

**March 5, 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 March 5, 2013

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## Call to Order

## Consent Agenda

### Minutes

- Regular Meeting 2/19/13
- Workshop Meeting 2/26/13

Pages 1-5

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### City Attorney

- Update

## Old Business

- Lighthouse- Update
  - Project Manager Scope of Work (Handout)
- RESTORE Act Committee- Update
- Centennial Celebration- Update
- Marvin Ave. Water Line Replacement- Update
- Proposal to go out for bid- Architectural/Engineering Services

## New Business

- Impact Fee Waiver Request- Lighthouse Pentecostal Ministries
- Bruce Ballister
  - Request for Reimbursement
  - CDBG Water Line Replacement Grant #2
- Request to Waive Rental Fees
  - Street Dance Committee
  - Covenant Hospice

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Pages 8-10

Pages 11-12

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## Public Works

- Flushing- Update

## Surface Water Plant

- 10<sup>th</sup> Street Tank Cleaning

## Waste Water Plant

- Update

## City Engineer

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

**Code Enforcement**

- Update

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**Police Department**

- Update

**PSJRA**

- Office Relocation Status
- Follow-up Report on MLK Sidewalk Project Workshop
- Request Approval to Re-Advertise Phase IV Hwy 98 Landscaping
- PSJRA Annual Report
- Discuss Status of Lighthouse Documentary Bids
- Status of Billy Joe Rish Memorial Parking Lot Bids
- PSJRA Meeting Minutes

**Pages 16-29**

**Pages 30-37**

**Pages 38-42**

**City Clerk**

- Cemetery Re-Platt

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**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 19, 2013, 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 Buzzett, second by Commissioner Patterson, to approve the Minutes of the Regular Meeting of February 5, 2013. All in Favor; Motion carried 5-0.

**CITY ATTORNEY – Tom Gibson**

Mr. Gibson met with Marina Pennington and Department of Economic Opportunity Staff concerning the availability of funding and technical assistance and he was very encouraged by their meeting.

**CITY MANAGER'S REPORT**

**Old Business**

*Lighthouse Update / Project Manager*

A Motion was made by Commissioner Patterson, second by Commissioner Kennedy, to include Preble Rish as the engineering responsibilities as Project Manager for this project and when they come to us and say we need these architectural services we will deal with that issue at that time. All in Favor; Motion carried 5-0.

*RESTORE Act Committee*

The Committee met today and there are still no rules or regulations from the state or federal level. Pre applications are being presented to the Committee for review.

*CDBG Water Grant Phase II – Bruce Ballister*

Mr. Ballister updated the Commission on the North Florida Child Development Grant which has been completed and noted that the ADA Improvements for restrooms at the Fire Station, City Hall and Centennial Building are in the process of being closed out.

Phase I of the North Port St. Joe Water System Improvements has been approved and Mr. Ballister anticipates going to bid in April on the project. A Motion was made by Commissioner McCroan, second by Commissioner Kennedy, to enter into contract with Apalachee Regional Planning Council and Mr. Ballister for Phase II that will include Avenues E, F and G with a loop to the East. All in Favor; Motion carried 5-0.

**Employee Sick Leave – Request to Utilize Sick Leave Pool**

An employee is facing major surgery and is in need of additional leave time. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to allow fellow employees to donate leave time for their co-worker. All in Favor; Motion carried 5-0.

### *Chipola Pump Motor*

Mr. Anderson noted that Gilbert Pump is having problems getting the replacement pump and now anticipates delivery in June. Northwest Florida Water Management District has been notified of the delay.

### *Centennial Celebration*

Mayor Magidson shared that meetings are continuing and there will be a fund raising opportunity on May 11, 2013. Local bands, as well as the Villagers, will be participating in the event.

### *Water Study*

Dave Kozan and Philip Jones have met with Mr. Anderson and Ms. Todd. They are now in the data gathering and fact finding mode.

### *Tree Removal, Fresh Water Canal*

Mr. Gibson noted that the contract has been mailed to Whitfield Timber Company.

### *Marvin Avenue Water line Replacement*

Mr. Anderson has notified SRF of the City's request and is waiting on their response.

