

May 21, 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 May 21, 2013

Call to Order

Consent Agenda

Minutes

- Regular Meeting 5/7/13 Pages 1-6
- Special Meeting 5/15/13 Page 7

City Attorney

- Update

Old Business

- Lighthouse- Update
- Centennial Celebration- Update
- Holly Hill Cemetery Pavilion Dedication- Update Page 8
- Rate Study Workshop- June 27th at 12:00
- Golf Cart Crossing- Traffic Study

New Business

- Commission Chambers Upgrades Page 9
- Tree Removal- Frank Pate Park & Gulf Pines Hospital
- Commissioner Terms
- Audit- Update
- Swearing In Ceremony- Update
- ISO Evaluation- Update Page 10

Public Works

- Marvin Ave Water Line Replacement- Update
- First Street Lift Station- Update

Surface Water Plant

- Ground Storage Tank Cleaning- Update

Waste Water Plant

- Update

City Engineer

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

Code Enforcement

- **Update**
 - **1303 McClelland**

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Page 12

Police Department

- **Update**

PSJRA

- **Dr. Joe Memorial Parking Lot- Shade Cover Replacement**
- **PSJRA Meeting Minutes**

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Pages 14-17

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, May 7, 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 April 16, 2013. All in Favor; Motion carried 4-0.

CITY ATTORNEY – Tom Gibson

Attorney Gibson noted that there have been some issues with the FDOT Highway 98 Phase IV Landscaping Project including the threat of a bid protest and he recommended that all bids be rejected. A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to reject all bids and rebid at a later date. All in Favor; Motion carried 4-0.

Attorney Gibson advised that he, Barry Sellers and Marina Pennington met with Bill Killingsworth of the Division of Community Planning last week to discuss possible assistance with the port.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update

Mayor Magidson shared that there is a \$325,000 appropriation in the current state budget for the Cape San Blas Lighthouse Relocation Project. Funding is dependent upon Governor Scott's approval of the appropriation.

Centennial Celebration

The mayor noted that plans for the Centennial Celebration are ongoing and reminded everyone of the Music Fest on May 11, 2013. He also announced that the commemorative coins are in and sales are going well.

Holly Hill Cemetery Pavilion

Mr. Anderson confirmed that the dedication of the pavilion would be on Friday, May 31, 2013, at 10:00 A.M. The pavilion will be named in honor of former commissioner Charles H. Stephens, Sr., in recognition of his work that made the pavilion a reality.

Rate Study Workshop

The city manager advised the commissioners that there will be a Rate Study Workshop on Friday, June 27, 2013, at noon with Burton and Associates.

Waste Pro

Issues are being resolved and Mr. Anderson asked that anyone having problems with Waste Pro please give him a call.

Golf Cart Crossing

Mr. Anderson had spoken with FDOT and the City will be required to provide a traffic study before any further consideration is given to golf carts.

Commissioner Buzzett requested that if any money could be found to fund the study that it be done. He also asked that the issue be kept on the agenda.

Gail Alsobrook stated that she would take the issue to the Port St. Joe Redevelopment Agency Board to see if they could fund the study.

Road Patches

A discussion was held on road patches and Mr. Anderson noted that the funding will have to come from Contingency Funds as the repairs were not budgeted. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to make road patches to 283 Avenue D; Highway 98 and Avenue C; and Tulip in the amount of \$4,674.15 and Avenue B near Highway 98 and Avenue B near Battles in the amount of \$4,587.85. All in Favor; Motion carried 4-0.

New Business

Website Enhancement Proposal

A request, in the amount of \$2,500 was received to develop a City Parks section on the City website. This is below the bid threshold and did not require a vote of the Commission. Consensus of the Commission was to proceed.

Graduation Greeting Ad

The Commission, by consensus, will be placing a \$100 greeting in the Star. Funding is available in the administration budget for the greeting. No action was required by the Commission.

Fee Waiver Request – Buck Fernandez

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to waive the required fees for use of the Centennial Building on June 14 and 15, 2013. All in Favor; Motion carried 4-0.

