

April 16, 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 16, 2013

Call to Order

Consent Agenda

- Proclamation- National Library Week

Minutes

- Regular Meeting 4/2/13
- Workshop Meeting 4/4/13

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City Attorney

- Update

Old Business

- Lighthouse- Update
- Centennial Celebration- Update

New Business

- Holly Hill Cemetery Pavillion
- CDBG Grant Public Hearing- Bruce Ballister
- Rate Study Update

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Public Works

- Update

Surface Water Plant

- Update

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

- Lighthouse Film Documentary Contract

Pages 10-24

- **Office Relocation**

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, April 2, 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

Minutes

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to approve the Minutes of the Regular Meeting of March 5, 2013 and the Special Meeting of March 25, 2013. All in Favor; Motion carried 4-0. For clarification purposes, it is noted in the Special Meeting of March 25, 2013 that the Port St. Joe Redevelopment Association (PSJRA) budgeted \$80,000 for foundations of the Lighthouse structures. The PSJRA has budgeted \$50,000 for construction, of which \$30,000 has been pledged for the foundations/structures; a CPI Grant in the amount of \$30,000 has also been secured.

CITY ATTORNEY – Tom Gibson

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

CITY MANAGER'S REPORT

Old Business

Lighthouse Update / Project Manager Scope of Work

Deferred to City Engineer's Report

RESTORE Act Committee

Mr. Anderson shared that last Tuesday was the final meeting to review applications. The Committee is still waiting on guidelines from state and federal officials.

Centennial Celebration

Mayor Magidson noted that plans are progressing; a Fund Raising Event is scheduled for Saturday, May 11, 2013, at Core Park and will feature local bands; Commemorative coins for the celebration have been ordered and the two Photo Share Opportunities were successful.

New Business

Pastor James Wiley of Oak Grove Church announced that the *Day of Declaration* would be held in December and invited everyone to attend the *Roots of Liberty Seminar*, with Kris Anne Hall, that will be held on April 13, 2013, at the Oak Grove Church.

Request to waive rental fees for Goodwill Industries, Healthy Start Coalition, Port St. Joe High School, May Day Festival:

Mrs. Ann White stated that donations are given to Goodwill; they sell the donations, and asked if clothes were given to the needy.

Attorney Gibson advised that Goodwill is a 501 (c) (3) Organization.

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to waive Rental Fees for *Goodwill Industries, Healthy Start Coalition, Port St. Joe High School, and the May Day Festival*. It was stipulated in the Motion that no charges were to be made to any participants of the events. All in Favor; Motion carried 4-0.

Florida Communities Trust – Stewardship Report

Mayor Magidson asked the Commissioners to review the report and have some recommendations for staff.

Early Learning Coalition

A Letter was received from the Early Learning Coalition requesting a contribution of \$1,500 for 2013 – 2014. This request will be considered when the City's FY 2013-2014 budget is prepared.

Waste Pro – Commissioner Kennedy

Mr. Anderson shared that Commissioner Kennedy's concerns had been discussed with Chester Davis and Fred Wood of Waste Pro.

Commissioner Buzzett asked Mr. Davis about the continued staining of City streets by their trucks. Mr. Davis noted that it is not from hydraulic leaks but liquids in the trucks from garbage pickup.

Sea / Tow Life Jacket Loaner Program

Dennis Douglas of Sea Tow Port St. Joe, requested permission to place a locked box containing life jackets near the Frank Pate Park Boat Ramp that can be loaned to individuals who fail to have a sufficient number of life jackets on their boat. There is no charge to the individuals using the jackets and the box will be maintained by the Sea Tow Foundation. Mr. Anderson and John Grantland will review the request, box size and location and get with Mr. Douglas. A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to approve the request pending the site review by Mr. Anderson and Mr. Grantland. All in Favor; Motion carried 4-0.

Planning Development Review Board Vacancy

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to advertise for the vacant position on the PDRB that was created by the resignation of Mitch Burke. All in Favor; Motion carried 4-0. Mr. Burke was recently elected as the Gulf County Proper Appraiser and has been advised that to continue to serve on the PDRB could constitute a violation of the dual office holding prohibition under Article II, section 5 (a), Florida Constitution.

