

**June 4, 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 June 4, 2013

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## Call to Order

## Consent Agenda

### Minutes

- Regular Meeting 5/21/13
- Special Meeting 5/9/12

Pages 1-5

Page 6

### City Attorney

- Soccer Field Deed- Update
- Downtown Parking Plan

### Old Business

- Lighthouse- Update
- Centennial Celebration- Update
- Chipola Pump Station Motor Replacement- Update
- Commission Chambers Upgrades-Update
- Tree Removal- Frank Pate Park & Gulf Pines Hospital
- Swearing In Ceremony- Update

### New Business

- 2011-2012 Audit Report- Ben Vance
- Lighthouse and Tourism- John Comer
- County Interlocal Agreement & Welcome Center Request
- Financial Disclosures
- Workforce Board Lease
- Fireworks
- City Hall Grounds Maintenance
- Summer Youth Programs
- Planning Board Vacancy

Pages 7-9

Pages 10-13

Pages 14-19

### Public Works

- Marvin Ave Water Line Replacement- Update
- First Street Lift Station- Update
- Sewer Maintenance I Position- Request to Advertise

### Surface Water Plant

- Update

### Waste Water Plant

- Update

**City Engineer**

- **Headworks and Sprayfield- Update**
- **Water Distribution Phase I, Change Order #2**
- **Water Distribution Phase II- Update**
- **Water Study- Update**

**Pages 20-21**

**Code Enforcement**

- **Update**

**Page 22**

**Police Department**

- **Update**

**PSJRA**

- **MLK Sidewalk Project- Update**
- **Deck at Billy Joe Rish Memorial Parking Lot- Update**
- **Phase IV Landscaping- Update**
- **Banner Program presented at First Friday, June 7**
- **Office Relocation- Request Status from Commission**

**City Clerk**

- **Update**

**Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

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# **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 21, 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 May 7, 2013, with a correction to the day of the Rate Study Workshop and the Special Meeting of May 15, 2013. All in Favor; Motion carried 5-0.

### **CITY ATTORNEY – Tom Gibson**

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to approve Resolution 2013-04, drafted by Mr. Gibson, authorizing Mayor Magidson to sign on behalf of the City when issues with BP are resolved. All in Favor; Motion carried 5-0.

## **CITY MANAGER'S REPORT**

### **Old Business**

#### *Lighthouse Update*

Mayor Magidson noted that the City's request for \$325,000 to relocate the Cape San Blas Lighthouse Complex was approved by Governor Rick Scott and is in the state's 2013-14 Budget. Funds should become available on July 1, 2013. Remaining issues to be determined are the final site for the complex, the foundation, and going out to bid for the actual move.

#### *Centennial Celebration*

The planned Music Fest for May 11, 2013, was rained out. Mayor Magidson highlighted the activities that are planned for the celebration June 28, 2013, through July 5, 2013.

#### *Holly Hill Cemetery Pavilion*

Mr. Anderson noted that the dedication of the Holly Hill Pavilion, in memory of former Commissioner Charles H. Stephens, Sr., will be Friday, May 31, 2013, at 10:00 A.M.

#### *Rate Study Workshop*

Burton and Associates will be here on June 27, 2013, at noon for a followup meeting of their initial visit.

#### *Golf Cart Crossing – Traffic Study*

Mr. Anderson shared that each Traffic Study will cost approximately \$4,750. He reminded the Commissioners that no funds were allocated in the budget for this study. Ed Creamer, Boyd Pickett and Gary Howze shared their thoughts on the issue. After a lengthy discussion on the topic, a Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to submit a Traffic Study for the intersection of Cecil G. Costin, Sr., Boulevard (Highway 71) and Reid Avenue. Voting for the Motion: Commissioners Patterson, Buzzett, McCroan and Kennedy. Voting Against: Mayor Magidson. Motion carried 4-1.

## **New Business**

### *Commission Chamber Upgrades*

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to spend approximately \$2,500 to upgrade the Commission Chamber with Power Point capabilities, chairs, and modify the entrance and egress area to the Chamber. This amount is under the bid requirements and does not have to be bid. All in Favor; Motion carried 5-0.

