

**January 15, 2013**

**Water Front Park 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

MeI 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 January 15, 2013

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## Call to Order

### Consent Agenda

- Martin Luther King Jr. Day Proclamation- Amy Rogers

### Minutes

- RESTORE Act Workshop Meeting 12/18/12 Page 1
- Regular Meeting 12/18/12 Pages 2-6

### City Attorney

- Resolution 2013-01, Highway 98 Streetscape Phase IV Page 7
- St. Joe Natural Gas- Easement Pages 8-14

### Old Business:

- Lighthouse- Update
- RESTORE Act Committee- Update
- Chipola Pump Motor- Update
- Centennial Celebration- Update
- Soccer Complex- Update
- RFP 2012-13, First Street Lift Station Pump Page 15
- RFP 2012-14, Fork Lift Page 16
- RFP 2012-15, White City High Service Pump Page 17
- ADA Compliance- Update

### New Business:

- Joint City/County Workshop on the EDC/Chamber
- Tree Removal Proposal- Fresh Water Canal
- Rate Study Update Proposal Pages 18-20
- Consumptive Use Permit Renewal- Task Order Pages 21-23

### Public Works

- Update

### Surface Water Plant

- Update

### Waste Water Plant

- Update

**City Engineer**

- **Headworks and Sprayfield- Update**
- **Water Distribution Phase I- Update**

**Code Enforcement**

- **Update**

**Page 24-25**

**Police Department**

- **Update**

**PSJRA**

- **City Purchasing Policy**
- **MLK Sidewalk Project- Update**
- **US-98 Landscaping, Request to Bid**
- **Lighthouse Film Documentary**

**Pages 26-39**

**Page 40**

**Page 41**

**City Clerk**

- **Update**

**Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

**MINUTES OF THE RESTORE ACT REVIEW WORKSHOP BY THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, December 18, 2012, AT 5:00 P.M.**

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

The purpose of the meeting was to discuss projects and proposals for the City of Port St. Joe to be provided to the RESTORE Act Committee.

Tom Conley from the Florida League of Cities presented a Return of Premium Check to the Commission in the amount of \$39,739. There was no hurricane damage this year which generated the return of premium. The check was to be presented during the Regular Meeting at 6:00 P.M. but due to the distance Mr. Conley had to travel the presentation was made at the Workshop.

Mr. Anderson shared that the RESTORE Act Committee Meeting for today was cancelled. There are still no specific guidelines from the Federal or State levels for rules at this time.

After a lengthy discussion, several suggestions were given for projects that may qualify for funding through the RESTORE Act which included:

*Economic*

City Boat Ramp  
Improvements to Frank Pate Park  
Lighthouse Complex  
Long & Garrison Avenues  
Shipyard Cove/ Core Park  
Sports Complex

*Environmental*

Sewer - Infrastructure  
Well abandonment

Mr. Anderson requested that each Commissioner provide their suggestions, ranked from one to ten, to him by January 1, 2013.

Mayor Magidson adjourned the Meeting at 5:42 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, December 18, 2012 AT 6:00 P.M.

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

## CONSENT AGENDA

### Minutes

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to approve the Minutes of the Regular Meeting of December 4, 2012. All in Favor; Motion carried 5-0.

*Tom Conley*, Florida League of Cities presented a Return of Premium Check in the amount of \$39,739 to the City during the 5:00 P.M. Workshop today. There was no hurricane damage this past year which generated the return of premium.

### CITY ATTORNEY – Tom Gibson

Attorney Gibson did not have any updates at this time.

## CITY MANAGER'S REPORT

### Old Business

#### *Lighthouse Update*

Mayor Magidson shared that the application period has closed and we are waiting on a decision from GSA and the National Park Service.

#### *RESTORE Act Committee*

Mr. Anderson noted that the committee has not met in the last several weeks. During the 5:00 P.M. Workshop today Commissioners discussed items to be considered and are to provide their suggestions, ranked from one to ten, to Mr. Anderson by January 1, 2013. Commissioner Kennedy stated that Ann White spoke with him during the recess and felt that the Gulf Pines Hospital cleanup should qualify under the environmental side of the BP Funds.