Public Works – John Grantland

Mr. Grantland was unable to attend the meeting and there were no updates to be presented.

Surface Water Plant – Larry McClamma

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

Wastewater Plant - Lynn Todd

Ms. Todd announced that Kevin Pettis passed his Class C Wastewater License Exam Monday.

The Grit Kings remain in by-pass mode and Preble Rish and North Florida Construction are working on a solution to this problem.

DEP was in town last week and they were very pleased with our Spray Fields.

City Engineer – Clay Smallwood

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

Water Distribution Phase I Update

Five minor items remain on the punch list and Mr. Smallwood anticipates those being resolved shortly.

Water Study Update David Kozan CDM Smith

Mr. Kozan noted that good information was provided to them by the City and all the data has been placed in a GIS

Format. CDM Smith will begin crafting a profile sampling kit with April 11, 2013, as the sample kick off date. An analysis of the sampling will be provided to the City as well as a report on what needs to be studied.

Lighthouse

A Professional Fee Proposal was dropped off from The Associates, LLC late this late afternoon offering their services for \$29,850. This item was not delivered in time to be placed on the agenda.

Commissioner Buzzett noted that Preble Rish is in charge of the project. Mayor Magidson stated that Preble Rish had been tasked with project management and it was encumbered upon them to recommend whatever they think should be done.

Mayor Magidson requested that a Workshop be held on Thursday, April 4, 2013, at Noon on location to determine where the structures would be placed. If the weather is not suitable, the Workshop will be held on Friday.

Lorinda Gingell questioned the bidding out of the project concerning the recommendation to work with MLD of Tallahassee. Recollections of the Commissioners were that all construction projects above \$5,000 would be bid. MLD will be a sub contractor under Preble Rish and their fee will not have to be bid.

Clay Smallwood, III, responded that, in the past when their continuing contract needed extra services, they secured them by tapping into extra resources they had used in the past or have experience with. This does not fall through a bid process like the construction side for the City.

Mayor Magidson asked if there was some specific reason that Preble Rish had sought MLD Architects expertise in this. Mr. Smallwood's response was that MLD was selected by Preble Rish because of their past restorations of these particular structures and having done work on the lighthouse for the government agency that had possession of it prior to the City. They are very knowledgeable of the structures and have the structural and architectural experience with them.

Commissioner Buzzett reiterated that Preble Rish and been put in charge of the project and we need to let them run with it.

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to accept the breakdown of deliverables presented by Preble Rish from their architect of choice, MLD Architects, in the amount of \$49,880.00 All in Favor; Motion carried 4-0.

Code Enforcement

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

Police Department – Chief Barnes

Chief Barnes shared that the K-9 Unit receives requests for vehicle searches when a previously owned vehicle is purchased and by parents to have their teenager's vehicle checked. He noted that this is an acceptable request and wanted the public to know this service was available.

PSJRA – Gail Alsobrook

PSJRA Provisional Director – A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to approve Brian Hill as a Provisional Director. All in Favor; Motion carried 4-0.

Bo Spring of the PSJRA encouraged the Commissioners to accept the site suggested by the PSJRA for the lighthouse and other structures.

Bid Award RFP 2013-01 Highway 98 Landscaping Phase IV North Port St. Joe Gateway

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to award the Bid to Coastal Design and Landscape, Inc. All in Favor; Motion carried 4-0.

CPI Grant Status for lighthouse foundation

When the determination of the location of the lighthouse has been established, Ms. Alsobrook will proceed with the grant.

Billy Joe Rish Memorial Parking Lot Deck Award

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to award the Bid to EcoSeascape. EcoSeascape's plan will be presented at a later time. All in Favor; Motion carried 4-0.

New Banner series and location

Arrival of the series, "Port St. Joe Year Round", is anticipated by the end of the month. The banners will be placed on Reid Avenue, Martin Luther King, Jr., Boulevard, Marina Drive, Miss Zola's Drive, Highway 98, and at Dr. Joe Hendrix Park.