### *Tree Removal – Frank Pate Park and Gulf Pines Hospital*

To provide more parking space in Frank Pate Park, a Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, for H & H Tree Service to remove 5 trees and stumps for an approximate price of \$2,500. This is below the bid threshold and does not require a bid. Car stops will also be installed to prevent vehicles from going further into the park. All in Favor; Motion carried 5-0.

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, for H & H Tree Service to remove two trees at Gulf Pines Hospital that have become a hazard. Cost is approximately \$1,000 to remove the trees only. All in Favor; Motion carried 5-0. This amount is below the bid threshold as does not require bidding.

### *Commissioner Terms*

Mr. Anderson shared that the question of extending commission terms to four years has come up again. Changes can only be made by Referendum or being placed on an election ballot. The suggestion was to gather public input and if there is enough interest for a change, to place the question on the 2014 City ballot.

### *Audit update*

City Manager Anderson noted that Auditor Ben Vance will attend the next Commission meeting to review the 2011 – 2012 FY audit with the Commissioners.

### *Swearing In Ceremony*

The City Charter stated that newly elected officials will take office the second Tuesday in June. Since this is not the time of a regular meeting, Mayor / Commissioner Magidson, Commissioner Patterson, and newly elected Commissioner, William Thursbay will be sworn in on June 18, 2013. There will be a reception at 5:00 P.M. on June 18, 2013, to bid farewell to Commissioner Kennedy, welcome incoming Commissioner Thursbay, and recognize returning officials Mayor / Commissioner Magidson and Commissioner Patterson.

### *Insurance Services Office, Inc., Evaluation*

Mr. Larry Geiger of Insurance Services Office, (ISO) Inc., evaluated the Port St. Joe Fire Department on May 14, 2013. The visit will determine the fire insurance rates for our City. Mayor Magidson will follow up with ISO to see if upgrading of fire equipment will improve the ratings. The City has recommended that the Wind Mark Fire Tax be shared between the three fire departments rather than continue to go to the Gulf County General Fund. At this point, the County has not been receptive to sharing any of the funds with the various fire departments.

## **Public Works – John Grantland**

### *Marvin Avenue Water Line Replacement*

Verbal clearance has been received on the project. There are five residential customers between 800 and 812 Marvin Avenue that remain to be tied in and this should be completed shortly.

### *First Street Lift Station*

Mr. Grantland anticipates this project will be completed by the first of next week.

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

### *Ground Storage Tank Cleaning Update*

Mr. McClamma has scheduled cleaning of the tank for October. Utility Services will perform the clearing at a cost of approximately \$4,200 which is below the bid threshold. This cleaning will be accomplished a year ahead of schedule.

Robert L. Daniels has tendered his resignation as Maintenance I for the Surface Water Treatment Plant effective May 31, 2013. A Motion was made by Commissioner Kennedy, second by Commission Patterson, to advertise to fill the position. All in Favor; Motion carried 5-0.

## **Wastewater Plant – Lynn Todd**

Ms. Todd noted that all revisions to the Grit Kings have been completed but they are not back in service yet. The Sump Pit remains to be cleaned for sand buildup.

Kevin Pettis has passed his Class "C" Wastewater Test and is now licensed by DEP.

Class has also been scheduled in June and July for the most recent hire.

Wild hogs continue to be a major problem at the spray fields. Equipment is being uprooted and cutting the grass has become problematic because of holes. The issue needs to be resolved and FWC will be contacted for input.

The Lagoon is having problems with leaks at the valve pits that are no longer in service at the plant. Staff is reviewing the issue and will have a recommendation.

## **City Engineer – Clay Smallwood**

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

### *Water Distribution Phase II Update*

A bid packet is being put together for the project.

### *Water Study Update*

CDM Smith has received the raw data from Virginia Tech. The data will be analyzed and a report with recommendations will be issued shortly. The coupon harvesting protocol will need to be established.

Commissioner Patterson asked about the Safety Committee that needs to be established. He is to get with Mr. Anderson on this.

## **Code Enforcement**

Mr. Burkett's report was reviewed and no action was required.

Commissioner Buzzett noted the need to enforce the code requirements consistently and asked that the Commissioners support the Code Enforcement Officer and follow the City Codes.