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

Northwest Florida Water Management District has awarded the City a \$106,000 grant to purchase the new motor. A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to authorize Mayor Magidson to sign the agreement. All in Favor; Motion carried 5-0. A letter of appreciation is to be written to NFWMD for their assistance.

#### *Centennial Celebration*

City Clerk Charlotte Pierce reported that there will be a committee meeting, December 20, 2012. Plans are being made for the celebration and a coin proof, commemorating the event, is being developed.

Mayor Magidson shared that he has been contacted by Coastal Connection TV 17, a local network, to interview him about the upcoming celebration; fund raising events are also being planned and the committee is working to make the event a memorable time.

#### *CDBG Grant North Port St. Joe System Improvements*

Mr. Anderson related that things are looking good for the grant. Bruce Ballister of ARPC is working on environmental research and Pat Howard of Department of Economic Opportunity is working with the City to bring the grant to fruition.

### *Soccer Complex Update*

Mr. Anderson, Commissioner Kennedy and John Grantland have met to discuss possibilities for the field. Mr. Anderson has contact Superintendent of Schools, Jim Norton, to set up a meeting to discuss these possibilities.

### *John Deere Tractor Update*

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to use \$25,000 from the Florida League of Cities Return of Premium Check for a down payment on the Alamo Tractor, enter into a 5 year lease/purchase agreement and proceed with the purchase. Cost of the tractor is \$107,704. All in Favor; Motion carried 5-0. The tractor will be used to keep the banks and the fresh water canal clear.

A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to purchase the bat wing attachment to be used on the existing John Deere tractor that is used to cut the sprayfields. There are approximately 100 acres to be maintained and this will expedite the cutting process. Cost of the bat wing attachment is \$14,500 and is included in the current budget. All in Favor; Motion carried 5-0.

Both the Alamo Tractor and bat wing attachment are on state contract and no bids were required.

### **New Business**

#### *Request for Joint City / County Workshop on EDC / Chamber*

Mr. Anderson met with all stakeholders last week and the county is suggesting a January 10, 2013, meeting at 5:00 P.M. to discuss the issue.

#### *Early Learning Coalition Request for Funding*

Matt Bonner and David Warriner, representing Early Learning Coalition, shared information about their program with the Commission. A formal request had been made by email for a \$500 contribution to assist 46 children of Port St. Joe families in the coalition. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to contribute \$1,500 to the program. The match ratio is \$16 to \$1 and the City's contribution would equate to \$24,000 for the coalition. The funds would come from the Florida League of Cities Return of Premium Check. All in Favor; Motion carried 5-0.

#### *Fireworks Request TDC*

Jennifer Jenkins, Gulf County TDC Director, has requested the City enter into an agreement with Pyro Shows Inc., for fireworks to be done on New Year's Eve and the Fourth of July Celebration. By agreeing to a show for both dates a reduced cost rate was given. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to approve the request with the stipulation that a Certificate of Liability be provided by Pryo Shows Inc. listing the City as an additional insured. All in Favor; Motion carried 5-0. The City will not be contributing any funds for either event. TDC will be paying for the New Year's Eve fireworks at a cost of \$2,500. The TDC will contribute \$5,000 towards the Fourth of July fireworks with the remainder of the funds coming from private donations.

### **Public Works – John Grantland**

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

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

Mr. McClamma is concerned about the number of pine trees on the banks of the fresh water canal between Highway 71 and the Surface Water Treatment Plant. Whitfield Timber Company is preparing an evaluation of the site and there is a possibility that the trees can be removed at no cost to the City.

### **Wastewater Plant – Lynn Todd**

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to declare the 36" HDPE emergency line from the old Primary Pump Station to the Wastewater Treatment Plant Lagoon surplus and enter into an agreement with Edward E. Wood for removal of the pipe pending legal approval at no cost to the City. All in Favor; Motion carried 5-0.



A request has been received from Edward E. Wood for the pipe. Mr. Wood has agreed to the following stipulations: Provide the equipment and labor to remove the pipe; Provide Liability Insurance covering all workers and equipment; Produce a Bond covering any and all damages that may occur during this procedure; Any solids accumulated within the pipe will be disposed of at the WWTP; Remove the pipe from the blocked access areas that the Port Authority expressed a concern about first, and seal off pipe remaining under CR 382 per WWTP instructions.

