tschudi addressed a busted water line in her yard and asked for clarification as to what constituted an emergency. This happened over the Thanksgiving Holiday and was addressed by City workers.

A request was made by Ms. Tschudi for any computers that are discarded by the City. She works in an after school tutoring program at Church of God In Christ and would like to have them for their program.

John Parker expressed his appreciation for all the help that was given by City employees for Christmas on the Coast. It was a great event, well attended and he was encouraged to see so many participating.

Discussion Items by Commissioners

Commissioner Buzzett did not have anything to discuss at this time.

Commissioner McCroan shared what an outstanding program the Day of Declaration was and expressed his appreciation to everyone involved.

Commissioner Kennedy also expressed his appreciation to everyone who made the Day of Declaration such a success and was complimentary of the many other activities going on that day.

Mayor Magidson did not have anything to share at this time.

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to adjourn the Meeting at 7:15 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk



Northwest Florida Water Management District

81 Water Management Drive, Havana, Florida 32333-4712
(U.S. Highway 90, 10 miles west of Tallahassee)

Jonathan P. Stevenson
Executive Director

Phone: (850) 539-5999 • Fax: (850) 539-2777

December 13, 2012

Mr. Jim Anderson, City Manager
City of Port St. Joe
P.O. Box 278
Port St. Joe, FL 32457

SUBJ: AGREEMENT ORIGINALS

Dear Mr. Anderson:

Please find enclosed two originals of District grant agreement 13-014, Chipola Pump Station Repairs. When these are signed and dated, please retain one for your files and return one to me at the letterhead address.

As this work proceeds, please note several dates and provisions within the agreement:

- A contract expiration date of September 30, 2013;
- Documentation with each invoice, as described in the scope of work; and
- A final project summary report, as described in the scope of work, due upon project completion.

Please contact me at any time if you have any questions or if I can assist otherwise. We appreciate the opportunity to work with you on this project and look forward to its accomplishment.

Sincerely,

Paul J. Thorpe
Resource Planning Section Director

/pt

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOYCE ESTES
Secretary-Treasurer
Eastpoint

JOHN ALTER
Malone

GUS ANDREWS
DeFuniak Springs

STEPHANIE BLOYD
Panama City Beach

JON COSTELLO
Tallahassee

5

NICK PATRONIS
Panama City Beach

BO SPRING
Port Saint Joe

GRANT AGREEMENT

BETWEEN

THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

AND

THE CITY OF PORT ST. JOE

FOR

CHIPOLA PUMP STATION REPAIRS

NWFWMD CONTRACT NUMBER 13-014

WITNESSETH:

WHEREAS, the CITY OF PORT ST. JOE, a Florida Municipal Corporation (hereinafter referred to as the GRANTEE) located in Gulf County, Florida, has identified an urgent need for repair and replacement of major components of its primary water supply pumping station; and

WHEREAS, the NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT, a public entity created by Chapter 373, Florida Statutes (hereinafter referred to as the DISTRICT) has worked in partnership with the GRANTEE to develop a surface water source as an alternative water supply; and

WHEREAS, the GRANTEE's jurisdiction and service area is subject to a Regional Water Supply Plan; and

WHEREAS, the GRANTEE is a financially disadvantaged small local government within a Rural Area of Critical Economic Concern; and

NOW, THEREFORE, in consideration of services to be performed for the public benefit hereunder, the DISTRICT and GRANTEE agree as follows:

1. The DISTRICT agrees:
 - A. To provide funding, on a reimbursement basis, not to exceed one hundred and six thousand dollars (\$106,000.00), for approved expenses in support of Chipola Pump Station Repairs, as described in the Scope of Work (ATTACHMENT 1).
 - B. To provide payment of funds indicated in Paragraph 1.A. for work satisfactorily completed within 30 days of receipt of approved invoices from the GRANTEE. Invoices may be submitted no more frequently than quarterly. All invoices must be submitted with supporting documentation and with sufficient detail for the proper pre-audit and post-audit thereof.

2. The GRANTEE agrees:
 - A. To administer the construction contracts.
 - B. To obtain all necessary permits for project construction and operation.
 - C. To invoice the DISTRICT for approved expenses in support of Chipola Pump Station Repairs, as described in the Scope of Work (ATTACHMENT 1). Invoices may be submitted no more frequently than quarterly and must be submitted with supporting documentation and with sufficient detail for the proper pre-audit and post-audit thereof. Supporting documentation shall reflect actual out-of-pocket expenses.
 - D. To provide to the DISTRICT all deliverables specified in the Scope of Work (ATTACHMENT 1). Deliverables will be provided to District staff during project implementation. Final deliverables may be submitted in either hard copy or electronic format.
 - E. To construct, own, operate, and maintain the facilities constructed in accordance with all necessary permits, including those issued by the DISTRICT, Gulf County, the GRANTEE, the Florida Department of Environmental Protection, and the U.S. Army Corps of Engineers.
 - F. To provide all necessary services associated with facility design, permitting, and construction, including surveying, contract management, land acquisition, legal services, right-of-way acquisition, zoning, replatting, comprehensive plan amendment, code variance, and other services, as necessary.
 - G. To use funds obtained from the DISTRICT pursuant to this AGREEMENT solely for the purposes of Chipola Pump Station Repairs, as described in the Scope of Work (ATTACHMENT 1).
 - H. To comply with all applicable federal, state and local rules and regulations in providing services under this AGREEMENT. The GRANTEE acknowledges that this requirement includes compliance with all applicable federal, state, and local health and safety rules and regulations.
 - I. To maintain books, records, and documents directly pertinent to performance under this AGREEMENT in accordance with generally accepted accounting principles consistently applied. The DISTRICT, the State of Florida, or their authorized representatives shall have access to such records for auditing purposes during the term of this AGREEMENT and for three years following project completion.
3. It is mutually understood and agreed that:
 - A. This AGREEMENT shall remain in effect until September 30, 2013, unless extended by mutual written consent.
 - B. The DISTRICT shall have no liability or responsibility to the GRANTEE, its contractors, any governmental entity, or the employees, agents, representatives, licensees, invitees, and guests of the GRANTEE and its contractors or any other