*1303 McClelland Avenue*

No action was taken.

## **Police Department – Chief Barnes**

In response to Boyd Pickett's suggestion to sell the two police vehicles parked across from City Hall to fund a traffic study for a golf cart crossing, Chief Barnes noted that these are not surplus vehicles. One is parked

because the officer lives outside the area to drive his vehicle home; the other is used as a spare and for an auxiliary officer when he is working.

Chief Barnes shared that a confiscated vehicle will be available to the City shortly.

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

#### *Dr. Joe Memorial Parking Lot – Shade Cover Replacement*

Ms. Alsobrook stated that the Cayenne color had been selected for the replacement fabric.

Minutes from the April 18, 2013, PSJRA'S meeting were included for review by the Commission.

Commissioner Patterson asked if the PSJRA had agreed to fund a traffic study. Ms. Alsobrook replied that the board had requested more information before making a commitment.

Commissioner Patterson asked where the PSJRA Office is currently located. Ms. Alsobrook responded that they are still at the Welcome Center but had paid two month's rent at the Chamber Building to reserve a space there.

### **City Clerk – Charlotte Pierce**

Nothing to report at this time.

### **Citizens to be Heard**

Barry Sellers, Gulf County Economic Development, reported on several businesses that are expanding, trips that he will be making to promote Port St. Joe and entities that will be using the port facilities here.

Eddie Fields congratulated Commissioner Patterson on his re-election, commended Supervisor of Elections John Hanlon on his running of the election and the City for their efforts to increase the voter turnout on Election Day.

Marie Naegele, property owner of 1303 McClellan Avenue, advised that she visited her neighborhood after the City Commission Meeting on May 7, 2013, and found only three people who said Dan Van Treese represented them concerning her property. She also noted that she may have a conflict with the date of the Special Master Hearing scheduled for her property. Mr. Anderson asked that Ms. Naegele notify him in writing if there is a problem.

Boyd Pickett noted a number of street lights are out in town and asked if there is a program for repairs. Chief Barnes responded that previously when lights were out the poles were marked but now the pole number is recorded and phoned in to Duke Energy to expedite the repairs that are needed.

Adolphus Johnson reported that the speed limit on Woodward Avenue between Cecil G. Costin, Sr., Boulevard and First Street is not being observed. He has observed and noted vehicles that are speeding and asked for assistance in correcting this problem as there are a number of children and elderly residents living in this area. Chief Barnes shared that his department has been monitoring the area and will continue to do so.

Mr. Johnson thanked the Commission for having their meetings available on television as many citizens watch the meetings. He asked that anyone speaking, including staff, speak into the microphones so they can be heard. As people speak they tend to back away from the microphones and it becomes increasingly difficult to hear what is being said.

Mayor Magidson assured Mr. Johnson that a memo would be sent to all department heads concerning driving at an excessive speed while in a City vehicle. He noted that any employee could face disciplinary action as a result of speeding.

### **Discussion Items by Commissioners**

*Commissioners* Kennedy, Patterson, McCroan nor Buzzett had anything to discuss at this time.

*Mayor Magidson* shared that he had received a training advertisement, "Dealing with Difficult People" He noted that we do not have difficult people at Commission meetings and encouraged participation from our citizens at all meetings.

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to adjourn the Meeting at 7:45 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 9, 2012, at Noon**

The following were present: Mayor Magidson, Commissioners Buzzett and Gingell. City Manager Jim Anderson, City Clerk Charlotte Pierce and City Attorney Tom Gibson were also present.

The purpose of the Special Meeting was to certify the results of the First Primary Municipal Election held on May 8, 2012.

**Resolution 2012-01 Election Certification**

A Motion was made by Commissioner Gingell, second by Commissioner Buzzett, to adopt Resolution 2012-01. All in Favor; Motion carried 3-0.

Mr. Anderson noted that the newly elected officials will take their Oath of Office on Tuesday, June 19, 2012, between the old and new segments of the agenda.

