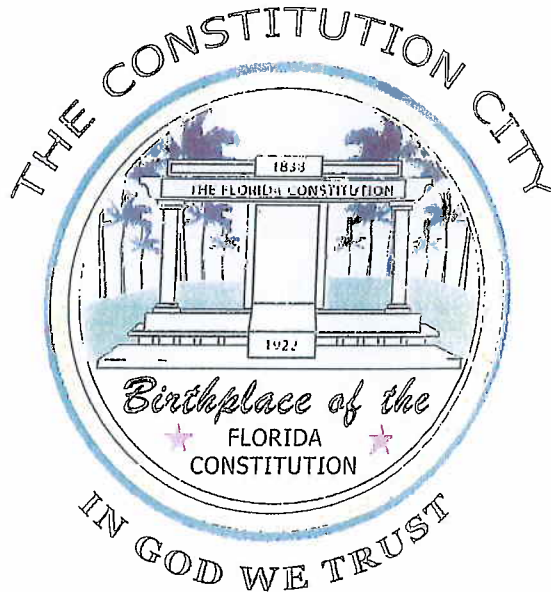


February 19, 2013

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 February 19, 2013

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Call to Order

## Consent Agenda

Minutes

- Regular Meeting 2/5/13

Pages 1-5

City Attorney

- Update

## Old Business

- Lighthouse- Update
  - Project Manager
- RESTORE Act Committee- Update
- Chipola Pump Motor- Update
- Centennial Celebration- Update
- Water Study- Update
- Tree Removal, Fresh Water Canal- Update
- Marvin Ave. Water Line Replacement- Update

## New Business

- TDC Update- Jennifer Jenkins
- Small Business Development Center- Quen Lamb
- Proposed RESTORE Act Application- Minnie Likely
- Proposal for Continuing Contract – Architectural/Engineering Services
- NFWFMD- Stormwater Improvements
- EDC/Chamber Funding
- Hwy 98 & First Street Intersection- FDOT Report

Page 6

Pages 7-36

Page 37

Page 38

Pages 39-44

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 45

Police Department

- Update

PSJRA

- MLK Sidewalk Project- Proposed Public Hearing Date
- Office Location- Update
- Final Deliverable for BayPark Grant
- Provisional PSJRA Directors- Request approval for (2) new provisional members
- RFQ 2013-01, Lighthouse Film Documentary- Update
- PSJRA Minutes

Pages 46-50

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, February 5, 2013, AT 6:00 P.M.

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

CONSENT AGENDA

Eighteen Gulf County Students Working Against Tobacco (SWAT) made a presentation to the Commission on the dangers of tobacco use. A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to read Resolution 2013-02 by title only. All in Favor; Motion carried 4-0. Attorney Gibson read Resolution 2013-02 by title only. A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to adopt Resolution 2013-02. All In Favor; Motion carried 4-0.

Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to approve the Bay Park Workshop and Regular Meeting Minutes of January 15, 2013, and the Bay Park Focus Group Special Meeting of January 22, 2013. All in Favor; Motion carried 4-0.

CITY ATTORNEY – Tom Gibson

Mr. Gibson shared that funds may be available through the Department of Economic Opportunity to help with economic development. When the Port Master Plan is updated, the Port Authority will be applying for funding to offset the cost of updating their plan. Mr. Gibson also requested that the City see if funding is available to update our Comprehensive Plan to include the Port Master Plan.

The Gulf County Board of County Commissioners (GCBC) has requested that the Port St. Joe Redevelopment Agency vacate their office space in the TDC Building. Per the Lease for the TDC Building, the City of Port St. Joe provides insurance on the building and covers the ground maintenance in return for office space for the Port St. Joe Redevelopment Agency (PSJRA). Mr. Gibson is working with GCBC Attorney Jeremy Novak for compensation to relocate the PSJRA Office.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update

Mayor Magidson shared that the City will be receiving constructive possession of the Cape San Blas Lighthouse, two keeper's quarters and the oil house within the week.

Fund raising efforts will begin immediately and Mayor Magidson will be contacting David Hull for suggestions on how to maximize fund raising efforts.