Historic Downtown Brochure and Map

The completed document will be going to print soon.

Ms. Alsobrook noted that the Chamber of Commerce will hold the office space for the PSJRA for 30 days at no charge while the issue of moving the PSJRA Office is resolved.

Mr. Gibson noted that he had spoken with Gulf County Attorney Jeremy Novak and the City's request has been circulated to the County Commissioners. Mr. Novak anticipates that this will be a topic of discussion at the County Commission meeting Tuesday.

Lighthouse Film Documentary

Work is in progress on the contract, scheduling and Scope of Work.

Grants – Langston Drive and Marketing / Promotion of Lighthouse Documentary

A request for funds will be submitted to the Jessie Ball DuPont Fund for improvements to Langston Drive.

A second request has been submitted to Gulf Tourism Fund (BP) for additional funding for the marketing and promotion of the Lighthouse Documentary.

PSJRA Minutes were included in the Agenda for the Commission's perusal.

Mayor Magidson noted the need for signage designating Public Restroom locations in the Business District. He suggested that the PSJRA should be tasked with looking at future public restroom development downtown. Ms. Alsobrook will get with Mr. Anderson to see if any funding can be found.

City Clerk – Charlotte Pierce

Nothing to report at this time.

Citizens to be Heard

Eric Davidson reported that the AVI Group has completed their work on the Bay Park Master Plan.

Lorinda Gingell reminded everyone that the Farmer's Market will be re-opening on April 6, 2013, and also asked if people could be notified by email of Workshops and Special Meetings.

Mr. Anderson responded that email information would need to be given to him, Terese Kent or Charlotte Pierce for inclusion on a notification list.

Steve Wick invited those present to the grand opening of the Port Cottages on Saturday, April 6, 2013, beginning at 9:00 A.M.

Ann White thanked I-C Contractors for their professionalism when replacing the water lines in her neighborhood.

Christy McElroy asked about the location placement of the lighthouse and keepers' quarters and what the elevation of the keepers' quarters would be.

Currently, they are approximately 32" off the ground and Clay Smallwood, III, responded that they would need to be set at least a foot higher than the flood plain.

Ms. McElroy requested clarification of the status of the Bay Park Focus Group. Ms. Pierce responded that an email had been sent earlier today notifying the Committee of a meeting on Monday, April 15, 2013, at 12:30 P.M., at the TDC Building. Mayor Magidson noted that the primary focus had been placed on the Lighthouse relocation and to avoid getting side-tracked, until that was resolved, the Focus Group had been placed on hold but would be resurrected.

Mayor Magidson requested that the Bay Park Focus Group be notified of the Workshop scheduled for Thursday, April 4, 2013, at Noon on the site location at Core Park.

Ms. McElroy asked if an update on the Bay Park Master Plan had been seen and Mayor Magidson responded, "No" as he did not think that it had been presented. He noted that the PSJRA was required to complete certain items of their grant to be in compliance and this has been done.

Ms. McElroy shared that the safest and best place for the lighthouse, keepers' quarters and oil shed should be determined and be the priority of the complex focus.

Mayor Magidson noted that the crown jewel of the Bay Park is the Ecology Center and he feels that it is the most important thing to that area. The proposed location for the lighthouse structures does not encroach on the proposed Ecology Center site.

Ms. McElroy reported that there are 14 parks in the City of Port St. Joe and noted that we are a park friendly community.

Discussion Items by Commissioners

Commissioner Patterson thanked those responsible for the cleanup of the Arizona Chemical site. He would like to see the old St. Joe Paper Company site improved as it is an eyesore and a first impression when people are coming into Port St. Joe.

Commissioner McCroan noted that lights are being left on at the baseball and softball fields and asked for help in seeing that those are turned off when practice is over. Chief Barnes stated that his department has been turning the lights off and notifying the coaches they had been left on.

