

April 2, 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 April 2, 2013

Call to Order

Consent Agenda

Minutes

- Regular Meeting 3/5/13
- Special Meeting 3/25/13

Pages 1-4

Pages 5-6

City Attorney

- Update

Old Business

- Lighthouse- Update
 - Project Manager Scope of Work (Handout)
- RESTORE Act Committee- Update
- Centennial Celebration- Update

New Business

- Request to Waive Rental Fees
 - Goodwill Industries
 - Healthy Start Coalition
 - Port St. Joe High School
 - May Day Festival
- Florida Communities Trust- Stewardship Report
- Early Learning Coalition
- WastePro- Comm. Kennedy
- Sea//Tow Life Jacket Loaner Program
- PDRB Position Vacancy

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Pages 11-13

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Public Works

- Flushing- Update

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Headworks and Sprayfield- Update
- Water Distribution Phase I- Update
- Water Study- Update, David Kozan CDM Smith

Code Enforcement

- Update

Page 17-18

Police Department

- Update

PSJRA

- Request approval of PSJRA Provisional Director- Brian Hill
- Report on Bid Opening: Phase IV North Port St. Joe Gateway, project
- Status Report on CPI Grant to construct foundation for lighthouse
- Deck at Billy Joe Rish Memorial Parking Lot- Discuss plan and recommend award to Ecoseascape
- Status report on new banner series and plans for banner locations
- Status of Historic Downtown brochure/map
- Status report on Lighthouse Film Documentary
- Grants submitted: Langston Drive improvements and funding for Lighthouse Documentary marketing and promotion
- PSJRA Meeting Minutes

Pages 19-21

Pages 22-27

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, March 5, 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 19, 2013 and Workshop Meeting of February 26, 2013. All in Favor; Motion carried 5-0.

CITY ATTORNEY – Tom Gibson

Mr. Gibson noted that Public Records Law may cover text messages when dealing with staff. Contact by telephone calls or personal appearances would be easier to keep up with rather than having to retain text messages.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update / Project Manager Scope of Work

Clay Smallwood of Preble Rish shared that they have hit the ground running on the project, a well thought out Scope of Work is being compiled and they anticipate having the finished product by the next meeting.

RESTORE Act Committee

Mr. Anderson reported that there was not a RESTORE Act Meeting today and it will be three weeks before another meeting is held. The deadline for Phase II applications was February 28, 2013, and there are still no guidelines from the state or federal levels.

Centennial Celebration

Mayor Magidson related the Photo Share was a lot of fun, numerous photos, nostalgic moments, and laughs were provided. Another scan is scheduled for March 16, 2013, at the WIG Building. There will be a fund raising event on May 11, 2013, which incorporates local and area bands. Mayor Magidson also requested suggestions for item to be placed in the time capsule.

Marvin Avenue Waterline Replacement

Mr. Anderson noted that materials for the project have been advertised for bid (FRP 2013-02) and staff will be doing the work on the project.

Proposal to go out for bid – Architectural / Engineering Services

Consensus was that these services should be project specific and there was not a need to enter into a contract at this time.

New Business

Impact Fee Waiver Request – Lighthouse Pentecostal Ministries

Reverend Tim Bailey requested a waiver of fees for their church that is being built. The Commission asked that Reverend Bailey find out what size lines will be needed and provide the information to Mr. Anderson. The

Commission would like to work with the church and offered the possibility of financing of fees and hook up costs. Staff will research what has been done previously for other churches.

Bruce Ballister

Mr. Ballister shared that "No Significant Impact" was noted in the Environmental Review for the North Port St. Joe Water System Improvement Grant.

Request for Reimbursement

Mr. Ballister noted that the North Florida Child Development project ended in June and that additional work for the ADA Bathrooms had caused an overrun in his budget. Mr. Ballister asked if the Commission would reimburse the Apalachee Regional Planning Council \$4,449.57 for expenses that had been incurred on the Bathroom project. Consensus was that there were no funds budgeted for this and the Commission would not be able to make the reimbursement.

