

June 18, 2013

**Reception for Elected Officials
5:00 p.m.**

**Regular Public Meeting
6:00 p.m.**

**Commission Chamber
City Hall
Port St. Joe, Florida**



City of Port St. Joe

Mel Magidson, Mayor-Commissioner
William Thursbay, 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 18, 2013

Call to Order

Consent Agenda

- Swearing In Ceremony- Judge McFarland

Minutes

- Regular Meeting 6/4/13

Pages 1 - 5

City Attorney

- Soccer Field Deed- Update

Old Business

- Lighthouse- Update
- Centennial Celebration- Update
 - July 4th Newspaper Ad
 - July 4th Fireworks
 - Commemorative Coins
- Chipola Pump Station Motor Replacement- Update
- Commission Chambers Upgrades-Update
- Tree Removal- Frank Pate Park & Gulf Pines Hospital- Update
- Rate Study Workshop Reminder- June 27th at 12:00
- County Interlocal Agreement & Welcome Center Request- Update
- Financial Disclosures
- City Hall Grounds Maintenance- Update
- Alamo Tractor- Update
- Gulf Coast Workforce Board Lease Agreement – Kim Bodine

New Business

- Summer Recreation Programs- Update
- Vehicle Seizure- Permission to Title
 - KIA- Permission to declare surplus and sell
- STAC House AC Unit – Request to Bid
- EDC Representative

Public Works

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

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Traffic Study- Update
- Water Distribution Phase II- Update
- Water Study- Update

Code Enforcement

- Update

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Police Department

- Update

PSJRA

-

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, June 4, 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 McCroan, second by Commissioner Patterson, to approve the Minutes of the Regular Meeting of May 21, 2013, and the Special Meeting of May 9, 2012. All in Favor; Motion carried 4-0.

CITY ATTORNEY – Tom Gibson

Soccer Field Deed Update

Mr. Gibson reported that he is working with the St. Joe Company to clarify the legal description of the first parcel before transferring the property to the Gulf County School Board.

Downtown Parking Plan

Mr. Gibson noted that a parking plan needs to be established. Several business owners are considering adding second stories to existing businesses and parking ratios needs to be addressed.

Mayor Magidson requested that Auditor Ben Vance be allowed to address the Commission at this point rather than have to wait until the New Business section of the Agenda.

Mr. Vance stated that the Audit for FY 2011 – 2012 was all most the same as the previous year. The Audit was equally as good as last year and has been steady from year to year. He noted that there were no material weaknesses and that Staff is doing a fine job with the accounting procedures. He also noted that long term solutions to retire the approximately \$15,600,000 short term debt should be addressed. Interest rates will possibly begin to increase and it would be in the City's best interest to begin seeking a solution now.

Commissioner Buzzett shared that the Finance Committee has recently met and this is already being addressed.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update

Mayor Magidson noted that he, Randy Lewis of MLD Architects, Clay Smallwood and Charlotte Pierce met at the proposed lighthouse site on May 30, 2013, to determine the final location for the Cape San Blas Lighthouse Complex. Mr. Lewis met with Florida Department of State, Division of Historical Resources, on June 3, 2013, and they were delighted with the site and saw no issues with the location. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to approve the site. All in Favor; Motion carried 4-0.

Centennial Celebration Update

Rack cards and posters are being delivered and plans are progressing well. Mayor Magidson asked everyone to notify their friends and relatives of the event and encourage them to participate in the celebration.

Chipola Pump Station Motor Replacement Update

Mr. Anderson noted that the motor is on site, retro fitting has begun and the installation should follow shortly.

Commission Chambers Upgrades Update

Staff has been working on the upgrades and Mr. Anderson anticipates improvements will be underway shortly.

Tree Removal – Frank Pate Park and Gulf Pines Hospital

Mr. Anderson has spoken with Kim Hunter of H & H Trees Service. Five trees will be removed from Frank Pate Park and two at the Gulf Pines Hospital site. Mr. Hunter will begin the removal process soon.

Swearing In Ceremony

The City Manager reminded everyone of the reception from 5:00 P.M. to 5:30 P.M., on Tuesday, June 18, 2013. This will be to bid farewell to Commissioner Kennedy and to welcome our new commissioner, William Thursbay and returning members, Mayor Magidson and Commissioner Bo Patterson.

New Business

2011 – 2012 Audit Report – Ben Vance

Mr. Vance gave his report to the Commission prior to the Old Business segment of the Agenda

Lighthouse and Tourism – John Comer

Mr. Comer shared his concerns about the future of Gulf County and encouraged the City, Port Authority, County Commission and School Board to work together for the future of this area.

County Interlocal Agreement and Welcome Center Request

Mayor Magidson noted that he had requested a joint meeting with the Gulf County Board of County Commissioners in January or February of 2012, and noted that his request has not received a response. He feels that the only issue to be resolved is the fire tax.

Commissioner Buzzett felt that to show a good faith effort a meeting should be scheduled. After discussion, the date of July 11, 2013, at 1:00 P.M. was selected as a time all City Commissioners could attend. Mr. Anderson will notify Don Butler of the date and time.

Financial Disclosures

Mr. Anderson remind the Commissioners that their Financial Disclosure Forms are due by July 1, 2013.

Workforce Board Lease

The Gulf Coast WorkForce Board (GCWB) Lease for the Washington Gym expires in July. Staff recommended that the lease be renewed but add a clause for maintenance and minor repairs at their expense. The City contributes \$15,000 to the GCWB and no rent is charged to them for the use of the facility. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to renew the GCWB Lease with the added clause of maintenance and minor repairs at their expense. All in Favor; Motion carried 4-0.