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to advertise a Request For Qualifications for a project manager for the moving of the lighthouse and additional structures. All in Favor; Motion carried 4-0.

Commissioner Buzzett requested that the Bay Park Project be pigeonholed until the lighthouse move has been completed and the structures are in their new location. He asked that the proposed site to locate the lighthouse be accepted pending permit approval and allow the Port St. Joe Redevelopment Agency to complete the necessary grant requirements internally. A motion was made by Commissioner Buzzett, second by Commissioner McCroan, to pigeonhole the project. All in Favor; Motion carried 4-0.

## RESTORE Act Committee

Mr. Anderson reported that the Committee met today, there are still no rules or regulations from the state or federal levels and the Committee is reviewing pre-applications. The seven projects being submitted by the City will be presented at their meeting next week.

## Chipola Pump Motor

Mr. Anderson shared that we are waiting on delivery of the pump.

## Centennial Celebration

Mayor Magidson related that there is a meeting tomorrow, plans are progressing, and asked for suggestions for items to be included in the time capsule.

## Water Study

The kick-off meeting for the Port St. Joe Distribution System Profile and Pilot Study was held on January 21, 2013 with the following: City – Jim Anderson, John Grantland, Larry McClamma, Lynn Todd and Kevin Pettis; Preble-Rish – Philip Jones, Clay Smallwood and Willie Payne; CDM David Kozan and by phone Amour Atassi. This meeting provided history of the plant and the issues the City is having. Resolving these issues will be a lengthy process but efforts are being combined to reach resolution.

## Tree Removal, Fresh Water Canal

The trees are being removed to improve the water quality in the canal area. Mr. Gibson is waiting on a contract from Mr. Whitfield.

## Rate Study

Burton and Associates have agreed to accept the budgeted amount of \$14,300 for the study. Their staff will be here for a site visit with City staff on March 28, 2013, and on April 11, 2013, a follow up conference call meeting will be held.

## CDBG North Port St. Joe Water Improvements

A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, authorizing Mayor Magidson to sign documents for the City and to enter into the grant for the project. All in Favor; Motion carried 4-0.

## New Business

### *Marvin Avenue Water Line Replacement, Request to Bid Materials*

Marvin Avenue is part of the Phase II Water Line Replacement Project. There is approximately \$95,000 remaining from Phase I and pending approval from SRF, City Staff would like to make replacement of the Marvin Avenue Water Line and three service lines between Allen Memorial Way and St. Joseph Drive a test project. Staff feels that there will be a savings of over \$52,000 on the Marvin Avenue segment and approximately \$7,000 on the three connections. By doing the work, the remaining funds could be used for another section of Phase II. A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to approve the test project. All in Favor; Motion carried 4-0.

### *Gulf Coast Hope Center*

Reverend Joe Atkinson and Matt Scoggins provided an update on the Gulf Coast Hope Center and shared several of their success stories in helping individuals. Mayor Magidson expressed his

appreciation to Mr. Scoggins for keeping his word about the Center and thanked the gentlemen for their report.

#### Public Works – John Grantland

Mr. Grantland reported that flushing had been completed from First Street to Sacred Heart Hospital. City Staff noted that water has been of better quality and had a higher velocity than last year. Flushing in North Port St. Joe and Oak Grove should be completed by the end of this week and flushing in White City should start Monday. Mr. Grantland reiterated that the flushing can cause disturbance to some of the water lines and asked that anyone who experiences bad water please call Public Works.

#### Surface Water Plant

Mr. McClamma was absent due to illness. Earlier he had provided a maintenance report for review by the Commission.

Kenny Wood noted several items in the report that needed attention and he is seeking answers on them.

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to continue the Maintenance Contract with Mr. Wood for six months and reduce the number of hours to ten hours per month. All in Favor; Motion passed 4-0.

#### Wastewater Plant

Ms. Todd was absent due to being in a compliance class. Mr. Anderson shared that the Batwing attachment should be in soon and he anticipates the new Alamo Side Hill mower in three to four months.

#### City Engineer – Clay Smallwood

*Headworks and Sprayfields Update - Nothing to report at this time.*

#### *Water Distribution Phase I Update*

Mr. Smallwood noted that we are in the home stretch, several dry connections remain to be made and paving should be begin the end of next week. Several hydrants still need to be removed and a punch list is being created and reviewed.