CDBG Water Line Replacement Grant #2

Signatures for the project have been obtained and will be provided to Mr. Ballister.

Request to Waive Rental Fees from Street Dance Committee and Covenant Hospice

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to waive Rental Fees for both requests. All in Favor; Motion carried 5-0.

Public Works – John Grantland

Flushing remains to be done between the Surface Water Plant and the St. Joe Beach Booster Station. Once this is completed, flushing will continue to the beaches service area.

Surface Water Plant – Larry McClamma

The Disinfectant by Products tests were very good. The acceptable state level is 80 and our levels were 35.5 for the quarter and our rolling average was 69.05.

The Tenth Street Water Tank has been down for cleaning. Utility Services will clean the tank, which has not been cleaned since the Surface Water Plant came on line, for free and noted that the tank is in really good shape. The fill line to the tank produced colored water and was flushed until the water was clear. Mr. McClamma noted that the fill line is in need of servicing.

Wastewater Plant - Lynn Todd

Ms. Todd shared that the #1 Grit King has failed again, it has been flushed and they are operating in by-pass mode. North Florida Construction and Hydro International have been contacted. A solution to the problem is needed and there is also a conference call Thursday at 10:00 A.M. to discuss this and other problems as well.

The Bar Screen which has been out of service was under warranty and a replacement part was provided.

Ms. Todd noted that more scrap metal was collected in the cleanup of the old water plant than was expected and it generated approximately \$2,447 in revenue.

City Engineer – Clay Smallwood

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

Water Distribution Phase I Update

Mr. Smallwood anticipates that all road patching will be completed tomorrow. I-C Contractor has been hand raking in preparation for grassing and the punch list is being formulated.

Water Study Update

GIS Maps for CDM have been completed and will be used as a tool to analyze and lead to areas for testing. They anticipate having a Gap Analysis Summary Memo available next week.

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve milling and stabilizing of the cut made by CVS on First Street. The cost is approximately \$4,100. All in Favor; Motion carried 5-0.

Code Enforcement

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

Police Department – Chief Barnes

The Masonic Lodge Fire Investigation has been closed. A warrant has been signed and an arrest is anticipated shortly.

Chief Barnes introduced our new City Policeman, Ricky Tolbert. Officer Tolbert has 27 years in law enforcement and most recently ran the Drug Investigations Unit of the Gulf County Sheriff's Department.

PSJRA – Gail Alsobrook

Office Location Status

Space will be available for the PSJRA at the Local Color Building. The Chamber of Commerce has approved the relocation and space will be available on April 1, 2013. Relocation, ground maintenance and other expenses are being discussed. Attorney Gibson will be talking with Gulf County Attorney Jeremy Novak to resolve these issues.

Follow-up Report on MLK Sidewalk Project Workshop

The Workshop Meeting, which was originally planned for the Washington Gym, was moved to the Washington Improvement Group Building. Ms. Alsobrook felt that the meeting went well and it provided an opportunity to clarify the project plans. Preble Rish currently has the Design Plans.

Request Approval to Re-Advertise Phase IV Highway 98 Landscaping (North Port St. Joe Gateway)

Ms. Alsobrook requested that she be allowed to rebid the project as the low bidder had sharply different cost and indications were that the bidder did not understand the soils involved. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy to rebid the project. All in Favor; Motion carried 5-0.

The PSJRA's Annual Report has been placed in each Commissioner's City Hall Mail Box.

Status of Lighthouse Documentary Bids

Five packets were received. After review of the qualifications, it was recommended that the submittal of Lisa Curry and Clayton Long be accepted. A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to enter into a contract with Lisa Curry and Clayton Long. All in Favor; Motion carried 5-0.

Status of Billy Joe Rish Memorial Parking Lot Bids

One submittal was received from Eco Sea Scape. Ms. Alsobrook is contacting USDA to see if one bid is acceptable or if they require more.

PSJRA Minutes of January 17, 2013, and were included in the Agenda for the Commission's perusal.