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

#### *Headworks and Sprayfields Update*

The 10% retainage is currently the balance owed on the project and the City will soon be entering the warranty phase of the project. SCADA Systems will be making a site visit in January to adjust some equipment.

#### *Water Distribution Phase I Update*

The contractor is installing the main near the old Arizona Chemical Site. Businesses will be impacted by the installation but arrangements have been made to cover the inconveniences. There will be a water outage for residents in the Cypress Avenue and Nineteenth Street areas. Notification has been provided to the residents. No contract work will be done during the week of December 24, 2012. Substantial completion for the entire project should be achieved by mid January 2013.

### **Code Enforcement**

Mr. Burkett's Activity Report was reviewed, no action was required.

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

Reports of speeding on Avenue G and Garrison Avenue have been addressed.

Chief Barnes is working with the Fire Marshall concerning a fire last Friday night at the Masonic Lodge and the possibility of arson causing the fire.

Commissioner Patterson asked about installing speed bumps on Avenue G. Chief Barnes shared that this possibility was reviewed several years ago and was found to be very expensive and also creates a liability for the City.

### **PSJRA – Gail Alsobrook**

All grant paperwork for the Martin L. King, Jr., Sidewalk project has been completed and is ready for an RFP to be advertised.

The Joint Participation Agreement has been received from the Florida Department of Transportation for the Phase IV North Port St. Joe Gateway Agreement. An RFP will be advertised.

USDA has approved the request to utilize the remaining grant funds to construct a deck and structure over the stormwater retention pond at the Billy Joe Rish Memorial Parking Lot. Estimated cost is approximately \$16,000. A RFP will be advertised.

A grant request has been submitted to the Ford Foundation to provide lights and sidewalks on Langston Drive.

The draft form of the Bay Park Master Plan has been completed and will be shared with the City Commission in a Workshop on January 15, 2013. Public comment will be received on the project.

Jeff Anderson and Bill Reid have resigned as Directors from the PSJRA Board. John Jenkins and Michael McKenzie have been moved from Provisional Member to Director. A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to approve Mr. Jenkins and Mr. McKenzie as Directors. All in Favor; Motion carried 5-0. The PSJRA will provide names for new Provisional Members at the City's January 15, 2013, Meeting.

The City of Port St. Joe was awarded a BP Grant in the amount of \$125,000 to document the rescue and relocation of the lighthouse. Because the final disposition of the structures is unknown, we have held off on the documentary. Ms. Alsobrook shared that in discussions with Attorney Gibson and Mayor Magidson they believe that they can move forward with the documentary whether the lighthouse comes to the City or not.

A Motion was made by Commissioner Kennedy, second by Commissioner Buzzett, for Mayor Magidson to sign the contract for the grant. All in Favor; Motion carried 5-0. An RFP will be advertised.

Commissioner Buzzett shared that it is very important that the Board talk with the Gulf County Commissioners and ask them to support moving the lighthouse to the City. It bothers him that we are in competition with Gulf County for the lighthouse. It also gives him great heartburn over the possibility of the County ending up with the lighthouse, the City having to use the \$125,000 in grant funds to document the relocation and all the structures staying at the cape. It would help the City and County to have it moved to the City.

Mr. Anderson questioned if the approval to sign the contract is contingent upon the lighthouse coming to the City of Port St. Joe for us to be able to expend the funds.

Mayor Magidson responded that it was not, it was to do a documentary and Ms. Alsobrook responded that this is what had been worked out.

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

The Clerk did not have anything to report at this time.

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

*John Rich* commended the Board on the hiring of Kenny Wood for inspecting and drafting a maintenance program for the Surface Water Treatment Plant. He feels that it was money well spent.

Mr. Rich is concerned that the recent road striping was not a quality job as the lines appear to be watered down. Commissioner Kennedy explained that there are different levels of striping and the City went with the less expensive plan.

Mr. Rich also shared his concerns about the stains being left on the roads by the garbage trucks. He asked that Waste Pro be contacted to check their trucks for hydraulic leaks and take the necessary steps to stop the staining.

*Ann White* inquired as to whether Eastern Shipbuilding was actually coming to St. Joe.