## **New Business**

### *TDC Update – Jennifer Jenkins*

Ms. Jenkins presented the results of their Gulf County Vision Perception Interviews from November. Conclusions from the survey yielded: Mindful Growth – Fall and Spring Opportunities; Target like-minded, new visitors modeled from loyalists; Find and covert more brand ambassadors; Expand reach in Southern Geography; Explore emerging markets in Midwest Corridor; Stay true to Gulf County brand character – be specific. All indications are that those surveyed like Gulf County the way it is and like to visit because it is relaxing, quiet, beautiful, peaceful and friendly. Unique traits included uncrowded, laidback, friendly, unspoiled, pet friendly, beautiful, peaceful and pristine.

### *Small Business Development Center – Quen Lamb*

Mr. Lamb shared that he works with the Small Business Development Center to assist people in establishing a business and help existing businesses improve their businesses. There is no charge for their services but workshops cost \$30. His programs are funded by the Small Business Administration. They also offer specialized assistance for the Veterans' Business Outreach Center. Mr. Lamb asked that referrals be made to him when people are looking for assistance with business start up.

### *Proposed RESTORE Act Application – Minnie Likely*

Mrs. Likely requested assistance from the City in applying for a RESTORE Act Grant. The building she uses for an after school program is in dire need of repairs and she feels that approximately \$125,000 would cover the repairs. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to include her request in the City's applications for Phase II. All in Favor; Motion carried 5-0.

### *Proposal for Continuing Contract – Architectural / Engineering Services*

After a discussion on the subject, consensus was to table the request to allow the Commissioners time to review the issue. The request will be on the Agenda for the March 5, 2013, Meeting.

## *Northwest Florida Water Management District – Stormwater Improvements*

A request was received from the Northwest Florida Water Management District for proposed Stormwater Improvement Projects for the City of Port St. Joe. The following projects were deemed to be excellent ways to improve the water quality: Stormwater Master Plan \$50,000; Patton Bayou Outfall \$150,000; Battles Street Outfall \$250,000 and Forest Park Stormwater Improvements \$750,000. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to submit these projects to the NFWFMD for their review. All in Favor; Motion carried 5-0.

### *EDC / Chamber Funding*

Invoice 11-625 has been received from the Gulf County Chamber of Commerce for \$20,000. It was noted that the funds are allocated as \$10,000 for the Gulf County EDC and \$10,000 for the Gulf County Chamber of Commerce. This is a budgeted expenditure and it will be made payable to the Chamber.

### *Highway 98 and First Street Intersection*

Correspondence has been received from Charley E. Locke, Traffic Operations Special Project Coordinator for the Florida Department of Transportation concerning the "No Turn On Red" sign at the Highway 98 and First Street Intersection. Their review of the location indicated that the sign has improved the crashes history at this location and no crashes have occurred from the time the sign was installed August 4, 2011 until December 7, 2012. They do not recommend any changes at this time.

## **Public Works**

Mr. Grantland was absent and there was nothing to report.

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

Mr. McClamma shared that the White City Booster Station Pump repair will begin Thursday. He thanked Ms. Todd for her work with the demolition of the old water plant and noted that there should be forthcoming revenue from scrap in the old plant.

### **Wastewater Plant - Lynn Todd**

Ms. Todd made the Commission aware of the Mechanical Bar Screen failure at the Headworks. The company was contacted but has not been very responsive to her calls to them. Bob Lyles located a switch and was able to put the screen back in service. The company did send a part after Mr. Lyles made the repair. Whether the equipment is still under warranty needs to be determined.

## **City Engineer – Clay Smallwood**

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

### *Water Distribution Phase I Update*

Mr. Smallwood reported that all pipe from I-C Contractors is in the ground. Paving will begin in two weeks and grassing operations will follow that.

## **Code Enforcement**

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

## **Police Department**

Sergeant David Garner noted that it is illegal to burn trash or garbage in the City. A Permit is required and must be secured from Fire Chief John Ford.

## **PSJRA – Gail Alsobrook**

### *MLK Sidewalk Project*

Ms. Alsobrook, on behalf of Gulf County Commissioner Tan Smiley, has requested a City Workshop be held on Tuesday, February 26, 2013, at 6:00 P.M. to discuss this project. The Workshop will be held in the Washington Gym.