City Clerk – Charlotte Pierce

Cemetery Re-Platt - Mrs. Pierce shared that there are very few 8 and 4 space plots at Holly Hill Cemetery available. She requested that some plots in Block K and M be converted to 8 and 4 space plots. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to make the conversion. All in Favor; Motion carried 5-0.

Citizens to be Heard

Barbara Vantreese requested permission to have two directional signs erected to help people locate the Gulf County Humane Society and Thrift Shop. The signs would be at the Intersection of Knowles Avenue & Highway 71 and the other at Knowles Avenue & Tenth Street. Ms. Vantreese will need to complete a Sign Application before help can be given.

Lorida Gingell, on behalf of the Gulf County Chamber of Commerce, thanked the City for their help with the annual dinner. She specifically mentioned the Public Works Department and their assistance.

Discussion Items by Commissioners

Commissioner Buzzett – Nothing at this time.

Commissioner McCroan – Nothing at this time.

Commissioner Patterson thanked John Grantland for his assistance with a citizen. He also shared that he continues to receive complaints that golf carts cannot be driven across the local highways.

Commissioner Kennedy noted that the inability to hear speakers in the Centennial Building continues to be a problem.

Mayor Magidson shared that he would be qualifying to seek re-election to the Mayor-Commissioner seat that he currently holds.

Due to several Commissioners being out-of-town on March 19, the consensus was to cancel the Regular Meeting on that date and if necessary, have a Special Meeting on March 26, 2013.

A Motion was made by Commission McCroan, second by Commissioner Kennedy, to adjourn the Meeting at 7:20 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, March 25, 2013, at 12:00 Noon

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.

The purpose of the Special Meeting was the TDC Building / PSJRA Move; RFP 2013-02 Bid Award Marvin Avenue Project Materials; Proposed Deed transfer of Soccer Fields to the Gulf County School System and the Scope of Work for Cape San Blas Lighthouse Complex move.

TDC Building / PSJRA Move

City Manager Jim Anderson, City Attorney Tom Gibson, Gulf County Administrator Don Butler and County Attorney Jeremy Novak had previously met to discuss the TDC Building as to insurance and space for the Port St. Joe Redevelopment Agency (PSJRA), City / County Amended Inter-local Agreement and the Fire Tax for Windmark II.

After discussion, a Motion was made by Commissioner Buzzett, second by Commissioner McCroan, for the PSJRA to remain in the TDC Building until the issues with the County are resolved. The City owns the land, provides insurance and is the Lessor on the Lease Agreement between the City of Port St. Joe and the Gulf County Board of County Commissioners by and through the Gulf County Tourist Development Council. All in Favor; Motion carried 5-0.

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, for a letter addressing the cost of moving for the PSJRA, Building Insurance Premiums, distribution of Fire Tax Money and amending the Amended City / County Inter-Local Agreement to be sent to Gulf County Administrator Don Butler. All in Favor; Motion carried 5-0.

RFP 2013-02 Bid Award Marvin Avenue Project Materials

The only bid for the project was received from HD Waterworks in the amount of \$16,755.04. A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to award RFP 2013-02 to HD Waterworks in the amount of \$16,755.04. All in Favor; Motion carried 5-0.

Proposed Deed transfer of Soccer Fields to the Gulf County School System

An on going discussion has been held as to transferring the J. Lamar Faison Soccer Complex to the Gulf County School Board. City Manager Jim Anderson, Commissioner Kennedy and Gulf County Schools Superintendent Jim Norton have met on this project. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to send a letter to the Gulf County School Board offering them the complex. The main concern is that the complex must be available to the public, in perpetuity, as stated by the St. Joe Company and the Florida Recreation Development Assistance Program (FRDAP) requirements. If assurance of this requirement can be resolved, the City will transfer the property. All in Favor; Motion carried 5-0.

Scope of Work for Cape San Blas Lighthouse Complex move

Clay Smallwood, PRI, presented a proposal for professional services on the Lighthouse Relocation. After discussion, it was noted that the PSJRA has budgeted \$80,000 for foundations for the structures. Gail Alsobrook is to meet with Mr. Smallwood to determine what services the PSJRA has already paid for that

could be eliminated from the Scope of Work provided by MLD Architects. Mr. Smallwood is to prepare a Deliverables Schedule and a Financial Draw Schedule for consideration at the April 2, 2013, Meeting.