Commissioner Buzzett – *Nothing at this time.*

A Motion was made by Commission McCroan, second by Commissioner Patterson, to adjourn the Meeting at 7:55 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE WORKSHOP WITH THE CITY OF PORT ST. JOE, BAY PARK FOCUS GROUP AND THE PORT ST. JOE REDEVELOPMENT ASSOCIATION CONCERNING THE LOCATION OF THE CAPE SAN BLAS LIGHTHOUSE, APRIL 4, 2013, 12:00 NOON HELD AT CORE PARK, 162 Miss Zola's Drive.

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

The purpose of the meeting was to discuss the location of the Cape San Blas Lighthouse, two Keepers' Quarters and the Oil Shed.

After looking at the site location and hearing thoughts shared by those present, Mayor Magidson asked Mr. Smallwood to provide drawings showing the Center Line Right of Way for Third Street and also the section of planted trees between Miss Zola's Drive and Baltzell Avenue.

Mayor Magidson adjourned the Meeting at 12:42 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

Gaynell Jones
2807 Malone Drive
Panama City, FL 21304
March 29, 2013

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

Dear Mr. Jim Anderson:

My family and I would like to request an appearance before the City Commissioners in reference to the Pavilion at Holly Hill Cemetery. During my dad's, Charles H. Stephens, service as City Commissioner, he initiated and followed through on the construction of this pavilion.

My family and I would like to present this information to the City Commissioners Board and request that this building be named in Honor of Charles H. Stephens.

Sincerely,



Gaynell Jones

774-5545

1ST PUBLIC HEARING NOTICE

The City of Port St. Joe is considering applying to the Florida Department of Economic Opportunity (DEO) for a FFY 2013 Small Cities Community Development Block Grant (CDBG) of up to \$650,000. These funds must be used for one of the following purposes:

1. To benefit low and moderate income persons;
2. To aid in the prevention or elimination of slums or blight; or
3. To meet other community development needs of recent origin having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

The categories of activities for which these funds may be used are in the areas of housing rehabilitation, neighborhood revitalization, commercial revitalization, or economic development and include such improvement activities as acquisition of real property, construction of infrastructure, rehabilitation of houses and commercial buildings, loans to private-for-profit businesses, and energy conservation. Additional information regarding the range of activities that may be undertaken will be provided at the public hearing. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons.

In developing an application for submission to DEO, the City of Port St. Joe must plan to minimize displacement of persons as a result of planned CDBG activities. In addition, the City of Port St. Joe is required to develop a plan to assist displaced persons.

A public hearing to receive citizen views concerning the community's economic and community development needs will be held at Port St. Joe City Hall on Tuesday, April 12th, 2013 as a part of the regularly scheduled meeting of the City Commission which begins at 6:00p.m. For information concerning the public hearing contact Ms. Charlotte Pierce, Grants Coordinator at 850-229-8261.

The public hearing is not being conducted in a handicapped accessible location. Any mobility impaired person requiring access must notify the City at least five (5) calendar days prior to the meeting. Any handicapped person requiring an interpreter for the hearing impaired or the visually impaired should contact Ms. Charlotte Pierce, at least five (5) calendar days prior to the meeting and an interpreter will be provided. Any non-English speaking person wishing to attend the public hearing should contact Ms. Charlotte Pierce at least five (5) calendar days prior to the meeting and a language interpreter will be provided. To access a Telecommunication Device for Deaf Persons (TDD) please call 850-229-8261. Any handicapped person requiring special accommodation at this meeting should contact Ms. Charlotte Pierce at least five (5) calendar days prior to the meeting.

= Port St. Joe is a Fair Housing community and an Equal Opportunity Employer =

RT: One time April 4th.

Richard Burkett
Code Enforcement Insepctor

Code Enforcement
2013 Activity

Activity As of 4-11-13
City Of Port St. Joe

	Open	Closed	Total	Increase Since 3/28/13
Unlawful Accumulation	12	18	30	12
Substandard Structure	12	3	15	
Abandoned Vechicle	2	3	5	
Unlawful Sewer				
Land regulation Violation	2	1	3	
Business Lic. Violation	1	0	1	
Special Master Hearings				
Building Demolition	0	1	1	
Waste Violation	14	77	91	10
Sign Violation	0	3	3	

Total	43	Total	106	Total	149	Total	22
				2013 Year			
				Cases			