A Motion was made by Commissioner Buzzett, second by Commissioner Gingell, to adjourn the meeting.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

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

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

BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY, FLORIDA  
**COUNTY ATTORNEY'S OFFICE**

1000 CECIL G. COSTIN SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456  
PHONE (850)229-4700 • FAX (850) 229-1148 • EMAIL: JTNovak@novaklaw.us  
DATE AND TIME OF MEETINGS • SECOND AND FOURTH TUESDAY AT 9:00 A.M. E.T.

May 28, 2013

**Via Hand Delivery & Electronic Mail**

City of Port St. Joe Commission  
c/o Tom Gibson, City Attorney  
305 Cecil G. Costin, Sr. Blvd  
Port St. Joe, Florida 32456

**Re: Amended Interlocal Agreement & Welcome Center**

Dear Tom:

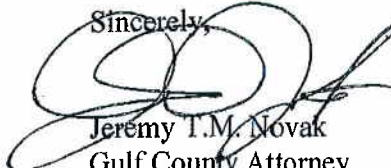
Please accept this letter as a follow up to the correspondence and request of April 10<sup>th</sup> on behalf of the County Commission ("County"). The County had previously requested the City Commission's ("City") cooperation in separating the issues of the Interlocal Agreement ("Interlocal") and relocation of the Port St. Joe Redevelopment Agency ("PSJRA") to the marina property.

Following various public meeting discussions by the County Commission regarding both the issues, they have renewed their request through formal action at their May 28<sup>th</sup> regular meeting seeking the City and County staff to work toward promptly scheduling and noticing a joint workshop to discuss and seek amicable terms to an amended Interlocal.

Additionally, the County Commission wishes to renew its prior request for the full cooperation of the City Commission by enabling the PSJRA to complete its planned and time sensitive relocation to the marina property. The County reaffirms its offer of contribution toward the relocation costs of the PSJRA in the amount of \$966.69.

Finally, the County Commission respectfully requests that both foregoing issues to schedule a joint workshop and facilitate the relocation of the PSJRA be placed on the agenda for the next City Commission meeting on June 4<sup>th</sup>, 2013.

Sincerely,



Jeremy T.M. Novak  
Gulf County Attorney

cc: Port St. Joe City Commission c/o Jim Anderson, City Manager (via electronic mail)

CARMEN L. McLEMORE  
District 1

WARD McDANIEL  
District 2

JOANNA BRYAN  
District 3

TAN SMILEY  
District 4

WARREN YEAGER  
District 5



# The City of Port St. Joe

Gulf County Board of County Commissioners

April 10, 2013

Robert Moore Building

1000 Cecil G. Costin Sr. Blvd

Port St Joe, FL 32456

RE: 2010-2011-2012 TDC Insurance reimbursement:

Enclosed is the invoice for payment of the annual property insurance coverage for the Tourist Development Council building located at 150 Captain Fred's Place. This invoice covers the October 1, 2010 to October 1, 2011, October 1, 2011 to October 1, 2012 and October 1, 2012 to October 1, 2013 coverage periods. Reference the lease agreement between the City of Port St Joe and the Gulf County Board of County Commissioners and the Gulf County Tourist Development Council dated March 26, 2010.

If you have any questions, I can be reached at 850-229-8261.

Thank You,

Jim Anderson

City Manager

CITY OF PORT ST. JOE  
CITY HALL  
PO BOX 278  
PORT ST. JOE FL 32457

CUSTOMER INVOICE INVOICE  
NUMBER DATE NUMBER  
313413 04/10/2013 20130055

GULF COUNTY BD CO COMM  
ROBERT MOORE BUILDING  
1000 C G COSTIN SR BLVD  
PORT ST JOE, FL 32456

FOR/LOCATION  
LOCATION 004.001 TDC BUILDING  
150 CAPTAIN FRED'S PLACE

DESCRIPTION	ORIG BILL	ADJUSTED	PAID	AMOUNT DUE
INSURANCE-Reimbursement-General Fund-GULF COUNTY BOARD OF COUNTY COMM. TDC BUILDING, 150 CAPTAIN FRED'S PLACE QTY 3.00 @ 2519.00 PER EACH	7557.00	.00	.00	7557.00

INVOICE TOTAL DUE 7,557.00

INSURANCE FMIT #0498