There were no citizens present that wished to address the Commission.

Commissioner Kennedy announced that he would not be seeking re-election this year. His fellow Commissioners thanked him for his invaluable service to the Commission and noted that they were disappointed that he was not seeking re-election.

Commissioner Patterson shared that he would be seeking re-election and had enjoyed serving the City and its residents the past two years.

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

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

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to adjourn the Meeting at 1:23 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

GOODWILL INDUSTRIES-BIG BEND, INC.

Fred G. Shelfer, Jr.
President

300 Mabry Street • Tallahassee, FL 32304
(850) 576-7145 • FAX (850) 576-0921

Stacy Larkin
Vice President, Mission Services

March 26, 2013

Dear Mr. Anderson,

Goodwill Industries Big Bend, Inc. Career Training Center is planning to host a job fair and we are requesting the use of the Centennial Building for this great event. Goodwill is excited about bringing employers together for this event in hopes of hiring people who are in need of employment or in need of advancement in their careers.

The tentative date that we would like to host the job fair is Tuesday May 7, 2013. We are asking that the nonprofit fee of one hundred dollars be waived. This event will help job seekers in our community meet with potential employers to increase employment opportunities.

Thank you in advance; we appreciate your consideration regarding this matter,

Respectfully,



Tandra Burns
Employment Specialist/Lab manager

goodwill

Accredited By The Rehabilitation Accreditation Commission- CARF

AGREEMENT FOR TEMPORARY USE OF CENTENNIAL BUILDING
CITY OF PORT ST. JOE, FLORIDA

NAME OF INDIVIDUAL OR ORGANIZATION ENTERING AGREEMENT (HEREIN KNOWN AS USER:)
Healthy Start Coalition of Bay, Franklin, & Gulf Counties

ADDRESS: _____

907 Cherry St. Panama City FL 32401

CITY STATE ZIP

TELEPHONE 850-872-4130 DATE(S) REQUESTED May 23, 2013

TYPE OF ACTIVITY Free Community Baby Shower

RENTAL FEE AMOUNT: \$300 Refundable Deposit

In consideration of the mutual covenants and conditions contained herein, the Board of City Commissioners of the City of Port St. Joe, Florida, a municipal corporation (herein known as "City"), agrees to make available the Centennial Building to User on the date(s) set forth above.

All "Users" be advised that the Board of City Commission does not rent this facility to organizations for extended periods of time. Rentals are on a temporary basis only, and Users are urged to make other arrangements as soon as possible.

The City shall:

- A. Furnish light, heat, and water by means of appliances installed for ordinary purposes, but for no other purposes. Interruptions, delays, or failure to furnish any of the same, caused by anything beyond the control of the City Commissioners, shall not be charged to the City of Port St. Joe.
- B. Not be responsible for any damage, accidents, or injury that may happen to the User or his agents, servants, employees, spectators, or any and all other participants and/or property from any cause whatsoever, arising out of or resulting from the above described activity during the period covered by this agreement.
- C. Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when the purpose or purposes for which the premises herein described are being used and intended to be used, shall be obnoxious or inimical to the best interest of the City; anything herein contained notwithstanding.
- D. The activities of the City have first priority and the City reserves the right to alter this schedule by notifying the renting party 48 hours prior to a scheduled event.

2. **The User shall:**

- A. Take the premises as they are found at the time of occupying by the User.
- B. Remove from the premises within twenty-four (24) hours following the conclusion of the contracted activity all equipment and material owned by the User. The City assumes no liability for the User's equipment and material.
- C. Not re-assign this agreement or sublet the premises or any part thereof or use said premises or any part thereof for any purpose other than that herein specified, without written consent of the City.
- D. Indemnify the City and hold it harmless from any liability, including court costs and attorney's fees which result from any of the activities which occur on the property during the term of this Agreement.