Fireworks

Mr. Anderson noted that contributions for the fireworks on July 4, 2013, are being headed up by Dana Boyer.

City Hall Ground Maintenance

Discussion was held concerning improving the landscape around City Hall.

Commissioner Buzzett volunteered to seek assistance on a landscape design and asked that ideas for improvements be shared with him.

Summer Youth Programs

Mr. Anderson shared that the STAC House will open June 10, 2013, and the Washington Gym, which is run by the Gulf Coast WorkForce Board, will open on June 17, 2013.

Planning Board Vacancy

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to appoint Minnie Likely to the vacancy on the Planning and Development Review Board. Mrs. Likely will be replacing Mitch Burke who resigned when he was elected Gulf County Property Appraiser. All in Favor; Motion carried 4-0.

Public Works – John Grantland

Marvin Avenue Water Line Replacement Update

Mr. Grantland did not have anything new to report at this time as the City is waiting on a response from the State Revolving Fund to finalize the yard and driveway repairs.

First Street Lift Station Update

All equipment was installed today. There is a voltage issue that will be resolved with Duke Energy tomorrow.

Sewer Maintenance / Position – Request to Advertise

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to advertise for the position. The position is in the 2013 – 2014 Budget and Mr. Grantland stated that he felt there would be a reduction in the overtime with a new hire. All in Favor; Motion carried 4-0.

Surface Water Plant – Larry McClamma

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

Commissioner McCroan asked if Mr. McClamma could see a difference since the Clearwells were cleaned and he responded, "Yes."

Wastewater Plant – Lynn Todd

Modifications to the Grit Kings have been completed. Grit King #1 is now operational and seems to be working fine. Grit King #2 is being held in reserve.

Waste Pro is not picking up on a regular basis and this needs to be resolved.

Some work has been done on the 30" Valve Vaults. A proposal of \$4,200 has been received to cap and seal the vaults. Furmonite was able to close the valves to approximately 95%.

The annual Consumer Confidence Report is due by July 1, 2013, to the Florida Department of Environmental Protection. Mr. Anderson responded that it has been completed and a copy will be forwarded to Ms. Todd.

Hogs continue to uproot sprinkler system equipment at the Sprayfields. Ms. Todd is working to eliminate this problem.

City Engineer – Clay Smallwood

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

Water Distribution Phase I, Change Order #2

A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to approve Deductive Change Order #2 in the amount of \$188,983.16. All in Favor; Motion carried 4-0.

Water Distribution Phase II Update

Mr. Smallwood will be meeting with John Grantland on this tomorrow.

Water Study Update

A call has been received from Dave Kozan of CDM-Smith and they are in the process of finalizing the raw data provided by Virginia Tech. A draft copy will be provided to the City. Once the report is received, a meeting will be scheduled with Staff.

Code Enforcement

Mr. Burkett's report was reviewed but it did not require any action by the Commission.

Police Department – Chief Barnes

Chief Barnes has talked with Sheriff Harrison and they anticipate that the 2013 – 2014 Justice Assistance Grant in the amount of \$32,660 will be split 60% for Gulf County and 40% for the City of Port St. Joe. City funds will be used to replace Tasers and other needed equipment

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

MLK Sidewalk Project Update

All paper work is in USDA's court and the project should be moving forward shortly. Mr. Smallwood noted that the project is tied to the North Port St. Joe Water Improvements CDBG Grant. Both USDA and the Department of Economic Opportunity must approve the project before it can go to bid.

Deck at Billy Joe Rish Memorial Parking Lot Update

All documents have been completed for the project but the start date has not been determined.

Phase IV Landscaping Update

Erin Searcy of Coastal Design and Landscape will complete the landscape design before the project is bid.

Banner Program will be presented at the First Friday gathering on June 7, 2013.

The Banners will be introduced and Richard Henderson will be recognized for his work on them.

Office Relocation – Request Status from Commission

A decision will not be made until there is a joint meeting of the City and Gulf County Commission.

City Clerk – Charlotte Pierce

Nothing to report at this time.

Citizens to be Heard

No one wished to address the Commission.

Discussion Items by Commissioners

Commissioner Patterson asked about the possibility of a *Children at Play* or *Slow Down for Children* being installed on Woodward Avenue between First Street and Cecil G. Costin, Sr., Boulevard and on Bridgeport Lane.

Chief Barnes noted that the Police Department has monitored these areas and no speeders have been clocked. He also asked that a protocol be determined for the placement of signs. The Chief requested that all issues concerning speeding be directed to the Police Department.

Several complaints of dirty water in the Avenue B area have been received by Commissioner Patterson and he would like for these addresses to be checked.

Commissioner McCroan inquired if anything can be done about the "medically necessary vehicles" that are becoming more numerous in town.

Chief Barnes responded that there are no state regulations prohibiting the vehicles.

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

Mayor Magidson asked for a Motion to adjourn the meeting.

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to adjourn the Meeting at 7:17 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

Richard Burkett
Code Enforcement Insepctor

Code Enforcement
2013 Activity

Activity As of 6-10-13
City Of Port St. Joe

	Open	Closed	Total	Increase Since 5/31/2013
Unlawful Accumulation	19	55	73	6
Substandard Structure	7	9	16	
Abandoned Vechicle	0	5	5	
Unlawful Sewer				
Land regulation Violation	3	3	6	
Business Lic. Violation	0	1	1	
Special Master Hearings		1	1	1
Building Demolition	0	3	3	
Waste Violation	9	116	125	13
Sign Violation	0	19	19	2

Total	38	Total	212	Total	250	Total	22
				2013 Year			
				Cases			