### *Office Location*

There is a possibility that space will be available in the Local Color Building in March. Ms. Alsobrook is making inquires as to the availability of the space and costs associated with it.

### *Final Deliverable for Bay Park Grant*

Ms. Alsobrook noted the final deliverable for the Bay Park Master Plan: A comprehensive plan incorporating and coordinating all anticipated uses, landscape strategy, architectural visioning, lighting, educational strategy (including placement of display / kiosk, benches, trash receptacles), power distribution, security and other components.

### *Provisional PSJRA Directors Request approval for two new provisional members*

A Motion was made by Commissioner McCroan, second by Commissioner Kennedy, to approve Patti Blaylock as a Provisional Member. An additional member will be presented at a later date. All in Favor; Motion carried 5-0.

### *FRQ 2013-01 – Lighthouse Film Documentary*

Ms. Alsobrook requested guidance concerning the Film Documentary. The Commission instructed that she and Mr. Anderson should review the RFQs and made a recommendation to the Board at their next meeting.

### *PSJRA Minutes*

Minutes of the December 13, 2012, and February 21, 2013, Meetings were included in the Agenda for perusal by the Commission.

### **City Clerk – Charlotte Pierce**

Nothing to report at this time.

### **Citizens to be Heard**

No one asked to speak.

### **Discussion Items by Commissioners**

Commissioner Kennedy shared that the alley behind Port Cottages will need to be closed temporarily as the alley will be paved from Buy-Rite to Cadence Bank. The cottages will begin housing guests in March with the Grand Opening scheduled for April 6, 2013.

Commissioner Patterson continues to receive complaints of speeding on Avenue G. Sergeant Garner noted that they have patrolled the area and no speeding was observed. The Police Department will continue to monitor the location.



Questions are still being directed to Commissioner Patterson as to whether Eastern Shipbuilding will open their facility here. Barry Sellers, Executive Director of the Gulf County Economic Development Council, assured Commissioner Patterson that he has been talking with them and all indications are that they will be here within the next several months.

*Commissioner McCroan* inquired as to whether the problem with the red light at the Intersections of Highway 98 and Cecil G. Costin, Sr., Blvd., (Highway 71) had been resolved. Chief Barnes has discussed this with Mr. Anderson and the switch will be replaced.

*Commissioner Buzzett* requested that the landscaping around City Hall be included is a monthly treating service for weeding and fertilizing. A cost for this service is to be on the March 5, 2013, Agenda.

Commissioner Buzzett provided copies of a 1950 News Herald article on the Cape San Blas Lighthouse for the Board.

Mayor Magidson reminded everyone of the Photo Swap scheduled for Saturday, February 23, 2013, from 2:00 P.M. – 5:00 P.M., at the Gulf County Senior Citizen's Building. Photos will be scanned for possible use with Port St. Joe's Centennial Celebration June 28, 2013 – July 5, 2013.

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to adjourn the Meeting at 8:05 P.M.

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

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

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



**MINUTES OF THE MARTIN LUTHER KING, JR., BOULEVARD SIDEWALK IMPROVEMENTS GRANT WORKSHOP BY THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT THE WASHINGTON IMPROVEMENT GROUP BUILDING FEBRUARY 26, 2013, AT 6:10 P.M.**

This was a Public Meeting advertised by the Port St. Joe Redevelopment Agency for the purpose of sharing with the community about the Martin Luther King, Jr., Boulevard Sidewalk Improvement Grant. The Meeting was advertised so that the Mayor and Commissioners could attend without creating a Sunshine Law violation. There was no quorum of City Commissioners for the Meeting.

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

Gail Alsobrook, Port St. Joe Redevelopment Agency (PSJRA), welcomed those attending. The Pledge of Allegiance was recited and a prayer was given by Mayor Magidson.

Ms. Alsobrook thanked Clay Smallwood of Preble Rish Engineering and Gulf County Commissioner Tan Smiley for their assistance with the project. She noted that this project is a collaboration with the City of Port St. Joe. Funding consist of \$200,000 from the USDA and \$10,000 will be provided by the PSJRA.