Public Works – John Grantland

Approximately 1,800 LF of pipe has been installed on Marvin Avenue leaving roughly 200 LF to be installed. The project has gone well.

The pump has been installed at the First Street Lift Station.

The traffic light issue at the intersection of Highways 71 and 98 appears to be caused when there is no traffic from the direction of the Frank Pate Park Area. A projected cost of \$1,200 would correct the issue by increasing the "loop" area of the signal. This is not a budgeted expense and the Commission was not in favor of expending this amount of money for a temporary inconvenience to drivers leaving the Hungry Howies drive through.

There was a hit and run accident at the intersection of First Street and Highway 98 this morning that damaged the pedestrian pedestal and signal box. The damaged equipment has been taken to Public Works for repairs.

Surface Water Plant – Larry McClamma

Clearwell Tank #1 has had a good cleaning and was back on line today. Clearwell Tank #2 will be cleaned and cleaning of the 2,000,000 gallon ground storage tank will follow.

Clarifiers #3 and #4 will be down next week and the plant will be switching to Clarifiers #1 and #2.

A lot of plant maintenance has been done at the plant and Mr. McClamma expressed his appreciation to Kenny Wood for his guidance in upgrading the plant maintenance program.

Wastewater Plant – Kevin Pettis

Grit King modifications have been completed and they should be back in service tomorrow.

Turtles have been getting into the intake pipe going to the sprayfields from the lagoon filtering system. North Florida Construction Company has provided screens to prevent this from happening in the future.

City Engineer – Clay Smallwood

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

Langston Drive Sidewalk Grant Proposal

Mr. Smallwood made the Commission aware of a Florida Department of Transportation grant possibility, Safe Route to Schools, for Langston Drive. He noted that a Safety Committee would need to be established. Mayor Magidson asked Commissioner Patterson to chair that committee. Consensus of the Commission was to proceed with the application.

Water Distribution Phase II

Phase II will consist of three areas. City staff will handle a construction portion, another portion will be handled by a private contractor through the bid process and the Community Development Block Grant will cover the final area. The State Revolving Fund approved \$1,845,438 (Principal Forgiveness of \$1,000,000 and Loan of \$845,438) for the Phase II project. A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to bid the independent contractor portion of the project area. All in Favor; Motion carried 4-0. A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to bid the materials for the portion of the project City staff will be handling. All in Favor; Motion carried 4-0. See attached Exhibit A.

Water Study

Upon receipt of the study, CDM-Smith will make a report and offer their recommendations based on the findings.

Code Enforcement

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

1303 McClelland Avenue

Dan Van Treese voiced his displeasure with the condition of the property at 1303 McClelland Avenue. Mr. Van Treese stated that he was speaking for the neighborhood and they were concerned about the blight in their neighborhood. He contended that this property has been an ongoing issue and they would like something resolved.

Marie Naegele, owner of the property, assured the Commission that the property would be cleaned up this weekend. She does not want the structure removed and will work with the City to bring her property in compliance. She requested that the City's expectations for her property be put in writing.

The owner of the property at 1301 McClelland Avenue will also be contacted about the condition of the property line.

A walk through of the property will be conducted on Monday to see if the violations have been corrected.

Police Department – Chief Barnes

Chief Barnes reported that an arrest had been made in the hit and run accident this morning where the

pedestrian pedestal and signal box were damaged.

Sergeant Rusty Burch shared that seven burglaries of vehicles on Woodward and McClellan Avenues, between Tenth and Sixteenth Streets, had occurred during Monday night or early Tuesday morning. He asked that residents be sure to lock their vehicles and remove all valuables from sight. A CodeRed message was sent to City residents at the close of business today notifying them of the request.

Port St. Joe Redevelopment Association (PSJRA) – Gail Alsobrook

Historic Downtown Brochures are being delivered and copies have been placed in each Commissioners' City Hall Mail Box.

MLK Sidewalk Project - An update was coordinated with USDA yesterday. Ms. Alsobrook requested that temporary signs be placed on the emerging or reopening businesses on MLK Drive. A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to waive the sign permit fees for the four temporary signs for the businesses of Curtis Lewis, Chris Byrd, Troy White and Driesbach Cleaners. All in Favor, Motion carried 4-0.