It was noted that the Tenth Street Water Tower, a 1937 model, is being evaluated and analyzed to see if it should remain in operation.

Mr. Anderson thanked Mr. Smallwood for his work on this project.

#### Code Enforcement

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

#### Police Department – Chief Barnes

Chief Barnes reminded the Commissioners that the Florida Department of Transportation will be here February 19, 2013, at 4:30 P.M., for a meeting on the Highway 98 and First Street Intersection.

The Chief noted that traffic accidents have been reduced by 40% and Traffic Citations by half.

He reported that the arson investigation is ongoing and moving in a positive direction.

Chief Barnes shared that Officer Ricky Tolbert has joined the Port St. Joe Police Department.

Chief noted that the trolley system used during the holidays was very helpful and he appreciated the service.

**PSJRA – Gail Alsobrook**

*MLK Sidewalk Project –*

Per the Department of Economic Opportunity, it is acceptable to bid the two projects as one contract as long as the USDA process is to a point that their portion of the project can be advertised for bid by June 3, 2013. The work and financials will have to be kept separate and CDBG rules will apply for all work. Mr. Smallwood is waiting to hear from USDA if this is acceptable.

Ms. Alsobrook would like to have a public workshop in the Washington Gym for the residents of North Port St. Joe to make them aware of the project.

*Bay Park*

Ms. Alsobrook noted that the idea of a pirate ship for the Bay Park has been cancelled.

*Office Location*

Ms. Alsobrook has been checking for available office space and there is a possibility of space in the Local Color Building or the Rish Gibson Building. She was instructed to check the local market for available space.

*Invitation to Negotiate*

Ms. Alsobrook requested to advertise for design and construction of a deck at Billy Joe Rish Memorial Parking Lot. Attorney Gibson noted that compliance will fall under the City and he has no problem with the content of this ad. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, for the City to advertise a Request For Qualifications for design and construction of a deck at Billy Joe Rish Memorial Parking Lot. All in Favor; Motion carried 4-0. This will be RFQ 2013-02.

**City Clerk – Charlotte Pierce**

Nothing to report at this time.

**Citizens to be Heard**

No citizens wished to address the Commission.

**Discussion Items by Commissioners**

Commissioner Patterson has spoken with George Boyer concerning signage on Highway 98. Mr. Boyer will have some recommendations for the Commission.

The old paper mill, Arizona Chemical and Port sites are very unsightly and Commissioner Patterson is concerned that this is the first view many guests have of our City. The JOE Company was contacted recently and they were not interested in cleaning up the property because of metal still on the property. Mr. Gibson will pass the request to clean up the property to the JOE Company and Port officials.

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

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

Mayor Magidson noted that he had received a letter from a company wanting to insure water lines for City customers. The Mayor stressed that the City does not recommend or endorse this and that the buyer should beware.

Mr. Anderson shared the 2013 Election Schedule with the Commissioners.

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to adjourn the Meeting at 7:50 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

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

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



### Demographics:

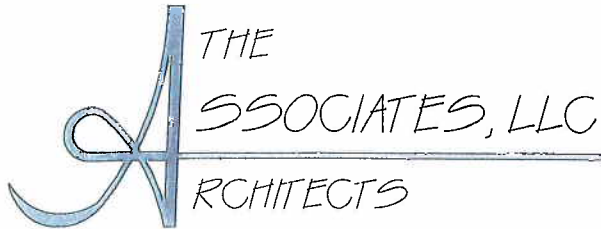
An after-school program located in North Port St. Joe. It began in 2000 for the purpose of assisting community children who were deficient in their reading and math scores and skills. Most of these children live in single parent households headed by a female. 90% or from low income families where the parent / guardian has income below \$25,000; they are on free or reduced lunch. Parents are either unemployed or has a problem acquiring sufficient employment because of their poor academic and / or social skills.

Students in the program have problems academically and or socially partially due to the lack of parental support academically in the home.

The goal of the NPSJY Initiative is to help break the cycle of poverty and unemployable skills by providing children and families with support through academic preparations in math and reading that will prepare them for the future workforce.