The purpose of the grant will be to fund infrastructure for storm water runoff, provide sidewalks and parking for Martin Luther King, Jr., Boulevard from Avenues A to D. The businesses at the time of the USDA RBEG Grant Application were B & C Autonet, TEW Video, Korner Stop & Go, Precious Moments, Nana's Treats, and Driesbach Cleaners. Emerging businesses were C & L Cleaners, Vision Building, and Byrd House Restaurant.

Clay Smallwood noted that ADA routes will be provided, the grant will improve storm water runoff, allow for green space and crosswalks at the intersections. He anticipates an April bid date for the project. Mr. Smallwood also shared that there is a possibility the CDBG Grant for the North Port St. Joe Water System Improvements will be done at the same time to eliminate damaging work done by this project.

Several citizens asked questions about the project.

Commissioner Patterson noted that any project takes time; that the goal is to make this area the best it can be and he encouraged citizens to call if with any problems related to the project.

Mayor Magidson reminded those present of the 100<sup>th</sup> Birthday Celebration for the City and asked them to share any photos they may have.

The workshop was adjourned at 6:45 P.M.

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

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

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

March 1, 2013

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

Dear Mr. Anderson,

I am writing to request your consideration to waive impact fees for the water and sewer for Lighthouse Pentecostal Ministries, which is located just south of the White City Bridge. Our congregation has been gathering in a home since 2007, and in 2009 we began the process of purchasing land to build a church on Highway 71 in this same area. In 2009 we were told by more than one official that, when the time came, impact fees for the water and sewer would likely be waived for the church.

After having received our final permits, we are now clearing out the stumps and getting ready to build the new church. We are in hopes that you will consider our request to waive the impact fees for the water and sewer.

Your consideration is greatly appreciated.

God Bless You,

Pastor Tim Bailey  
Lighthouse Pentecostal Ministries

827-2545 (Home)



# Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Liberty,  
Leon and Wakulla Counties and their municipalities

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March 1, 2013

Mayor Mel Magidson  
City of Port St. Joe  
P.O. Box 278  
Port St. Joe, FL 32457

Re: Pay Request for Additional Services  
ADA Restroom Improvements

Mayor Magidson and Members of the Commission:

As the NCFCD project comes to a close in the next few weeks we have become aware that our costs for Administration have exceeded the original budget for that project by several thousands of dollars. Staff has represented numerous times to the City Commission that the City would not be responsible for any administrative charges for that project as all costs were to be payable by either the grant itself or by North Florida Child Development. The city was fortunate that the project came in well under its projected construction budget of \$600,000.

The City was also fortunate that the CDBG manager, Patrick Howard, was willing to allow the project to be modified to permit ADA bathroom improvements to three city buildings. This additional project was initiated by the CDBG office after ARPC staff performed an updated accessibility survey at CDBG's insistence and over the objections of the prior city manager. ARPC staff followed through in good faith; providing the ADA accessibility report, assisting in procuring an architect's services, overseeing the bid process for contractors and assisting in the timely inspection of the work, and performing the required Davis Bacon interviews of the various subcontractors. It is our understanding that the City is satisfied with the finished installations at City Hall, the Fire Station and at the Centennial Building.

We cannot recover fully the amount of project overrun, but we do feel justified in submitting a request for payment of services for the period covering June 1, 2012 through January, 2013. During this time, there was no construction activity to monitor on the Field of Dreams Drive project and all time and charges would be attributable to the ADA project. In fact charges are somewhat reduced for that period because trips were often shared with some of the survey trips required to obtain demographic data for the recently acquired Neighborhood Revitalization grant for the North Port St Joe neighborhood. During the time period mentioned above, we accumulated \$4,449.57 in charges assigned to Field or Dreams project that were expended on the ADA improvement project.

The City has benefited from our activity by utilizing excess CDBG funds. In fact almost \$75,000 will need to be de-obligated at project closeout. That office has made it clear that, although they are sympathetic to our situation, they are statutorily prohibited from providing payment in excess of 8% of the total grant award. The city has received \$10,125.00 in