Mr. Gibson responded that a lease has been signed between the JOE Company and Eastern Shipbuilding for a portion of the old mill site.

Barry Sellers, Gulf County EDC, stated that Eastern Shipbuilding is planning to come and applications for employment are being accepted each Tuesday and Thursday from 9 A.M. to 1:00 P.M. at the Gulf County Chamber of Commerce.

Mr. Anderson shared that a Development Order has been issued by the City.

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

*Commissioner Kennedy* expressed his concern about how cleaning of the sidewalks and parking lots is being handled. One entity is blowing it to the street, Transfield Services is leaving their trash near the stormwater drains, the next group comes by and blows it back to the owner. Mr. Anderson has talked with Mr. Howell of Transfield Services and he has agreed to make improvements to the process of cleaning our state highways.



*Commissioner Patterson* requested that street cleaning on Reid Avenue be done before customers begin parking on the street. Rocks and other debris are being blown on the vehicles and creates a liability for the City. He also thanked the City Staff for their work in correcting the Christmas light problem in North Port St. Joe.

*Commissioner McCroan* commended and expressed his appreciation to the Port St. Joe Volunteer Fire Department for their hard work and dedication to the Department.

*Commissioner Buzzett* read a letter that was received from a citizen encouraging them to take Water Service Line Coverage for their property. This is not endorsed by the City nor is it of value to the citizens. The Commissioner suggested that when the letter is received that it be discarded.

*Mayor Magidson* did not have anything to report at this time. He joined the other Commissioners in wishing everyone a Merry Christmas and encouraged those traveling to be safe.

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

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

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Mel C. Magidson, Jr., Mayor

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

RESOLUTION # 2013-01

A RESOLUTION AUTHORIZING THE CITY OF PORT ST. JOE TO ENTER A ROADSIDE BEAUTIFICATION ASSISTANCE PROGRAM WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION TO PROVIDE FOR THE CONSERVATION OF NATURAL ROADSIDE GROWTH AND SCENERY AND FOR THE IMPLEMENTATION AND MAINTENANCE OF ROADSIDE BEAUTIFICATION PROGRAM; AUTHORIZING THE MAYOR TO SIGN ON BEHALF OF THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Port St. Joe has the opportunity to receive grant monies/financial assistance to facilitate the beautification of the area along U.S. 98 in the North Port St. Joe Gateway; and

WHEREAS, as a part of the continual updating of the State of Florida Highway System, the Department of Transportation of the State of Florida, for the purpose of safety, protection of the investment and other reasons, has constructed and does maintain highway facilities, specifically State Road 30/ U.S. 98, within the corporate limits of the City of Port St. Joe; and

WHEREAS, a Roadside Beautification Assistance Program has been created by Section 334.044(26), Florida Statutes, to "provide for the conservation of natural roadside growth and scenery and for the implementation and maintenance of roadside beautification programs"; and

WHEREAS, to be eligible for said grant monies/financial assistance, the City is required to enter into an Agreement (Financial Project No. 416533-8-58-39 STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION ROADSIDE BEAUTIFICATION ASSISTANCE JOINT PARTICIPATION AGREEMENT with the State of Florida, Department of Transportation; and

WHEREAS, the City of Port St. Joe desires to participate in this Roadside Beautification Assistance Program for the enjoyment of its citizens and others and has made application therefore and received notice of award thereof; and

WHEREAS, the City of Port St. Joe and the Department of Transportation mutually recognize the need for an agreement providing for the planning and completion of this Roadside Beautification Project, a copy of which is attached hereto and made a part hereof;

WHEREAS, it is in the best interest of the citizens of the City to enter into such agreement,

NOW, THEREFORE BE IT RESOLVED BY THE PEOPLE of the City of Port St. Joe as follows:

1. The City does hereby approve and agree to enter into the State of Florida Department of Transportation Roadside Beautification joint Participation Agreement (FIPD No. 416533-8-58-30).
2. That the Mayor of the City of Port St. Joe is authorized to sign the Agreement of behalf of the City of Port St. Joe.

THIS RESOLUTION ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

CITY COMMISSIONER OF THE CITY  
OF PORT ST. JOE, FLORIDA

BY: \_\_\_\_\_  
MEL C. MAGIDSON, JR.  
Mayor-Commissioner