### Building Needs:

1. Repair roof
2. Enclose open area beside the main building
3. Replace all windows
4. Replace all flooring
5. Paint inside of building
6. Repair plumbing in restrooms
- 7.



Local Touch  
Regional Reach

Architecture • Planning • Interior Design

1038 Jenks Avenue Panama City, FL 32401  
Tel: 850-785-2505 Fax: 850-785-2535

106 Goodmorning Street WindMark Beach Town Center  
Port St. Joe, FL 32456  
Tel: 850-819-5724  
Email: mhawley@theassociatesarchitects.com • AA26000998

## Letter of Transmittal

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To: Mr. James Anderson  
City Manager City of Port St. Joe  
P.O. Box 278  
Port St. Joe, Florida 32457

From: Mark Hawley, AIA

Date: February 12, 2013

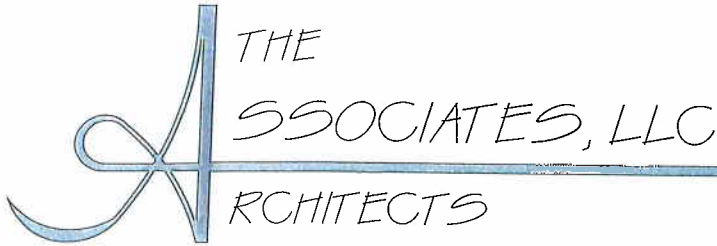
Project Name: NA  
Project #: NA  
Regarding: Proposal for Continuing Contract Architectural/Engineering Services

Transmitting Method: Hand Delivered

<u>Quantity</u>	<u>Item Description</u>	<u>Action Requested</u>
6	Letter to City Commission with attached resume	Placement on Agenda for consideration at next City Commission Meeting
1	Sample Contract	Make available for review by Commissioners (not part of Agenda documents at this time)

### Comments

Jim,  
Please find attached a letter to the City Commissioners regarding a proposal to contract with The Associates, LLC for continuing contract architectural and engineering services for small projects that are under 2 million dollars in construction costs.  
If you have any questions, or require additional information, please do not hesitate to contact our office. Thank you and have a good day.



February 11, 2013

Architecture

City Commissioners  
City of Port St. Joe  
305 Cecil G. Costin, Sr. Blvd.  
Port St. Joe, Florida 32456

Planning

Interior Design

RE: PROFESSIONAL ARCHITECTURAL OR ARCHITECTURAL ENGINEERING SERVICES

Dear City Commissioners:

The Associates, LLC has enjoyed working with the City on the ADA improvements project and with the City's Redevelopment Agency on the Bay Park project and are very excited about the possibility of working with the City in the future. We define a successful project as one where the Architect listens to the client, thoroughly investigates alternative solutions to project goals, maximizes function for dollars spent, and involves the client in all phases of the project. By working as a team, we are able to define, express and create architectural projects that successfully meet or exceed our clients' expectations. Every design and project assignment is a reflection of our commitment to innovation, technology, and client satisfaction.

I would like for you to entertain the idea of establishing a continuing contract with my firm that is similar to the contracts I currently have with BCBCS, Bay District Schools and the Department of Military Affairs in St. Augustine. The Associates, LLC is a knowledge based design firm that incorporates the latest technology and most up-to-date information to provide you with innovative architectural solutions. We assemble a highly professional team of consultants that will provide the City with a talented and diverse group of architects, designers and engineers. In addition as the principal architect, I am personally involved in every phase of your project. I look forward to the opportunity to meet with you to discuss our qualifications and your needs.

I propose a contract similar to the continuing contract I have with the Bay County Board of County Commissioners. A copy has been left with Mr. Anderson, City Manager. Also you may contact Mr. George Waldron, Division Manager, Bay County Public Works Engineering at (850)248-8301 for reference. Please contact me if you have any questions. Resume attached.

Sincerely,

Mark F. Hawley, AIA

P.O. Box 42  
Panama City, FL 32402

106 Goodmorning Street  
WindMark Beach Town Center,  
Port St. Joe, Florida

Tel: 850-785-2505

Fax: 850-785-2535