Billy Joe Rish Memorial Parking Lot – USDA has approved the procurement process for the additional work to be done by EcoSeascape for \$16,880.

Langston Drive – Ms. Alsobrook has spoken with the DuPont Foundation concerning a grant for sidewalks and lights on Langston Drive. Typically, their foundation does not support this type funding but will match up to \$40,000 for the project. Ms. Alsobrook has contacted the Gulf Coast WorkForce Board and they will be working together to secure funding. The preliminary engineering anticipates the cost to be around \$74,000.

Minutes from the PSJRA's March 28, 2013, meeting were included for the Commissioners review.

FDOT Highway 98 Phase IV Landscaping Project

When the project is rebid, Ms. Alsobrook suggested that a landscape architect be hired to provide a landscape plan. The muhly grass on Cecil G. Costin, Sr., Boulevard cannot be transplanted for the new project as it would not have a warranty.

City Clerk – Charlotte Pierce

Commissioner Buzzett will be out of town and will not be able to serve on the Canvassing Board. Mayor Magidson was unopposed in this year's election and agreed to serve with Commissioner McCroan on the Canvassing Board.

Mrs. Pierce noted that political signs continue to be placed in the public right away and signs that were in violation were picked up today. Candidates may reclaim their signs at City Hall.

Citizens to be Heard

Christy McElroy questioned when the Peer Review of the Bay Park Master Plan would be available. Mayor Magidson responded that the relocation of the Cape San Blas Lighthouse has taken priority and it will be a while before the review will be considered.

Ms. McElroy asked if there were any members of the local historical society on the Port St. Joe Redevelopment Association (PSJRA) Board and felt that they would be a wealth of information for the board. The Mayor noted that Clarence Monette serves on the PSJRA Board and is a member of the St. Joseph Historical Society. He also pointed out that there is a criteria for membership which must be met.

Ms. McElroy asked about the bid process of the PSJRA and specifically the hiring of AVI and Associates. Mayor Magidson responded the selection was handled by the PSJRA Board. Ms. Alsobrook stated that two sealed bids were received, one was on time and the other was late.

Discussion Items by Commissioners

Commissioner Patterson encouraged everyone to vote on Tuesday. He also noted that his comments at the previous meeting were directed at the timing of grants and not Ms. Alsobrook.

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

Commissioner Buzzett suggested that an alternative for vehicle/boat trailer parking at Frank Pate Park would be Baltzel Avenue between Fifth Street and Capital City Bank. The area would be located across from the restroom facilities, possibly four trees would need to be removed and post/cross ties could be put up to limit parking further into the park area.

He also complimented the City employees for the pride and personal interest they take in their work.

Mayor Magidson asked the status of the Gulf Pines Hospital site. Attorney Gibson responded that a tax certificate had been applied for but it will be very difficult for anyone other than the City to do anything with the property.

A Motion was made by Commission Patterson, second by Commissioner Buzzett, to adjourn the Meeting at 7:35 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, May 15, 2013, at 12:00 Noon

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

The purpose of the Meeting was to certify the results of the First Primary Municipal Election held on May 14, 2013.

Resolution 2013-03 Election Certification

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to approve Resolution 2013-03 Election Certification. All in Favor; Motion carried 4-0.

Mr. Anderson reminded the Commissioners of the Port Authority Reception at 11:30 A.M., May 16, 2013.

Per the City Charter, Mr. Anderson noted that newly elected officials take office the second Tuesday in June but due to no meeting that week, the swearing in of the recently elected officials will be on June 18, 2013, at 6:00 P.M., with a reception to begin at 5:00 P.M.

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to adjourn the Meeting at 12:06 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

*Please join us for the Dedication of the
Holly Hill Cemetery Pavilion*

In memory of

Charles H. Stephens, Sr.

Friday, May 31, 2013

10:00 A.M.

1665 Madison Street

Port St. Joe, Florida

